

Greater Houston  
Hunter Jumper  
Association

2023

Board of Directors

Rules and Regulations

By-Laws

# 2023 GHHJA Rule Book

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Kathryn Coll

### **WEB MASTER**

Christie Leighton  
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### **COMPLIANCE COMMITTEE**

Jacqueline McCroskey  
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### **SOCIAL MEDIA**

Reagan Stanley

## 2022 GHHJA Show Applicants and Managers

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# 2023 GHHJA TENTATIVE HORSE SHOW CALENDAR

PLEASE CHECK WEBSITE @ WWW.GHHJA.ORG, NEWSLETTER AND PRIZELISTS FOR INFORMATION REGARDING ANY CHANGES OF HORSE SHOWS

**DENOTES DATE AND LOCATION TO BE DETERMINED**

<u>Date</u>	<u>Show Name</u>	<u>Applicant</u>	<u>Location</u>	<u>Manager</u>
1/28/23	New Day Show	Amy Uniss	GSEC	Amy Uniss (281) 978-0767
1/29/23	New Beginning	Barbara Bryan	GSEC	
3/11/23	Mo Daze One	Maurene Moffett	GSEC	Amy Uniss (281) 978-0767
3/12/23	Britannia Farm One	Pauline Cook	GSEC	
4/22/23	Hunt Farm I	Pam Hunt	Pine Hill Bellville	Pam Hunt (979) 826-8338
4/23/23	Hunt Farm II	Pam Hunt	Pine Hill Bellville	
5/20-21/23	Haras Spring Flowers	Rob Moyar	Haras	Rob Moyar (281) 818-2321
6/3/23	Classic Show I	Amy Uniss	GSEC	Amy Uniss (281) 978-0767
6/4/23	Classic Show II	Barbara Bryan	GSEC	
6/24/23	Summer Blowout	Wendy Kaminski	GSEC	Amy Uniss (281) 978-0767
6/25/23	Summer Blowout II	Wendy Kaminski	GSEC	
8/19/23	Fun In The Sun I	Adam Barber	GSEC	Amy Uniss (281) 978-0767
8/20/23	Fun In The Sun II	Krissan Barber	GSEC	
9/16/23	Mo Daze 2	Maurene Moffett	GSEC	Amy Uniss (281) 978-0767
9/17/23	Britannia Farm 2	Pauline Cook	GSEC	
10/14/23	Octoberfest I	Jeff Hildebrand	GSEC	Amy Uniss (281) 978-0767
10/15/23	Octoberfest II	Jeff Hildebrand	GSEC	
10/28/23	Pine Hill Halloween I	Ruth Sawin	Pine Hill Bellville	Pam Hunt (979) 826-8338
10/29/23	Pine Hill Halloween II	Ruth Sawin	Pine Hill Bellville	
11/18-19/23	Fall Harvest	Rob Moyar	Haras	Rob Moyar (281) 818-2321
11/25/23	GHHJA Finish Line	GHHJA	GSEC	Amy Uniss (281) 978-0767
11/26/23	GHHJA Finish Line	GHHJA	GSEC	

# GREATER HOUSTON HUNTER JUMPER ASSOCIATION

Rules and Regulations - December 1, 2022

*Note: New and changed rules are in red and bold italics.*

## **Section I - Organization/Entity**

### **Article 100. Follow USEF Rules.**

The Greater Houston Hunter Jumper Association ("GHHJA") shall generally be governed by the rules and regulations of the United States Equestrian Federation ("USEF"). However, GHHJA may adopt specific rules and regulations knowingly in conflict with those of USEF. Such conflicting rules and regulations may include, but are not limited to, heights of fences, minimum distances between jumps, or the like.

### **Article 101. GHHJA Show Year.**

The annual GHHJA show year begins December 1st and extends through November 30th of the next calendar year. For example, the show year December 1, 2022 – November 30, 2023 is called "the 2023 show year."

### **Article 102. Board of Directors.**

The board of directors will be elected by the senior membership. The board will be a rotating body with two-year terms. A board member may serve no more than two (2) consecutive two-year terms. Those board members who have served two two-year terms may re-run for the board of directors after a one-year or more absence from the Board. The board members will elect a President, Vice-President, Secretary, and Treasurer. The primary purpose of the board of directors is to make sure that the organization's rules and regulations are followed and to make any decisions regarding these rules and regulations. The board will determine any disciplinary action taken against exhibitors, trainers, show managers, and show applicants. If the board votes to join other organizations (such as Greater Houston Horse Council), an official representative, if required, will be selected by a vote of the board. See previous page for current Board of Directors.

### **Article 103. Board Member Requirements.**

GHHJA board members must be current senior members in good standing of both GHHJA and USEF as of January 1 of each show year they serve on the board.

### **Article 104. Barn Representation on Board.**

No more than two (2) individuals with the same barn affiliation may serve as board members at the same time.

### **Article 105. Meetings.**

Board meetings are held ten (10) times per year on the first Monday of the month. Meetings are open, and the Board welcomes the general membership to attend. The first general meeting of the show year is to be held in December. A show applicant/managers meeting will be held one time per year prior to the first scheduled show. If necessary, an additional meeting may be required for show applicants and managers. Please call/***email*** the President if you care to address the board members prior to all board meetings.

### **Article 106. Rule Change Requirements.**

All approved rule changes with the exception of changes due to emergency situations, will take effect during the following show year. (For example, rules voted on in 2011 will take effect during the 2012 show year).

Rule changes are voted on by current year board members.

Rule change proposal deadline will be on or before **November 30th** of each year.

## **Section II - Membership, Horse/Pony Registration, and Pony Measurement**

### **Article 200. Membership Fees.**

To participate in the benefits offered by the Greater Houston Hunter Jumper Association, individuals must be members in good standing. Membership in GHHJA is obtained on an annual basis (except life memberships) by completing and returning a membership application, accompanied by membership fees as follows:

Life Membership (no minimum age)	\$275.00
Annual Senior Membership (age 18 or older)	\$45.00
Annual Junior Membership (age <b>17</b> or <b>younger</b> )	\$40.00
Annual Owner/Parent/Other (age 18 or older)	\$35.00
<b>Annual Professional</b> (age 18 or older)	\$45.00
<b>Annual Barn Membership</b>	<b>\$75.00</b>

Membership applications must be completed online or turned in to any GHHJA Horse Show Office. Membership fees must be paid online or by check at Horse Show office ONLY. No cash can be accepted. Membership dues are non-refundable.

### **Article 201. Membership Term.**

**Annual** memberships (~~except Life Membership~~) expire each year at the end of the show year (November 30<sup>th</sup>), regardless of application date.

### **Article 202. Rider, Owner, and Trainer Membership Requirements.**

1. Riders competing for year-end awards in medal classes, equitation classes, and/or achievement certificate divisions and their trainers must be members in good standing at the time of competition. Membership is not required for owners of horses/ponies ridden in these classes or divisions.
  - a. A parent/guardian may act as “trainer” for any Junior rider. Parent/guardian must be a member of GHHJA in this instance.
    - b. Junior riders must provide date of birth to be eligible to receive year-end awards.**
2. Owners and trainers of horses/ponies competing for year-end hunter or jumper division awards must be members in good standing at the time of competition. Membership is not required for riders of these entries (non-member rider fees apply).
  - a. A parent/guardian may act as “trainer” for any Junior Owner. Parent/guardian must be a member of GHHJA in this instance.

### **Article 203. Proof of Membership.**

1. At shows, a member who is not on the membership list and cannot show proof of membership to the show secretary must sign an affidavit stating that membership is pending.
2. Persons who sign an affidavit falsely may be required to pay non-member fees and/or fines, and any points awarded on the basis of pending membership will be taken away.
3. Failure to pay assessed non-member fees and/or fines will place the person “not in good standing” with GHHJA, and that person will not be allowed to participate at shows recognized by GHHJA.

**Article 204. Horse/Pony Registration Requirements.**

1. Horses and ponies must be registered with GHHJA to accumulate points toward year-end hunter or jumper division awards.
2. Horses/ponies ridden in equitation medal classes, equitation divisions, and/or achievement certificate divisions need not be registered.
3. Two categories of registration are available: Lifetime and Annual.
4. Duplicate horse/pony names are not allowed. Before submitting a horse/pony registration application, the owner must first check the current registration list to avoid name duplication.

**Article 205. Horse/Pony Registration Fees.**

Registration is obtained by completing and returning a horse/pony registration form, accompanied by the appropriate registration fee as follows:

Lifetime Registration	\$45.00
Annual Registration	\$15.00

Horse/pony registration forms must be completed online or turned in to any GHHJA Horse Show Office. Registration fees must be paid online or by check at Horse Show Office ONLY. No cash can be accepted.

**Article 206. School Horse Registration.**

Stables *with barn membership* may register *unlimited* school horses for year-end award eligibility *for a fee of \$75.00* per year. ~~Additional school horses may be registered during the year for no additional fee. This type of registration is considered to be a lifetime registration.~~ Horses/ponies registered in this category prior to 2000 are considered to have lifetime registrations.

**Article 207. Lifetime Registration.**

A horse/pony lifetime registration does not expire. All horses/ponies registered before 2000 have lifetime registrations. Beginning in 2000, horses/ponies with lifetime registrations do not re-register each year.

*On December 1<sup>st</sup> of each show year, every horse that has been inactive (not shown) for previous 10 years shall be deleted from the registry.*

**Article 208. Proof of Lifetime Registration May Be Required.**

If a horse/pony having a lifetime registration did not earn any points the previous show year, the owner may be required to provide proof of registration to the GHHJA Membership Secretary. If the owner cannot show proof of registration, the animal in question is considered to be unregistered, the owner must complete and return a new registration form, accompanied by the appropriate fees. A member who intends to show a registered horse or pony not actively shown the previous year should contact the GHHJA Membership Secretary prior to showing to determine the animal's registration status, and to ensure points earned will be properly credited.

**Article 209. Annual Horse/Pony Registration.**

Annual type horse/pony registration expires each year at the end of the show year (November 30<sup>th</sup>), regardless of application date. The horse/pony is then considered to be unregistered until the owner completes and returns a new registration form, accompanied by the appropriate fee.

**Article 210. Transfer of Ownership.**

To document transfer of ownership of a horse or pony, the new owner should complete and return a horse/pony registration form, accompanied by \$5.00 transfer fee. In order to accumulate year-end points, rider names, horse names, and owner names must be registered exactly as shown on horse show entry forms. Horse/pony registration or transfer forms must be completed online or turned in to any GHHJA



Horse Show Office.

**Article 211. Horse/Pony Name Change.**

1. When the owner changes the name of a horse or pony, the owner must notify the GHHJA Membership/Points Secretary in writing in order for any points accumulated to be transferred to the new name. The GHHJA horse/pony registration form can be used for this purpose, and it must be completed online or turned in at any GHHJA Horse Show Office.
2. There is no fee for horse/pony name changes.
3. Duplicate horse/pony names are not allowed. Before submitting a horse/pony name change, the owner must first check the current registration list to avoid name duplication.

**Article 212. Pony Measurement.**

The GHHJA membership secretary must have a copy of a pony's current measurement card for that pony to receive points for year-end awards.

1. A pony without a USEF Pony Measurement Card must be measured by a current USEF Steward for a GHHJA Pony Measurement Card. The cost of the card is \$10.00, payable to the Steward. GHHJA will make arrangements to have a Steward available at the shows at regular intervals throughout the year. Steward availability will be published in prize lists and/or the GHHJA newsletter.
2. If a pony is measured after showing and does not measure within the height requirements of the division in which it showed, the pony will lose all prior points. Remaining entrants will be moved up to appropriate points.
3. A pony less than six years of age will retain its measurement card for the entire show year, regardless of any change in height.
4. Ponies under the age of six must be measured each show year until they reach age six.
5. The measurement card must be sent to the Membership Secretary no later than November 30 for the current year's points to count.
6. The Membership Secretary will keep a permanent file of pony measurement cards received.

**Article 213. Use Correct Membership and Horse/Pony Registration Names.**

In order to accumulate year-end points, *all rider/owner* member names and horse/pony names *submitted on entry forms* must be submitted to GHHJA exactly as those used on horse show entry forms *exactly match the GHHJA registered name. Registered names may be checked on the GHHJA website and/or member recording card.*

**Article 214. Use Membership/Registration Numbers.**

GHHJA membership numbers and horse/pony registration numbers must be included on horse show entry forms. The show secretary may reject any entry without membership/registration numbers. If GHHJA membership numbers and horse registration numbers are not on an entry form, points toward year-end awards will not be counted.

**Article 215 Non-Member Participation.**

Non-member riders and trainers may participate at GHHJA recognized shows after paying a non-member fee of \$12.00 per show to the show's secretary. This fee is charged per individual, not per entry; payment allows the person to compete as rider, trainer, or both. *Trainers must pay own non-member fee to the show secretary and it cannot be added to client horse show splits.*

Non-members competing only in Lead line are exempt from paying non-member fees.

**Article 216. Non-Member Credit Voucher.**

The non-member may request a credit voucher from the show secretary documenting payment of non-

member fees. The non-member may apply the fee toward membership dues by attaching the voucher to the membership application. A horse show receipt which specifies non-member fees have been paid is also acceptable. It is the sole responsibility of the non-member to keep a copy of the voucher. Non-member credit vouchers expire at the end of the show year.

#### **Article 217. Change of Membership Information.**

Changes **or corrections** in a member's name, **contact information and/or current trainer** address, telephone, etc., or corrections should be sent **submitted** to the Membership/Points Secretary **online by using the "update member information" form on the GHHJA website**. ~~Change of address forms are available in the office at horse shows, or via information in the GHHJA newsletter.~~

### **Section III - Class and Division Definitions**

#### **Article 301. Entering Not To Be Judged.**

1. Entering a hunter class without being judged is prohibited (with the exception of warm-up classes), except at the show manager's discretion. If a horse competes without being judged, it cannot compete in any subsequent classes in the same ring on the same day.
2. Entering an equitation class without being judged is prohibited, except at the show manager's discretion. If a rider competes without being judged, he/she cannot compete in any subsequent classes in the same ring on the same day.
3. Entering a jumper class without being judged is prohibited, except at the show manager's discretion. If a horse competes without being judged, it cannot compete in any subsequent classes for prize money in the same ring on the same day.

#### **Article 302. Hunter Divisions.**

Listed below are the specifications for hunter divisions GHHJA recognizes for year-end awards and/or certificates, and the classes required in each division. Pre-Green Horses/Ponies are eligible for two consecutive show years.

1. **Pony Hunter.** Open to all ponies 14.2 hands and under, ridden by junior riders. No in and outs. The division must include one under saddle class and at least two hunter classes. Fence heights are to be adjusted for the respective pony sizes. Ponies not exceeding 12.2 hands shall be ridden by junior riders age **12** and under at the beginning of the show year, and shall jump fence height of 2'. Ponies over 12.2 hands and not exceeding 13.2 hands shall be ridden by junior riders age 14 and under at the beginning of the show year, and shall jump fence height of 2'3". Ponies over 13.2 hands and not exceeding 14.2 hands shall be ridden by junior riders and jump fence height of 2'6" to 2'9".
2. **Limit Hunter.** For riders who have not won 6 cumulative blue ribbons over fences at any GHHJA/THJA/USEF (affiliated) recognized show. Beginner, Novice, or Schooling Hunter blues do not count against this division. Blue ribbons won over fences in the Pony Hunter Division at THJA/USEF shows do count towards eligibility. However, blues won at GHHJA shows in the Pony Hunter Division do not count towards Limit Hunter. Riders eligible at the beginning of the show year remain eligible all year. The division must include one under saddle class and at least two hunter classes. Fences 2'6".
3. **Schooling Hunter.** Open to all. The division must include one under saddle and at least two hunter classes. Fences 2'3".
4. **Non-Pro Hunter.** Open to all non-professional riders. The division must include one under saddle and at least two hunter classes. Fences 2'6" to 2'9".
5. **Green As Grass (Baby Green) Hunter.** For horses or ponies who have not shown over fences prior to the start of the current show year. No cross entries into classes over 2'3". The division must

include one under saddle class and at least two hunter classes.

6. **Pre-Green Hunter.** For horses or ponies that have not been shown before the current show year over fences exceeding 2'3" at any show. No cross entry into classes over 3'3". The division must include one under saddle class and at least two hunter classes. Fences 2'6" to 2'9".
7. **Low Hunter.** Open to all horses, ponies, and riders. The division must include one under saddle and at least two hunter classes. Fences 2'9" to 3'.
8. **Adult Hunter.** Open to all adult amateur riders (18 years and over). The division must include one under saddle and at least two hunter classes. Fences 2'9" to 3'.
9. **Junior Hunter.** Open to all junior riders (under 18 years of age). Ponies may show in Junior Hunter classes, but may not show in any Pony Hunter Division at the same show. Equitation not to count. The division must include one under saddle and at least two hunter classes. Fences 2'9" to 3'.
10. **Open Hunter.** Open to all horses and riders. The division must include one under saddle and at least two hunter classes. Fences 3'3".

#### **Article 303. Hunter Stake Class Eligibility.**

In order to compete in a stake class in a hunter division, a horse/pony must compete in at least one (1) other over-fences class in that division.

#### **Article 304. Combined Hunter Divisions.**

Only the following hunter divisions may be combined:

1. Green as Grass and Schooling Hunter divisions may be combined if there are fewer than three (3) entries in each division. If Green as Grass and Schooling Hunter are combined, a horse may not show as both a Green as Grass Hunter and a Schooling Hunter.
2. Junior and Adult Hunter. Junior/Adult Hunter must not be split into Junior and Adult sections with fewer than three (3) entries in each section. If Junior and Adult Hunter are combined, a horse may not show as both a Junior Hunter and an Adult Hunter. Combined division fences 2'9" to 3'.
3. Open hunter may be combined with Junior and/or Adult Hunter sections with fewer than three (3) entries in each section. If combined, a horse may not show as both a Junior or Adult hunter and as an Open Hunter. Open Hunters will show at their height of 3'3".

#### **Article 305. Pony Hunter Cross Entry Restriction.**

A pony showing in the Pony Hunter division may not be ridden by an adult rider in any other class at the same show.

#### **Article 306. Carry Over of Green as Grass and Pre-Green Status.**

In order to carry over Green as Grass or Pre-Green status to the following year as the result of an injury or non-showing, the horse must have shown no more than three (3) times prior to April 1 of the year from which eligibility is sought to be carried over. A written request must be received by the Board of Directors no later than June 1 of that year requesting that the Green as Grass or Pre-Green status be carried to the succeeding year and setting forth reasons for that request. Under no circumstances will such permission to extend eligibility be granted more than once.

#### **Article 307. Equitation Divisions.**

Listed below are the specifications for equitation divisions GHHJA recognizes for year-end awards. Shows are encouraged to offer these divisions, but they are not required. A show may offer either or both classes in a division.

1. **Walk/Trot Equitation.** No cross entries. For walk/trot riders who have not won six (6) cumulative blue ribbons at any shows. The division must include at least one (1) Walk/Trot, Poles, and an Individual Test Class. Riders are eligible all year.
2. **Pre-Beginner.** For riders who have not jumped over 18" and have not won six (6) cumulative blue

ribbons over fences at any show (warm-up classes not to count). The division must include Pre-Beginner Equitation Walk/Trot/Canter, and two (2) Pre-Beginner Equitation Over Fences classes. A Pre-Beginner Equitation Walk/Trot class, or an additional equitation over fences class is optional. Fences 18" cross rails. Riders may trot or canter courses. No cross entries. Riders are eligible all year.

3. **Beginner.** For riders who have not jumped over 2' and have not won 6 cumulative blue ribbons over fences at any show (warm-up and Pre-Beginner classes not to count). The division must include Beginner Equitation Walk/Trot/Canter, Beginner Equitation Over Fences. An additional over fences class is optional. Fences 2' maximum. Riders is eligible all year.
4. **Novice.** For riders who have not won 6 cumulative blue ribbons over fences at any GHHJA/THJA/USEF (affiliated) recognized show in a recognized division and who have not jumped over 2'6" (warm-up, Pre- Beginner, and Beginner classes not to count). The division must include Novice Equitation on the flat and two(2) Novice Equitation Over Fences. An additional over fences class is optional. Fences 2'3". Riders is eligible all year.
5. **Pony Equitation.** Open to pony riders age fourteen (14) and under for small and medium ponies, and seven- teen (17) and under for large ponies. Riders eligible at the beginning of the show year remain eligible all year. Pony equitation is not to be divided by size. Fences 2' for small, 2'3" for medium, and 2'6" to 2'9" for large ponies. Classes to consist of Pony Equitation and/or Pony Equitation Over Fences.
6. **Limit Equitation.** Open to Limit riders. Fences 2'6" maximum. Classes to consist of Limit Equitation and/or Limit Equitation Over Fences.
7. **Adult Equitation.** Open to adult amateur riders. Fences 3' maximum. Classes to consist of Adult Equitation and/or Adult Equitation Over Fences.
8. **Junior Equitation.** Open to junior riders. Fences 3' maximum. Classes to consist of Junior Equitation and/or Junior Equitation Over Fences.

#### **Article 308. Combined Equitation Divisions.**

Junior Equitation and Adult Equitation. May be combined. Junior/Adult must not be split into Junior and Adult sections with fewer than three (3) entries in each section; combined division fences 2'9" to 3'.

#### **Article 309. Equitation Medal Classes.**

Listed below are the specifications for equitation medal classes GHHJA recognizes for year-end awards. Shows are encouraged to offer these classes, but they are not required.

1. **Pony Medal Class.** Open to GHHJA Member and Non-Member Pony riders. Not to be divided by size. Fences 2' for small, 2'3" for medium, and 2'6"-2'9" for large ponies. Riders of small and medium ponies must be age fourteen and under at the beginning of the show year. Riders of large ponies must be age seventeen and under at the beginning of the show year. To hold the class, there must be at least three (3) riders entered prior to its start. Three (3) riders must complete the course for the points to count at year-end. Two or more USEF tests 1-9 of the top four riders will be required. Points will only be awarded to current GHHJA members, as in the equitation division. If there are at least six (6) current GHHJA member qualifiers, a ride off class will be held each year to determine the overall Pony Medal winner. The top fifteen (15) current GHHJA member riders based on points won in a show year will be invited to compete in the ride off class. Invitations will be issued on or before November 7th of each show calendar year. Any points received after November 7th will count toward following show year's total. As of the 2022 show year, the year-end prize for the Pony Medal is a \$500.00 check. Monetary awards and prizes will only be issued if the Pony Medal Class makes three (3) or more times during the show year.

The Pony Medal Class may be run back-to-back with Pony Hunter and/or Pony Equitation

classes.

2. **Limit Medal Class.** Open to GHHJA Member and Non-Member Limit riders. Fences 2'6" maximum. To hold the class, there must be at least three (3) riders entered prior to its start. Three (3) riders must complete the course for the points to count at year-end. Two or more USEF tests 1-9 of the top four riders will be required. Points will only be awarded to current GHHJA members, as in the equitation division. If there are at least six (6) current GHHJA member qualifiers, a ride off class will be held each year to determine the overall Limit Medal winner. The top fifteen (15) current GHHJA member riders based on points won in a show year will be invited to compete in the ride off class. Invitations will be issued on or before November 7th of each show calendar year. Any points received after November 7th will count toward following show year's total. As of the 2022 show year, the year-end prize for the Limit Medal is a \$500.00 check. Monetary awards and prizes will only be issued if the Limit Medal Class makes three (3) or more times during the show year

The Limit Medal Class must be run as a separate class. It may not be run back-to-back with any other class.

3. **GHHJA Medal Class.** Open to Junior and Adult Amateur GHHJA Members and Non-Member Riders. Fences 3'. To hold the class, there must be at least three (3) riders entered prior to its start. Three (3) riders must complete the class for the points to count at year-end. Two or more USEF tests 1-19 of the top four riders will be required. Points will only be awarded to current GHHJA members. If there are at least six (6) current GHHJA member qualifiers, a ride off class will be held each year to determine the overall Medal winner. To qualify for the ride off class, a rider must have won at least eighteen (18) points during the current show year. If there are more than ten (10) qualifiers, the top ten (10) current GHHJA member riders based on points won in a show year will be invited to compete in the ride off class. Invitations will be issued on or before November 7th of each show calendar year. Any points received after November 7th will count toward following show year's total. As of the 2022 show year, the year end prize for the GHHJA Medal is a \$1000.00 check. The award must be requested and issued within three show years of winning. If the award is not claimed within three years, the award is void. Monetary awards and prizes will only be issued if the GHHJA Medal Class makes three (3) or more times during the show year.

The GHHJA Medal Class must be run as a separate class. It may not be run back-to-back with any other class.

### **Article 310. Jumper Divisions.**

Listed below are the specifications for jumper divisions GHHJA recognizes for year-end awards. Jumper divisions must include a minimum of three (3) classes and may not include a Blue Ribbon Class. Time allowed to be announced and must be posted on the courses for all jumper divisions.

1. **Itty Bitty Jumper.** No cross entries into any other jumper classes or any Hunter or Equitation Classes with fences over 2'6". Fences no higher than 2'6".
2. **Schooling Jumper.** Open to all. Fences 2'9" to 3' with maximum spreads of 3'.
3. **Junior/Adult Jumper.** Open to junior and adult amateur riders. First round fences 3' to 3'3". Jump-off fences maximum 3'6" with 3'6" spreads.
4. **Open Jumper.** Open to all. First round fences 3'6". Jump-off fences maximum 4'3" with 4' spreads.

**Article 311. Combined Jumper Divisions.**

Only Junior/Adult Jumper and Open Jumper may be combined. If Junior/Adult and Open Jumpers are combined, a horse/pony may not compete in both height sections.

**Article 312. Long Stirrup/Short Stirrup.**

Open to Junior and Adult Amateur riders on horses or ponies. Riders may not cross enter into any classes with fence heights higher than 2'3". No oxers. No in and outs. Division will include 2 Hunter over fences, 1 Equitation over fences and 1 equitation on the flat class in each section. In order for Division to make, at least one hunter class must complete. Manners shall be emphasized and extreme speed will be penalized. Fence height 2'0". Must not be split with less than three (3) entries in each section. Long stirrup is open to riders age eighteen (18) and older at the beginning of the current show year. Short Stirrup is open to riders age seventeen (17) and under at the beginning of the current show year.

**Section IV – Points**

**Article 401. Show Requirements for Points to Count.**

1. Horse Show Requirements

- a. For a show to be recognized by GHHJA and any points to count for year-end awards, the show must include five or more of the hunter and/or jumper divisions GHHJA recognizes. In order for a division to count toward this requirement, three (3) or more entrants must complete the division. Divisions will run with two (2) entrants but will not count for show recognition. GHHJA recognized equitation divisions and medal classes are not required and do not count for show recognition.
- b. For points to count in a GHHJA recognized division, the Horse Show must fulfill Article 401.1a AND the division must include the required classes.
- c. Entrants will be notified via the GHHJA website if a Horse Show does not fulfill the above requirements.

2. Entrant Requirements

- a. In order to be recognized for points in the hunter divisions, two (2) or more entrants must complete two (2) over fence classes including the first over fence class and ~~three (3)~~ two (2) or more entrants must complete the under saddle class.
- b. In order for points to count in Walk/Trot, Pre- Beginner, Novice, and Long or Short Stirrup divisions, two (2) or more entrants must complete the over fences classes.
- c. In order for points to be recognized in the jumper divisions, two (2) or more entrants must complete each of the three (3) jumper classes offered at each show. If an entry is eliminated for any reason, it is not considered to have completed the class.
- d. If GHHJA recognized division has only two (2) entries, points will be awarded according to points tables to follow in Articles 406-407. However, no Champion or Reserve points will be awarded. Show management may award champion and reserve ribbon at their discretion.

**Article 402. Champion and Reserve Champions.**

At each show, champion and reserve champions must be awarded in each division offering three or more classes consisting of at least three entrants who complete the class. These division championships are determined using the point scheme set forth in USEF rules:

First (1 <sup>st</sup> ) place	10 points
Second (2 <sup>nd</sup> ) place	6 points
Third (3 <sup>rd</sup> ) place	4 points
Fourth (4 <sup>th</sup> ) place	2 points
Fifth (5 <sup>th</sup> ) place	1 point
Sixth (6 <sup>th</sup> ) place	½ point

Champion and reserve champions are based on points in all classes in which at least three entrants complete the class.

**Article 403. Hunter Under Saddle Points.**

In determining hunter championships, the under saddle points of only the top four (4) horses over fences will be counted.

**Article 404. Hunter Division Champion/Reserve Ties.**

As per USEF, in the case of a tie score, the Championship and/or Reserve is awarded to the horse that accumulates the most points over fences. If horses have equal number of points over fences and no points under saddle, the tied horses must show at the Walk, Trot and Canter for placing.

**Article 405. Jumper Division Ties.**

1. If a tie for Championship occurs in a jumper division, those tied will remain tied and no Reserve Champion will be awarded. Ties for Reserve Champion will remain tied. Riders of tied entries may determine who gets the ribbon, or extra ribbons may be made available at the show manager's discretion. Full points are awarded for ties.
2. Regarding ties for first place in a jumper class, one or more of the competitors involved may decline to participate in the jump-off. Should this occur, placing will be determined according to current USEF rules (see Article 2722).
3. Regarding ties for places other than first place in a jumper class, tied entries will remain tied, the next place will be skipped, then pinning will go on as placed. For example, if two entries are tied for third, there will be two third places awarded, no fourth place, then the next entry will be placed fifth, and so on. Riders of tied entries may determine who gets which ribbon, or extra ribbons may be made available at the show manager's discretion. Full points are awarded for ties.

**Article 406. Points for Year-End Division Horse Awards.**

1. Points will not be awarded to any horse/pony which does not meet registration, owner/trainer membership requirements, entry form requirements, and, for ponies, measurement card requirements.
2. For GHHJA recognized division year-end horse awards, points will be awarded according to the base points table below plus the number of entries who completed the class added to the base points. For example, if a horse wins a class of eight (8) entries, they will receive 10 base points and 8 bonus points:

Entries	Champion	Reserve	1 <sup>st</sup> Place	2 <sup>nd</sup> Place	3 <sup>rd</sup> Place	4 <sup>th</sup> Place	5 <sup>th</sup> Place	6 <sup>th</sup> Place
2	0	0	3	1	-	-	-	-
3+	15	10	10	6	4	2	1	0.5

3. For GHHJA recognized division year-end horse awards to be distributed and/or recognized, the horse must compete in the division at three (3) or more separate shows.

**Article 407. Points for Year-End Equitation Division Awards.**

1. Points will not be awarded to any rider who does not meet rider/trainer membership

requirements and entry form requirements.

- For GHHJA year-end Pony Equitation, Limit Equitation, Junior Equitation and Adult Equitation division awards and medal classes, points will be awarded in the according to the base points table below:

Entries	1 <sup>st</sup> Place	2 <sup>nd</sup> Place	3 <sup>rd</sup> Place	4 <sup>th</sup> Place	5 <sup>th</sup> Place	6 <sup>th</sup> Place
2	5	3	-	-	-	-
3+	10	6	4	2	1	0.5

- For GHHJA year-end Beginner, Short Stirrup, Long Stirrup and Novice equitation division awards, points will be awarded in the according to the base points table below plus the number of entries who completed the class added to the base points. For example, if a rider wins a class of eight (8) entries, they will receive 10 base points and 8 bonus points:

Entries	Champion	Reserve	1 <sup>st</sup> Place	2 <sup>nd</sup> Place	3 <sup>rd</sup> Place	4 <sup>th</sup> Place	5 <sup>th</sup> Place	6 <sup>th</sup> Place
2	0	0	3	1	-	-	-	-
3+	15	10	10	6	4	2	1	0.5

- For GHHJA recognized division year-end rider awards to be distributed and/or recognized, the rider must compete in the division at three (3) or more separate shows.

**Article 408. Point Inquiries.**

Points will be posted on the GHHJA website. All inquiries regarding GHHJA points must be submitted online or sent to the GHHJA Membership/Points Secretary within thirty (30) days of Horse Show completion. Inquiries will not be accepted after the thirty (30) day time period. Show managers must keep show records and results until after the presentation of the year-end awards.

**Section V - Year-End Awards**

**Article 501. Certificates of Achievement.**

Certificates of achievement will be presented to riders who have accumulated six (6) blue ribbons during the show year in one of the following divisions:

- Walk-Trot (blues in any W/T classes)
- Pre-Beginner (blues in over-fence classes)

**Article 501.1. Certificate of Advancement (moving up without bluing out).**

Certificates of advancement will be presented to riders whose trainer has notified the President of the Board of Directors in writing on or before the last day of the current show year in one of the following divisions:

- Walk-Trot
- Pre-Beginner

**Article 502. Division High Point Horse Awards.**

- Division high point horse awards will consist of a champion and reserve champion award, with ribbons through sixth (6<sup>th</sup>) place, and will be given in each of the following divisions:

- |                    |                   |
|--------------------|-------------------|
| Small Pony Hunter  | Non-Pro Hunter    |
| Medium Pony Hunter | Low Hunter        |
| Large Pony Hunter  | Open Hunter       |
| Adult Hunter       | Itty Bitty Jumper |
| Junior Hunter      | Schooling Jumper  |



Green as Grass (Baby Green) Hunter	Junior/Adult Jumper
Pre-Green Hunter	Open Jumper
Limit Hunter	

2. No awards will be given in any division that does not meet year-end award requirements.
3. A combined division award will be given when a combined division does not meet the year-end section split requirements.
4. The award winners are those accumulating the highest number of points in that division (champion and reserve points included) during the show year.
5. In the event of a year-end award tie, the award will go to the horse with the most first (1<sup>st</sup>) places. If there is a tie for first (1<sup>st</sup>) places, then the award will go to the horse with most 2<sup>nd</sup> places and so forth until the tie can be broken.

**Article 503. Overall High Point Horse Awards.**

1. A champion award will be given to the high point horse or pony in a hunter division and to the high point horse or pony in a jumper division.
2. The overall high point hunter award will be presented to the horse or pony with the most year-end points in any one GHHJA recognized hunter division. Equitation divisions, medal classes, and achievement certificate divisions are excluded.
3. The overall high point jumper award will be presented to the horse or pony with the most year-end points in any one GHHJA recognized jumper division.

**Article 504. Equitation High Point Awards.**

1. Equitation high point awards will consist of a champion and reserve champion award, with ribbons through sixth (6<sup>th</sup>) place, and will be given in each of the following divisions:

Beginner Equitation	Limit Equitation
Novice Equitation	Adult Equitation
Long Stirrup Equitation	Junior Equitation
Short Stirrup Equitation	
Pony Equitation	
2. No awards will be given in any division that does not meet year-end award requirements.
3. A combined Junior/Adult award will be given when the combined division does not meet the year-end sectionsplit requirement.
4. The award winners are those accumulating the highest number of points in that division during the show year.
5. In the event of a year-end award tie, the award will go to the rider with the most first (1<sup>st</sup>) places. If there is a tie for first (1<sup>st</sup>) places, then the award will go to the rider with most 2<sup>nd</sup> places and so forth until the tie can be broken.

**Article 505. Medal Class Awards**

1. Equitation medal ride-off class awards will consist of ribbons for first through sixth place, and will be given in each of the following classes:

Pony Medal
Limit Medal
GHHJA Medal
2. The Equitation Medal ride-off winner will receive a monetary award. As of the 2022 year, the monetary awards are as follows:

Pony Medal Ride-Off Winner: \$500.00 check
Limit Medal Ride-Off Winner: \$500.00 check

GHHJ Medal Ride-Off Winner: \$1,000.00 check

3. If a medal ride-off class is held, the award winners are determined by the placing in the ride-off class.

#### **Article 506. Award Item Guidelines.**

The GHHJA board will give specific guidelines to the awards committee, with consistent dollar caps for each division. The awards committee will select the items to be given as high point awards. The board will approve all award items.

#### **Article 507. Special Trophies.**

1. **RETIRED - Dan Foy Memorial Perpetual Challenge Trophy.** The trophy was retired at the end of the 2001 show year.
2. **RETIRED - Noelle Roberts Memorial Perpetual Trophy.** This trophy is in remembrance of Miss Noelle Roberts, a GHHJA junior exhibitor. The Noelle Roberts Memorial Perpetual Trophy is awarded to the High Point horse in the Pre-Green division.
3. **Keith Merrifield Memorial Perpetual Trophy.** This perpetual trophy is awarded each year to the top rider/ horse combination in the Low Hunter Division.
4. **Charlotte Raisbeck Memorial Trophy.** A special trophy is awarded each year to a division chosen by Charlotte's family honoring her memory.
5. **Diane Groves Memorial Perpetual Trophy.** This award is in memory of Mrs. Diane Groves, a much-loved stable owner and trainer, whose first love was training jumpers and their riders. It is presented each year to the High Point horse in the Junior/Adult Jumper Division.
6. **RETIRED - Macy and Moet Spirit Award.**
7. **Calaveras County Lifetime Achievement Award.** This trophy is awarded each year to one of the persons nominated by the general GHHJA membership. Special recognition will be given to the donor, Olva Pharo. The general membership is invited each year to send nominations to the Membership/Points Secretary. A nomination should consist of at least three letters describing the nominee's lifetime achievements. Nominees should:
  - a. Be an active participant in the formation, development, a board member, or long-time professional, or contributor to GHHJA and like organizations.
  - b. Have contributed to the equine sport in a positive and enriching way, demonstrated by training, riding, managing, judging, stewarding, acting on committees, and/or volunteering.
  - c. The recipient is selected from among the nominees by a committee designated each year by the GHHJA board. Their decision is final and is not subject to question by the general membership.
8. **Randy LeBleu Trophy.** Randy was very well known in the horse scene for being hilarious and fearless. He was a wonderful friend to so many people from children to adults but mostly to the horses. A very talented rider and trainer, he had a wonderful knack for making the most challenging ride look easy. He always offered to help regardless of the situation. Randy trained and rode many Champions throughout his career which began as a junior rider in Louisiana and wound up in Houston. One cannot think of Randy without a smile and a story!! Those that had the opportunity to either know him or be considered one of his numerous friends have been very blessed.
9. **Patty Engler Trophy.** Starting off in New York and making her way South to Houston Patty was a warm, kind, and caring trainer. Through her farm 3 Bay, Patty always had a great following and had many loyal students and friends within GHHJA. She trained riders from the ground up starting them in the beginner rings as youngsters and on into the upper level hunters and jumpers as adults. Patty had a wonderful laugh and a fantastic sense of humor -- always capable of taking the most difficult situations and making them light. She was a treasure to those that knew her and

she will always be remembered

10. **Phil Sawin Trophy.** For well over 30 years Phil Sawin and Pine Hill Farm have been a staple fixture in the Houston area horse community. Some of the founding GHHJA shows were held at Pine Hill and there is probably not a member to date that hasn't experienced one of his shows. He was held in the highest of regards by hundreds of horse people no matter their field of expertise. Dedicated to the sport, Phil catered to the horse community with kind smile and incredible work ethic. Phil was not only a talented rider and show manager but served on the board of GHHJA for several terms with fairness and great regard for its membership. GHHJA has known a great man and wonderful friend in Phil.
11. **Sandy Harger Sportsmanship Award.** Sandy always noticed and appreciated the sportsmanship among competitors at the shows from her front row view outside the Fort Bend Saddlery trailer. Honoring acts of sportsmanship inside and outside the ring, whether big or small is the reason for this award.
12. **Nancy Breihan and Breihan Farms GHHJA Medal Scholarship Perpetual Award.** This award is in memory of Nancy Breihan, loving mother, trainer, show manager, board director and barn owner who came to Texas from Missouri with horses and riders on her mind. She was an integral part of the GHHJA who had numerous year-end award winners in all divisions. She instituted the scholarship award back in the early 1990's and her name will live on as this special award will be given to each year's GHHJA Medal scholarship recipient.

## **Section VI - Horse Shows**

### **Article 601. General Information.**

Recognition of a horse show will be extended by GHHJA to any applicant upon final approval of the prize list by the Horse Show Compliance Committee. Recognition is based upon the offering and completion of at least the required number of GHHJA recognized divisions. The minimum classes and entries to qualify a division for this purpose is addressed in Article 401 of these Rules and Regulations. Recognition of the horse show may be withdrawn if the minimum divisions do not make and/or the following criteria are not met:

1. The applicant must submit show application with fee and obtain award of date from the GHHJA board (Part 1) between September 1<sup>st</sup> and October 31<sup>st</sup> prior to show year applying for.
2. The applicant must timely submit prize list and obtain final approval from the Horse Show Compliance Committee (Part 2). Recognition of the show is extended to the applicant and must be noted on the prize list.
3. The applicant must timely comply with all filing/notice requirements and conduct the show in accordance with all GHHJA rules and regulations.
4. The number of eligible GHHJA shows shall be limited to a maximum of 28 horse shows per show year.

### **Part 1 - Show Application and Award of Show Date**

#### **Article 602. Applicant Eligibility.**

Any Life Member (over age 18) or Senior Member who has been a GHHJA and USEF member in good standing for two years or more (at least 24 consecutive months) is eligible to apply for show recognition. The Applicant must also be a current member in good standing of the USEF and USHJA as of January 1 of the show year in which the GHHJA recognized show will be held.

#### **Article 603. Number of Shows Per Applicant.**

1. The first year, each applicant may have one (1) show; thereafter, if eligible, the applicant may be awarded up to two (2) show dates per show year.
2. An applicant who did not have a show the previous year is considered to be a new applicant, even

if the applicant had shown in other years.

**Article 604. Application and Fee.**

The member applying for show recognition (the "Applicant") must complete and return a GHHJA Horse Show Application, accompanied by \$100.00 application fee no later than the designated date. The GHHJA Horse Show Application and fee must be submitted to the board member designated on the application form. Each applicant must pay his/her own application fees by check or online payment. Cash will not be accepted, nor will checks written by another party.

**Article 605. Review and Award of Show Date.**

The Horse Show Compliance Committee will review the GHHJA Horse Show Application. If the Applicant held a GHHJA recognized horse show(s) the previous year, such previous year's show(s) evaluations will also be reviewed. Upon approval of the application, the Horse Show Compliance Committee and the GHHJA Board will award the Applicant a show date. Show dates will be determined once a year prior to the first meeting of the new year.

1. Applicants requesting the same show dates each year will be given priority for those dates.
2. Applicants requesting an open date will be awarded the open date on a first come, first served basis.
3. If a show is moved to a rain date, the date used as the rain date will be an open date the next year. The show's date of record is the awarded date.
4. If an applicant's regular show date would fall on Easter weekend, that applicant has priority over all others when requesting an open date as a temporary date for that year. The next year, the applicant may keep the new date or return to the original date.
5. Applicants may trade show days after dates have been awarded. However, each applicant's show date of record is the date awarded by the board, not the date resulting from the trade. If both applicants desire to make the show date trade permanent, they may make a formal request to the board.
6. GHHJA will not award show dates conflicting with THJA/USEF "B" or "C" rated shows in Houston and surrounding areas.

**Article 606. Proof of Membership.**

Copies of the horse show applicant's and manager's GHHJA and USEF membership cards for the year in which the show will be held must be sent to the GHHJA Membership/Points Secretary by January 1<sup>st</sup> of the show year in which the GHHJA recognized show will be held. If the membership cards are not available, proof of membership applications and fees may be substituted. If the GHHJA Membership/Points Secretary has not received all membership proof by the specified date, the awarded show date may be withdrawn.

**Article 607. Refund of Application Fee.**

The \$100.00 application fee will be returned to the Applicant should the Applicant not be awarded a show date. If a date is awarded and the show is cancelled without rescheduling within the current show year, the application fee will not be returned to the Applicant unless the refund is approved by Board vote. Date priority will also be lost if a cancelled show is not rescheduled, unless date retention is approved by Board vote. Any show canceled without written notice (e-mail is acceptable) to the entire board and compliance committee forfeits the application fee.

**Article 608. Open (Available) Show Dates.**

No new shows will be added during the year until any open date has been offered first to any existing show which was rained out, and second to any show with a valid need to reschedule.

#### **Article 609. Rescheduling Shows.**

Applicants/Managers who must reschedule their shows must submit a written request to the entire board (compliance committee must also be notified of the request). If more than one show requests the same open date, the first request received will have priority. Board may vote to approve extension of a show year to allow for rescheduling of shows cancelled due to extraordinary circumstances and the inability to reschedule during the normal show year. Show year may not be extended beyond December 31st.

#### **Part 2 - Prize List Review and Approval**

#### **Article 610. Prize List Submission.**

The show prize list must be submitted to each member of the Horse Show Compliance Committee and must be postmarked at least six (6) weeks before the show date. Failure to submit the show prize list on time will result in a penalty or fine and/or the show may be assumed canceled without notice. Committee members are listed in the front of this rule book.

If the prize list is submitted via email as a computer file, it must be in a format readable by members of the Horse Show Compliance Committee. The applicant should retain a copy of the email with its date stamp as proof of submission.

#### **Article 611. Prize List Review.**

The Horse Show Compliance Committee will review the prize list to verify that it contains all mandatory statements and information. The committee may notify and require the applicant to make certain changes to the prize list to bring it into conformity with GHHJA rules and regulations. The committee may also require changes to improve the legibility of the prize list. The applicant must make the required changes before sending the prize list to the general membership.

#### **Article 612. Prize List Approval/Change Response Time.**

The Horse Show Compliance Committee must respond with corrections and/or prize list approval within ten (10) days of receipt.

#### **Article 613. Final Approval.**

The Applicant is responsible for bringing the prize list into conformity with GHHJA rules and regulations before final approval of the prize list will be granted by the Horse Show Compliance Committee. The committee may give the Applicant final approval in writing, via email or by telephone. After the prize list receives final approval, the Applicant may send it to the general membership.

#### **Article 614. Post-Final Approval Changes.**

The applicant must notify the Horse Show Compliance Committee Chairman as soon as possible, in writing, of any pre-publication or pre-show changes made to the prize list content other than the committee's required changes.

The applicant must notify the Horse Show Compliance Committee Chairman within 48 hours after the show, in writing, of changes made the day of the show (e.g., judges, ring committee, medic, etc.).

#### **Article 615. Distributing the Prize List.**

1. The Applicant must supply an approved prize list to GHHJA to be emailed to all members and posted on GHHJA website at least 21 days before the show date.
2. *If the Applicant posts prize list on any website prior to Final Approval, prize list must contain stamp indicating "pending GHHJA approval."*

#### **Article 616. Notifying Members of Rain Dates.**

1. After the approval of a rain date by the board, show managers should inform the general membership of the new show date.
2. Shows rescheduled due to adverse weather fifteen (15) days or less after the original show date are not required to send written notification.
3. Shows rescheduled more than fifteen days after the original date must send written notification of the new show date to the general membership postmarked or emailed at least fourteen (14) days prior to the new show date.
4. If a post card is used to notify the membership of a rescheduled date, and it contains information that differs from that in the original approved prize list (other than the new show date), it must be approved by the Compliance Committee. Violation incurs fine.
5. If an entire prize list is used to notify the membership of a rescheduled date, and it is changed from the original approved prize list in any way other than show dates, it must be approved by the Compliance Committee. Violation incurs fine.

#### **Article 617. Prize List Requirements.**

1. The prize list must contain the names of the show applicant, show manager, ~~ring committee~~, judges, and medical personnel.
2. The prize list must contain placements for award of ribbons and a statement that champion and reserve champion are offered for each division. GHHJA requires ribbons through sixth place be awarded. Trophies or awards in addition to ribbons, champion, and reserve champion are discretionary.
3. The prize list must contain the statement,  
"Recognized by the Greater Houston Hunter Jumper Association"
4. The prize list must contain the statement,  
"All riders and trainers of entries in this show must be members in good standing of the Greater Houston Hunter Jumper Association or pay non-member fees. Horses and ponies competing for year-end awards must be registered, and their owners and trainers must be members. Membership dues are \$275 for a lifetime membership, \$45 for seniors (age 18 and over), \$40 for juniors (under the age of 18), \$35 owner/parent/other and horse/pony registration is \$45 (lifetime) or \$15 (annual) or \$5 Ownership transfer. Dues must be paid to show secretary or proof of membership and horse/pony registration must be submitted before showing. A NON-MEMBER RIDER OR NON-MEMBER TRAINER MAY PARTICIPATE AFTER PAYING THE SHOW SECRETARY A "NON-MEMBER FEE" OF \$12.00 PER SHOW DAY. Lead line participants are exempt from non-member fees."
5. The prize list must contain the statement:  
"It is compulsory for all persons when mounted anywhere on the competition grounds, to wear properly fastened protective headgear which meets or exceeds ASTM (American Society for Testing and Materials)/SEI (Safety Equipment Institute) standards for equestrian use and carries the SEI tag. It must be properly fitted with harness secured. Any rider violating this rule at any time must immediately be prohibited from further riding until such headgear is properly in place."
6. The prize list must contain the statement:  
"In all classes, except for warm-up classes, riders must wear shirts with collars and either boots and breeches or paddock boots and jodhpurs in order to show."
7. The prize list must contain the statement,  
"The Greater Houston Hunter Jumper Association is not responsible for any loss, damage, or injury to persons, horses, or property."
8. The prize list must contain specifications for all divisions and classes offered.
9. The division/class specifications must contain an asterisk (\*) marking those recognized by GHHJA.

10. The prize list must contain a tentative schedule.
11. No tentative rain dates for the show are to be printed on the prize list.
12. All Junior riders (17 and under) participating in any over fence class must have a Trainer, Parent, or Responsible Party (over the age of 18) at ringside while that rider is participating in that over fence class.

### **Part 3 - Conduct of Show**

#### **Article 618. Show Manager/Applicant Meeting Attendance.**

1. First time horse show applicants and managers must attend the annual show manager/applicant meeting. The GHHJA board may require all applicants and managers to attend if there have been significant changes to rules or for any other reason as determined by the board.
2. Any absence must be excused by the GHHJA President and must be requested with 48 hour notice via email. Emergencies will be dealt with on a case-by-case basis.
3. An applicant's unexcused absence will result in loss of the applicant's show dates. If a show manager's absence is unexcused, he/she loses the right to manage any GHHJA recognized shows during the current show year.

#### **Article 619. Insurance.**

1. Each GHHJA recognized horse show must be covered by third party general liability insurance.
2. Proof of insurance coverage (certificate of insurance) must be submitted to the Horse Show Compliance Committee at least **one (1)** ~~six (6)~~ weeks prior to the show date.
3. The insurance must specifically name GHHJA as an additional insured.
4. The insurance must cover each day of competition and have minimum limits of \$1,000,000.00.
5. GHHJA will withhold or rescind horse show recognition from an Applicant who fails to furnish proof of insurance on time. Furthermore, the Applicant will not be awarded a show date for the next show year.

#### **Article 620. Show Manager and Applicant Duties.**

The Show Manager named in the prize list must function as Operations Supervisor. He/she must remain easily accessible to the ring(s) and warm-up area(s) during competition hours, have no duties which would interfere with the supervision of all aspects of the show operations, and promptly make any decision necessary for the safe, fair and efficient conduct of the show.

#### **Article 621. Medical Services.**

Qualified medical personnel with no other duties and suitable medical equipment must be present during all scheduled performances. "Qualified medical personnel" is defined as a person who is currently licensed in their profession and trained in pre-hospital trauma care. EMT or paramedics would serve as the highest qualified for the responsibility. If EMT/paramedics are forced to temporarily leave the premises due to an injury, the show may continue until their return only if a doctor or nurse agrees to accept that responsibility.

1. The medic's name must be clearly posted on the show grounds.
2. The ambulance service telephone number must be posted by the telephone.
3. The show cannot start if the medic is not on site.

#### **Article 622. Ring Committee.**

Each show must have a ring committee consisting of at least two persons. The board will provide show managers, upon request, a non-exclusive list of potential ring committee members.

1. Two ring committee persons must be present during the entire show.
2. Responsibilities of the ring committee include determining, if necessary, the safety of individual jumps and/or jumping conditions, hearing formal protests, and evaluating the show per board

instructions.

3. The board will provide the ring committee, via the Applicant **website**, an evaluation form that must be completed and returned to the GHHJA membership/points secretary with **other post-show documentation** ~~within two (2) weeks of the show.~~
4. All ring committee members must be senior members of the GHHJA and at least one must be a member of USEF. At least one member must not be affiliated with the show management, applicant, or show facility. Persons or family members with primary financial interest in the show may not serve on the ring committee.
5. The ring committee must have access to the current USEF and GHHJA rule books.
6. **The ring committee must be posted at the horse show office.**

#### **Article 623. Telephone/Communication Requirements.**

1. ~~Competition management must provide an operational telephone and/or other emergency call priority system.~~ Emergency telephone numbers and simple directions to the competition must be posted in the office and by the telephone (and/or emergency call equipment).
2. Exhibitors and trainers must be able to hear ring announcements and start times.
3. Adequate communication between the rings and the show secretary must be available.

#### **Article 624. Notices and Postings.**

Any change in judges, ~~or in the ring committee~~ as printed on the prize list, shall be clearly posted at or near the show office to enable exhibitors to be aware of any such change.

#### **Article 625. Additional Divisions/Classes.**

Decisions to add GHHJA recognized divisions and/or classes to the show must be made before the show starts, and notice must be posted at the show office and the arenas. In no case may a class be added to a division that has started.

#### **Article 626. Judges Must Be USEF Members.**

1. Judges must be current USEF members in good standing.
2. Exception: a judge who officiates only for Lead line, Walk-Trot, Pre-Beginner, and Beginner classes/divisions. A judge who judges any other recognized classes **MUST** be a USEF member.
3. It is the responsibility of the Applicant to verify the USEF membership status of all proposed judges.
4. Judges' USEF membership numbers *must* be submitted to the Membership/Points Secretary with the show results.
5. Failure to verify the USEF membership status of judges who officiate will result in a penalty and fine of \$50.00.

#### **Article 627. Restrictions on Judges.**

1. Any one judge will be limited to judging a total of six (6) GHHJA shows per show year. **Judges judging jumper classes only will be exempt from this limitation.**
2. Judges cannot judge more than one weekend show in any four (4) week period except for back-to-back shows.
3. Any exceptions due to unforeseen circumstances must have the approval of the board through its officers.
4. A horse show applicant may not judge his/her own show.
5. A judge may not judge the same division twice during a weekend show. The only exception would be due to another judge's unforeseen illness or absence once the show has begun and would require show management and at least two (2) members of the Board's approval.



### **Article 628. Course Designers.**

Course Designers must be current USEF members in good standing. USEF and GHHJA rule books must be available at the show to answer any questions pertaining to courses.

### **Article 629. Jumper Class Timers.**

All jumper classes must have a minimum of two timers. At least one timer must not be affiliated or associated with any exhibitor, owner, or horse in the class.

### **Article 630. Forms Available in the Horse Show Office.**

Management must provide the following forms for exhibitors in the show office *or management must direct exhibitor to GHHJA website:*

- Entry Forms
- ~~—Change of Address Forms~~
- Horse Show Evaluation Forms
- Membership/Horse Registration Forms
- Membership Affidavit/Non-Member Credit Voucher Forms (available from GHHJA)
- Pony Measurement Forms (available from GHHJA)

### **Article 631. Entry Forms.**

1. Entry forms must include space for recording the name and proper GHHJA number of the horse, rider, owner, and trainer.
- ~~2. Entry forms must provide space for recording Coggins test date, accession number, and testing laboratory, or any other additional information required by the state.~~
3. Entry forms must include space to record information concerning the rider's status - junior and age, amateur, or professional.
4. Entry forms must include space to record pony size - small, medium, or large.
5. Entry forms must be filled out completely.
6. Rider / Horse / Owner / Trainer names must be the same as those used when registering with GHHJA, and GHHJA numbers must be on the form for points to count.

### **Article 632. Arenas and Jumps.**

1. Jumper classes are to be held in an area either permanently enclosed or marked by flags or other similar enclosure.
2. The recommended distance between jumps should be based on an 11' to 12' stride.
3. Jump cups are to be placed below the height of the jump.
4. Hunter classes require the use of winged standards with a 30" minimum width.
5. No striped jump poles are allowed in hunter classes.
6. Fifty (50) percent or more of the obstacles must be at least the required maximum height, and none may be more than 2" over or under.
7. The Ring Committee shall make any determination, if necessary, as to the safety of individual jumps and/or jumping conditions.
8. For Friday schooling, jumps within each ring, must be appropriate for the following day's divisions expected to show in that ring.

### **Article 633. Course Diagrams.**

1. Course diagrams must be posted at the ring area and must be readable from horseback.
2. Course diagrams should include the direction to ride.
3. The distance between jumps must be posted on the course diagram for hunters.
4. The time allowed must be posted on jumper course diagrams.
5. Diagrams must be posted at least 15 minutes prior to start of show in order to allow for entrants

to walk the course.

#### **Article 634. Order of Go.**

When possible, order of go should be posted at the ring and announced.

#### **Article 635. Considerations and Recommendations.**

1. Show management is required to divide any division that has 16 or more entries into "A" and "B" sections.
2. Walk-trot, pre-beginner, beginner, and novice divisions with more than 16 entries must be split.
3. For flat classes with fewer than 16 horses but enough entries to cause congestion in the ring, it is recommend-ed the class be "split" at the canter for the safety of the participants.
4. A separate warm-up class for pre-beginners and beginners is recommended.
5. To keep the show running smoothly, show management may announce at the beginning of the show a 3 minute rule for the first horse in the class and an 1 minute rule for other entries. Strict adherence to these time savers is encouraged.
6. Conflicts should be dealt with promptly, and all rings and paddocks should be notified of predicaments.
7. Posting schooling times at the rings and publishing them in prize lists is encouraged.
8. For safety reasons, show management should consider having a medic present during schooling hours the day before the show.
9. Show management is encouraged to limit the number of riders schooling at the same time to a safe number.
10. Pre-Beginner sections with more than six (6) entries must be split at the canter for safety of the participants. Sections with less than six (6) may also be split at the canter at the discretion of the judge and/or management.
11. As a precaution, a yellow ribbon must be on a stallion's tail whenever he is out of his stall

#### **Article 636. Length of Show.**

1. Saturday shows must conclude recognized classes by 8:00 p.m.
2. Sunday shows must conclude recognized classes by 6:30 p.m.
3. An applicant's single horse show may be split upon request by the Applicant and after approval by the GHHJA Board the Jumper Divisions (recognized and non-recognized) to one day; and the Hunter/Equitation Divisions (recognized and non-recognized) to the second day. Time deadlines under 1 and 2 above still apply.
4. A fine of \$50.00 per hour will apply (times rounded up) for shows that conclude recognized classes late.
5. A ring must concluded thirty (30) minutes before sundown if proper lighting is not available. A \$100 fine will apply per violation.
6. Walk/Trot, Pre-Beginner, and Beginner divisions must conclude by 5:00 p.m. on Sunday. A \$50.00 fine will apply per violation.

#### **Article 637. Horse Show Results.**

1. Applicants are required to submit show results in a specific format provided by GHHJA. Failure to use this format will result in a \$75.00 fine.
2. Show results must be typed (not hand written), and include all classes (recognized and unrecognized), and champion and reserve. **Results must be provided to GHHJA in "USEF Electronic Result" or "ShowPro" format. PDF copies must be provided as well. Results must be separated by individually recognized show, even if combined for secretarial/payment reasons for a weekend.**
3. Show results must indicate if any GHHJA recognized classes were canceled or combined at the

show, so that the GHHJA membership/points secretary will know whether the show results are complete or incomplete.

4. Show results must include a copy of the prize list with the exact fence heights for each division, especially if divisions have been combined. GHHJA wants all exhibitors to receive their proper points and cannot award points on combined classes unless the fence heights comply with the rules and regulations.
5. Show results must include GHHJA member and horse numbers. **A report of all entries organized by trainer must be supplied and submitted to GHHJA.**
6. Show results must include pony sizes (small, medium, large) on placing if pony divisions were combined.
7. Show results must include junior/adult indications on placing when junior and adult hunter or equitation were combined.
8. Show results must include open or junior/adult jumper indications on placing when junior/adult and open jumper were combined.
9. If show results are incorrect in any way and not corrected within 14 days after notification of errors, the show will not receive any refund from the show deposit fee.
10. Show results are to be submitted to the Membership/Points Secretary within ~~14~~ **7** days of the show completion. A show will receive \$50.00 refund from the \$100.00 show deposit if the show results are in on time and are complete, as long as no other penalties have been assessed.
11. If the show results are between ~~15~~ **8** and ~~21~~ **14** days after show completion, the show will receive only a \$25.00 refund of the show deposit.
12. If show results are received more than ~~22~~ **15** days after show completion, or are not received at all, the applicant will not receive a refund, and will not be awarded a show date the next year.
13. The applicant or show manager must keep show records through the presentation of the year-end awards.
14. Sixty (60) days after a horse show, GHHJA may not impose any fines pertaining to that show.
15. If eligible, the show applicant must receive a refund of the show deposit from the GHHJA Board no later than 60 days after the completion of the show.

#### **Article 638. Non-Member Fees.**

Non-member fees are due to the Membership Secretary within 14 days after the show completes. Shows that fail to collect or pay incorrect non-member fees to GHHJA within 21 days will incur a \$100.00 fine. Shows that pay incorrect non-member fees will incur a \$100.00 fine.

#### **Article 639. Summary of Items Due to GHHJA after the Show.**

1. Items due to Membership/Points Secretary/**Compliance committee – submitted online:**
  - Post Competition Report
  - Results (**USEF or ShowPro file and PDF format**)
  - Prize list
  - Membership / Horse Registration forms (**scanned**) ~~with checks to GHHJA attached check to GHHJA for non-member fees~~
  - Affidavits/Credit Vouchers (~~white copies~~) (**Scanned**)
  - ~~Address Changes~~
  - Pony Measurement Cards (fees go to steward)
2. Items due to ~~Horse Show Compliance Committee~~ **Treasurer - mailed:**
  - **Membership forms with payments attached**
  - **Non-member fees**
  - **Protest fees**
  - ~~Post Competition Report (must have judges' USEF numbers)~~

- ~~Prize list (attach to post competition report)~~
- ~~Results~~
- ~~Exhibitor evaluations~~
- ~~Ring Committee evaluations~~

**Article 640. Bad Conduct.**

Any person exhibiting conduct deemed improper, unethical, dishonest, unsportsmanlike, intemperate or prejudicial to the best interest of the association shall be in violation of GHHJA rules and subject to penalty deemed appropriate by the Board of Directors (i.e., fine, loss of points, suspension, or expulsion).

**Section VII - Committees, Protests, Penalties and Fines**

**Article 701. Authority.**

The Board of Directors may create any committees necessary to conduct the business of the organization. Penalties and/or fines may be assessed upon board approval unless otherwise provided for in Section VI Part 3 above, or elsewhere in these Rules and Regulations.

**Article 702. Horse Show Compliance Committee.**

Specifically, there will be a Horse Show Compliance Committee charged with monitoring the compliance of applicants and shows with GHHJA Rules and Regulations.

1. The Horse Show Compliance Committee will be comprised of at least one board member.
2. The Chairman of the committee must be a board member.
3. The committee will review and monitor submitted horse show prize lists for compliance with these Rules and Regulations. The committee will act in accordance with Section VI, Part 2 of these Rules and Regulations in that regard.
4. The committee will monitor the compliance of applicants and horse shows in regard to applicant eligibility and the awarding of show dates. The committee will act in accordance with Section VI, Part 1 of these Rules and Regulations in that regard.
5. The committee will monitor the compliance of applicants and horse shows in regard to the conduct of horse shows. The committee will act in accordance with Section VI, Part 3 of these Rules and Regulations in that regard.

**Article 703. Protests.**

1. To make a protest at a horse show, the "protester" may make a Formal Protest at the time of the incident to the ring committee. The ring committee must collect a protest fee of \$10.00 at this time. If the protest is seen to be valid by the ring committee, the fee will be refunded. If the protest is found to be invalid, the \$10.00 fee will be put into the GHHJA treasury.
2. To make a protest following a show, the "protester" must submit a Formal Protest stating the rule and article number violated in writing using available online form to the President of the GHHJA Board of Directors and the show manager within five (5) business days after the horse show in which the violation occurred. A protest fee of \$10.00 must accompany the Formal Protest. If the protest is seen to be valid by the GHHJA Board of Directors, the fee will be refunded. If the protest is found to be invalid, the \$10.00 fee will be put into the GHHJA treasury. Following a board decision and notification, either party has 48 hours to request an appeal in writing to the President of GHHJA.
3. Penalties may include fine, loss of points, censure, suspension or expulsion.
4. If a show receives four or more formal protests deemed to be valid, the show applicant may be subject to a formal review by the GHHJA Board of Directors.
5. With regard to beginner, novice, limit, or pre-green eligibility, GHHJA records, and USEF and THJA published show results will be determining of eligibility.

6. An applicant is exempt from the protest fee for reporting non-negotiable checks for fees associated with the applicant's horse show. This will automatically place the individual responsible for the non-negotiable check(s) in a Not in Good Standing category. If restitution is not made within seven (7) days of notification, that individual will not be allowed to show at any GHHJA recognized show.

#### **Article 704. Penalties and Fines.**

Violations of these Rules and Regulations shall incur penalties and/or fines. Fines and penalties are to be assessed and proposed by the GHHJA Board of Directors. All fines voted by the board to be levied on the show shall be addressed to both the Show's Applicant and Manager to be their joint responsibility. All persons charged with violations will have the opportunity to respond to any such charges in writing and/or in person before GHHJA Board of Directors.

#### **Article 705. Show Date Penalties.**

1. An Applicant canceling a show date (s) two (2) consecutive years without attempting to reschedule each year loses priority for that date.
2. Any show assessed four fines by the board within one (1) show year will forfeit that date the following year.
3. Any Applicant who fails to provide proof of insurance by the specified time will not receive GHHJA recognition for the show, and forfeits the show date the following year.
4. Any Applicant who fails to submit horse show results within the specified time forfeits the show date the following year.
5. Any show that starts without a medic on site will forfeit that date the following year.

#### **Article 706. Member Not In Good Standing.**

Non-negotiable checks made out to GHHJA not rectified within 7 days of the notification will place that person in the "Not in good standing" category. Non-negotiable checks made out to pay for horse show fees and not rectified within seven (7) days of the notification will also place that person in the "Not in Good Standing" category. Riders, owners, and trainers in this category will not be allowed to show at any GHHJA recognized show. Points will not count until the member is placed in the "In good standing" category.

#### **Article 707. Fines.**

The GHHJA Board of Directors will assess fines. Violations which incur fines and recommended fine amounts include:

##### \$100.00 Fine

- Failure to collect and/or pay non-member fees to GHHJA; paying incorrect amount of non-member fees; late payment of non-member fees
- Rain date notification violations
- Not concluding classes thirty (30) minutes before sundown if there is inadequate lighting.

##### \$50.00 Fines

- Late prize list
- Failure to make Compliance Committee's stated changes
- For shows with stabling, failure to mark stalls, failure to post stall chart, or show manager not on site on daystabled horses haul in
- Permitting an improperly attired exhibitor to compete
- Illegal course used
- Manager not on-site during show
- Judge not a current USEF member in good standing (This does not apply to exempted judge)
- Entry blanks do not conform to GHHJA requirements (Example: no membership numbers)

- Walk/Trot, Pre-Beginner, and Beginners concluding after 5:00 p.m. on Sunday

\$50 (per hour) Fine

- Saturday show concluding (recognized classes) after 8:00 p.m.
- Sunday show concluding (recognized classes) after 6:30 p.m.

\$75.00 Fine

- Failing to turn in results in specific format

\$25-\$75.00 Fines

- Known GHHJA rule violations submitted in writing.
- Submitting results: late, omission of membership and horse registration numbers (within 14 days)
- Protest penalties

Other Fines (Amount of fine determinable by actual violation.)

- Fraudulent membership affidavit

# GHHJA BY-LAWS

## BYLAWS OF GREATER HOUSTON HUNTER JUMPER ASSOCIATION

### ARTICLE I NAME AND LOCATION

The name of the corporation is GREATER HOUSTON HUNTER JUMPER ASSOCIATION, referred to as GHHJA. The principal office of the Corporation shall be located at the GHHJA secretary's office, but meetings of the members and board may be held at such places within the State of Texas as shall be designated by the board.

### ARTICLE II MEETING OF MEMBERS

Section 1. Annual Meetings. The regular annual meeting shall be held on the first Monday of December, at 7:00 p.m.

Section 2. Special Meetings. Special general meetings may be called at any time by the board, or upon written request of the Members who are entitled to vote one-fourth of the votes of the membership.

Section 3. Notice of Meeting. With the exception of the annual meeting, written notice of each general meeting must be posted on the Association's website at least fifteen days before such meeting. Such notice shall specify the place, day and hour of the meeting, and, in case of a special meeting, the purpose of the meeting.

Section 4. Quorum. The presence at the general meeting entitled to cast, or of proxies entitled to cast, one-tenth of the votes of the membership shall constitute a quorum for any action, except as otherwise provided in the Articles of Incorporation or these Bylaws. If, however, such quorum shall not be present or represented at any meeting, the members attending shall have power to adjourn the meeting until a quorum as aforesaid shall be present or be represented.

Section 5. Proxies. At all general meetings, each member may vote in person or by proxy. Proxies shall be in writing and filed with the Secretary one week before the proxy can be used. Each proxy shall be revocable and shall automatically cease upon revocation or failure of the member to maintain good standing.

### ARTICLE III BOARD OR DIRECTORS – SELECTION – TERM OF OFFICE

Section 1. Number. The affairs of GHHJA shall be managed by a nine member board of GHHJA members. Additionally, there shall be a junior representative, (i.e., a member who is less than eighteen years of age) nominated and elected in the same manner as other board members, but whose term is only one year.

Four board members shall be elected in even-numbered calendar years and five in odd-numbered years. No board member shall serve more than two consecutive terms.

Section 2. Removal. Any board member may be removed from the board, with or without cause, by a majority vote of the general membership. In the event of death, resignation or removal of a board member, his successor shall be the unsuccessful contestant at the last election with the highest number of votes. The appointee will serve until the next election. Any board member who is absent for more than two consecutive meetings without providing reasons to the president (or not being able to contact the president, to another board officer) must be removed.

Section 3. Compensation. No board member shall receive compensation for any service he or she may render to GHHJA. However, board members may be reimbursed for actual expenses incurred in the performance of board duties.

Section 4. Action Taken Without a Meeting. The board shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all board members. Any action so approved shall have the same effect as though taken at a board meeting.

Section 5. Qualifications for Board Members. All board members must be members of the USEF (formerly American Horse Shows Association).

#### ARTICLE IV NOMINATION AND ELECTION OF DIRECTORS

Section 1. Nomination. Nomination for election to the Board of Directors shall be made by a Nominating Committee. The Nominating Committee shall consist of a Chairman, who shall be a Board member, and two or more GHHJA members. The Nominating Committee shall be appointed by the board. The Nominating Committee shall make as many nominations for election to the GHHJA board as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among members only.

Section 2. Election. Election to the board shall be by secret written ballot. At such election the members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise. The persons receiving the largest number of votes shall be elected. The election is held the month before the annual meeting.

#### ARTICLE V MEETINGS OF DIRECTORS

Section 1. Regular Meetings. Regular meetings of the board shall be held quarterly without notice, preferable after the quarterly point lists have been sent to the general membership are open to the general membership.

Section 2. Special Meetings. Special board meeting may be held when called by the board president, or by any two board members, after not less than three (3) days notice to each board member.

Section 3. Quorum. A majority of the number of board members (six) shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the board members present at a duly held meeting at which a quorum is present shall be regarded as the act of the board.



ARTICLE VI  
POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers. The board of Directors shall have power to:

- a. Adopt and publish rules and regulations governing the operation GHHJA;
- b. Exercise for GHHJA all powers, duties and authority vested in or delegated to GHHJA and not reserved to the general membership by other provisions of these bylaws or the Articles of Incorporation;
- c. Declare the office of a board member to be vacant in the event such member has been absent from two consecutive meetings without providing reasons to the president (or not being able to contact the president, to another board officer); and
- d. Employ a manager, an independent contractor or such other employees as they deem necessary, and to prescribe their duties.

Section 2. Duties. It shall be the duty of the board to:

- a. Make sure that the organization's rules and regulations are adhered to and make any decisions regarding said rules. Any disciplinary action taken against exhibitors/trainers will be decided by the board.
- b. Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the general members at the annual meeting, or any special meeting when such statement is requested in writing by one-fourth of the members who are entitled to vote;
- c. Supervise all officers, agents and employees of GHHJA and to see that their duties are properly performed;
- d. Establish the annual membership fee and horse registration fee;
- e. Procure and maintain adequate liability and hazard insurance on property owned by GHHJA;
- f. Cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate.

ARTICLE VII  
OFFICERS AND THEIR DUTIES

Section 1. Enumeration of Offices. The board offices consist of a presidency, vice-presidency, secretary, and treasurer, and such other officers as the board may by resolution create.

Section 2. Election of Officers. The election of officers shall take place at the board meeting immediately preceding or following the annual meeting.

Section 3. Term. Officers shall hold office for one year unless he or she shall sooner resign, shall be removed, or otherwise be disqualified to serve.

Section 4. Resignation and Removal. Any officer may be removed from office with or without cause by the board. Any officer may resign at anytime by giving written notice to the board, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Vacancies. A vacancy in any office may be filled by appointment by the board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 6. Multiple Offices. The offices of secretary and treasurer may be held by the same person. No

person shall simultaneously hold more than one of any of the other offices.

Section 7. Duties. The duties of the officers are as follows:

President

The president shall preside at all meetings of the board; shall see that orders and resolutions of the board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

Vice-President

The vice-president shall act in the place of the president in the event of his or her absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him or her by the board.

Secretary

The secretary shall record the votes and keep the minutes of all meetings and proceedings of the board and of all members; serve notice of meetings; keep appropriate current records showing members' addresses; and shall perform such other duties as required by the board.

Treasurer

The treasurer shall receive and deposit in the appropriate bank accounts all monies of the association and shall disburse such funds as directed by resolution of the board; shall sign all checks and promissory notes of the association; keep proper books of account; cause an annual audit of the association books to be made by a public accountant at the completion of each fiscal year; and shall prepare an annual budget and a statement of income and expenditures to be represented to the membership at its regular annual meeting, and deliver a copy to each of the members.

Section 9. Qualifications. Nominees for positions as board officers must have had previous experiences as board members or as volunteers for board sponsored activities (such as the banquet, newsletter, clinics, or other committees).

ARTICLE VIII  
COMMITTEES

The Association shall appoint a nominating committee, as provided in these bylaws. In addition, the board shall appoint other committees as deemed appropriate in carrying out its purpose.

ARTICLE IX  
RULES AND REGULATIONS

Rules and regulations are established by the GHHJA board and may be amended from time to time by a majority vote of the board.

ARTICLE X  
BOOKS AND RECORDS

The books, records, minutes of any proceedings and papers of GHHJA shall, at all times, during reasonable business hours, be subject to inspection by any member. The Articles of Incorporation and the bylaws shall be available for inspection by any member at the principle office of the association.

## **CHANGES FOR 2023**

*(look for red and bold typeset in the text)*

PERSONAL NOTES