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Rule I. General

Section 1. Name

- A. The name of the organization shall be the National Capital Short Stirrup Equitation League or NCSSEL.

Section 2. Duration

- A. The NCSSEL shall continue in existence until such time as it is officially disbanded.

Section 3. Office

- A. The NCSSEL's mailing address shall be the same as the elected President's address, but it may use any other mailing address as the Board of Directors may, from time to time, agree upon.

Section 4. Purpose

- A. The purposes for which the NCSSEL is formed are the following:
 - (1) to develop, promote, present and govern a series of competitive round robin meets for the benefit of the individuals participating from the NCSSEL members' schools;
 - (2) to adopt adequate and fair rules governing the round robin meets and enforce them for the common benefit of all NCSSEL members;
 - (3) to promote and foster team spirit for the development of individual riders;
 - (4) and to foster and encourage the art of equitation and to reward adult riders for excellence in such art.
- B. The NCSSEL is organized as a not-for-profit sports association.

Rule II. Membership

- A. Any school, stable, farm (individual, partnership, corporation or other entity), which offers, to the public, a regular course of instruction in equitation for junior riders, is eligible for membership in the NCSSEL. Each such member shall be entitled to one vote for each team it has participating in the NCSSEL competitive round robin events during the year.



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Section 2. Dues and Assessments

- A. The Board may, by a majority vote of its members at a regular meeting, establish a dues schedule or levy a special assessment to be paid by the members. Any such special assessment shall be for the purpose of carrying out the purposes of the NCSSEL which cannot be undertaken and funded from current revenues. No more than one special assessment may be levied per year.
- B. Any member in default in the payment of dues or of a special assessment for 60 days after said dues or special assessment is payable, shall be liable for the full dues or special assessment plus a penalty of 20% thereof, and if, after notice, such default is not corrected within a period of 30 days, the membership shall automatically cease and terminate without any action by the Board.

Rule III. Meetings

Section 1. Annual Meetings

- A. An annual meeting shall be held for the purpose of electing Officers and for the consideration of such other business as may properly come before the meeting.
- B. The date and place of the Annual Meeting shall be determined by the President.

Section 2. Other Meetings

- A. The NCSSEL shall hold such other meetings during each year as are necessary to conduct the affairs of the NCSSEL. Such other meetings shall be called by the President as deemed necessary or at the request of at least three other persons entitled to vote.

Section 3. Notice

- A. Notice of the Annual and any other meetings shall be in writing mailed to all members not less than 30 days prior to such Meeting.

Section 4. Quorum

- A. At any meeting, the presence in person or by proxy of a majority of all persons entitled to vote shall constitute a quorum for all purposes except as otherwise required by these Bylaws or by applicable law.



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Rule IV. Officers and Members of the Board

Section 1. Board of Directors

- A. The NCSSEL shall be governed by a Board of Directors comprised of at least one (1), but not more than two (2) representatives from each participating team.
- B. The individual members of the Board of Directors will be appointed by their respective teams as of October 1st of the each year.
- C. There are no term limits for Board membership.

Section 2. Officers

- A. The Board shall elect a President, Vice President, Secretary, and Treasurer and form Banquet and Finale Committees. The Chairs to serve a one-year term to conduct the business of the League. Any person affiliated with a regular member of the NCSSEL is qualified to hold these offices.
- B. Other team representatives shall serve as members of the Board. Each team shall have one (1) vote on the Board regardless of the number of representatives serving.

Section 3. Term of Office of Officers

- A. Each Officer shall be elected at the annual meeting for a one-year term. Newly elected officers are installed at the conclusion of the Awards Banquet.
- B. Officers shall be eligible to serve up to three consecutive terms and each respective term shall commence immediately upon conclusion of the Annual Meeting at which such Officer is elected and end upon conclusion of the Annual Meeting after the election of a successor, or earlier upon resignation or removal as herein provided.

Section 4. Nomination and Election of Officers

- A. The nomination of persons for officers shall be conducted at the conclusion of the regular business at each annual meeting. Election of each Officer of the NCSSEL shall be by a majority of those casting votes on each ballot.

Section 5. Vacancies

- A. Any vacancy occurring because of death, resignation, or other disability of any Officer may be filled by appointment. Such appointment shall be upon the



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decision of a majority of the Board members or if a majority of the Board members so resolves, by election at a special meeting called for that purpose, or by mail vote. Any Officer appointed or specially elected to fill a vacancy shall hold such office for the un-expired term of his predecessor in office.

Rule V. Duties of the Officers and Board

Section 1. President

- A. The President shall preside at all meetings of the NCSSEL. The President shall be the Chief Executive Officer of the NCSSEL and shall have general and active responsibility for the business of the NCSSEL. The President shall be an ex-officio member of all committees and shall have responsibility for performing all of the general duties relevant to the business of the NCSSEL.

Section 2. Vice President

- A. The Vice President shall serve in the Presidents absence and shall carry out such other duties as may be delegated by the President.

Section 3. Secretary

A. Corresponding Secretary

- (1) The Corresponding Secretary shall give all notices required by law, resolution or these Bylaws, shall be responsible for maintaining the membership records of all members of the NCSSEL, shall prepare and file minutes of all Board and Committee meetings and shall have such other duties as are specified in these Bylaws, delegated by the Board, or provided by civil law. Committee and Board minutes shall be filed in the Committee's Office where they shall be available for inspection by any member of the Committee.

B. Recording Secretary

- (1) The Recording Secretary shall be responsible for obtaining team rosters, tracking all points in the league and insuring that members receive timely updated copies of same, establishing the class lists for the Finale Meet, working with the Executive Committee to establish the competition year schedule and seeing that all members receive that information.

Section 4. Treasurer

- A. The Treasurer shall have the responsibility for the custody and safekeeping of all funds and securities of the NCSSEL, shall have charge of their collection, receipt and disbursement, shall receive and have authority to sign receipt for



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all money paid to the NCSSEL and shall deposit the same in the name of and to the credit of the NCSSEL. The Treasurer shall disburse from its account the funds of the NCSSEL in such manner as the Board may authorize or require. The Treasurer shall endorse all checks, drafts, orders, certificates or deposits and other obligations payable to the NCSSEL, and shall accept drafts, or other instruments which may be drawn on the NCSSEL. The Treasurer shall keep full and accurate accounts of the transactions in books belonging to the NCSSEL, and shall render to the NCSSEL at the annual meeting or whenever it may desire, an account of all such transactions and of the financial condition of the NCSSEL. The Treasurer shall be responsible for ordering all ribbons to be awarded at the NCSSEL competitions and at the awards banquet and shall have in general, such other powers and perform such other duties as are incident to the office of the Treasurer or as may be prescribed by the Board or by civil law.

Rule VI. Committees

Section 1. Executive Committee

- A. There shall be established an Executive Committee Board consisting of all of the officers of the NCSSEL and the immediate past President. The Executive Committee is empowered to act for the whole Board on any necessary business which may arise during a specified period not to exceed four months or between regular meetings of the Board and which cannot be postponed until a regular or special meeting is called. A quorum of the Executive Committee shall consist of a majority of its members. Unanimous agreement of the members of the Executive Committee present is necessary to take valid and binding action. Minutes summarizing any binding action taken shall be taken and kept with all other Board minutes and copies thereof shall be promptly furnished to all Members of the Board.

Section 2. Awards Committee

- A. The President shall appoint an Awards Committee consisting of no less than two Board members and such other members as are deemed appropriate. The Awards Committee shall be responsible for planning the Annual Awards Banquet and for securing all trophies and other year-end awards.

Section 3. Finale Committee

- A. The President shall appoint a Finale Committee consisting of no less than two Board members and such other members as are deemed appropriate. The Finale Committee shall be responsible for planning and implementing the finale meet.



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Section 4. Standing and Other Committees

- A. The President may, from time to time, create standing committees. Each Committee must be chaired by a member of the Board but may be comprised of other persons associated with the NCSSEL. The President may appoint the Chairs of all standing committees and may dissolve committees which he/she has established. Additional "ad hoc committees" may be appointed by the President to assist him/her in the performance of his/her duties. Each committee shall bear such name, have such powers, perform such duties, and serve for such term, not inconsistent with any applicable rule of law and these Bylaws. The Board may delegate power and authorities to committees by action duly recorded in Board minutes.

Rule VII. Stewards

Section 1. Complaints and Protests

- A. Any complaint or protest at a meet shall be made to the coach of the host school who shall then request a conference of all coaches present out of the hearing of team participants. After hearing the complaint or protest, the coaches shall attempt to reach a consensus decision. If no decision shall be reached, the matter shall be taken to the Judge whose decision shall be final. An appeal of any decision made under this section may be made within fifteen days by writing to the NCSSEL President within fifteen days. The appeal will then be heard at the next NCSSEL Board meeting and its decision will be final.

Rule VIII. Notice

Section 1. Notices

- A. To the extent permitted by law and except as these Bylaws expressly provide otherwise, any notice required to be given to any Officer or member (whether pursuant to the provisions of any law, or of these Bylaws or otherwise) may be given in writing by mail, by depositing the same in an official mail receptacle of the United States Postal Service in a postage-paid sealed envelope addressed to such Officer or member at such address as appears in the records of the NCSSEL, and such notice shall be deemed to be given at the time when the same shall be mailed. Notice to Officers may also be given by telephone.

Section 2. Waivers

- A. Whenever any notice is required to be given pursuant to the provisions of any law or by these Bylaws, or otherwise, a waiver thereof in writing signed at any



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time (whether before or after the time stated therein) by the person or persons entitled to said notice shall be equivalent to said notice.

Rule IX. Mail Vote

Section 1. Mail Votes

- A. Any issue which in the judgment of the Board should be put to a vote may be voted upon at the annual meeting or any special meeting. In addition, issues may be voted upon by a mail ballot, electronic mail, or a combination of both, sent to all of those entitled to a vote; provided that in each case, at least 51 percent of the Members shall cast ballots.

Rule X. Bonds, Notes, and Other Obligations

Section 1. Checks, Draft, etc.

- A. All checks, draft, and orders for payment of money shall be signed in the name of the NCSSEL and shall be countersigned by such Officers as the Board shall from time to time designate for that purpose. A record shall be kept by the Treasurer showing in different columns the dates, amounts, and times when all such obligations are due.

Rule XI. Amendments, Repeal of Bylaws

Section 1. Amendment to or Repeal of Bylaw Provisions

- A. These Bylaws may be amended or repealed by a two-thirds or greater majority of the persons voting at an Annual or Special Meeting of the NCSSEL.

Section 2. Effective Date of Amendment

- A. Any amendment to or repeal of these Bylaws so approved shall take effect upon adjournment of the NCSSEL Meeting at which it is approved.

Rule XII. Parliamentary Procedure

Section 1. Parliamentary Procedure

- A. All matters not covered by these Bylaws and all meetings of the Committee and the Board shall be conducted in accordance with the parliamentary procedure as contained in the latest edition of Roberts Rules of Order.