

OHSET State Board Meeting November 7, 2009

In Attendance (underline denotes voting for district): Bill Weir (Co-ops), Carolyn Kronenberg, Scott Chauncey, Donna Espelien (NW), Anne Geser, Pam Steinke (C), Cody Fulkerson, Linda Sundberg, Brittany Sundberg, Grace Wicklund, Dawn Keeney (SV), Chris Dinsmore (NE), Amanda Larkin, Denise John, Wendy Bernards (W), Dean Anderson (NV), Glen Sparkman (TRV), Peggy Smith, Jim Roper (S), Karren Cholewinski (Treasurer), Candi Bothum (Chair), Karissa Dishon (Vice Chair), Debi Ferrer (Secretary)

College Liaison

- Candi read a report from Jan Harer. She is making contact with various colleges in the Northwest. She has someone helping her that had a daughter go through NCAA. She is still gathering information and will let us know when she feels she has everything she needs to post on the Web site.

Approval of September Minutes

- One correction – Date was left off.
- Moved and seconded to approve the September Minutes. Motion passed unanimously.

Treasurer's Report / Financials

- Karren handed out copies of a draft Treasurer's Job Description (SOG). We'll look at this and be prepared to discuss at the next meeting.
- Budget vs Actual Expenditures to date (see handout).
- Funds were placed into two CDs – one for \$12,000 for 24 months and one for \$12,000 for 12 months at NW Community Credit Union.
- Remember to send bi-annual reports to Karen.

Cost for National Youth Horse Council Symposium

- About \$1000 for hotel and plane ticket. Participants would pay their own meals.
- Is this group willing to send one or two people to this? Candi said it's supposed to be a really good program for learning and networking; we could also promote OHSET there to possibly get some publicity, maybe get other states to start.
- Candi may be able to get \$500 - \$600 professional development from 4H
- Denise moved to spend up to \$2000 to send Candi and Karissa. It was seconded by Dawn.
- Discussion
 - May be a bad time with the economy to spend the athlete's money. We have to believe it's worth the expense, and Candi said she can't be sure because she hasn't been, but she thinks it will.
 - South Valley suggested that they may be willing to pay for part of the trip
 - Candi feels that Selling OHSET nationally is a secondary benefit. The primary benefit is for this group specifically that we check in with other organizations to see how we are doing with rulebooks, SOGs, etc.

- Bill feels it is a good investment but feels strongly there should be a time commitment to stay in a volunteer position with OHSET.
- More discussion of a youth and adult going. How would they be picked? Is it too late to choose a youth fairly this year?
- Denise expressed concern that we only have 1 or 2 youth at meetings so how do we get a commitment for a national convention.
- Peggy re-expressed the desire to send adults this year and bring in youth next year.
- Call for vote on motion: Send Candi and Karissa with the hope of getting 4-H funds but OHSET will pay up to \$2,000
- 10-3-4 Motion Carries
- Concern for when we send youth, what stipulations we put on adults, background checks etc.

Equipment ordering from Farm Tech

- NW wants extra set of eyes and midsize reader board
 - Suggestion that districts should order reader boards
- North Valley wants eyes
- North East Tri pods
- South Valley wants two reader boards
- Southern is still unsure about what they want
- Decided that if a district loans out their reader board to State, then they will receive two free stalls at State.
 - Northwest has committed theirs, and South valley has committed theirs for State
 - Jordan from SV expressed concern if reader boards were damaged, would State pay for them?
 - Yes!

Mugs, stickers, store items have been ordered and should be available by OPEN

Meeting

- Web store: look into pay-pal, and own visa merchant account.
- Set prices on store, and districts can charge what they want

Fundraising

- Can teams make things and market to state district etc
 - Work out with district if it says district name.
 - If it uses state logo, it needs to be approved by state board
- Karren brought up department of justice raffle rules
 - (see handout)
 - ANY raffles no matter how small needs to be reported to state!

“HOW To” on Web

- We are starting how to section. If anyone has possible ideas need to let Candi and Karissa know

CO-Op’s

- Bill reminded everyone that there are only 3 more opportunities to approve co-ops
 - Only approved co-ops may practice, even if after Dec 1st.
 - Only have 8 so far while last year we had 37 so need to get those turned in ASAP.
- Standard co-ops pass unanimously
- Non-Standard Co-ops were discussed separately.
 - Central District – Madras and Culver co-op (moved by Pam, seconded Anne)
 - Passes unanimously
 - North East District – Centennial and Reynolds (Moved by Chris, Seconded Denise)
 - Passes unanimously
 - North East District – Sam Barlow and Gresham (moved by Chris, Seconded Ann)
 - Passes unanimously
 - Willamette District – Harrisburg and Junction City (moved by Denise, seconded by Linda)
 - Passes unanimously
- Thanks Bill!

Registration Discussion

- Peggy asked what happens if a school refuses to sign team registration at all. Answer, they would have to co-op with another team, even if they have enough people to ride and the adult support to ride.
- If an athlete has a district to district transfer, with OSAA that counts for OHSET as well.
- If an athlete goes to a private school that won’t field a team, they ride with the curb address school.
- Chris brought up the fact that we as an organization need to know what school exactly the athletes are going to. So we need to know if they attend a private school, what exact school, and verify eligibility.
- If schools won’t even sign the “name only box” but are willing to provide their own form, and it states the same details, that is okay.

- Continued discussion about athletes misrepresenting addresses and other similar fallacies.
 - WE (district chairs, coaches, advisors) HAVE to be diligent and follow up.
- Donna expressed concern that people jump to conclusions; make sure you do your research with school

State Photographer

- Stalnakar's photography has requested exclusive right for state championship
- Wendy from Willamette made motion for exclusive right, Glen seconded.
- Peggy expressed concern about a photographer who supported other districts. Would we be hurting other districts?
- Bill Suggested that we come up a list of requirements. Charge a different rate for exclusive rights.
- Discussion tabled to request bids. Karissa will e-mail out requirement list to all districts. To be voted on at January meeting.

Cattle Proposal for State

- Do we want to have

Eligibility Hardship Request

- Two step-sisters who live in different school districts want to ride on same team (though they attend different schools) for convenience; only one of the parents has horses and will be hauling to practices.
- No motion to approve. Considered but dies for lack of a motion. Discussion was that we need to follow OSAA eligibility rules.
- Suggestions made how to accommodate – Redmond and Bend get together to allow these girls to practice together, but they ride for their separate teams.

Insurance

- Luann Bottinger is taking over.
- Research into new agents

Standard Operating Guidelines (SOGs)

- Award SOG
 - Districts are concerned about district sponsors being taken from them to go to State. Candi suggested Districts contact
 - Chris was very concerned that the saddles come back. She feels that awards must be the same every year and that the state board must foot the bill if sponsors are not found.
 - Brenda Fery is new Awards Committee Chair.

- Karissa said it's really impossible for one person to recruit all the award sponsors. Suggestion is to send out a form for Districts to help recruit for awards donations. We could have a form that breaks down how much a certain donation will sponsor (e.g. one class for \$300).
- Needs to add Sportsmanship Award to SOG; We have a sponsor. Karissa will work up additional section for this and bring it to January meeting. We need to educate people more on the process of nominating for the Sportsmanship Award.
- Denise John moved to accept, Wendy Bernards seconded - Passed unanimously.

- Judge SOG
 - Dean made motion to approve, Denise seconded – Motion passes unanimously

- Scholarship
 - Donna caught the fact that in the current scholarship guidelines it states that if a district scholarship is not awarded the money is divided up equally and given to the other winners
 - Karren will be sending out the additional checks
 - New guidelines presented by Donna
 - Weighted questions – OHSET involvement more heavily weighted than other
 - Grade transcripts
 - Two letter of recommendations (1 OHSET related, 1 not)
 - Add the requirement that neither letter come from a relative
 - Clarify questions and goals
 - Discussion that grades not be a determining factor. A “D” student should have just as much opportunity as an “A” student
 - Donna feels strongly that spelling should not be judged.
 - Multiple people expressed concern that spelling is very important and it is effort that should be put forth
 - Peggy suggested that letters of recommendation be judged, and not just used as a tie breaker
 - Peggy also suggested that there is a form that coaches can use as letter of recommendation for people who are not comfortable writing their own.
 - Form is on Southern's OHSET website
 - Concern over the “conflict” question: change it to general conflict not OHSET conflict

- Re-distributing point value
 - A:40, B:20, C:20, D:20, E:20, F:20, G:10, H:20, Letters of recommendation 10 each
- Denise brought up concern that athletes are not applying because they weren't state medalists etc. She feels this is better.
- Motion made by Jim to approve w/changes, Chris seconded.
- OHSET scholarship money will be used for 2nd term or later, after successful completion first term
 - This along with process about how to get funds needs to be added to application
- Signature line for coach or advisor, AND District chair will be added.
- Every judge will fill out a score card for each applicant and those forms need to be kept for records by Scholarship Chair.
- We will hold money for set number of years (Will be put on form) if the athlete will be delaying school entry, military etc.
- No vote held; to be voted on as an SOG at January meeting.

Rules Change Proposal

- Motion by Chris to approve proposal W/O #35 (breakaway exit box), Scott seconded. 9/2/0 – Motion passes
- Rule #35
 - Original discussion was to have all ropers come out of heeling box and daubers to come out of heading box per Donna - this should be maintained to keep with industry standard.
 - Pam expressed concerned that our kids may not be experienced enough to crossover.
 - Injured cow in Central because of crossing over.
 - Are our athletes up to roping to industry standard?
 - Jim feels that this is not industry standard.
 - Donna made the motion that breakaway ropers come out of heeling box, daubers come out of heading box. Vote: 4/ 7/3 – Motion fails

Pattern Proposal

- Patterns reviewed multiple times before now
- Score sheet and pattern will be in rulebook, dimension page will be online
- Chris expressed concern about size and format of pens.

- Candi clarified that the size will not affect the maneuver as long as it is close. Obstacle is to open and close gate and face cattle. As long as the pen is large enough to not interfere with this goal, it will suffice
- Denise questioned “Rider Equitation score” vs. “Overall Horsemanship”
 - Rider equitation is scored on the equitation only, Overall horsemanship is scored on overall pattern flow, arena usage, relationship between horse and rider
- Concern over the words “or so” as it relates to backing in Hunt seat eq
 - The focus of the maneuver is on flow of backing, lack of resistance, aids used. It will not be judged on if the horse backs exactly 6 steps
 - Or so means that the back should be within a few steps of 6. The judge will not be counting specific steps but instead will be looking at the overall quality of the movement.
- Chris expressed concern with backing 40’ in showmanship
 - Karissa explained that while the dimensions are 20’ x20’ the horse takes up a lot of that space so the actual amount of backing is much less
- Denise expressed concern that working pairs start from corners because of dressage rails
 - Karissa/Candi clarified that dressage rails should always be removed for working pairs
- Carolyn mentioned that some patterns have labeled which cone is the start cone, and others do not
 - It was decided that all patterns will have labeled start cone
- It was requested that patterns are timed and approximate times are sent out to districts to help with planning
- Dressage test will be First Level, Test 1 on a short court
- Denise questioned the diagram of obstacle in driving
 - Poles will be labeled in pattern
- Chris questioned if there had to be a salute at the beginning of the working pairs pattern
 - No, there are no rules specifying if or when athletes need to salute, so it depends purely on what the pattern specifies
- Dean requested that there were overall width and length dimensions for trail and In Hand trail
 - There are not complete length and width because there are ranges built in to allow for different size bridges etc. Set up should begin with cone and move towards right.

- IHOR
 - Karissa went over major changes on IHOR score sheet. Make sure all district officers, judges, and scribes are comfortable with new parts of score sheet.
 - Handler/Athlete # in score column
 - Penalty points in each athlete column is for line scratches
 - Overall points (behind the line scoring and overall team presentation)
 - 1st and 4th poles of fan will be set at 90 degree angle and the inner poles will be evenly spaced
 - Chris asked that we change the term “Handler” to “Athlete”
- Candi will ask Tri-River Valley volunteer to do photo cards for Hunt Seat Over Fences again
- Dawn asked how much arena space is needed for Over Fences
 - Clarified that while there is flexibility in the dimensions for the over fences course, it does need an entire arena, and it may not share the arena with another event.
- Drill maneuvers
 - Re-state the drill maneuvers. The following numbers are the only ones allowed for “Half team sweep to chevron”
 - Working 4’s: 41 B
 - Short Program: 41 A

By-Law proposal

- Bill presented proposal. Questions of concerns will be underlined in red. Suggested changes are highlighted in yellow.
- Straw poll here, so that general meeting can be organized into popular/unpopular/undecided.
- The main areas we changed at the meeting, compared to the hard copies handed out, were:
 - change #10 Vote to remove from OHSET
 - change #16 Special meeting requests
 - change #28 Notice on delegating votes
 - change #30 Chair voting
 - change #31 Vice Chair voting
 - change #36 Restructure Judges Committee section
 - change #37 Restructure Rules Committee section
- A copy of that proposal with modifications resulting from discussion at this meeting is attached at the end of these minutes. NOTE: The two areas the board wanted a "no" on, are now in blue, not yellow, highlight (change #12 and #18.5).

Annual meeting 9 am General meeting in 10 am.

- Open meeting – Philomath and Corvallis will be serving lunch and setting up

Next State Board Meeting Saturday January 2, 2010

.....

Attachment : By-Laws Proposed Changes (from Bill Weir)

MISSION STATEMENT

Oregon High School Equestrian Teams (OHSET) shall be a “not for profit” corporation dedicated to promoting and organizing equestrian competition in high school athletic or activity programs.

Oregon High School Equestrian Teams (OHSET) has as its main goal, recognition in the high schools of the equestrian athlete and to give them an opportunity to achieve that recognition in a fair, positive and educational format. The goals are to encourage team play, peer acceptance and good horsemanship. Competition is to follow sportsmanship guidelines as set down by State School Activities Association and State School Board, individual participating school activity guidelines and equine sportsmanship guidelines.

1. by State Oregon School Activities Association (OSAA),

Any High School in the United States of America is eligible to form a team and join the OHSET organization. The state is divided into districts. District competitions will be held with the goal of qualifying for a final State Championship Meet to be held by the host district for that current year. Each high school will have an adult and youth representation on their district board of directors. Each district will have adult and youth representatives on the State Board of Directors.

2. will have an adult

Competition is a winter/spring sport scheduled as much as possible not to conflict with other organized high school sports. The purpose is to promote

continuous growth in programs fostering horsemanship education, sponsor activities to encourage interscholastic participation and to have cooperative adult supervised leadership for all students in grades 9 through 12.

High School Equestrian Teams support, challenge, and offer recognition to the dedicated teens that both physically and mentally, pursue the challenge of the sport of equine competition.

CONSTITUTION AND BY-LAWS
OREGON HIGH SCHOOL EQUESTRIAN TEAMS, INC.
(An Oregon Non-Profit Organization)

PREAMBLE

This Constitution is established to facilitate interscholastic competition, promote a sound program of educational enrichment value and encourage a cooperative, democratic process of fair and good horsemanship with a youth focus.

ARTICLE I - NAME

The name of this organization will be the Oregon High School Equestrian Teams, Inc. (OHSET).

ARTICLE II - PURPOSE

The purpose of this organization, as a public benefit corporation, is to promote continuous growth in programs fostering horsemanship education, sponsor activities to encourage interscholastic participation and to have cooperative adult supervised leadership for all students in grades 9 through 12 who are desirous to participate regardless of race, creed or national origin and meet the association rules, constitution and bylaws. This said organization is organized exclusively for educational purposes within the meaning of section 501 (C) (3) of the Internal Revenue Code.

- 3. who are desirous desire to participate
- 4. This said organization

ARTICLE III - GOALS

- A. Through association leadership and coaching, it is our goal that the student members derive whatever enjoyment and benefits possible as a result of participating in horsemanship education programs and interscholastic competition.
- B. OHSET and coaches/advisors will provide situations where each equestrian team member can be exposed to cooperative working experiences that lead to common group goals.
- C. OHSET and coaches/advisors will encourage each equestrian team member by providing opportunities to experience good leadership, fair play, horsemanship, honesty, character, pride and good sportsmanship at all times.
- D. OHSET and coaches/advisors will always provide, conduct and host equestrian interscholastic programs with proper instructions, coaching methods, and conditioning rules in order to insure the health, safety and welfare of each participant and equine.
 - 5. proper instructions

- E. OHSET will maintain the fundamental principles of the equestrian program including:
1. Eligibility for participation is determined utilizing the state's athletic association guidelines combined with as well as the high schools criteria to participate in athletic sports.
 6. Eligibility for OHSET participation is determined utilizing OSAA state's athletic association guidelines for varsity sports, combined with as well as the high school's criteria for participation in OSAA varsity sports. ~~participate in varsity athletic sports.~~
 2. Qualification for moving on to a higher level competition would be based on a minimum number of competitions, and points would be accumulated to determine the top three athletes in that class.
 3. Judging is standardized and is based on the individual's horsemanship skill. This is accomplished by judging one athlete or team at a time, on their own merit, performing the identified element, for each class in the competition.
 7. individual's horsemanship skill and time

ARTICLE IV - MEMBERSHIP

- A. Current Membership:
- B. Students in grades 9 through 12 interested in competing on an equestrian team shall be eligible for membership providing the student has a team coach/advisor.
1. Adult advisors, coaches and their assistants shall be eligible for membership. A team coach or advisor shall be considered a 'District Board of Directors' member representing their team at the district level.
 8. A team coach or advisor, and team youth representative, shall
 2. Any other administrative person that serves in any capacity and is endorsed by district membership shall be eligible for membership.
 3. All High Schools who have a participating team must have a signature of a High School Administrator approving team participation.
- B. **New Members** - Team application for membership in this association shall be made by fax, Email, or in letter form to the OHSET District Secretary who will present to the District Board for approval and then forward such information (upon approval) to the State Board Secretary who will report the team addition at the next State Board Meeting.
9. **New Teams Members**- Team application for membership in this association shall be made by fax, Email, or in letter form to the OHSET District Secretary, or designated District Registrar ~~who will present to the District Board for approval and then forwarded such information (upon approval) to the State Board Secretary, or designated State Registrar. who will report the team addition at the next State Board Meeting.~~
- C. **Withdrawal** - Team withdrawal intent must be submitted to the OHSET District Board of Directors Chair ~~person~~ and then forward such information to the State Board Secretary who will report the team withdrawal at the next State Board Meeting.
- D. **Readmission** - Shall be the same procedure as governs the admittance of new members.

- E. **Removal** - A team or individual may be dropped from the OHSET by the majority vote of the State Board of Directors based upon OSAA process.
 - 10. A team or individual may be dropped from the OHSET by a the majority vote two-thirds (2/3) vote of the State Board of Directors, based upon OSAA process the OHSET Code of Conduct.
- F. **Membership Voting** - after notification of withdrawal has been reported to the OHSET District Board of Directors or Chair person, the individual or team dropping shall have no vote unless reinstated.
- G. Student participation eligibility will be determined using OSAA guidelines.
 - 11. Student participation eligibility will be determined using OSAA guidelines utilizing the OSAA guidelines for varsity sports, combined with the high school's criteria for participation in OSAA varsity sports. Exceptions require OHSET State Board Approval.

ARTICLE V - GOVERNING BODY - THE STATE BOARD OF DIRECTORS

Section 1. Leadership:

- A. The leadership of OHSET will be vested in the State Board of Directors.

Section 2. Purpose:

- A. The purpose of the State Board of Directors is to support the mission, purpose and goals of the OHSET program.

Section 3. Duty:

- A. The State Board of Directors shall be the representative body of the Oregon High School Equestrian Team Association, shall conduct business of the Association, and shall communicate actions and plans to the association members. The State Board shall be empowered to authorize expenditure of the Association funds and activities of the various committees.
- B. Other duties of the State Board are to:
 1. Establish and conduct the OHSET State Competitions
 2. Act in an advisory capacity to assist the Districts in establishing and conducting District Competitions and programs.
 3. Establish criteria; conduct training and certification for OHSET judges.
 4. Communicate OHSET activities and opportunities for youth members and representatives.
 5. Provide recognition to OHSET youth members and representatives.
 6. Assure the OHSET program offers its program and materials equally to all adult volunteers and appropriately aged youth in the State of Oregon.
 7. Establish and publish competition rules.
 8. Amend the Constitution and By-laws as may be necessary in carrying out the provisions of the constitution.

- 9. Establish and revise OHSET Districts and their boundaries.
 - 12. Establish and revise OHSET Districts and their boundaries. Schools changing districts will be approved individually.

ARTICLE VI - STRUCTURE - THE DISTRICT AND STATE BOARD OF DIRECTORS

Section 1. Membership:

A. The membership of OHSET consists of registered riders of each high school team, advisor/coach of each high school team and volunteers active at the District or State level.

13. ~~registered riders~~ athletes of each high school team

B. The voting membership of the District Board shall be constituted as follows:

- 1. One (1) coach/advisor or adult representative from each team within the district.
- 2. Youth representation and voting privileges will be established at the district level. Voting in

District meetings will be at the discretion of the District.

14, One (1) youth representative from each high school team within the district ~~Youth representation and voting privileges will be established at the district level. Voting in~~ District meetings will be at the discretion of the District.

C. The membership of the OHSET State Board shall be constituted as follows:

- 1. District Chair and one (1) Youth Representative from each district, to be elected by the District prior to the June State Board meeting.
 - 15. District Chair, ~~and~~ one (1) Youth Representative, and additional Adult District Representative (if applicable), to be elected by the District prior to the June State Board meeting. The number of district Adult District Representative(s) are determined by the number of districts in OHSET, as identified below:

Number of Districts:	1 - 5	6 - 9	10 or more
Number of Adult District Representatives:	District Chair + 2 additional adult district reps	District Chair + 1 additional adult district rep	District Chair + 0 additional adult district reps

2. Any other administrative person that serves in any capacity and is endorsed by State Board membership shall be eligible for membership of the State Board.
3. No more than one (1) adult voting representative from the same school may serve as a member of the State Board at the same time.
4. If a vacancy occurs within the State Board, the District with the vacancy will fill that vacancy. The newly elected member will serve the remaining tenure of the terminated member.
5. ~~15.5 DELETED C.5 Note: The number of Adult Representatives will change with the addition of new Districts. The maximum number of Adult Representatives will be eighteen (18). Upon reaching eighteen (18) the number of district representatives will be reduced to two (2) and then to one (1).~~

Section 2. Membership Meetings:

- A. All District or State Board meetings shall be at such location as designated by the appropriate Board of Directors.
- B. Meetings shall be called as necessary at the District or the State level.
- C. Special meetings may be called at any time upon request of at least three members of the District or State Board of Directors. Board of Directors and Officers shall be notified at least two (2) days prior to the meeting date unless there is an extreme emergency. Special meetings may be held electronically, for time critical decision making. Electronic meeting decisions will be affirmed at the next regular State Board Meeting.
 16. Special Board meetings may be called at any time upon request of at least three voting members of that board. The three voting members requesting the special meeting must be from different teams, to request a District Special meeting, and from different Districts, to request a Special State Board Meeting.
- D. Twenty five percent (25%) of the documented general membership (of district for district meeting or State for State meeting) may call a special meeting of the District or the State Board of Directors by notifying any board member. The Board of Directors and Officers shall be notified by certified mail at least ten (10) days prior to the meeting date.
 17. The Board of Directors and Officers shall be notified of the date, time and meeting purpose by certified mail at least ten (10) days prior to the meeting date.
- E. All District and state meetings are open to any members.
- F. The Annual State Board of Directors meeting will be held between December 1st and February 1st with 1-month notice given to all Districts.
- G. The committee chair ~~person~~ or the chair ~~person~~ of the Association will call for committee meetings whenever and as often as deemed necessary to execute the responsibilities of the committee. A progress report of each meeting will be submitted to the appropriate District or State Board of Directors and Officers at their next scheduled meeting.

Section 3. Election of Officers:

- A. The Officers of the District Board of Directors shall be elected as desired by the District. The District Director and District Members at Large shall be ready to report to the June State Board meeting as District Representatives.

18. The Officers of the District Board of Directors shall be elected as desired by the District. The District Chair ~~Director~~, District Youth Representative and Adult District Representative(s) ~~Members at Large~~ shall be ready to report as the voting District Representatives to the June State Board meeting

18.5. District Administration positions cannot be held by more than one person in the immediate family

- B. The officers of the State Board of Directors shall be elected from the Representatives to the State Board with exception of the Secretary and Treasurer, which are appointed offices. The election shall be by the Representatives present at the June State Board meeting. The elected officers shall assume their duties at the next Board meeting.

19. The officers of the State Board of Directors shall be elected as desired by ~~from the Representatives to~~ the State Board with exception of the Secretary and Treasurer, which are appointed offices. The election shall be by the District Representatives present at the June State Board meeting. The elected officers of the State Board of Directors shall assume their duties at the conclusion of the June State ~~next~~ Board meeting.

Section 4. Tenure:

- A. The tenure of the adult Representatives on the State Board shall be two (2) years. One half of the membership shall be replaced each year. Re-election to the State Board by the district is permissible.

20. The tenure of the District Chair, Youth District Representative and the Adult District Representative(s) on the State Board shall be one (1) ~~two (2)~~ years. ~~One half of the membership shall be replaced each year.~~ Re-election to the State Board ~~by the district~~ is permissible.

- B. ~~The tenure of the youth Representative on the State Board shall be one (1) year. They may be re-elected.~~

20.1 ~~DELETE Sect 4, B~~ The tenure of the youth Representative on the State Board shall be one (1) year. They may be re-elected.

- C. Members will assume their membership on the State Board at the next meeting. Terms will conclude at the June meeting.

21. B. District Representative ~~Members~~ will assume their membership on the State Board at the ~~next~~ June State Board meeting. Terms will conclude at the following year's June meeting, unless re-elected.

- D. Any State Board Representative's term may be terminated for:
1. Being absent for two (2) consecutive meetings, unless excused by the Chair ~~person~~.
 2. Violation of the State Board Constitution, Bylaws and Rules.
 3. Misappropriation of funds.
 4. Written resignation from the Representative.
 22. Violation of the State Board Constitution, Bylaws, and Rules or OHSET Code of Conduct
- E. If a Representative is terminated for any reason, the person chosen to replace will finish out the term for the person they are replacing.

Section 5. Quorum:

- A. A quorum shall be those members present at any properly called meeting.
 23. A quorum shall be those members present a minimum of one third (1/3) of the total voting members of the board, present at any properly called meeting.

Section 6. Voting:

- A. A Board of Director member or person representing their district shall cast one vote at the State Board level.
 24. A voting member shall cast one vote at the State Board or District Board level. One vote per member. Voting by proxy is not allowed.
- B. Voting at the team or district meetings will be at the discretion of the District.
 25. Voting at the team or district meetings will be at the discretion of the team District.
- C. All official decisions, unless otherwise stated in this constitution, shall be by a majority vote of the Board of Directors present and voting. Delegation of votes shall be restricted to members identified at the beginning of the meeting representing their team or district and logged in the meeting minutes. A coach/advisor who is unable to attend meetings must notify by phone or Email the Chair ~~person~~, Vice-Chair ~~person~~ or Recording Secretary prior to said meeting who is to be the voting representative for said team or district.
 26. C. All official decisions, proposals and rule changes, unless otherwise stated in this constitution, shall be by a majority vote of the Board of Directors present and voting voting members present to pass (over one-half of the quorums). (not a majority of members voting)

27. D. Delegation of votes shall be restricted to members identified at the beginning of the meeting, representing their team or district, and logged in the meeting minutes.

28. E. A ~~coach/advisor~~ voting member unable to attend a meeting must notify, by phone or Email, the Chair, Vice-Chair or Recording Secretary, prior to the beginning of the meeting. This notification must include who they are delegating their vote to. If that voting member is not able to make the proper notification on the delegation of their vote, then that voting member's Team Advisor (for District meetings), or District Chair (for State Meetings), may name the replacement voting member for that meeting.

~~D. — Proposals need majority vote to pass (over one-half of the quorums).~~

E. The Constitution and By-laws changes can only be made during the annual meeting. Proposed changes must be submitted in writing to the District Chairperson and then sent on to the State Board Secretary, with page number, article or section, 30 days prior to annual meeting to be distributed to the membership prior to the meeting via Email or ground mail to each district. Constitution and By-Laws shall be amended by a two-thirds (2/3) vote of the committee present at the annual meeting provided notice of any proposed amendment shall have been given to all members of the State Board not less than two weeks previous to said meeting. All bylaw changes and actions taken at the annual meeting will become effective immediately, including event additions or deletions, board positions, etc.

29. Proposed changes must be submitted in writing with page number, article or section, 30 days prior to annual meeting to the District Chairperson or designee, and then sent on to the State Board Secretary or designee, to be distributed to the membership prior to the meeting via Email or ground mail to each district. Constitution and By-Laws shall be amended by a two-thirds (2/3) vote of the voting members present at the annual meeting, provided notice of any proposed amendment shall have been given to all members of the State Board not less than two weeks previous to said meeting. All bylaw changes and actions taken at the annual meeting will become effective immediately. ; ~~including event additions or deletions, board positions, etc.~~

~~F. — 29.1 DELETE F All Rule changes must be submitted in typed form to the State Board Secretary, with page number, article or section. The whole section will be typed with the change. Proposed changes must be submitted 30 days prior to next State Board meeting to be distributed to the membership prior to the meeting via Email or ground mail to each district. Rules shall be amended by a majority vote of the Board of Directors present at the meeting provided notice of any proposed rule change shall have been given to all members of the State Board not less than two weeks previous to said meeting.~~

Section 7. Board of Directors and their duties:

- A. The officers of the State Board (and Districts if desired) shall consist of Chairperson, Vice Chairperson, Secretary and Treasurer.

1. Chairperson

- a. Elected by the Board.
- b. Call Board and Special meetings.
- c. Prepares the agenda.
- d. Act as General Chairperson of the meetings.
- e. Appoints Chairpersons of committees as needed.
- f. Act as Chief Executive Officer of the OHSET.

30. Elected by the Board and is a non-voting member of the Board, unless voting to break a tie vote.

2. Vice Chairperson

- a. Elected by the Board.
- b. Assists the Chairperson in the performance of his/her duties.
- c. Acts as Chairperson in the absence of the Chairperson.
- d. Assumes temporary responsibilities of any vacated officer's post until the vacated post is filled.

31. Elected by the Board and is a non-voting member of the Board (unless also acting as a District Chairperson or District Representative). When acting in the capacity of the Chair, the Vice Chair is then a non-voting member of the Board, unless voting to break a tie vote.

3. Secretary

- a. Appointed by the Chairperson and approved by the Board and is a non-voting Officer of the Board (unless also acting as a District Chairperson or District Representative).
- b. Tape-records and keeps minutes of all Board Meetings. Distributes meeting minutes via Email or ground mail to all State Board Members
- c. Maintains an updated OHSET School membership list and distributes to State Board and district representatives quarterly as needed.
- d. Keeps an accurate account of State Champions and other pertinent information for the State Association.
- e. ~~Accepts and presents any rule changes to the State Board in the proper format.~~

32. Maintains an updated OHSET School membership list and distributes to State Board and district representatives quarterly as needed. May delegate registration activities as needed.

33. Keeps an accurate account of State Champions and other pertinent information for the State Association. May delegate as needed.

4. Treasurer

- a. Appointed by the Chairperson and approved by the Board and is a non-voting Officer of the Board (unless also acting as a District Chairperson or District Representative).
- b. Acts as custodian of all OHSET funds.
- c. Keep records of assets, liabilities, income and disbursements. Reports at each meeting, keeping Board updated as to funds.
- d. Acknowledges all contributions.
- e. Submits an annual financial statement to all State Board Directors and Officers.
- f. Responsibility of all bank checking and savings accounts.
- g. Arranges an independent financial review to be performed before installment of new officers at the conclusion of their tenure.
- h. Files an annual tax return.

34. Submits a bi-annual financial statement to all State Board Directors and Officers.

35. Arranges an independent financial review to be performed before installment of new State officers or installment of a new State Treasurer

Section 8. Standing Committees:

A. **35.1 DELETE A** If a district position is vacated or not filled, the District with the vacancy may appoint another representative to the committee at any time.

1. Judges Committee

- a. Shall be appointed by the Association Chairperson under the direction of the State Board of Directors.
- b. Will report to the State Board of Directors and work closely with the Rules Committee.
- c. Will be responsible to:
 - 1) Develop and maintain criteria for judging OHSET
 - 2) Develop an education process for judges to meet OHSET criteria for judging.
 - 3) Develop and maintain an approval process for judges to be certified as OHSET judges.
 - 4) Maintain an up-to-date judge's list identifying individual events each judge is certified to judge as a resource.
 - 5) Design patterns for upcoming year.

36. Judges Committee Chair

- a. Shall be appointed by the Association Chairperson under the direction of the State Board of Directors State Chair, and approved by the State Board.

b. Will report to the State Board of Directors and work closely with the Rules Committee All Standard Operating Guidelines or Procedures developed for Judges will be approved by the State Board.

~~c. DELETED c. Will be responsible to:~~

~~1) Develop and maintain criteria for judging OHSET~~

~~2) Develop an education process for judges to meet OHSET criteria for judging.~~

~~3) Develop and maintain an approval process for judges to be certified as OHSET judges.~~

~~4) Maintain an up to date judge's list identifying individual events each judge is certified to judge as a resource.~~

~~5) Design patterns for upcoming years~~

2. Rules Committee

a. Shall be appointed by the Association Chairperson under the direction of the State Board of Directors.

b. Will report to the State Board of Directors and work closely with the Judges Committee.

c. Will be responsible to:

1) Review, develop and modify the OHSET rules;

(a) Utilizing National Standards for events as able

(b) With input from the judges' committee and the State Board

(c) With Youth as the focus

(d) And an emphasis on Safety.

37. Rules Committee Chair

a. Shall be appointed by the Association Chairperson under the direction of the State Board of Directors State Chair, and approved by the State Board.

b. Will report to the State Board of Directors and work closely with the Rules Committee All Standard Operating Guidelines or Procedures developed for Rules will be approved by the State Board.

~~c. DELETED c. Will be responsible to:~~

~~1) Review, develop and modify the OHSET rules~~

~~2) Utilizing National Standards for events as able.~~

~~3) With input from the judges' committee and the State Board~~

~~4) With Youth as the focus~~

5) And an emphasis on Safety

ARTICLE VII - IMMUNITY OF MEMBERS

Neither the members of the Association, nor Standing Committee members, nor members of the State Board of the Association shall be personally liable for any of the debts, liabilities or obligations of the Association.

ARTICLE VIII – ASSETS DEDICATED TO AN EXEMPT PURPOSE

- A. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.
- B. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on:
 - 1. By an organization exempt from federal income tax user section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal code, or
 - 2. By an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code or the corresponding section of any future federal tax code

ARTICLE IX - FISCAL POLICY

All funds obtained by this Association shall be expended at the discretion of the State Board for the benefit of the existing and future Oregon High School Equestrian Teams. No funds will be expended for the personal gain of any member of this Association. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Section 1. Dissolution:

- A. In the case of dissolution of this Association, all funds not specifically earmarked for approved expenditure will be given to the Equestrian Special Olympics, a not for profit organization. However, if the named recipient is not then in existence or no longer a qualified recipient, or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund or foundation which is organized and operated exclusively for the purposes specified in section 501 (c) (3) of the Internal Revenue Code.
- B. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.

Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located exclusively for such purposes to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

Section 2. Fiscal Year:

- A. The fiscal year for the organization will be from July 1st to June 30th.

Section 3. Yearly Budgets:

- A. All Districts are required to file a yearly budget and a bi-annual financial statement with the State Board Treasurer.

1. January 1st thru June 30th
2. July 1st thru December 31

39. All Districts and the State are required to file a yearly budget and a bi-annual financial statement with the State Board Treasurer.

Last review: December 1, 2007

40. Last review: December 5, 2009

41. All instances of the term "chairperson" are replaced by the term "chair"