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CHARTER APPLICATION CHECK LIST

- | | |
|---|---|
| ___ Charter Petition to Board of Directors | ___ A membership roster |
| ___ A copy of tax ID information obtained from Charter's state | ___ Names of Directors and Committee members |
| ___ A copy of Charter Constitution and By-Laws | ___ Map of specific boundaries (<i>i.e. roads, counties, state lines, etc.</i>) |
| ___ Outline of Purpose (<i>a statement justifying a charter in your area</i>) | ___ Charter Information Form |

CHARTER PETITION

We the officers of the _____
(requested charter name)
do hereby petition of the Board of Directors of the Pinto Horse Association of America, Inc. to grant the _____
(requested charter name)
_____ a Charter in the Pinto Horse Association of America, Inc.

Date: _____

President Signature: _____

Vice President Signature: _____

Secretary Signature: _____

Treasurer Signature: _____

PURPOSE

On a separate sheet of paper please give a brief statement justifying the formation of a new charter in your area.

CHARTER CONTACTS (must be current PtHA members)

*Charter President contact information is published in the Pinto Horse magazine and on the Web site. Please mark the information that you **DO NOT** want published.*

President: _____ Membership No.: _____

☐ Address: _____

City: _____ State: _____ Zip: _____ Country: _____

☐ E-mail: _____ ☐ Phone No.: _____

Vice President: _____ Membership No.: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

E-mail: _____ Phone No.: _____

Secretary: _____ Membership No.: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

E-mail: _____ Phone No.: _____

Treasurer: _____ Membership No.: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

E-mail: _____ Phone No.: _____

CHARTER BOARD OF DIRECTORS *(must be current PtHA members)*

Director:				Membership No.:	
Address: _____					
City:	_____	State:	_____	Zip:	_____ Country: _____
E-mail:	_____			Phone No.:	_____

Director:				Membership No.:	
Address: _____					
City:	_____	State:	_____	Zip:	_____ Country: _____
E-mail:	_____			Phone No.:	_____

Director:				Membership No.:	
Address: _____					
City:	_____	State:	_____	Zip:	_____ Country: _____
E-mail:	_____			Phone No.:	_____

Director:				Membership No.:	
Address: _____					
City:	_____	State:	_____	Zip:	_____ Country: _____
E-mail:	_____			Phone No.:	_____

Director:				Membership No.:	
Address: _____					
City:	_____	State:	_____	Zip:	_____ Country: _____
E-mail:	_____			Phone No.:	_____

Director:				Membership No.:	
Address: _____					
City:	_____	State:	_____	Zip:	_____ Country: _____
E-mail:	_____			Phone No.:	_____

Director:				Membership No.:	
Address: _____					
City:	_____	State:	_____	Zip:	_____ Country: _____
E-mail:	_____			Phone No.:	_____

Director:				Membership No.:	
Address: _____					
City:	_____	State:	_____	Zip:	_____ Country: _____
E-mail:	_____			Phone No.:	_____

Director:				Membership No.:	
Address: _____					
City:	_____	State:	_____	Zip:	_____ Country: _____
E-mail:	_____			Phone No.:	_____

CHARTER YOUTH CLUB

Name of Youth Club: _____

President: _____ Phone No.: _____

PtHA publishes Youth Club information on the Youth and Charter Web pages and in the Pinto Horse magazine. If Youth Presidents want to be used as the contact for the Youth Club, please have a parent/legal guardian sign this form giving PtHA permission. If the Youth Club would prefer the contact for the club to be the Youth adviser, please have the adviser sign the form giving PtHA permission. (check those that apply)

____ I am the Youth Club President and I consent for my ____ name and ____ phone number to be published.

Parent/Legal Guardian Signature: _____ Date: _____

____ I am the Youth Club Advisor and I consent for my ____ name and ____ phone number to be published.

Youth Club Advisor Signature: _____ Date: _____

CHARTER AMATEUR CLUB

Name of Amateur Club: _____

President: _____ Phone No.: _____

PtHA publishes Amateur Club contact information in the Pinto Horse magazine and on the Web site. Please check box to give PtHA permission to publish your information.

____ I am the Amateur Club President and I consent for my ____ name and ____ phone number to be published.

Amateur Club President Signature: _____ Date: _____

CHARTER NEWSLETTER

Name of Charter Newsletter: _____

Editor: _____ Phone No.: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

E-mail address: _____

CHARTER INFORMATION

Approximate number of Charter members? _____

Are Charter members required to be PtHA members? _____

Charter membership fees: _____ Youth _____ Adult _____ Family _____ Other _____

How often does your Charter meet? _____

When do you hold your elections? _____

When do you hold your Queen contest? _____

Approximate number of shows per year? _____

Who is authorized to sign Show Approval Applications: *(limit two)*

Name No. 1: _____

Title: _____

Signature: _____

Name No. 2: _____

Title: _____

Signature: _____

CONSTITUTION AND BY-LAWS

Article i. Name

This organization shall be named _____, Incorporated.
The official abbreviation will be _____.

Article ii. Purpose

The purpose of this non-profit organization shall be to promote the Pinto horse through horse shows, trail rides, and other events, the promotion of good horsemanship, breeding and promotion of sportsmanship and any other social endeavors to promote the Pinto horse. To further the purpose of the Pinto Horse Association of America, Inc. To promote the use of this registry as the official registry of Pinto horses in America.

Article iii. Policies

This organization shall have no interest in personal grievances of one member toward another and no discussion of this nature will be allowed at any meetings of the organization; likewise, no discussion of a political nature will be allowed.

Article iv. Membership

Membership shall consist of breeders, owners, exhibitors, and anyone of good moral character interested in promoting the Pinto horse.

Article v. Officers

Section 1. The officers shall be members, or become members, of the Pinto Horse Association of America, Inc. to hold an office in a Charter Association. An officer is automatically a representative of the Pinto Horse Association of America, Inc.

Section 2. All officers shall be selected from the membership and they shall consist of a President, a Vice President, a Secretary, and a Treasurer, who shall be the Executive Committee, and be responsible for the routine administration and management of the organization. The duration of office shall be one (1) year, from January 1, to December 31, and until their successors have been elected and have qualified.

Section 3. The officers, after routine nomination, shall be elected at the Annual meeting held in November each year. Election to be held prior to the banquet. Voting members are not required to attend the banquet. Officers will officially take office in December. They may be re-elected for one (1) additional term, serving no more than two (2) consecutive terms in the same office. Elections shall be closed written ballots. Members must be nineteen (19) years old or over to be eligible to vote. A person receiving a majority of the votes cast for each office shall be deemed to have been elected.

Article vi. Board of Directors

There shall be a Board of Directors consisting of both the Executive Committee and _____ Directors elected at Large from the membership who shall serve a term of _____ years each. _____ being elected each year to replace the _____ that have completed their _____ year terms. In addition to the above Directors the outgoing President shall serve following one (1) year term as Director-At-Large unless he has been nominated and elected to an office in the Executive Committee or as one (1) of the above mentioned Directors. The aforementioned being the Board of Directors shall meet at the call of the President and at least twice a year at a time and place set by him, one (1) such meeting to be held each calendar six (6) months.

Article vii. Amendments

Any proposed amendments to this constitution may be submitted in writing at any membership meeting of the organization. Such proposed amendments must be signed by three (3) members of the organization, in good standing, before being submitted to the meeting. It shall then be read to the membership, by the Secretary. After such notice, a copy of the proposed amendment shall be sent by the Secretary not less than fifteen (15) days prior to the next meeting to each member with notice of the next meeting, at which time the amendment shall be re-read and discussed, then voted upon. It shall become a part of the constitution, only if passed by two-thirds (2/3) vote of the eligible voting members present and voting at said meeting.

BY-LAWS

The constitution lays down the principles of the organization, the by-laws concern chiefly the method of procedure rather than the basic principles. These by-laws are more easily amended than the constitution and their amendments need not in any way effect the aim the main purpose of the organization.

Article i. Dues

Section 1. The annual dues of the association shall be:

Youth (18 years of age and under)	\$ _____
Adult (19 years of age and over)	\$ _____
Family Basic (husband and wife)	\$ _____
Family Comprehensive (husband, wife and children 18 or under)	\$ _____

The annual dues shall be on a calendar year basis.

Section 2. Annual dues become due and payable on January 1, of the year of membership. Members not paid in full by March 1, will be declared delinquent and removed from the good standing membership roster. Members declared delinquent shall not be permitted to vote or participate in the organization's business.

Section 3. Any member who has been dropped from the active membership roll for any reason, in order to become reinstated, shall make a regular application for membership.

Section 4. All members shall be notified through either the Charter Newsletter or by a specified notification from the secretary, of the time and place of the meeting at least one (1) week, or more, when especially provided for.

Section 5. The interest of any member in the property or money of the organization ceases with termination of his membership.

Section 6. All dues and membership application forms are to be submitted to the Treasurer.

Section 7. Dues paid after November 1 will carry over for the following year with voting privileges for the forthcoming year only.

Article ii. Membership

Section 1. Applicants for membership shall be submitted to the _____ upon receipt of application and dues.

Section 2. All new members will be acknowledged at the next meeting following the receipt of their application and dues.

Section 3. Any member in good standing may file charges against any other member for conduct likely, in his opinion, to endanger the welfare or character of the organization. The charge must be in writing and the accused must be given thirty (30) days time in which to prepare and present his defense. After all matters are considered, a two-thirds (2/3) vote of the membership present and voting will suffice to expel a proven guilty member.

Section 4. Voting privileges are restricted to members holding either Adult, Family Basic or Family Comprehensive and must be 19 years or over to vote. Members must be present to vote. No PROXY voting within the Family Basic and Family Comprehensive. Both husband and wife have one vote each from either a Family Basic or Family Comprehensive membership.

Article iii. Duties of Officers

Section 1. President: The President shall preside at all meetings of the Executive Committee, the Board of Directors and the membership. He shall exercise general supervision and management over all affairs of the organization and shall serve as an Ex-Officio member of all standing committees, who may vote only to break a tie therein, except the Nominating Committee.

Section 2. Vice President: The Vice President shall preside in the absence of the President. He shall be chairman of the Finance Committee and insure submission of the Annual Budget to the Board of Directors. He shall present the approved budget to the January meeting for ratification.

Section 3. Secretary: The Secretary shall: 1. Cause to be kept and maintained the minutes of all meetings of the organization, standing committees, Executive Committee and Board of Directors. These minutes shall be an accurate and official record of all business transacted. 2. Be custodian of all association records including monthly financial reports of the Treasurer. 3. Cause to be kept and maintained, accurately a roster showing names, addresses, position held in organization of each active member and shall publish semi-annually to the entire membership. Copy of this roster will be furnished to the Pinto Horse Association of America, Inc. after November 1, and not later than November 30, of each year. 4. Cause to prepare all correspondence, reports and routine business records of and for the organization. 5. Notify each member of all regular meetings, special meetings, social activities, likewise send out notices of Executive Committee and Board of Directors meetings.

Section 4. Treasurer: The Treasurer shall receive all organization funds, keep them in a bank or depository approved by the Executive Committee: keep faithful records of all receipts and expenditures and disperse the organization funds ONLY by checks signed by two (2) of the officers (himself and another). Must exhibit and fill vouchers for all disbursements; and at the November meeting, prior to the election of officers, read to the members present, a list of members in good standing who have the privilege of voting in said election. The Treasurer shall be a member of the Finance Committee.

Article iv. Directors

Section 1. Election and Term of office: The _____ Directors shall hold office for ____ years and _____ Directors being elected from each of the sections of the State. In addition to the above directors the outgoing President shall serve following one (1) year term as Director At-Large unless he has been nominated to an office in the Executive Committee or as one of the _____ above mentioned Directors. A Director, upon being nominated and elected to office in the Executive Committee will be replaced by regular ballot and the newly elected Director will fill the unexpired term of the Director he will be replacing.

Section 2. Duties of the Board of Directors: The Board of Directors shall be the policy making body of the organization and act upon all important issues brought before the board by the Executive Committee. Their decision is final unless vetoed by a two-thirds (2/3) vote of the members present and voting at a regular meeting. The Board of Directors shall approve the Annual Budget submitted by the Finance Committee. Require an Audit of the Financial Records and Assess of the organization no more than two (2) months prior to the January meeting. The reading at the January meeting to be for ratification.

Article v. Committees

Committees other than standing committee shall be appointed and charged with responsibilities by the President.

Article vi. Standing Committees

There shall be four (4) standing committees, the Chairman of which will be appointed by the President at the January meeting. The Committees and their responsibilities are:

Section 1. Nominating Committee: This committee shall consist of a Chairman appointed by the President and at least two (2) members appointed by the Chairman. The committee will meet on call of the chairman and will be constantly on the alert for potential officer material with membership. At the November meeting the committee will submit a slate of candidates with at least two (2) qualified nominations for each office, including the members of the Board of Directors. The presentation of this slate does not preclude nominations from the floor.

Section 2. Events Committee: This committee shall consist of a Chairman appointed by the President and at least four (4) members appointed by the Chairman. The committee shall meet at the call of the Chairman and prepare a recommended program of events to be sponsored and managed by this organization for each month of the calendar year. The recommended program will be presented to the Executive Committee in January. The Executive Committee will review the program for presentation to the majority vote. Such program should include, but are not limited to, the establishment of appropriate booths at fairs, horse shows, and other related activities.

Section 3. Membership Committee: This committee shall consist of a Chairman appointed by the President and at least two (2) other members appointed by the Chairman. The committee shall meet at the call of the Chairman and shall publish eligibility requirements for membership consonant with the purpose of this organization. The committee shall plan and execute a program for actively promoting the membership among those persons considered eligible for membership.

Section 4. Finance Committee: This committee shall consist of a Chairman who is the Vice President of the organization and three (3) members appointed by the Chairman, one of whom shall be the Treasurer of the organization. The Finance Committee shall prepare an annual budget for the following fiscal year for presentation to the Executive Committee and the Board of Directors prior to the meeting in January. This budget, when approved by the Board of Directors, will be the plan for managing all assets of this organization. The Finance Committee shall cause to be held each year prior to the January meeting a comprehensive audit and inventory of all financial records and assets of the organization.

Article vii. Meetings

The organization shall meet a minimum of _____ times a year.

Section 1. The regular November meeting shall be the Annual Meeting and Awards Banquet, at which time the election of Officers will take place. Voting members are not required to attend the banquet. During the Annual Meeting and Awards Banquet the membership will hear reports from all of the current officers and standing committees. The newly elected President is to hold a meeting of the old and newly elected officers and Directors early in December at which time the old officers will turn over all records to the newly elected officers.

Section 2. Special meetings may be called by the Executive Committee and/or the Board of Directors at such time as though advisable. Such meetings may not supersede regular meetings except when especially provided for.

Article viii. Quorum

The members present at any membership meeting constitute a quorum for the transaction of business.

Article ix. Order of Business

The order of business at all meeting of the organization shall be as follows:

1. Meeting called to order.
2. Roll Call.
3. Reading of the Minutes of previous meeting.
4. Treasurer's Report.
5. Committee Chairman reports.
6. Reading of Communications.
7. Unfinished Business.
8. New Business.
9. Program.
10. Adjournment.

Article x. Rules of Order

In the event that any part of this constitution should conflict with rules and regulations of the Pinto Horse Association of America, Inc. their rules and regulations shall prevail. This organization will govern its procedure by "Roberts Rules of Order, Revised" in all points not covered herein or provided by the Pinto Horse Association of America, Inc. Rule Book, a copy of which shall be available at all times.

Article xi. Amendments

Any amendment to these by-laws may be proposed at any regular meeting. It shall be approved by a majority of those present and it will be voted on at the following meeting.