



By-Laws  
Of  
The International Equestrian Organization, Inc.

ARTICLE I  
Name

The name of this organization shall be the INTERNATIONAL EQUESTRIAN ORGANIZATION, INC. (hereinafter designated as the IEO).

ARTICLE II  
Procedures

All meetings and business of the IEO shall be conducted in accordance with Robert's Rules of Order (Newly Revised), unless otherwise here accepted.

ARTICLE III  
Purpose

The corporation is incorporated under the Nonprofit Corporation Law of the Commonwealth of Pennsylvania exclusively for the educational purposes within the meaning of Section 501 ( c ) 7 of the Internal revenue code, as amended. The Purpose of the IEO, a nonprofit, educational organization, is to promote among its' members and the public a better understanding of horsemanship with emphasis on dressage; promote good sportsmanship among IEO members, friends and other organizations; sponsor lectures on riding, training and care of horses, and other educational activities; and to sponsor competitions and other activities for the purpose of furthering the art of dressage at the local, state and national levels. The IEO was established in 1958 as a Charter Group Member Organization (GMO) of the United States Dressage Federation (USDF).

ARTICLE IV  
Membership

Membership in this organization shall be open to anyone interested in and willing to work to support its' purpose, regardless of age, sex, race, religion or national origin. The IEO membership year will run in accordance with the USDF membership year.

*Section 1 – Classes of Membership*

- A. Full Membership: All full members of the IEO shall be active members, enjoying all rights, privileges and obligations of membership. The classes of full membership shall be:
  - i. Family: Individuals of the same immediate family having paid a family membership fee.
  - ii. Single: Any individual who has paid an annual membership fee. There are two categories of single membership:
  - iii. Junior/Young Rider: Any individual who has not yet reached his or her twenty-first (21) birthday as of December 1 of the previous calendar year.
  - iv. Senior: Any individual who has reached his or her twenty-first (21) birthday as of December 1 of the previous calendar year.
- B. Honorary Lifetime Membership: Honorary lifetime membership may be extended to individuals providing outstanding service to the IEO over an extended period of time by a two-thirds (2/3) vote of the members attending a regular meeting, provided a quorum of the board is present.

*Section 2 – Privilege of Membership*

- A. A full member of the IEO shall enjoy all rights, privileges and obligations through his/her right to vote on all appropriate matters of policy and by participating in all activities of the Organization. A member's right to vote and any other rights or privileges shall cease upon termination of membership. The voting rights of active members are based on the class of membership as follows:
  - a. Single Membership = 1 vote
  - b. Family Membership = 1 vote per family member 15 years of age or older.
- B. An honorary, lifetime member shall not be required to pay dues and will be entitled to participate in all meetings and activities but will not be entitled to vote.

### *Section 3 – Obligations*

Membership in the IEO shall constitute a pledge to abide by and be bound by the by-laws then in force and that thereafter be adopted by the rules and regulations established from time to time by the Board of Directors.

### *Section 4 – Dues*

- A. The Board of Directors shall annually establish the dues structure for the IEO. Dues are to be payable on or before the USDF membership year begins or membership will automatically be terminated. Payment shall be made to the Treasurer or Membership Coordinator.
- B. Notice of annual dues shall be published in the IEO Newsletter prior the new membership year.
- C. Refunds of dues will not be made to members resigning during the fiscal year.
- D. Participation in clinics and schooling shows is available to members on a first come first serve basis. Nonmembers may participate at the discretion of the show or clinic chairman with the payment of an added fee. Members will be given preference in the event of over subscription.

### *Section 5 – Resignation, Suspension and Expulsion*

Any member may resign by delivering his/her written resignation to any member of the board of the IEO. A resignation becomes effective upon its receipt. Any member may be suspended or expelled for unsportsmanlike behavior, failure to fulfill financial responsibility, or for cause (determined in light of the prevailing standards rules and policies of the United Stated Equestrian Federation; the United States Dressage Federation; or the IEO) at any meeting of the Board of Directors. Suspensions shall be for such period of time and shall be subject to such other conditions, as the Board shall determine.

## ARTICLE V Officers

### *Section 1 – Number and Election*

- A. The executive committee shall consist of the officers; President, Vice-President, Secretary, and Treasurer.
- B. Nominations shall be entrusted to a Nominating Committee, which shall present its' slate at the October meeting. Nominations from the floor will also be received at both the October and November meetings

- C. Officers shall be elected by secret ballot at the November meeting. Anyone not able to attend the November meeting may submit his/her vote by prepared ballot prior to that meeting.
- D. The term of office for the officers shall be one (1) year beginning January 1<sup>st</sup>, and ending December 31<sup>st</sup>. An officer may serve in the same position for not more than three (3) successive terms, unless subsequent terms are voted upon by a quorum of the membership at a regular meeting.
- E. In the event that a vacancy should occur during the year, the unexpired term of the affected office shall be filled by secret ballot after notification of the voting membership. Any voting member not able to attend the meeting may submit his/her vote of prepared ballot prior to the meeting.
- F. All officers shall be members of the IEO.
- G. Officers are expected to attend all meetings of the IEO. Officers who do not attend at least 75% of all regular Board and annual meetings during their terms will automatically be removed from office unless voted otherwise by the Board of Directors.
- H. Officers may be removed with or without cause by a two-thirds (2/3) vote of the general membership at any regular meeting provided that written notice of such action has been sent to all members at least ten (10) days prior to said meeting.

### *Section 2 – Duties of Officers*

The powers and duties of the officers shall be:

- A. The President shall be the Executive Officer of the IEO and Chairman of the Board of Directors; shall preside at all meetings of the membership and shall be a member ex-officio of all committees except the Nominating Committee. The President, shall, with the approval of the Board, appoint all committees. In addition, the signature of the President shall be registered with the bank(s) through which the Club's financial accounts are handled. The President is only empowered to handle such financial business as may be necessary due to the absence or disability of the Treasurer.
- B. The Vice-President shall assume the duties of the President in his or her absence. In addition, the Vice- President shall appoint, or himself hold, the position of Program Director, who shall arrange programs for the regular meetings; shall arrange special activities (other than competitions, clinics, etc.) and shall arrange a time and place for such affairs.

- C. The Secretary shall keep the minutes of the meetings of the Organization and of the Board and shall perform all such other duties as are incident to the office of Secretary or as may be prescribed by the Board of Directors. The Secretary shall also conduct the general correspondence of the IEO. The Secretary may point assistant(s) to handle such duties as he/she may desire.
  
- D. The Treasurer shall (1) be the custodian of the funds of the IEO; (2) have the authority to sign checks for coordinators or managers of individual activities who are responsible for collecting all funds pertaining to that event which shall be turned over to the Treasurer within seven (7) days of the event; (3) have the authority to sign checks for the payment of money for obligations incurred by the IEO; (4) keep a record of all receipts and disbursements; (5) submit a financial statement at the regular meetings of the IEO; (6) present an annual summary or budget as prepared by the Board of Directors to be submitted by the March meeting.

ARTICLE VI  
Board of Directors

*Section 1 – Number and Election*

- A. The Board of Directors shall consist of the Officers of IEO, who shall be nominated and elected as provided for in Article V, Section 1. Five additional Directors-at-Large shall be elected to bring the total number of Directors to nine (9).
  
- B. Directors-at-Large shall be elected by the members at the same time and in the same manner as that specified for the election of Officers. The name of each outgoing President and Vice-President shall automatically be placed in nomination for a Director-at-Large position in the following year's Board of Directors.

*Section 2 – Duties*

The Board of Directors shall have general charge and control of the affairs, funds and property of the IEO. They shall present to the membership all proposed major program activities for ratification. The Board of Directors shall not have the power to change or reverse a decision of the general membership as expressed through a valid vote unless extenuating circumstances so dictate.

*Section 3 – Vacancies*

In the event that a vacancy should occur during the year, the unexpired term of the affected office shall be filled by secret ballot after notification of the voting membership. Any voting member not able to attend the meeting may submit his/her vote of prepared ballot prior to the meeting.

*Section 4 – Meetings*

- A. The President of IEO shall preside at all meetings of the Board of Directors.
- B. The Board of Directors shall hold at least four (4) meetings a year that are open to the general membership of the IEO. Members may participate in discussing but are precluded from voting on specific issues.
- C. Additional, closed meetings, may be called by the president and shall be called upon the written request of three members of the board.

*Section 5 – Quorums*

A quorum for meetings of the Board shall consist of five (5) members.

*Section 6 – Removal From Office*

The Board of Directors may remove from office any Officer or Director-at-Large whose actions are judged to be detrimental to the best interests of the IEO.

*Section 7 – Property and Records*

All books, documents, records, financial accounts, vouchers, property, and any and all material pertaining to the conduct of the IEO and its' activities is the property of the IEO and as such, shall be made available for inspection upon the request of the Board of Directors or by two-thirds (2/3) vote of the general membership.

ARTICLE VII  
Standing Coordinators

*Section 1 – Number and Duties*

The standing coordinators appointed for a term of one (1) year or less by the President, with the approval of the Board of Directors, as required and shall be as follows:

- A. Nominating: A committee of three (3) people shall be appointed to present a slate of officers and directors at large 30 days prior to vote.
- B. Newsletter: An Editor and any staff deemed necessary shall be appointed to issue a Newsletter in order to keep the membership informed of the Organizations activities.
- C. Public Relations: The Public Relations Coordinator shall coordinate the Organization's year-round efforts to promote horsemanship and the art of

dressage in all media available. He or she shall arrange to publicize the activities, particularly the competitions, of the Organization, and may appoint a committee to work toward these goals.

- D. Hospitality: A Hospitality Coordinator shall be appointed to provide refreshments at meetings, clinics and shows.
- E. Property: A Property Coordinator shall be appointed to maintain inventory of the property of the IEO and provide for its' storage, use and repair and to make a report to the membership annually.
- F. Membership: The Membership Coordinator shall promote the Organization among prospective members and the public and be responsible for keeping an up-to-date file of all members.
- G. Schooling Competitions: The Schooling Competition Coordinator shall oversee the efforts of the IEO in arranging a number of schooling competitions. The Coordinator shall arrange dates, locations, organizers, judges, and personnel with the Board's approval.
- H. Clinics: The Clinic Coordinator shall oversee the efforts of the IEO in arranging a number of clinics. The Coordinator shall arrange dates, locations, organizers, clinicians, and personnel with the Board's approval.
- I. USEF/USDF Competitions: A Competition Manager will be responsible for conducting any USEF competition in accordance with the rules of the USEF and the desires of the IEO. The Competition Manager shall nominate a committee of key show personnel for the competition, which will comprise the Show Committee. The Board of Directors must approve all nominations of the Committee.
- J. Historian: The Historian shall maintain a written record of the Organization activities and publicity pertaining to the Organization.
- K. Librarian: The Librarian is responsible for the IEO library; seeing that the books are brought to each meeting, checking books in and out, and making recommendations for additions to the library.
- L. Others: Any other standing committees (as well as ad-hoc committees) may be created and appointed as deemed necessary by the president, with the approval of the Board of Directors.

*Section 2 – Committees*

- A. Coordinators may pursue their duties independently or may appoint committees of three or more, or which the coordinator shall serve as Chairperson.
- B. All members of this Organization are strongly encouraged to serve on committees and/or assist with competitions and other activities at least once a year.

*Section 3 – Finances*

All standing coordinators collecting or receiving money for any event (clinic, show, etc.) must turn such monies over to the Treasurer within seven (7) days of the event.

ARTICLE VIII  
Ethics

Members shall disqualify themselves from voting on any matter or serving in any office or on any committee in which they have a conflict of interest.

ARTICLE IX  
Meetings of the Organization

*Section 1 – Annual Meeting*

The annual meeting of the IEO membership shall be held in November at a time and place fixed by the Board of Directors.

*Section 2 – Membership Meetings*

Membership meetings shall be scheduled by the Board of Directors for the purpose of presenting programs of interest and to conduct such business as deemed necessary. If a quorum is not available for the advertised vote, that vote shall be decided by the Board of Directors at their next meeting.

*Section 3 – Quorums*

A quorum shall be 20% of the general membership, including three (3) members of the Board of Directors.

ARTICLE X  
Fiscal Policies

*Section 1 – Fiscal Year*

The fiscal year of the Organization shall be January 1 through December 31.



*Section 2 – Audit*

An auditing committee of three (3) members shall be appointed by the Board of Directors to audit both the general books and the recognized competition books at the end of the fiscal year.

*Section 3 – Dissolution*

In the event that the IEO is dissolved, its' assets shall be distributed to such organizations and in such proportions as the Board of Directors shall determine with the approval of the membership; however, none of its' assets shall at any time be distributed to any organization which is not charitable or educational within the meaning of the United States Internal Revenue Code.

ARTICLE XI

Amendments

These By-Laws may be amended or revised by the affirmative vote of three-fourths (3/4) of the members present at any meeting, provided that they constitute a quorum, and provided that the general purpose of the amendment shall have been stated in the notice of the meeting and such notice shall have been sent to all voting members at least ten (10) days prior to the date of the meeting.

These By-laws have been amended and approved November 16, 2013.

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