



South Texas Eventing Association

2023

Board of Directors

Rules and Regulations

By-Laws

2023 STEA Rule Book Table of Contents

Table of Contents

2023 STEA Rule Book Table of Contents.....	1
2023 STEA Show Applicants and Managers	4
Section I - Organization/Entity.....	5
Article 100. Follow USEF Rules.....	5
Article 101. STEA Show Year.	5
Article 102. Board of Directors.....	5
Article 103. Board Member Requirements.	5
Article 104. Meetings.....	5
Article 105. Rule Change Requirements.....	5
Section II – Membership and Horse/Pony Registration	6
Article 200. Membership Fees.	6
Article 201. Membership Term.	6
Article 202. Rider and Owner Membership Requirements.....	6
Article 203. Proof of Membership.....	6
Article 204. Horse/Pony Registration Requirements.....	6
Article 205. Horse/Pony Registration Fees.....	6
Article 206. Lifetime Registration.....	6
Article 207. Proof of Lifetime Registration May Be Required.....	7
Article 208. Annual Horse/Pony Registration.....	7
Article 209. Transfer of Ownership.	7
Article 210. Horse/Pony Name Change.....	7
Article 211. Use Correct Membership and Horse/Pony Registration Names.....	7
Article 212. Change of Membership Information.....	7
Section III - Division Definitions	8
Section IV – Points.....	9
Article 401. Show Requirements for Points to Count.....	9
Article 402. Points for Year-End Division Horse Awards.....	9
Article 403. Point Inquiries.....	9
Section V - Year-End Awards	10
Article 501. Division High Point Rider/Horse Awards.	10
Article 502. Award Item Guidelines.	10
Section VI - Horse Shows	11
Article 601. General Information.	11
Part 1 - Show Application and Award of Show Date	11
Article 602. Applicant Eligibility.....	11
Article 603. Application and Fee.	11
Article 604. Review and Award of Show Date.....	11
Article 605. Proof of Membership.....	11
Article 606. Open (Available) Show Dates.....	12
Article 607. Rescheduling Shows.	12

Part 2 - Prize List Review and Approval.....	12
Article 608. Prize List Submission.	12
Article 609. Prize List Review.	12
Article 610. Prize List Approval/Change Response Time.	12
Article 611. Final Approval.	12
Article 612. Post-Final Approval Changes.	12
Article 614. Notifying Members of Rain Dates.	13
Article 615. Prize List Requirements.	13
Article 616. Show Manager/Applicant Meeting Attendance.	14
Article 617. Insurance.	14
Article 618. Show Manager and Applicant Duties.....	14
Article 619. Medical Services.	14
Article 620. Notices and Postings.....	14
Article 621. Entry Forms.....	14
Article 622. Jumping Course Diagrams.	15
Article 623. Horse Show Results.....	15
Article 624. Bad Conduct.....	15
Section VII - Committees, Protests, Penalties and Fines	16
Article 701. Authority.....	16
Article 702. Protests.....	16

2023 STEA BOARD OF DIRECTORS AND COMMITTEES

PRESIDENT

Laura Sartwelle
(281) 222-5927
stea@steventing.net

VICE PRESIDENT

Marika Owen
(713) 248-7688
stea@steventing.net

SECRETARY

Vacant
stea@steventing.net

TREASURER

Lynette Diamond
(832) 766-8400
stea@steventing.net

DIRECTOR

Vacant

JUNIOR DIRECTOR

Vacant

MEMBERSHIP

Vacant

POINTS

Vacant

WEB MASTER

Cody Diamond

SOCIAL MEDIA

Vacant

2023 STEA Show Applicants and Managers

New Horizon Stables
Lynette Diamond
25498 Macedonia Road
Hockley, TX 77447
(832) 766-8400
newhorizonstables@sbcglobal.net

Pine Hill
Ruth Swain
1720 Hwy. 159 East
Bellville, TX 77418
(979) 865-5591
pinehilltexas@sbcglobal.net

Meadow Creek Park
Kaitlyn Arnold
1342 State Hwy 14
Kosse, TX 76653
(512) 227-0678
meadowcreekparktexas@gmail.com

Snowdonia Sporthorse Complex
Jayne Lloyd
6714 Neiman Road
Brookshire, TX 77423
(281) 460-9107
snowdoniasporthc@yahoo.com

SOUTH TEXAS EVENTING ASSOCIATION

Rules and Regulations - December 1, 2022

Section I - Organization/Entity

Article 100. Follow USEF Rules.

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

Article 101. STEAM Show Year.

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

Article 102. Board of Directors.

The board of directors will be elected by the senior membership. The board will be a rotating body with two-year terms. The board members will elect a President, Vice-President, Secretary, and Treasurer. The primary purpose of the board of directors is to make sure that the organization's rules and regulations are followed and to make any decisions regarding these rules and regulations. The board will determine any disciplinary action taken against exhibitors, trainers, show managers, and show applicants. If the board votes to join other organizations (such as Greater Houston Horse Council), an official representative, if required, will be selected by a vote of the board. See previous page for current Board of Directors.

Article 103. Board Member Requirements.

The President of STEAM must be a current senior member in good standing with both STEAM and USEA as of January 1 of each show year they serve on the board. All other STEAM board members must be current senior members in good standing with STEAM as of January 1 of each show year they serve on the board.

Article 104. Meetings.

Board meetings are held three (3) times per year. Meetings are open, and the Board welcomes the general membership to attend. The first general meeting of the show year is to be held in December. A show applicant/managers meeting will be held one time per year prior to the first scheduled show. If necessary, an additional meeting may be required for show applicants and managers. Please call the President if you care to address the board members prior to all board meetings.

Article 105. Rule Change Requirements.

All approved rule changes with the exception of changes due to emergency situations, will take effect during the following show year. (For example, rules voted on in 2023 will take effect during the 2024 show year).

Rule changes are voted on by current year board members.

Rule change proposal deadline will be on or before September 1st of each year.

Section II – Membership and Horse/Pony Registration

Article 200. Membership Fees.

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

Annual Individual (Sr. or Jr.)	\$55.00
Lifetime Member	\$500.00
Corporate/Business Professional	\$65.00

Membership applications *must be completed **online***. Membership fees *must be paid online **ONLY***. No cash or checks can be accepted. Membership dues are non-refundable.

Article 201. Membership Term.

Membership (except Life Membership) expires each year at the end of the show year (**November 30th**), regardless of application date.

Article 202. Rider and Owner Membership Requirements.

1. Riders competing for year-end awards must be members in good standing at the time of competition.
2. Owners of horses/ponies competing for year-end awards must be members in good standing at the time of competition.

Article 203. Proof of Membership.

1. At shows, a member who is not on the membership list must show an emailed confirmation of payment to STEA for membership.

Article 204. Horse/Pony Registration Requirements.

1. Horses and ponies must be registered with STEA to accumulate points toward year-end awards.
2. Two categories of registration are available: Lifetime and Annual.
3. Duplicate horse/pony names are not allowed. Before submitting a horse/pony registration application, the owner must first check the current registration list to avoid name duplication.

Article 205. Horse/Pony Registration Fees.

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

Lifetime Registration	\$150.00
Annual Registration	\$25.00

Horse/pony registration forms *must be completed **online***. Registration fees *must be paid online*. No cash or checks can be accepted.

Article 206. Lifetime Registration.

A horse/pony lifetime registration does not expire. Horses/ponies with lifetime registrations do not re-register each year. Upon transfer of ownership must submit a change of owner form.

Article 207. Proof of Lifetime Registration May Be Required.

Owner is required to obtain and maintain copy of lifetime registration receipt that will be emailed once lifetime registration is completed on all horses/ponies. If horse/pony is sold the lifetime registration is null and void and the owner is requested to let STEA know horse/pony is no longer a lifetime member.

Article 208. Annual Horse/Pony Registration.

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

Article 209. Transfer of Ownership.

Upon the sale of a horse/pony the annual membership of the horse/pony is null and void. In order to accumulate year-end points, rider names, horse names, and owner names must be registered exactly as shown on horse show entry forms. Horse/pony registration **must be completed online with appropriate registration fees**.

Article 210. Horse/Pony Name Change.

1. When the owner changes the name of a horse or pony, the owner must notify the STEA Membership/Points Secretary in writing in order for any points accumulated to be transferred to the new name. The STEA horse/pony registration form can be used for this purpose, and it **must be completed online accompanied with appropriate fees**.
2. There is a \$10 fee for horse/pony name changes.
3. Duplicate horse/pony names are not allowed. Before submitting a horse/pony name change, the owner must first check the current registration list to avoid name duplication.

Article 211. Use Correct Membership and Horse/Pony Registration Names.

In order to accumulate year-end points, member names and horse/pony names must be submitted to STEA exactly as those used on horse show entry forms.

Article 212. Change of Membership Information.

Changes in a member's name, address, telephone, email address etc., or corrections should be sent to the Secretary.

Section III - Division Definitions

Article 301 – Eventing Divisions

Below are the specifications for the Eventing divisions STEA recognizes for year-end awards.

PRELIMINARY	Open to horse/rider combinations that have competed at least 4 events at the Training level.
TRAINING	Open to horse/rider combinations that have not competed more than 2 Preliminary events in the past 24 months.
NOVICE	Open to horse/rider combinations that have not competed more than 2 Training events in the past 24 months.
BEGINNER NOVICE	Open to horse/rider combinations that have not competed more than 2 Novice events in the past 24 months.
GOLDILOCKS	Open to horse/rider combinations that have not competed more than 2 BG Novice events in the past 24 months.
GREEN AS GRASS	Open to horse/rider combinations that have not competed above the Beginner Novice Level. Some exceptions for Goldilocks and GAG that are allowed by STEA that differ from USEA: Dressage tests maybe called for Goldilocks and Green as Grass. Green as Grass Juniors only may use a Kimberwick or a Pelham with a bit converter so that only one rein is used. These bit are not allowed for Senior riders at GAG level and any other recognized STEA level.

Section IV – Points

Article 401. Show Requirements for Points to Count.

1. For a Show to be recognized by STEA and any points to count for year-end awards, the Show must include divisions STEA recognizes.
 - a. For points to count the Show manager will need to login to STEA website submit rider placings for each division and pay starter fees via PayPal 15 business days after each Show is held.

Article 402. Points for Year-End Division Horse Awards.

1. Points will not be awarded to any horse/pony which does not meet registration, membership requirements, entry form requirements.
2. For STEA recognized division year-end horse awards, points will be awarded in the following manner:

Member Schooling Event		Number of Starters in Division	Placings					
			1st	2nd	3rd	4th	5th	6th
Combined Test		1 – 4	3	2.5	2	1.5	1	.5
		5 and above	6	5	4	3	2	1
Derby		1 – 4	4.5	3.75	3	2.75	1.5	.75
		5 and above	9	7.5	6	5.5	3	1.5
Horse Trials		1 - 4	6	5	4	3	2	1
		5 and above	12	10	8	6	4	2

Article 403. Point Inquiries.

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

Section V - Year-End Awards

Article 501. Division High Point Rider/Horse Awards.

1. Division high point rider/horse awards will consist of a champion and reserve champion award, with ribbons through sixth (6th) place, and will be given in each of the following divisions (if applicable each division will have separate awards for Jr. and Seniors):

Preliminary
Training
Novice
Beginner Novice
Goldilocks
Green As Grass

2. No awards will be given in any division that does not meet year-end award requirements.
3. The award winners are those accumulating the highest number of points in that division during the show year.
4. In the event of a year-end award tie, the tie WILL NOT be broken and awards will be given to both participants.

Article 502. Award Item Guidelines.

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

Section VI - Horse Shows

Article 601. General Information.

Recognition of a horse show will be extended by STEA to any applicant upon final approval of the prize list by the STEA board. Recognition is based upon the offering and completion of STEA recognized divisions. Recognition of the horse show may be withdrawn if the following criteria are not met:

1. The applicant must submit show application and obtain award of date from the STEA board (Part1) ***between September 1st and October 31st prior to show year applying for.***
2. The applicant must timely submit prize list and obtain final approval from the STEA board (Part 2). Recognition of the show is extended to the applicant and must be noted on the prize list.
3. The applicant must timely comply with all filing/notice requirements and conduct the show in accordance with all STEA rules and regulations.

Part 1 - Show Application and Award of Show Date

Article 602. Applicant Eligibility.

Any Life Member (over age 18) or Senior Member who has been a STEA member in good standing for one year or more (at least 12 consecutive months) is eligible to apply for show recognition. The Applicant must also be a current member in good standing of STEA as of January 1 of the show year in which the STEA recognized show will be held.

Article 603. Application and Fee.

The member applying for show recognition (the "Applicant") must complete and return a STEA Horse Show Application, no later than the designated date. The STEA Horse Show Application must be submitted to the board member designated on the application form. At the completion of each show held the Applicant/Show Manager must submit payment of \$1 Starter Fee for each member who competed in the show **online via the STEA website.**

Article 604. Review and Award of Show Date.

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

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

Article 605. Proof of Membership.

The horse show applicant's and manager's STEA membership will be confirmed to be in good standing and current for the year applying to host the shows by the STEA board.

Article 606. Open (Available) Show Dates.

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

Article 607. Rescheduling Shows.

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

Part 2 - Prize List Review and Approval

Article 608. Prize List Submission.

The show prize list must be submitted to the STEA board and must be emailed at least six (6) weeks before the show date. Failure to submit the show prize list on time MAY result in a penalty or fine and/or the show may be assumed canceled without notice.

The prize list will be submitted via email as a computer file, it must be in a format readable by members of the STEA board. The applicant should retain a copy of the email with its date stamp as proof of submission.

Article 609. Prize List Review.

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

Article 610. Prize List Approval/Change Response Time.

The STEA board must respond with corrections and/or prize list approval within ten (10) days of receipt.

Article 611. Final Approval.

The Applicant is responsible for bringing the prize list into conformity with STEA rules and regulations before final approval of the prize list will be granted by the STEA board. The Board may give the Applicant final approval in writing, via email. After the prize list receives final approval, the Applicant may send it to the general membership via email.

Article 612. Post-Final Approval Changes.

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

The applicant must notify the STEA board within 48 hours after the show, in writing, via email of changes made the day of the show (e.g., judges, medics, etc.).

Article 613. Distributing the Prize List.

The Applicant must supply an approved prize list to STEA to be emailed to all members and posted on STEA website at least 21 days before the show date.

Article 614. Notifying Members of Rain Dates.

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

Article 615. Prize List Requirements.

1. The prize list must contain the names of the show applicant, show manager, judges, and medical personnel.
2. STEA requires ribbons through sixth place be awarded. Trophies or awards in addition to ribbons, champion, and reserve champion are discretionary.
3. The prize list must contain the statement,
"Recognized by the South Texas Eventing Association"
4. The prize list must contain the statement,
All riders and horses/ponies competing for year-end awards must be registered with the South Texas Eventing Association for their points to count. Membership dues are **\$500** for a lifetime membership, **\$55** for seniors (age 18 and over), **\$55** for juniors (under the age of 18), **\$65** corporate/business professional and horse/pony registration is **\$150** (lifetime) or **\$25** (annual). Dues must be paid **ONLINE** at STEA website PRIOR to start of show (STEventing.net)

The prize list must contain the statement:

"It is compulsory for all persons when mounted anywhere on the competition grounds, to wear properly fastened protective headgear which meets or exceeds ASTM (American Society for Testing and Materials)/SEI (Safety Equipment Institute) standards for equestrian use and carries the SEI tag. It must be properly fitted with harness secured. Any rider violating this rule at any time must immediately be prohibited from further riding until such headgear is properly in place."

5. The prize list must contain the statement:
"In all divisions riders must wear shirts with collars and either boots and breeches or paddock boots and jodhpurs in order to show."
6. The prize list must contain the statement,
"The South Texas Eventing Association is not responsible for any loss, damage, or injury to persons, horses, or property."
7. The prize list must contain specifications for all divisions and classes offered.
8. The division/class specifications must contain an asterisk (*) marking those recognized by STEA.
9. The prize list must contain a tentative schedule.
10. No tentative rain dates for the show are to be printed on the prize list.
11. All Junior riders (18 and under) participating in any class must have a Trainer, Parent, or Responsible Party (over the age of 18) at ringside while that rider is participating in that class.

Article 616. Show Manager/Applicant Meeting Attendance.

1. Every horse show manager/applicant must attend the annual show manager/applicant meeting.
2. Any absence must be excused by the STEA President and must be requested with 48-hour notice via email. Emergencies will be dealt with on a case-by-case basis.
3. An applicant's unexcused absence will result in loss of the applicant's show dates. If a show manager's absence is unexcused, he/she loses the right to manage any STEA recognized shows during the current show year.

Article 617. Insurance.

1. Each STEA recognized horse show must be covered by third party general liability insurance.
2. Proof of insurance coverage (certificate of insurance) must be submitted to the STEA board at least six (6) weeks prior to the show date.
3. The insurance must cover each day of competition and have minimum limits of \$500,000.00.
4. STEA will withhold or rescind horse show recognition ***from an Applicant who fails to furnish proof of insurance on time.*** Furthermore, the Applicant will not be awarded a show date for the next show year.

Article 618. Show Manager and Applicant Duties.

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

Article 619. Medical Services.

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

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

Article 620. Notices and Postings.

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

Article 621. Entry Forms.

1. Entry forms must include space for recording the proper STEA registered name of the horse and rider.
2. Entry forms must provide space for recording Coggins test date, accession number, and testing laboratory, or any other additional information required by the state.
3. Entry forms must include space to record information concerning the rider's status - junior and age, amateur, or professional.
4. Entry forms must be filled out completely.
5. Rider / Horse names **must be** the same as those used when registering with STEA for points to count.

Article 622. Jumping Course Diagrams.

1. Course diagrams must be posted at the ring area and must be readable from horseback.
2. Course diagrams should include the direction to ride.
3. The distance between related jumps must be posted on the course diagram.
4. The time allowed must be posted on course diagrams.
5. Diagrams must be posted at least 60 minutes prior to start of show in order to allow for entrants to walk the course.

Article 623. Horse Show Results.

1. Applicants are required to submit show results in a **specific format** provided by STEA. Failure to use this format will result in a \$75.00 fine.
2. Show results must be submitted via the STEA website within 15 days of the completion of the show.
3. Show results must include STEA member names, horse names and divisions.
4. If show results are incorrect in any way and not corrected within 15 days after notification of errors, the show will not be eligible to host any further STEA recognized shows.

Article 624. Bad Conduct.

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

Section VII - Committees, Protests, Penalties and Fines

Article 701. Authority.

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

Article 702. Protests.

1. To make a protest at a horse show, the "protester" may make a Formal Protest at the time of the incident to the Show Manager listed on the prize list.
2. To make a protest following a show, the "protester" must submit a Formal Protest stating the rule and article number violated in writing ***using available online form*** to the President of the STEA Board of Directors and the show manager within five (5) business days after the horse show in which the violation occurred. Following a board decision and notification, either party has 48 hours to request an appeal in writing to the President of STEA.
3. Penalties may include fine, loss of points, censure, suspension or expulsion.
4. If a show receives four or more formal protests deemed to be valid, the show applicant may be subject to a formal review by the STEA Board of Directors.

STEA BY-LAWS

BY-LAWS OF SOUTH TEXAS EVENTING ASSOCIATION

ARTICLE I NAME AND LOCATION

The name of the association is SOUTH TEXAS EVENTING ASSOCIATION referred to as STEA. The principal office of the Association shall be located at the STEA secretary's office, but meetings of the members and board may be held at such places within the State of Texas as shall be designated by the board.

ARTICLE II MEETING OF MEMBERS

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

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

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

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

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

ARTICLE III BOARD OR DIRECTORS – SELECTION – TERM OF OFFICE

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

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

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

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

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

Section 5. Qualifications for Board Members. All board members must be current members of the STEA.

ARTICLE IV NOMINATION AND ELECTION OF DIRECTORS

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

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

ARTICLE V MEETINGS OF DIRECTORS

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

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

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

ARTICLE VI
POWERS AND DUTIES OF THE BOARD OF DIRECTORS

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

- a. Adopt and publish rules and regulations governing the operation STEA;
- b. Exercise for STEA all powers, duties and authority vested in or delegated to STEA and not reserved to the general membership by other provisions of these bylaws.
- c. Declare the office of a board member to be vacant in the event such member has been absent from two consecutive meetings without providing reasons to the president (or not being able to contact the president, to another board officer);

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

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

ARTICLE VII
OFFICERS AND THEIR DUTIES

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

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

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

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

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

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

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

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

President

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

Vice-President

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

Secretary

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

Treasurer

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

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

ARTICLE VIII
COMMITTEES

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

ARTICLE IX
RULES AND REGULATIONS

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

ARTICLE X
BOOKS AND RECORDS

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

