

# East Tennessee Saddlebred Association Bylaws and Standing Rules

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Amended and Ratified – February 16, 2019  
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Amended and Ratified – February 4, 2023  
Amended and Ratified – February 3, 2024

## Bylaws

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### Article I – Name

The name of the organization is East Tennessee Saddlebred Association and the official abbreviation is ETSA. The official website is [www.easttnsaddlebred.net](http://www.easttnsaddlebred.net). The official Facebook page is <https://www.facebook.com/easttnsaddlebred/>. The official email is [easttnsaddlebred@gmail.com](mailto:easttnsaddlebred@gmail.com). ETSA's official PayPal account can be found using the association's email address.

### Article II – Purpose Statement

1. To safeguard the integrity of the American Saddlebred breed;
2. To promote the American Saddlebred horse for sport, competition, breeding, personal enjoyments, and companionship;
3. To encourage and promote sportsmanship among professional, amateur, and youth horse enthusiasts, fostering fellowship between the farms and stables within this region;
4. To expand the knowledge of the general public, as well as other equine enthusiasts, of the American Saddlebred horse; and
5. To support the growth and welfare of the equine industry in the East Tennessee region.

### **Article III – Membership**

Membership in the East Tennessee Saddlebred Association is for one (1) calendar year, January 1 – December 31. Fees (dues) are payable in advance for membership to ETSA.

### **Article IV – Officers and Officers’ Elections**

The officers of the Association shall consist of President, Vice President, Secretary, Recording Secretary, and Treasurer.

Officers are elected for a two (2) year term. Secretary, Recording Secretary, and Treasurer must be re-nominated and elected at the end of each term to remain in office. Secretary, Recording Secretary, and Treasurer are subjected to a two (2) consecutive term maximum, after which the individual is required to stay from office for a minimum of a single term (2 years). In the event that no member is willing to run for Secretary, Recording Secretary, or Treasurer, then the membership may vote to allow the current Corresponding Secretary or Treasurer to be eligible to run for office and be elected for consecutive terms. The board may opt to allow a second individual to be elected as Corresponding Secretary. If this occurs, then they will be called “Recording Secretary” and “Corresponding Secretary.” The secretary responsibilities will be divided up between them accordingly.

The office of Vice President shall serve in that capacity for a single term in preparation to serve as President for a single term followed by serving as Parliamentarian/Historian. The outgoing President is required to stay from office for a minimum of a single term (2 years). In the event that the Vice President is unable or unwilling to move into the President’s role at the end of the term, the board may nominate any previous or current President to become the new President.

All elected officials must be members in good standing of both ETSA and the American Saddlebred Horse and Breeders Association (ASHBA) no later than January 31 in order to remain in office.

No officer may be an immediate relative of any other officer. The only exception to this is that the Parliamentarian/Historian may be an immediate relative to any current officer.

Election of officers shall should occur biennially.

1. Elections will be held in the fall of each odd year.
2. Members may vote by mailed ballot.
3. Ballots shall be opened by a committee consisting of three (3) members selected from the membership at large.
4. Elected officers shall be notified in writing through email by the 15th day of December.

5. Any officer may be removed from office by the majority vote of the membership after charges have been brought forth and presented to, reviewed, documented, and voted on by a grievance committee. A grievance committee shall be made up of all officers and committee chairpersons not accused and six (6) members at large chosen at random.
6. If at any time the President resigns, in writing, from the duties of the office, the Vice President shall become President and a new Vice President shall be appointed by the Executive Board from committee and subcommittee chairs to fulfill the remainder of the term. If at any time any officer asks to be excused in writing, the remaining board members will appoint someone to fill the office for the remainder of the term from the committee and or subcommittee chairs.

### ***Officers' Responsibilities***

#### **President**

- Responsible for calling meetings and formulating an agenda
- Shall preside over all called or special meetings
- Shall appoint such committees as needed to carry out assigned duties or responsibilities (exception: nominating committee)
- Shall have the authority to negotiate association's contracts with the consent of the membership
- Shall have the authority to sign checks when necessary
- Shall preside at all events held by the association
- Can be an ex-officio member of all committees except the nominating committee
- Cannot vote except to break a tie vote of the Executive Board or as an ex-officio
- Shall be an admin on the official Facebook page

#### **Vice President**

- Shall work closely with the President in order to become familiar with the work of the presiding officer
- Assumes the role of the presiding officer in the absence of the President
- Shall have one (1) vote in decision making
- Shall serve as chairperson of the Horse Show Committee
- Maintains complete information on how to put on ETSA horse shows as well as any other contracts or information related to these shows
- Shall be responsible for calling Horse Show meetings and formulating an agenda
- Shall have the authority to negotiate association contracts with approval of the president
- Serves as chairperson for the bylaws and high point rules committee
- Shall be an admin on the official Facebook page

***If there is only one (1) secretary, he/she will perform both the Recording and Corresponding Secretaries duties.***

#### **Corresponding Secretary**

- Shall maintain a record, in the form of minutes, of all meetings, including the members present and the actions taken
- Shall have a copy of the bylaws and a list of all standing or special committee members
- Shall give a report of the previous meeting's minutes
- Shall be responsible for any member informational correspondence, including notification of general meetings and socials and called meetings
- Shall create mailings for ETSA and be responsible for all correspondence for ETSA
- Shall maintain complete information on how to perform the responsibilities of Corresponding Secretary
- Shall have the authority to negotiate ETSA contracts with approval of the President
- Shall be an admin on the official Facebook page
- Shall have one (1) vote in decision making

### **Recording Secretary**

- Shall be responsible for collection of membership forms and dues
- Shall maintain and keep a list of current membership and perform a role call when required
- Shall be the repository for all records and documents of the association which need or are required to be retained
- Shall be responsible for turning in any monies collected to treasurer within seven (7) days of receipt or deposit the monies directly into ETSA's bank account and email the Treasurer with the deposit receipt within 24 hours.
- Shall be responsible for maintaining a current membership list and provide this or updated lists to the other officers
- Shall be responsible for publishing ETSA's **newsletter news and information via social media platforms, website and email.**
- Shall be responsible for any ETSA news releases subject to review by the President and the Vice President
- Shall be responsible for periodically providing an updated membership list to general membership
- Shall be responsible for providing Charter Club information to the ASHBA and oversee the filing of the annual Charter Club Renewal
- Shall maintain complete information on how to perform the responsibilities of Recording Secretary
- **Shall be responsible for horse show affiliations and providing the ETSA mailing list to affiliated horse shows CUT**
- Shall have the authority to negotiate ETSA contracts with approval of the President
- Shall be an admin on the official Facebook page
- Shall have one (1) vote in decision making

### **Treasurer**

- Shall hold funds deposited with him/her and maintain a detailed record of the source of these funds

- Shall be responsible for depositing these funds and have the authority to issue checks to pay ETSA obligations on authorization by the President, Vice President, or upon approval and direction by the Executive Board
- Shall maintain a record of all disposition of funds
- Shall prepare a complete financial report in the form of an Excel spreadsheet for submission to the accountant for the purpose of preparing the association's tax return
- Responsible for depositing all funds within seven (7) days of receipt
- Shall submit a financial report at the end of the ETSA's tax reporting year and at other periods when requested by the ETSA
- Shall provide all financial records to the audit committee for review at a date to be specified by the President and prior to the final closing of the books
- Shall have the authority to negotiate ETSA contracts with approval of the President
- Maintains complete information on how to perform the responsibilities of the Treasurer
- Shall have one (1) vote in decision making
- Shall be an admin on the official Facebook page

### **Parliamentarian/Historian**

- The former President shall assume this position upon leaving office and shall serve as ex-officio (no voting privilege on the Executive Board) advisor or Parliamentarian
- Responsible for bringing the Roberts Rules book to each meeting
- May advise or clarify information about past association activities

### **Article V – Meetings**

General Meetings: Unless otherwise ordered by the ETSA or Executive Board, there shall should be four (4) three (3) general meetings of the membership for ETSA each year.

Annual Meeting: An annual meeting shall should be held each year to inform members of the ETSA's activities and results, to announce and present High Point Awards, and to announce officer election results if an election year.

Special Meetings: Special Meetings shall should be held whenever called by the President or by a two-thirds (2/3) vote by the officers or upon application of five (5) percent of adult members in good standing, who make application to the Corresponding Secretary, stating the time, place, and purpose of the meeting. A special meeting may not be called in lieu of general meeting.

Officer Quorum: A quorum of the ETSA's officers must be present at any called meeting. A quorum of officers shall consist of a simple majority of the officers at any called meeting.

Quorum: A majority of the members present shall constitute a quorum at any meeting. The majority may decide any questions that may come before the meeting. All questions of a general issue which shall come before the meeting of the members or the Executive Board shall be decided by a majority vote, except the Bylaws of ETSA shall be amended as hereinafter provided.

Voting: At every general meeting, each member of ETSA, except Junior members who shall not be allowed to vote, shall have one (1) vote at such general meetings on all matters which may come before the general meeting. Any vote of a member of ETSA may be given by such member in person. The current membership ledger shall be the only evidence as to those who are entitled to vote at a general meeting of the members.

The agenda for general meetings shall be sent to all members via mail or email at least 15 days 7 days prior to the date of the meeting.

Rules of Meetings: All general meetings of ETSA shall should be conducted as set forth in Robert's Rules of Order or by Standard code of Parliamentary Procedure, per ASHBA Charter Club guidelines.

Order of Business: The order of business at the general meetings shall should be as determined by the Presiding officer and may be as follows:

1. Call meeting to order
2. Reading of minutes of the last meeting
3. Treasurer's Report
4. Committee Report
5. Old Business
6. Unfinished business
7. New and miscellaneous business Announcements
8. Adjournment

#### **Article VI – Executive Board**

- Shall should consist of all elected officers, parliamentarian, and committee chairs as necessary
- Shall should hold a planning session annually to establish a calendar of events for the upcoming year which is to be presented to the membership for approval
- Consider budget allocations for the upcoming year
- Consider any other changes or updates necessary to present to the membership for approval
- May make decisions on expenditures totaling less than \$500.00 per calendar year that are not provided for within the budget without bringing it before the general membership for a vote

#### **Article VII – Committees**

Provision shall should be made for standing and special committees which will include, at a minimum, the following:

##### *Horse Show Committee*

- All Executive Board members are automatically members of this committee with the Vice President serving as chairperson

- The committee is responsible for all activities related to any horse show put on by ETSA
- Subcommittees may be appointed as needed
- All subcommittee chairpersons will report to the Horse Show Committee

#### Budget Committee

- The subcommittee shall should consist of three individuals
- Members shall should be the Treasurer, Vice President (during election year and first year as President), and one member at large. The Budget Committee should meet during October or November CUT to prepare a budget to be completed and presented to the executive board for approval. The budget should be approved by the membership by December 31 at the annual awards banquet.

#### *Audit Committee*

- Shall be appointed by the board from the membership at large. Any member who has check signing authority or handles funds is exempt from serving on this committee.
- Shall receive all financial records, including, but not limited to receipts, vouchers, bank statements, and check registers, from the Treasurer by January 15 to be ready to present to the accountant by February 1.
- Shall review all transaction records, report findings to the Executive Board, and make a recommendation as to acceptance of the report

#### *Nomination Committee*

- The Nomination Committee will be appointed at the first general meeting of each election year
- Shall should consist of three (3) individuals (not from the same barn) from the membership at large, excluding current executive board members
- Shall should be responsible for obtaining a slate of officer candidates to present to the membership for election (consent of the candidates must be obtained and, if possible, two [2] candidates for each office should be proposed)
- Shall should report the proposed slate of candidates to the Executive Board, on a timely basis, for presentation by the President to the membership for election
- The slate of candidates will be presented to the membership with additional nominations being accepted from the floor at the August meeting during the ETSA Midsummer Classic Horse Show
- Shall should make provision on the ballot for write-in candidate votes

#### *Bylaws and High Point Rules Committee*

- All Executive Board members are automatically members of this committee with the Vice President serving as chairperson
- Rules should be reviewed on a biannual basis periodically.

### **Article VIII – Amending Bylaws**

Bylaws of the association may be amended by a two-thirds (2/3) vote of the membership in attendance at any meeting of the membership at large where the association's members have been notified by email and/or social media platforms of the wording of the proposed amendment at least fifteen (15) seven (7) days prior to such meeting. Rules can be ratified at a general meeting by two thirds (2/3) vote.

### **Article IX – Compensation**

1. No officer or member of ETSA shall receive compensation for duties performed in the exercise of his/her duties.
2. ETSA shall be authorized to pay reasonable compensation for services rendered.
3. ETSA shall be authorized to make payments and distributions in furtherance of the purposes set forth in Article II.
4. Any officer or member requiring compensation for approved purchases or expenditures shall have thirty (30) days from date of purchase or ETSA event to submit receipts and request for compensation. All receipts for compensation/reimbursement shall only have expenditures for ETSA. No receipts will be reimbursed with personal items on receipt.

### **Article X – Limits of Liability**

To the extent allowed by the laws of the State of Tennessee, no present or future officer of ETSA (or their estate, heirs, or personal representatives) shall be liable to ETSA or its members for monetary damages for breach of his/her fiduciary duty as an officer of the ETSA. Any liability of an officer (or their estate, heirs, or personal representatives) shall be further eliminated or limited to the fullest extent allowed by the laws of the State of Tennessee, or as may hereafter be adopted or amended. With respect to claim or liabilities arising out of service as an officer of ETSA, ETSA shall indemnify and advance defense expenses to each present and future officer (and their estate, heirs, and personal representatives) to the fullest extent allowed by the laws of the State of Tennessee, both as now in effect and as hereafter adopted or amended.

### **Article XI – Dissolution**

If and when a need for dissolution of ETSA is determined:

- A. All members will be notified in writing or through email of a meeting, and the purpose of the meeting will be specifically stated;
- B. Approval of two thirds (2/3) of the members in attendance of the meeting will constitute the final act of ETSA;
- C. All non-cash assets remaining, if any, shall be sold at public auction;
- D. Upon termination and dissolution, as a final liquidation or winding down of ETSA in any manner or for any reason, any remaining assets of ETSA, after payment of settlement of all liabilities of ETSA, shall be distributed at the direction of the Executive Board in



accordance with the applicable law. Such distributions shall be accomplished within six (6) months of the dissolution of ETSA.

## Article XII – Fiscal Year

The fiscal year of ETSA shall begin on the first day of January and will end on the last day of December of each year.

### Standing (General) Rules

- A. Officer Meeting Attendance
- B. Membership Categories
- C. Membership Fees
- D. Member Benefits
- E. High Point Awards
  - i. Eligibility
  - ii. Nomination and Accruing Points
  - iii. Divisions/Classes
  - iv. Qualifying Horse Shows
  - v. High Point Self Reporting and Competition Logs
- F. Special Awards
- G. Awards Banquet

#### *A. Officer Meeting Attendance*

- For officers to remain in good standing, they must attend **three (3)** **two (2)** of **four (4)** **three (3)** general meetings. Officers must submit their reason for noncompliance with this requirement in writing for consideration by the Executive Board.
- If found to be in noncompliance, the officer can be asked to resign or may be voted out of office by a special called meeting of the executive board. This vote will require the remaining executive board to be in attendance.
- The executive board will appoint an interim officer to fulfill the remainder of the term. An appointment will not affect the term limits for the future election.

#### *B. Membership Categories*

The following are membership categories:

- Adult: Individual 18 years of age or over with one voting privilege.
- Family: Two (2) adults and any children 17 years of age and under with two (2) voting privileges.
- Junior: Any individual 17 years of age and under as of December 1 with no voting privilege.
- Supporting: Individual membership for persons who want to support the breed. They are not eligible for participation in the High Point Awards Program. One (1) voting privilege for members 18 years and over.

Other categories of membership may be added from time to time by action taken by the Executive Board with the approval of a simple majority vote of the members.

To maintain a membership in good standing, members must have paid dues in the amount stated for the member's classification for the current year. Membership shall commence upon receipt of dues or postmark date if mailed and will be applicable for the current year. Membership may not be retroactive prior to the date of receipt for any purpose. Membership forms with appropriate dues must be given to or mailed to the current Recording Secretary.

Membership is reserved for individuals or families; no provision shall be made for classification categories other than persons.

### *C. Membership Fees*

Membership fees shall be established by the Executive Board with the consent of the membership at the beginning of each calendar year.

Resignation, expulsion, or suspension of a member or termination of his/her membership does not relieve the member from any obligation due to the ETSA.

### *D. Member Benefits*

Members shall should receive any ETSA newsletters issued. Mailing lists of membership (address and email) will be provided to horse shows affiliated with ETSA for members to receive programs from those shows.

As ETSA continues as a Chartered Club of ASHBA, members qualify for ASHBA's Charter Club Affiliation dues rate, a reduced membership fee, if they wish to join.

### Horse Show Committee

The dates for next year's horse shows should be determined by December 31. in the fall of the current year for the next year.

The Horse Show Committee should hold the first meeting during the month of January in the fall of the current year for the next year to select judges, secretaries, photographers, announcers, and other show officials and begin the hiring process. The second meeting should be held during the month of February. All info for the next year's show should be decided upon and be available for advertising at the annual awards banquet held early in the year.

Members may submit names of judges to the Horse Show Chairperson/Vice President prior to the first Horse Show Committee Meeting.

The creation of the judge list shall should be done according to the following procedure:

- A list of judges for the ETSA Midsummer Classic Horse Show and ETSA Spring Classic Horse Show, including their location and if they have a USEF r or R classification, should be updated yearly.
- Members may be asked to submit names to be added to the official judges list.

- The horse show committee should make every effort to hire a judge within a reasonable driving distance for the ETSA Spring Classic Horse Show **but may also consider flying as long as funds are available.**

## *E. High Point Awards*

### *i. Eligibility*

1. Both the owner and rider must be current members of ETSA in good standing (membership dues paid for current year)  
EXCEPTIONS:
  - a. Rescued horses that the ownership of the horse is retained by the rescue organization, in which case the rescue organization and rider must be members of ETSA.
  - b. Rescued horses for which the owner on record with ASHBA refuses to transfer the papers, in which case the rescue/new owner must provide a written explanation to be kept on file by ETSA explaining the situation. The rider must be an ETSA member.
2. Must show in **three (3)** **two (2)** ASHBA sanctioned shows. If a particular class is only offered at two affiliated shows, then the award will be presented based on points from those two shows.
3. Academy riders must show at two (2) ASHBA sanctioned shows.
4. Nominator must assist with a show put on by ETSA (ETSA Spring Classic, ETSA Midsummer Classic, or other ETSA sponsored event [Note: Helping at non-ETSA shows does not meet this requirement]) by serving on the horse show committee (must attend at least three [3] meetings), providing food for the exhibitors' party/hospitality breakfast, working during a show, selling sponsorships, sponsoring Add A Class, or sponsoring ETSA horse show classes.
5. It is the member's responsibility to notify the Recording Secretary within fourteen (14) days by writing or through email of any service performed in E.i.4. August 31 is the final deadline for submitting this information in writing for high point qualification.

### *ii. Nominations and Accruing Points*

1. Horses must be nominated and dues paid in order to receive points. In equitation and academy divisions, the rider must be nominated and dues paid in order to receive points. A nomination form must be filled out and submitted to the ETSA Recording Secretary and dues paid before the horse or rider is eligible for points. This may be done electronically through the website, by submitted paper form, or by email.
2. Points will be awarded in the class the horse or rider shows in at each individual show. Horses are not required to be nominated in a particular division; however, points will be awarded only for the exact class in which the horse is shown at each show. If horses or riders change division from show to show, the points will be awarded for the exact class for each show.
3. Points earned follow the horse, not the rider. Exception: In equitation and academy, points follow the rider.
4. Points follow the horse if the horse is sold. The new owner must be a current ETSA member and fulfill eligibility requirements to accrue points. If an ETSA member

purchases a new horse, the member must nominate that horse through the website, by paper form, or by email before any points will be awarded toward high point for the new horse. Ownership transfers must be made with ASHBA and be reflected by the ASHBA database by December 31 of the competing year for points to be accrued by the new horse.

5. Points are earned from the date the nomination and payment are received or postmark date if mailed. Points will **NOT** be awarded for any shows prior to nomination and payment of dues.
6. The recorded owner of the horse (per ASHBA database) must be a current ETSA member. All riders showing the horse must be current members of ETSA in order to receive points.
7. Members are responsible for contacting the Recording Secretary by writing or through email within fourteen (14) days of any service performed in E.i.4. The final deadline for submission is August 31.
8. Points will be awarded as follows:
  - a. First place: 10 points
  - b. Second place: 9 points
  - c. Third place: 8 points
  - d. Fourth place: 7 points
  - e. Fifth place: 6 points
  - f. Sixth place: 5 points
  - g. Seventh place: 4 points
  - h. Eighth place: 3 points
  - i. Ninth place: 2 points
  - j. Tenth place: 1 point
9. Double points will be awarded for championship classes with a qualifier. The horse or rider for equitation and academy must have shown and been judged in both classes to qualify for double points.
10. Double points will be awarded for shows within the state of Tennessee unless another show is held within the state over the same dates as one of the ETSA club sponsored shows. In the event that this happens, **ONLY THE ETSA SHOW** will receive double points.
11. The stated points will be awarded regardless of the number of entries shown in a class.
12. Points, nominations, and eligibility requirement status will be kept by the Recording Secretary or other individual selected by the President with the approval of the Executive Board.

### *iii. Divisions and Classes*

Points will be awarded in the following classes under the listed divisions. Nominated horses will receive points for any of the following listed classes. Points will be awarded for the exact class the horse is shown in at a given show.

### **Divisions Included in High Point Award Program**

**ASB Five Gaited Division:** Open, Amateur, Junior Exhibitor, Junior Horse, Ladies  
**ASB Three Gaited Division:** Open, Amateur, Junior Exhibitor, Junior Horse, Ladies  
**ASB Fine Harness Division:** (one award) points will be awarded for Open, Amateur, Junior Exhibitor, Junior Horse  
**ASB Three-Gaited Park Full Mane and Tail Division:** Open, Amateur, Junior Exhibitor, Junior Horse  
**ASB Park Pleasure Division:** Open, Amateur, Junior Exhibitor, Junior Horse  
**ASB Show Pleasure Division:** Three-Gaited Adult Show Pleasure, Three-Gaited Junior Exhibitor Show Pleasure, Five-Gaited Adult Show Pleasure, Five-Gaited Junior Exhibitor Show Pleasure, Show Pleasure Driving, Amateur Owned and Trained Three-Gaited Show Pleasure  
**ASB Country Pleasure Division:** Three-Gaited English Country Pleasure Adult, Three-Gaited English Country Pleasure Junior Exhibitor, Five-Gaited Country Pleasure, Country Western Pleasure, Hunter Country Pleasure, Natural Country Pleasure, Country Pleasure Driving, Amateur Owned and Trained Three-Gaited Country Pleasure  
**Equitation Division:** Saddle Seat Equitation Adult, Saddle Seat Equitation 17 & under WTC, Saddle Seat Equitation 10 & under WT  
**Roadster Pony Division:** Open, Amateur, Junior Exhibitor, Under Saddle  
**Saddle Pony Division:** English Pleasure Pony  
**Hackney Pleasure Driving Pony Division:** Adult, Junior Exhibitor  
**Harness Pony Division:** Harness Pony  
**Hackney Pony Division:** Hackney Pony (cob tail)  
**Road Horse to Bike Division:** (one award) points will be awarded for Open, Adult or Junior Exhibitor Open, Adult or Jr exhibitor  
**English Pleasure:** Junior Exhibitor walk & trot  
**Miscellaneous Division Open Breed:** Open Western Pleasure, Open Hunter Under, Open English Pleasure WT, Open English Pleasure WTC, Open Pleasure Driving  
**Academy Equitation Division** - 8 & Under WT Equitation, 9-10 WT Equitation, 11-17 WT Equitation, Adult Equitation WT, 14 & Under WTC Equitation, 15 & Over WTC Equitation, Adult WTC Equitation, Academy Lead Line WT, Academy Driving, Future Show Ring Star (Lead Line)

**Note:** Restricted classes do not count for points (i.e., Shatner Country Western Pleasure, **Limit Classes**, UPHA Special Awards).

#### *iv. Qualifying Horse Shows*

All shows that are ASHBA sanctioned will count for ETSA high point no matter where the show is held. Horse shows are not required to be affiliated with ETSA for the shows' points to qualify for ETSA high point awards. Any member in good standing who shows a horse that has been nominated according to the nomination guidelines listed above will receive points earned for that show.

#### *v. High Point Self Reporting and Competition Logs*

It is the responsibility of each ETSA member to report their personal horses' show results EACH year PRIOR to tabulation deadlines. Results must be reported by NOVEMBER 1 by submitting a

High Point Competition Log (as documented on the ETSA web site) filled out completely for each nominated horse. It is Owner, Agent, or Rider responsibility to report points earned each competition year. If horses are shown after the November 1 deadline, results can be added to the horse's Competition Log by simply emailing the results to the Recording Secretary. It is also the Owner, Agent, or Rider responsibility to check the published points standings for accuracy once the Recording Secretary has published the standings. Competition Logs are available on the ETSA website to be filled out by hand and mailed in, scanned and emailed after filling in, or by using the fillable form and emailing. Print as many forms as needed to report each individual horse's points. Forms will also be available in the office at each of our sponsored horse shows or from the Recording Secretary personally.

NO changes will be made after the competition year has ended and points have been published unless a tabulation error or violation of rules has occurred. Members should review the published competition logs and then file any grievances, protests, questions, comments, or point standing inquiries in writing via email or written letter to the Recording Secretary no later than two (2) weeks after points are published on the ETSA website. Competition Logs are due by NOVEMBER 1 each year and the points tabulation will be published for review by the membership for two (2) weeks prior to finalization of awards.

#### *E. Special Awards*

The following special awards are given to individuals voted on by the membership at large by secret ballot provided by ETSA prior to the annual meeting and awards banquet. Ballots shall be opened by a committee consisting of three (3) individuals selected from the membership at large.

1. ETSA Sportsman of the Year; nomination of membership at large.
2. ETSA Sportswoman of the Year; nomination of membership at large.
3. Youth Sportsmanship Award; nomination of membership at large.

#### *F. Awards Banquet*

Awards Banquet High point awards will be presented at an annual Awards Banquet held for the general membership. Awards are presented for Special Awards and High Point Awards earned by individuals and/or horses based on the rules listed herein. Members who have not met the stated criteria will not be eligible to receive high point awards regardless of performance. It is the member's responsibility to arrange award pick up in the event they are unable to attend the awards banquet. ETSA can mail awards to those members willing to pay the packing and postage cost.