



## OFFICIAL HANDBOOK

*BUCKSKIN HORSE ASSOCIATION OF MICHIGAN*

*(BHAM)*

## MISSION STATEMENT

*The BUCKSKIN HORSE ASSOCIATION OF MICHIGAN (BHAM) is the oldest Buckskin Association in the State of Michigan. It was incorporated in 1967 as a non-profit organization.*

*“BHAM’s” purpose is to provide a venue for its members, dedicated to improve the breeding, exhibition, sale and publicity of the buckskin, dun, red dun, grulla, dunalino, and buckskin bred horses. Our goal is to preserve and promote the natural movement of the horse. Additionally, the purpose of the organization is to provide a family environment in which all can compete in a fair and socially acceptable manner as well as provide educational opportunities for adult, youth and amateur divisions to improve and develop.*

*BHAM is the only Michigan Charter Club affiliated with the AMERICAN BUCKSKIN REGISTRY ASSOCIATION (ABRA) of Oklahoma. Buckskins, duns, red duns, dunalino and grulla horses must be registered with ABRA in order to show in ABRA classes at BHAM shows. Buckskin bred horses must be registered with ABRA in order to show in buckskin bred classes at BHAM shows.*

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## Article I. BY-LAWS

### Section 1.01 TITLE, PURPOSE, LOCATION, FISCAL YEAR, AFFILIATION, DISSOLUTION

#### (a) TITLE

This association shall be known as the BUCKSKIN HORSE ASSOCIATION OF MICHIGAN, hereinafter known as BHAM. It shall be operated at all times as a non-profit organization in accordance with the laws of the State of Michigan, by which it shall acquire all such rights granted to associations of this kind.

#### (b) PURPOSE

The purpose of this organization shall be to further improve the breeding, exhibition, sale and publicity of the buckskin, dun, red dun, grulla, dunalino and buckskin bred horse.

Purposes:

- To further improve the breeding, exhibition, sale and publicity of the buckskin, dun, red dun, grulla, dunalino and buckskin bred horses.
- To promote the natural movement of the horse.
- To promote a family environment in which all can compete.
- To promote an educational environment.

#### (c) LOCATION

The place of business shall be any place in the State of Michigan that is convenient to the officers, directors and participating members.

#### (d) FISCAL YEAR

The affairs of this Association shall be conducted on a calendar year basis, starting with January 1st and ending the last day of December.

#### (e) AFFILIATION

BHAM shall be affiliated with the AMERICAN BUCKSKIN REGISTRY ASSOCIATION, Incorporated, hereinafter referred to as ABRA.

#### (f) DISSOLUTION

Should BHAM be dissolved or become inactive, all money remaining in the treasury may be donated to the Michigan State University Veterinary Clinic to be used for equine research and/or equine projects only, or in the alternative may be donated to any organization selected by the BHAM Board of Directors by unanimous vote.

### Section 1.02 MEMBERSHIP

#### (a) DEFINITION OF TERMS

Whenever the term member or membership is used in these By-laws, unless it is otherwise specified, this shall mean member or membership, in good standing, having the right to vote, and whose dues are received by the Secretary of BHAM, except those who are suspended by ABRA and/or BHAM for cause.

While in good standing, all members shall have equal rights, interests, and responsibilities with

respect to the Association and its property. They shall obey all by-laws, rules and regulations of BHAM and ABRA, and decisions or actions of the Board of Directors. They shall have the right to vote by personal attendance at membership meetings and shall have the right to hold office and committee assignments, except as otherwise limited.

(b) MEMBERSHIP

Membership is open to persons owning, breeding or exhibiting Buckskin horses, plus all other persons interested in BHAM. Members of the Association shall be admitted, retained and expelled in accordance with such rules and regulations as the Board of Directors may adopt. In all such matters governed by the vote of the members, each individual membership in good standing shall be entitled to one adult vote; each family membership in good standing shall be entitled to two (2) adult votes. Membership numbers shall be issued and are non-transferable. Membership fees are non-transferable. All members shall abide by the rules of ABRA and the rules of BHAM. Only adult members get voting privileges.

(c) TYPES OF MEMBERSHIP

The following memberships are available in this Association:

- Individual - Any individual who has attained the age of 19 years by January 1 of current fiscal year shall be eligible to join this Association as an individual member.
- Family with Youth - Any /parent(s)/guardian(s)/spouse(s) with dependent children, under the age of 19 years by January 1 of current fiscal year, shall be eligible to join this Association as a family with youth membership. Youth will get all the benefits of a youth membership
- Joint- Issued in two(2) names of married spouses, mother and daughter or son, eighteen years and under, father and daughter or son, eighteen years and under. In the event the surnames are not the same, documentation designating status shall be furnished to the Association with the membership application. Youth will get all the benefits of a youth membership.
- Youth - Any individual who has not attained the age of 19 years on or before January 1 of the fiscal year shall be eligible to join the Association as a junior member. By so joining the Association, the individual will automatically become a member in the Junior Buckskin Horse Association of Michigan, here in after referred to as Jr. BHAM, division of this Association, and shall enjoy all the benefits of that division. This membership doesn't include voting rights, excluding Jr BHAM votes.

### Section 1.03 MEETINGS

(a) RULES OF ORDER

All meetings shall be conducted in accordance with Robert's Rules of Order.

(b) ANNUAL MEETING

The annual meeting of the membership shall be held during the month of November, at such time and place as voted upon by the majority of the Board of Directors, for the purpose of the membership to elect Directors and Officers, and for the transaction of other such business as may be brought before the membership. Members in good standing will be notified as to the time and place of such meeting twenty (20) days prior to the date of the meeting.

(c) SPECIAL MEMBERSHIP MEETINGS

Special membership meetings may be held at such time and place as designated in written notice whenever called by the President, a simple majority of the Board of Directors, or a notice

signed by no less than twenty percent (20%) of the membership in good standing with the Association. Notice of each special meeting shall state briefly the object of the meeting and shall be given in the same manner as provided for in Section 2 of this Article.

At any meeting of the members held in accordance with this provision, the members attending shall constitute a quorum for all purposes. To exercise voting privileges, a member must be physically present at the meeting. Voting privileges cannot be delegated by proxy. A simple majority vote of the members present at any special membership meeting shall determine the outcome of any required action.

(d) BOARD MEETINGS

The regular Board of Directors meetings shall be held a minimum of six (6) times a year. Notification as to the time and place must be mailed to the membership or posted on the internet ten (10) days prior to the meeting. All regular Board of Directors meetings are open to members in good standing and their invited guest(s). The current board remains seated through the end of the November annual meeting. The new board is seated as of the date of the annual meeting.

(e) QUORUM

A quorum shall consist of a minimum of 60% of the directors and/or officers in any combination. Such a quorum shall be required for the transaction of all business including but not limited to payment of expenses, bill and/or changes to the rules of the Buckskin Horse Association of Michigan where it is deemed necessary for the good of the organization.

#### Section 1.04 DIRECTORS

(a) NUMBER OF DIRECTORS

There shall be a maximum of twelve (12) or a minimum of eight (8) directors. A Director shall be elected to a two (2) year term by vote of the general membership.

(b) ELIGIBILITY

In order to be eligible for election as a Director, an individual member must have attained the age of nineteen (19) by January 1 of the current year. No person shall serve as a director and/or hold office in any other Michigan buckskin horse association while serving as a director or holding office in BHAM.

(c) VACANCY

If a vacancy is created on the Board of Directors by resignation, death, disqualification or any other reason, the President may appoint a successor for the balance of the term of the Director who is being replaced. No person shall hold more than one office or directorship at one time.

(d) DUTIES

All business and property belonging to the Association shall be managed and controlled by the Board of Directors. The Board of Directors shall report such business to the general membership.

(e) CONTRACTS

Written contracts of the Association shall be executed on behalf of the Association by the

President or Vice-President or by a member of the Board of Directors when designated to do so by the President, and shall be attested to by the Secretary.

(f) **AUTHORITY**

The Board of Directors shall have authority and power to make, amend, enforce and repeal such rules and regulations not contrary to law or these Bylaws, as they may deem expedient concerning the management, qualification, suspension, and expulsion of members, removal of officers, the rules and regulations governing the procedures of such suspension and expulsion and removal; the raising and collection of fees and dues, regulations regarding expenditure of money, the auditing of books and records; the conducting of horse shows, the conduct of exhibitors and social function, and other details relating to the general purpose of the Association. Any of the above rules and Regulations shall be subject to revision or amendment by members at any regular or special meeting of the members according to Article I, Section 1.03b and c.

(g) **COMMITTEES**

The Board of Directors may create and empower general and/or special committees.

(h) **ABSENTEEISM**

A director, who misses three (3) Board of Directors meetings in one year, may lose his/her directorship and may be replaced according to Article I, Section 1.04c. Notification of such removal shall be made by the Secretary upon direction of the Board of Directors.

## Section 1.05 OFFICERS AND DUTIES

(a) **ELIGIBILITY**

Only adult members in good standing may hold office. No person shall hold office or serve as a director in any other Michigan buckskin horse association while serving as director and/or holding office in BHAM.

(b) **OFFICERS**

The officers of the Association shall be President, Vice-President, Secretary and Treasurer. All officers must, at time of nomination, be a member of ABRA and BHAM and maintain membership in both during their term of office.

(c) **PRESIDENT**

The President shall hold office for two (2) years. The same person may not hold this office for more than four (4) consecutive years. The President shall be elected during the first meeting by the newly elected Board of Directors. The term of the newly-elected President shall begin immediately following the announcement of the election results. If all board members decline nomination, the President shall then be elected from all members of BHAM currently in good standing. The President shall be the Chief Executive Officer of the Association and shall preside at all meetings of the membership and Board of Directors. Along with the Directors, the President shall see that all Bylaws, rules and regulations of the Association are enforced, and shall perform all duties prescribed by the Board of Directors. The President shall be the ex-officio member of all committees. The President shall vote only when the Board of Directors creates a tie. The President may at any board meeting, appoint an executive committee,

consisting of President, Vice President, Secretary, Treasurer, and 2 other board members in good standing. This executive committee will have the authority to approve emergency expenditures and conduct emergency business as deemed necessary. The term of this committee shall be the balance of the calendar year. Should it be deemed necessary, the board in its entirety, by majority vote, may rescind this authority.

(d) VICE PRESIDENT

The Vice-President shall hold office for two (2) years. The same person may not hold this office for more than four (4) consecutive years. The Vice-President shall be elected during the first meeting by the newly elected Board of Directors. The term of the newly elected Vice President shall begin immediately following the announcement of the election results. If all board members decline nomination, the Vice-President shall then be elected from members in good standing. The Vice President, in the absence of the President, shall have the powers and duties of the President. The Vice President and/or President shall make all committee assignments and shall oversee all committee operations. The Vice-President may be prescribed other duties as seen fit by the President and/or the Board of Directors. He/she shall have equal voting power with the Board of Directors, one (1) vote.

(e) SECRETARY

The Secretary shall keep the minutes of all membership, Board of Directors, and Special Meetings. He/she shall present the minutes of all such meetings and shall perform other duties as may be prescribed by the Board of Directors. He/she shall have the responsibility of submitting Board of Directors meeting minutes to the Multimedia Director for posting on the website. In the event of the Secretary's absence, the directors may appoint any person to act as Secretary of the meeting. The Secretary shall collect all membership money due the Association and turn it over to the Treasurer. The Secretary shall have equal voting power with the Board of Directors, one (1) vote. The Secretary shall be elected annually.

(f) TREASURER

The Treasurer shall receive, deposit and, upon board approval, disburse all money of the Association, with exceptions as specified by the Board of Directors. Members may ask for itemized statements, in detail, upon approval of the Board of Directors. A Treasurer's report shall be given at every BHAM board meeting as well as the annual meeting of the membership. The Treasurer shall make all payments from the Association by check being signed by the President, Vice-President, Treasurer or Secretary. If at any time there is a change in the Treasurer of the Association, it shall be the duty of the incoming Treasurer to obtain from the outgoing Treasurer, a signed receipt for all office equipment and supplies as well as funds on hand at the time of change. Failure to comply will hold the outgoing Treasurer responsible for any shortages later discovered. Any violation of this Section by the Treasurer would mean his/her immediate removal from the office and disciplinary action would be taken by the Board of Directors. The Treasurer shall be elected annually. He/she shall have equal voting power with the Board of Directors, one (1) vote.

(g) REVIEW OF ACCOUNTS

The review of accounts shall be made annually by a certified accountant and or forum as appointed by the President with the approval of the Board of Directors. This review shall occur at the annual meeting or at any time the office of the Treasurer changes hands.

## Section 1.06 AMENDMENTS

### (a) AUTHORITY

The Board of Directors shall have the power to make, amend and repeal the Bylaws of the Association by a simple majority of the Board of Directors present at any regular or special meeting, provided said amendment has been presented at a previous meeting and the entire membership has been notified of such proposed amendment at least twenty (20) days prior to said meeting, and is subject to the members right to amend or rescind any such Bylaw as outlined in Article I, Section 1.03b and c.

## Section 1.07 GENERAL ELECTIONS

### (a) NOMINATING COMMITTEE

The nominating committee will consist of a designated director and at least two members in good standing from the general membership. The proposed slate shall be presented to the Board of Directors at their September meeting for approval. A copy of the approved slate must be sent to the membership at least thirty (30) days prior to the annual membership meeting. The slate shall consist of nominations for Secretary, Treasurer, and Board of Directors to be elected by the general membership.

### (b) BALLOTS

Ballots will be mailed thirty (30) days prior to the annual meeting to all members in good standing. They will contain the name or names of the Director or Directors to be elected and the Secretary and Treasurer, as well as write-in space. Ballots will also contain a space designated for write in candidates for adult sportsperson of the year. Ballots shall contain a return address. A brief resume of each candidate can be enclosed with the ballot. After marking their ballots, members will return them by mail. Ballots will be opened and counted at the annual meeting by the nominating committee. The results of the election will be announced at the annual meeting, and the term of office of those Directors, Secretary and Treasurer elected shall begin with the announcement of the election results at the annual meeting.

## Article II. BHAM DRUG TESTING REGULATIONS

BHAM will follow the latest drug testing regulation as set forth by ABRA.

### BUCKSKIN HORSE ASSOCIATION OF MICHIGAN DRUG PROCEDURES

By entering a class in a BHAM sponsored show, an exhibitor and/or owner agree that their horse/pony is governed and subject to this rule. The exhibitor and/or owner also agree that BHAM will bear no liability for any loss unless caused by gross negligence of BHAM or its agents. All exhibitors also agree that the act of being selected at random for such testing does not reflect any pre-existing opinion as to whether or not an animal has been treated in a manner that is inconsistent with these ABRA rules. These rules and policies are intended to assure a fundamentally fair arena for competition.

All samples will be secured and then forwarded to a testing facility at the expense of BHAM. If the laboratory analysis of urine, blood, and/or saliva taken from the horse indicates the presence of a forbidden drug or medication, this shall be taken as a prima facie evidence that such substance has been administered to the horse.

The owner, exhibitor and trainer shall be responsible for, and be the absolute insurer of the condition of the horse they enter and exhibit, regardless of the acts of third parties. In any case where the laboratory report shows evidence of the presence of forbidden drugs, such person(s) shall be deemed to have administered the forbidden drug under the absolute insurer rule.

In cases involving any BHAM approved event, it shall be the responsibility of the Show Secretary to forward to the Board of Directors in writing complete information regarding such incidents. The Board of Directors shall forward complete information in writing concerning such incident to ABRA and AQHA, as applicable. Where BHAM rules are silent, ABRA rules will apply; where BHAM and ABRA rules are silent, AQHA rules will apply and be enforced as applicable. The BHAM Board of Directors, after deliberation of the findings, has jurisdiction to bar the owners, exhibitor or otherwise from further participation in any BHAM affiliated event and require forfeiture of all award, prize money and points earned by any animal involved in any such incident.

## Article III. BHAM COMMITTEES

### Section 3.01 BANQUET/LIFETIME ACHIEVEMENT

- Select a site for the year-end award banquet for approval by the Board of Directors.
- Bring costs of meals before the Board for setting of meal charges.
- Provide information to the Multimedia Committee for publication.
- Arrange activities as directed by the Board.
- Have all banquet reservation money be forwarded to the Treasurer.
- Work closely with the facility hosting the banquet so all preparations are in order.
- Collection of Lifetime Achievement nominations
- Appropriately select an Lifetime Achievement person honoree and Lifetime Achievement horse honoree to be awarded at the banquet
- Obtain award plaques and award nameplates to reflect the winners
- Banquet/LTA committee will turn over to his/her successor all forms, information and records of any kind upon leaving office or upon request to the Board of Directors.

### Section 3.02 CONGRESS COMMITTEE

- Will keep accurate records.
- With Board approval the Committee will perform the following duties:
  - *Select classes to be held*
  - *Set entry fees and all other charges*
  - *Arrange for judges and all accommodations*
  - *Select trophies and ribbons within approval cost expenditures.*
- Set up all forms required for Congress packets to be available to all members and all others interested in the Congress.
- Arrange for stabling of horses along with an area for campers.
- Arrange for any advertising with Board of Directors approval.
- Committee will collect money for Congress entries and turn them over to the Treasurer for deposit into BHAM account.
- Will file proper show approval forms with the ABRA at the appropriate time for approval of the Congress show for national points.
- Arrange for Congress show secretary for the entry booth, gate people and ringmaster, ribbon person, show stewards and other necessary personnel as it deems necessary. In addition, all staff members that receive compensation for working at Congress will execute a Contract for services with the Board detailing the job and the compensation to be given.
- Arrange for props required for classes.
- Arrange for photographer.
- Secure exhibitor numbers and safety pins.
- Set deadlines for pre-entry.
- Confirm that the show secretary is checking all ABRA registration papers and exhibitor ABRA registration cards when Congress packets are picked up.
- Receive from the show secretary all class sheets and judge's cards after the Congress and give to show manager to finalize all ABRA paperwork and submit for national points.

- Collect advertising money and turn money over to BHAM Treasurer.
- Turn over to the successor all forms, information and records pertaining to Congress upon leaving office, or upon the request of the Board of Directors.

### Section 3.03 SHOW COMMITTEE

- The show secretary must fill out and send in the ABRA approval forms within the time limits set by the ABRA.
- All ABRA papers must be checked for all horses entering ABRA classes.
- The show committee is responsible for ordering checks from the Treasurer to cover the ABRA Show Approval fee and the ABRA Assessment fee in a timely manner.
- All changes in BHAM classes from a previous year shall be brought to the Board of Directors for approval.
- The show committee shall manage all BHAM approved/affiliated shows.
- The show committee shall find workers for BHAM sponsored shows. Show stewards can be appointed. All workers are required to execute written contracts for services rendered with the Board explaining the duties of the position and the compensation for working. In addition, all workers will be required to execute a 1099 for tax purposes.
- The show committee shall collect and turn over all money collected at the show to the BHAM Treasurer. All monies will be counted by two different people and signed off on before turning it over to the Treasurer.
- All BHAM approved/affiliated shows shall have insurance.
- The treasurer shall ensure that the proper amount of cash, ideally \$200, is present at the entry booth the day before the show.
- The show committee must use ABRA carded judges for its shows.
- Judge evaluation sheets shall be turned in to the show committee to be returned to ABRA with the show results.
- It is recommended that a judge may judge only one (1) BHAM show every two years.
- Anyone showing a horse before a judge that they have done business with of any kind within a six-month period prior to that show date will be penalized. This includes the removal of all BHAM points accrued by themselves or on their horse or horses prior to and including that show date for that calendar year. They are also subject to other disciplinary actions at the discretion of the BHAM Board of Directors.
- At BHAM sponsored shows, exhibitors must be entered at least three (3) classes prior to their class.
- No refunds will be made at BHAM shows.
- Show committee shall provide showbills for BHAM affiliated/approved shows and submit to the Multimedia Committee for publication to the membership.
- Show committee shall turn over to their successors all forms, information and records pertaining to the show committee upon leaving office, or upon request of the Board of Directors.

### Section 3.04 POINT SECRETARY/SHOW MANAGER

- Works under the direction of the board of directors.
- Sets up BHAM point records and posts points according to system in effect for the current year.
- Submits the unofficial points to the Multimedia Committee to be posted on the website as

soon as possible at the end of every weekend show.

- Receives copy of BHAM approved show class sheets and judge's cards to keep on file for two years (or copies of the computerized database) and to send placings to ABRA within twenty-one (21) days of the show with assessment fees and judge's evaluation forms.
- Must notify BHAM Treasurer of the number of ABRA horses shown at each ABRA approved show so assessment may accompany the results forms.
- In the event there is a discrepancy with the points as reported to ABRA, the Point Secretary/Show Manager shall report the discrepancy immediately to the show committee for a determination regarding a course of action including, but not limited to, informing the members affected by the discrepancy.
- Turns over to his/her successor all forms, information and records of any kind pertaining to the BHAM point system upon leaving office or upon request of the Board of Directors.

### Section 3.05 MULTIMEDIA COMMITTEE

- The Publicity Director will be provided with any and all advertisements from all committees prior to the advertisements being submitted for publication. This must be done in a timely manner.
- Responsible for updating all social media sites as well as the website with the most up to date information for our members and/or followers.
- Arranges to send information to publications where free club news could be printed.
- Arranges all props, information, etc. for any expositions where a booth would be possible to inform the public on BHAM and buckskins.
- Keep the website and social media sites fresh and error free. This includes making sure all forms on the website are the most recent versions.
- Turns over to his/her successor all forms, information and records of any kind pertaining to the BHAM point system upon leaving office or upon request of the Board of Directors.

### Section 3.06 AWARDS COMMITTEE

- Awards committee shall be Directors or volunteer members in good standing.
- The awards committee shall be responsible for obtaining year-end awards within the allotted budget. This will be revisited every year by the board of directors.
- The awards committee shall also be responsible for obtaining hi-point awards for the weekend shows within said budget.
- The awards committee is responsible for maintaining weekend show ribbons (grand, reserve, first thru sixth), ordering ribbons as necessary and making sure they are at the weekend shows.
- The awards committee shall report to the Board of Directors at the scheduled meeting.
- Turns over to his/her successor all forms, information and records of any kind pertaining to the BHAM point system upon leaving office or upon request of the Board of Directors.

### Section 3.07 BHAM REPRESENTATIVE COMMITTEE

- The committee shall make available BHAM Representative Contest Rules to each eligible current paid BHAM member.

- Shall receive applications and resumes from contestants.
- Shall select one other qualified individual to assist the show judge with judging horsemanship/equitation ride.
- Shall solicit donations for Representative contestants.
- Shall keep results confidential until official announcement is made at the Congress.
- Will turn over to Board Secretary all forms, information and records of any kind pertaining to the BHAM representative contest at the end of each year or upon the request of the Board of Directors.

(a) BHAM REPRESENTATIVE

*(i) Contestant requirements:*

- Contestants must have been a member the preceding year, as well as a current member in good standing of BHAM
- May serve more than once, but may not serve two consecutive terms
- Must never have been married
- Must be at least 14 years old, but not more than 21 years old on or before December 31 of the year competing.
- Contestants or immediate family must own and show a rideable 2-year-old or older horse that is not a stallion. (The horse is not required to be buckskin.)
- Dress requirements for horsemanship/equitation ride will be appropriate show attire.
- Contestants may be required to attend a meeting with the BHAM Representative Committee Chairperson with notification given in advance of time and place.
- Each contestant must submit a short resume, to include experience in the horse field, along with their photograph. It must be understood that all responsibilities will be fulfilled, and done so in a responsible manner. Resume should highlight candidate's experience and ability in all areas of representative position responsibility.

*(ii) Representative selection:*

- Up to 20 points on resume
  - Resumes must be submitted by the first show date at the All-American Buckskin Horse Congress. The Board will be informed of candidates. Resumes will be evaluated by BHAM Representative Selection Committee members. Criteria for evaluation as follows:
    - Horse Experience – 1-5 pts
    - Youth leadership experience – 1-5 pts
    - Experience in areas of other responsibilities - 1-5 pts
    - Grammar, spelling & overall appearance of resume – 1-5 pts
- Up to 20 points on sportsmanship
  - Will be awarded by the Jr. BHAM Youth Advisor(s).
- Up to 20 points on a horsemanship/equitation pattern
  - Ride will be completed and judged at the All-American Buckskin Horse Congress. If a contestant is unable to attend AABHC, they shall reach out to the Youth Advisors to make other arrangements. Judges will be provided with evaluation forms to complete, sign and turn into the BHAM Representative Selection Committee Chair. Average total score will determine candidate's final scores.

- Up to 20 points on participation at the weekend shows including the Jr. BHAM meetings and activities.
- Up to 20 points on the interview with the BHAM Board of directors at the All-American Buckskin Horse Congress. If a contestant is unable to attend AABHC, they shall reach out to the Youth Advisors to make other arrangements.
  - Board members will be given an evaluation form to be completed, signed and returned to designated committee member. Evaluation criteria:
    - Related experience – 1-5 points
    - Public speaking skills – 1-5 points
    - Personal presentation - 1-5 points
    - Knowledge of BHAM rule book – 1-5 points
- Total score will determine candidate's final scores.
- Total possible: 100 points
  - Score summary sheets will be presented and reviewed at a board meeting following the AABHC for selection approval.
  - Resumes, evaluation forms, tally sheets and all pertinent notes will be submitted to the BHAM Secretary at the end of each year for archiving/storage.

*(iii) Representative responsibilities:*

- Lead and motivate youth members
- Hold office as President of the Jr. BHAM Youth Board
- Solicit gift items for the next BHAM Representative through Sponsorship requests to Vendors.
- Author a monthly post or column for the website and BHAM social media sites.
- Become familiar with the BHAM Handbook
- Attend a minimum of two (2) BHAM Board meetings
- Compose outgoing speech to be given at the year end awards banquet
- Introduce incoming Representative at the year end awards banquet
- Attend All American Buckskin Horse Congress. Attend other horse expos or horse events as a representative of BHAM and Jr. BHAM.
- Pass out awards at BHAM Awards Banquet
- Participate in BHAM Youth Representative Selection Committee activities including recruitment of future candidates.
- The first runner-up will take the BHAM Representative's place if she/he is found to be ineligible or unable to attend any functions.
- The BHAM Representative will assist with administration of all Jr. BHAM social media sites to keep youth up to date on current events.

### Section 3.08 JR. BHAM BYLAWS

See Appendix A

### Section 3.09 RULES COMMITTEE

- Investigate any Rules believed to be broken as per the Board's request and to report back to the Board its findings.
- Revise BHAM handbook as Board directs.

### Section 3.10 ETHICS COMMITTEE

- To investigate unethical practice reported to the Board. The Board will direct committee to investigate and report findings.

### Section 3.11 NOMINATIONS COMMITTEE

- Seek out members of the general membership who want to run for an open position on the BHAM Board of Directors.
- Have nominations of members to report to the Board by September 1st and to have approved by Board so they can be placed on the ballots and sent out within 30 days prior to BHAM annual meeting.

## Article IV. GENERAL RULES

1. All expenditures must be brought before the Board for approval if not previously provided for in committee-approved budgeted expenses. Non-budgeted emergency expenses, \$200 or below, can be paid with approval of 3 board members including the President.
2. A financial statement must be turned in to the Treasurer for each BHAM sponsored event.
3. If a person's check to BHAM bounces twice, or two checks from the same person bounce, BHAM will no longer accept personal checks from the person for any reason. A fee decided upon by the Board of Directors shall be charged for any NSF check. At this point in time, all points earned shall be frozen and membership shall be suspended until such time as all monies and penalties are satisfied. The Board reserves the right to revisit the issue of allowing personal checks from an individual that previously was suspended from writing checks. If the privilege is reinstated, and the individual provides a NSF check to the association, then the individual will be forever barred from writing personal checks to the association and the issue will not be addressed again with the Board.
4. Payment must accompany any ads for any club publication.
5. Officers and Directors are responsible for attending meetings or giving notification to the President or Secretary if they are unable to attend so a decision can be made as to if a quorum will be present.
6. All committees shall be headed by a Director.
7. Membership Dues: Membership in BHAM will run from January 1 or the date of the membership application if later than January 1 to December 31 of each year. Annual dues shall be as follows:
  - Individual - \$35.00
  - Family with Youth - \$60.00
  - Joint- \$50.00
  - Individual Life - \$250.00
  - Youth - \$25.00
8. If BHAM rules are silent on a particular question, ABRA rules will prevail. If ABRA rules are silent, then AQHA rules will be followed.
9. Membership in the BHAM is a privilege, not a right. Memberships from any source, may be denied or rescinded for any just cause by the Board with a simple majority vote.

## Article V. GENERAL SHOW RULES

1. Exhibitor age to be determined as of January 1st of the current year.
2. All ABRA exhibitors must present current ABRA membership cards to show in ABRA classes.
3. ABRA membership cards for owners, registration papers, youth and amateur cards must be presented to enter any ABRA approved class at every show. If you do not have your card, you must pay for another ABRA membership and late fee. Youth and amateurs without their cards will not be allowed to show in their divisions.
4. To enter Dun Factor, weanlings must show ABRA Work Order Sheets.
5. Newly registered horses must have a valid ABRA Work order or ABRA registration papers to show ABRA approved classes.
6. Current negative coggins tests and health certificate (for out of state horses) must be shown at show entry.
7. All BHAM shows count toward Year End awards excluding Congress.
8. No refunds for dropped classes.
9. Youth exhibitors will not be allowed to show stallions.
10. Unsportsmanlike conduct will not be tolerated. The BHAM Board of Directors will reference the ABRA Rulebook Article B. DISCIPLINARY PROCEDURES for further action.
11. Dogs must be leashed. There will be a \$5.00 for dogs off leashes for first offense. Fines will escalate for continued offenses.
12. Leadline: This division is for youth 8 years old and under as of January 1 of the year they are showing. Three (3) classes will be offered for this division: leadline, trail, and pattern. The leadline class is to be performed at a walk both ways of the ring, while the horse is being led. Both the person leading the horse and the rider must be dressed appropriately for the class. Consideration should be given as to the size of the rider. Judge may request horse to back. Class is to be judged on 100% horsemanship.
13. Walk Trot Classes: There may be six separate class divisions: ABRA Youth 10 and under, ABRA Youth 11-18, ABRA Amateur 19+, All Breed Youth 10 and Under, All Breed Youth 11-18, and All Breed Adult 19+. The classes offered may also be Showmanship, Hunter Under Saddle, Huntseat Equitation, Western Pleasure, Western Horsemanship, and Trail. Classes are to be performed at a walk and jog/trot both ways of the ring. Riders will be asked to back. The seat and attire shall be suitable for the horses being shown. If an exhibitor shows in the walk-trot division classes at BHAM, they must be showing only walk-trot at any other show environment. An exhibitor may move up to three gaited classes at a subsequent show, however earned points will not transfer to the new division. Once an exhibitor moves up to three gaited classes, he/she is ineligible to return to walk trot classes for five (5) years. Medical exceptions must be requested and approved through the BHAM Board of Directors.
14. Sweepstakes payouts will be awarded to the owner of the horse.

Note: All BHAM classes are covered in the ABRA rulebook.

## Article VI. POINTS AND AWARDS

### Section 6.01 MEMBERSHIP

The owner and exhibitor of all ABRA horses must be a current member in good standing with ABRA and BHAM in order to be eligible for BHAM year end awards. Membership must be paid to the show office or " = ° U

The exhibitor of all breed horses must be a current member in good standing with BHAM in order to be eligible for BHAM year end awards. Membership must be paid to the show office or BHAM secretary before points will accumulate.

**Section 6.02 QUALIFICATION**

In order to qualify for a year end class award, the horse and rider combination, with the exceptions listed below, must compete at 3 out of the 4 weekend shows and accumulate at least 9 points in that given class.

Year end awards are based on point accumulation from all BHAM weekend horse shows of the current year. **All American Buckskin Horse Congress DOES NOT count towards year end awards.**

Any show that is doubled judged counts as two (2) separate shows (two sets of points). The same applies to multi- judged events with one set of points for each show/judge.

Points will be awarded through the top six places on judge’s card.

No horse will be given more points than it actually earned merely because the horse placing ahead of it was not eligible for points.

If a horse becomes ineligible to compete in a particular class (ie. Stallion is gelded) the points earned prior to change will stay in class accumulated.

BHAM year end points will be based on one horse/one rider for youth, adult, amateur, amateur select, and walk-trot classes.

EXCEPTION: Open classes are based on the horse ONLY. (Owner must be a BHAM member.)

EXCEPTION: All Breed Youth Walk-Trot 10 & Under and Leadline exhibitors will be allowed to change horses without penalty.

Points in the 13 and under and 14-18 divisions are earned in the youth’s name on a one rider/one horse combination. A youth may accumulate points on more than one eligible horse however; the points earned by the youth with each horse will accumulate separately.

Amateur, Amateur Select, Adult, 40 & Over, and Non Pro Adult points are earned in the amateur or adult’s name on a one rider/one horse combination. An amateur or adult may accumulate points on more than one eligible horse however; the points earned by the amateur or adult with each horse will accumulate separately.

Points are calculated as follows:

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
<b>6+ horses</b>	6	5	4	3	2	1
<b>5 horses</b>	5	4	3	2	1	
<b>4 horses</b>	4	3	2	1		
<b>3 horses</b>	3	2	1			
<b>2 horses</b>	2	1				
<b>1 horse</b>	1					

### Section 6.03 AWARD CLASSIFICATIONS

Weekend High Point Awards: Awarded to an individual or horse who are current BHAM members or paid the non-member highpoint fee and who acquires the highest points in their respective division. Points accumulate after BHAM membership or non-member fee has been paid. Divisions will be provided on the showbill and website. Weekend high point awards are restricted to one horse/one rider combinations, with the exception of the ABRA Open Horse, ABRA Open Ranch, All Breed Open Horse, All Breed Open Ranch and All Breed 2 & Under Jr Horse in which the points go with the horse. In order to be eligible for a given highpoint, you must show in at least the respective halter class and a performance class, with the exception of leadline.

- In the event of a tie for the high point, the exhibitor and/or horse with the greatest number of first place winnings will be declared the weekend high point winner. Should a tie still exist after counting all first place winnings, the greatest number of the next highest placing will be counted until the tie is broken.

#### **High Point All-Around Division Awards**

- High Point Awards will be given in nineteen division categories as listed below: ABRA Youth Walk-Trot 10 & Under: ABRA Youth Halter, ABRA Youth Walk-Trot Trail 18 & Under, all ABRA Youth Walk-Trot 10 & Under classes
- ABRA Youth Walk-Trot 11-18: ABRA Youth Halter, ABRA Youth Walk-Trot Trail 18 & Under, all ABRA Walk-Trot 11-18 classes
- ABRA Amateur Walk-Trot 19+: ABRA Amateur Halter, ABRA Amateur Walk-Trot Trail 19+, all ABRA Amateur Walk-Trot 19+ classes
- ABRA Youth 13 & Under: ABRA Youth Halter, ABRA Youth Trail 18 & Under, all ABRA Youth 13 & Under classes
- ABRA Youth 14-18: ABRA Youth Halter, ABRA Youth Trail 18 & Under, all ABRA Youth 14-18 classes
- ABRA Amateur: ABRA Amateur Halter, all ABRA Amateur classes
- ABRA Amateur Select: ABRA Amateur Select Halter, all ABRA Amateur Select classes
- ABRA Open Ranch: ABRA Open Ranch Confirmation, ABRA Open Ranch Riding, ABRA Open Ranch Rail Pleasure, ABRA Open Ranch Trail
- ABRA Open: all ABRA open classes that the ABRA horse is eligible in which to compete
- ABRA 2 and Under: ABRA Yearling or 2-year-old Halter, ABRA Yearling or 2-year-old Lunge Line, ABRA Hunter In Hand, ABRA Yearling or 2-year-old In Hand Trail
- All Breed 8 & Under Leadline: Leadline, Leadline Trail, and Leadline Pattern
- All Breed Youth Walk-Trot 10 & Under: All Breed Halter, All Breed Youth Walk-Trot Trail 18 & Under, all All Breed Youth 10 & Under classes
- All Breed Youth Walk-Trot 11-18: All Breed Halter, All Breed Youth Walk-Trot Trail 18 & Under, all All Breed Youth Walk-Trot 11-18 classes
- All Breed Adult Walk-Trot 19+: All Breed Halter, all All Breed Adult Walk-Trot 19+ classes
- All Breed Youth 13 & Under: All Breed Halter, All Breed Youth Trail 18 & Under, all All Breed Youth 13 & Under classes
- All Breed Youth 14-18: All Breed Halter, All Breed Youth Trail 18 & Under, all All Breed Youth 14-18 classes
- All Breed Adult Non-Pro: All Breed Halter, all All Breed Adult Non-Pro classes
- All Breed 40 & Over: All Breed Halter, all All Breed 40 & over classes
- All Breed Open Ranch: All Breed Open Ranch Confirmation, All Breed Open Ranch Riding, All Breed Open Ranch Rail Pleasure, All Breed Open Ranch Trail
- All Breed 2 & Under: All Breed Halter, All Breed Open Lunge Line 2 & Under, All Breed Open Hunter In Hand, All Breed 2 & Under In Hand Trail

- All Breed Open Horse: all All Breed Open classes that the All Breed Horse is eligible in which to compete

### **Specialty Awards:**

ABRA High Point Halter Mare: ABRA mare earning the greatest number of total points in amateur, youth, and/or open.

ABRA High Point Halter Stallion: ABRA stallion earning the greatest number of total points in amateur and/or open.

ABRA High Point Halter Gelding: ABRA gelding earning the greatest number of total points in amateur, youth, and/or open.

All Breed High Point Halter Horse: all breed horse of any sex earning the greatest number of all breed halter points.

Buckskin Color: ABRA horse earning the greatest number of total points in the buckskin color class. Award supplied by ABRA.

Dun Factor: ABRA horse earning the greatest number of total points in the dun factor class. Award supplied by ABRA.

Roye Meis Trail Award: awarded to the winner of the trail ride off held at the All American Buckskin Horse Congress. Eligible contestants are the high point winner from each trail class for the season. Eligible contestants will be named at the conclusion of the Weekend Show Circuit by a letter of invitation from the Secretary.

Adult Sportsperson of the Year: awarded to the adult BHAM member who earns the most votes on the board election ballot for sportsperson of the year.

Jr BHAM Sportsperson of the Year: awarded to the youth BHAM member who earns the most votes on the Jr BHAM ballot.

ABRA Overall Champion Saddle Award: ABRA horse earning the greatest number of points in all ABRA classes in which the horse is eligible. Based on one horse/one rider combination. Horse and rider must show at least 3 out of the 4 shows for the year. The exhibitor must be a BHAM member in good standing.

ABRA Overall Reserve Champion Award: ABRA horse earning the second greatest number of points in all ABRA classes in which the horse is eligible. Based on one horse/one rider combination. Horse and rider must show at least 3 out of the 4 shows for the year. The exhibitor must be a BHAM member in good standing. All Breed Overall Champion Saddle Award: All Breed horse earning the greatest number of points in all All Breed classes in which the horse is eligible. Based on one horse/one rider combination. Horse and rider must show at least 3 out of the 4 shows for the year. The exhibitor must be a BHAM member in good standing. Sweepstakes classes are not included.

All Breed Overall Reserve Champion Award: All Breed horse earning the second greatest number of points in all All Breed classes in which the horse is eligible. Based on one horse/one rider combination. Horse and rider must show at 3 out of the 4 shows for the year. The exhibitor must be a BHAM member in good standing. Sweepstakes classes are not included.

- In the event of a tie for the overall year end high point awards, the exhibitor and/or horse with the greatest number of first place winnings will be declared the high point winner. Should a tie still exist after counting all first place winnings, the greatest number of the next highest placing will be counted until the tie is broken.

## APPENDIX A. JR. BHAM BYLAWS

### ARTICLE I - TITLE, PURPOSE, AFFILIATION, BUSINESS & PROPERTY, YOUTH SCHOLARSHIP FUND.

SECTION 1 - TITLE: The Youth membership of the Buckskin Horse Association of Michigan shall be known and hereinafter referred to as Jr. BHAM.

SECTION 2 - PURPOSE: The purpose of Jr. BHAM is to provide a welcoming and fun environment that encourages our youth in the following areas: sportsmanship, mentoring, friendship, teamwork, commitment, responsibility, creativity, and compassion through youth activities, fundraisers, and service projects.

SECTION 3 - AFFILIATION: Jr. BHAM shall be directed by Jr. BHAM officers elected by the youth members with the help of the Jr. BHAM Director, Youth Advisor(s), and BHAM Representative. The Jr. BHAM Director and/or BHAM Representative are responsible for presenting all activities, fundraisers, and service projects to the board for final approval.

SECTION 4 - BUSINESS AND PROPERTY: All business and property belonging to Jr. BHAM shall be managed and controlled by the officers of the BHAM Board. The Jr. BHAM Director and/or BHAM Representative shall report to the BHAM Board of Directors at each meeting. All outgoing checks pertaining to Jr. BHAM shall be signed by the BHAM Treasurer and only upon an itemized demand of the Jr. BHAM Youth Advisor(s), Director, or BHAM Representative.

SECTION 5 - YOUTH SCHOLARSHIP FUND: The Youth Scholarship Fund shall be managed and controlled by the officers of the BHAM Board with consideration of the suggestions and/or requests made from Jr. BHAM. The scholarship monies shall be held in a separate interest-bearing bank account for the exclusive use of providing scholarship checks to recipients. For absolutely no reason will this fund be used for anything other than the youth scholarship.

### ARTICLE II – MEETINGS

The Jr. BHAM shall hold meetings whenever deemed necessary, but it is suggested that a Parent/Youth meeting be held before the Awards Banquet for election of officers and a short meeting be held at each show.

### ARTICLE III - POSITIONS

The positions of Jr. BHAM Director shall be a member of the BHAM Board of Directors or a BHAM member appointed by the BHAM Board of Directors. He/she shall serve a one-year-term. He/she shall also see that all Jr. BHAM business is communicated effectively to the Board of Directors and necessary items presented for approval. The Jr. BHAM Director shall aid in the selection of Jr. BHAM Youth Advisor candidates to be presented to the Board for approval and then submitted the Jr. BHAM for a vote.

### ARTICLE IV – DUTIES

#### JR. BHAM DIRECTOR:

The Jr. BHAM Director shall be a member of the BHAM Board of Directors or a member appointed by the BHAM Board of Directors. He/she shall serve a one-year-term. He/she shall also see that all Jr. BHAM business is communicated effectively to the Board of Directors and necessary items presented for

approval. The Jr. BHAM Director shall aid in the selection of Jr. BHAM Youth Advisor candidates to be presented to the Board for approval and then submitted to Jr. BHAM for a vote.

#### YOUTH ADVISOR(S)/CHAIRPERSON:

The Youth Advisor(s) shall consist of at least one and a maximum of 4 people (i.e. two parent couples working together, 2 friends pairing up to work together, or 1 person who enlists the help of several) who take on the responsibility and rewards of working with BHAM Youth. The Youth Advisor(s) shall work closely with the Jr. BHAM Director, BHAM Representative and Jr. BHAM executives, as well as various volunteers to plan meetings, activities, fundraisers, and service projects to include the Annual Jr. BHAM Sleepover held the Friday night before the Awards Banquet. It is the Youth Advisors responsibility to set an example of fairness and acceptance of all Jr. BHAM Youth and encourage sportsmanship, mentoring, friendship, teamwork, commitment, responsibility, reactivity and compassion as stated in SECTION 2 – PURPOSE. The Youth Advisor(s) is responsible for making sure all monies collected by Jr. BHAM is given to the BHAM Treasurer, after each meeting and/or show, with an accounting of what the money is from and/or for (i.e. – pop cans, fun rides, for service project, etc.) The Youth Advisor(s) is also expected to set an example for the youth and refrain from consuming alcoholic beverages, during any youth meeting or activity involving the youth.

The Youth Advisor(s) is selected by the following criteria:

Youth Advisor must be an adult (19 on or before January 1st of the year applying for Youth Advisor).

Youth Advisors are selected after sending a short resume and/or letter to the Board expressing their desire to serve as Youth Advisor and possible ideas, plans, or goals they would have for the youth.

The BHAM Board reviews the candidates and submits a list to the current BHAM Representative to place on a ballot and be sent to the Jr. BHAM membership for a vote.

#### PRESIDENT/BHAM REPRESENTATIVE:

The President shall be the BHAM Representative. BHAM Representative's duties are described in Section 3.07(a). BHAM REPRESENTATIVE. If there is not Representative chosen for that year a President shall be elected by the Jr. BHAM members present at the first meeting of the year. The president shall conduct the Jr. BHAM meetings with the help of the Youth Advisor.

#### VICE PRESIDENT:

The Vice President shall be a Jr. BHAM member elected by the Jr. BHAM members present, who will take over duties of the President to conduct the meetings in his/her absence.

#### SECRETARY:

The Secretary shall be a Jr. BHAM member, elected by the Jr. BHAM members present, who will take attendance and minutes of the meetings. If no youth are available to a parent volunteer may fill this task.

#### TREASURER:

The Treasurer shall be a Jr. BHAM member, elected by the Jr. BHAM members present, who will receive regular reports from the BHAM Treasurer concerning Jr. BHAM funds and report them at each meeting.

**ADULT AND/OR PARENT TEAM LEADERS & VOLUNTEERS:**

Adult and/or Parent volunteers are welcomed and needed to make Jr. BHAM a success. Volunteers are to work closely with the Youth Advisor and receive direction from them concerning responsibilities for assigned tasks. As with the Youth Advisor, Adult and/or Parent Volunteers are to set an example of fairness and acceptance of all Jr. BHAM Youth and encourage sportsmanship, mentoring, friendship, teamwork, commitment, responsibility, creativity and compassion as stated in SECTION 2- PURPOSE. They are also expected to set an example for the youth and refrain from consuming alcoholic beverages during any youth meeting or activity involving the youth.

**ARTICLE V – GUIDELINES**

Jr. BHAM Board and their advisors will organize activities that will include Communication with the BHAM Board, social media sites and Multimedia Committee. These will include fundraiser schedules, year-end gift criteria, BHAM Youth representative, elections and financial organization. This group will also be responsible for planning and executing year end banquet planning (silent auction, Jr. BHAM activities, etc.).

**Section 6.04 DISPUTES**

The Board of Directors will handle all disputes. All decisions of the Board will be final.

An exhibitor may petition for corrections of error of any reports on any show results by filing a request and proof of error with the BHAM Board of Directors. The petition must be filed within seven (7) days after the final standings are published on the BHAM website.

No awards will be shipped. Award winners will be responsible for making arrangements to pick up awards following the annual awards banquet.