

CLARK COUNTY
SADDLE CLUB



CONSTITUTION
and
BY-LAWS

CONSTITUTION

AND

BY-LAWS

of the

CLARK COUNTY SADDLE CLUB

**Revised and approved at the regular meeting,
of the Clark County Saddle Club
April 1st, 2005**

CLARK COUNTY SADDLE CLUB

10505 NE 117th Avenue

Vancouver, Washington 98662

(360) 896-6654

<http://www.clarkcountysaddleclub.com>

PREAMBLE

The purpose of the Clark County Saddle Club is to promote Horsemanship sports, enter into social activities with other Club members, preserve horsemanship activities in Clark County and the State of Washington, assist new members to become familiar with club rules, regulations and facilities and encourage humane treatment of all animals.

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ARTICLE 1 – NAME

The name of this club shall be the Clark County Saddle Club. It is a non-profit, educational organization.

ARTICLE 2 – OBJECT

The object of this organization shall be:

to develop the healthful sport of horsemanship among men and women,

to advance breeding of all types of saddle horses in quality,

to encourage humane treatment of all animals,

to sponsor programs of property ownership and building developments necessary for the advancement of this organization,

to support a junior riders' division for boys and girls under the age of 18 that will tend to develop sound mind and healthful body, and,

to cooperate with state-wide programs in the development of riding trails and Equestrian Facilities

ARTICLE 3 - COLORS

The colors of the organization shall be fawn and wine.

ARTICLE 4 - MEMBERSHIP

Section 1. Membership in this organization shall be open to all persons interested in or owning horses as specified in section (2) and (3) of this Article 4 by making application and listing three adult active or social members as sponsors.

Section 2. The proposed member will be required to attend the General membership or pre-approved Board of Directors meeting at which his or her application is read for the first time. It is also mandatory for a sponsor of any prospective member to appear before the club at the first reading of the application and to speak for the person at the second reading of the application before the applicant can be voted on. Second readings will be attempted during the three consecutive General membership meetings following the meeting at which the first reading was made. If an applicant's sponsor fails to speak, in person, on behalf of the applicant at one of these meetings, the applicant's application will be moved to the bottom of the waiting list. The prospective member is requested not to attend the meeting at which their second reading is made. After the second reading the club is asked to express their vote by "yes" or "no". If a two-thirds majority of "yes" votes have been cast, it will be reported to the club the application is accepted. If the vote is not

favorable, there will be no further discussion or voting on the application. In the case of an unfavorable vote, the sponsors shall inform the applicant, return fees paid, and advise them of their option to reapply. The application may be presented at a later date, following the regular procedure.

Section 3. Total membership will be limited to 500 Adult Active members. See Article 11.

Section 4. MEMBERSHIP OATH

I hereby state that my reason for membership in the Clark County Saddle Club is to be active in furthering horsemanship sports and to enter into social activities with fellow members. I further state that as a member I will not use the Club to promote personal commercial gain. I will not sue the Clark County Saddle Club or its representatives for an accident, injuries, damages or grievances that occur at the Clark County Saddle Club, or because of the Clark County Saddle Club, its representatives, or anyone that is attending a function at the facilities.

ARTICLE 5 - OFFICERS, ELECTIONS AND NOMINATIONS

Section 1. Elected officers of this club shall be a President and nine (9) Board of Directors. The President shall be elected for a one (1) year term. Board of Directors shall be elected for a two (2) year term on a rotating basis of five (5) members elected for terms beginning in odd numbered years and four (4) members elected for terms beginning in even numbered years. All officers must be at least twenty-one (21) years of age and be an active member in good standing for at least two (2) years.

Section 2. a. Nomination of officers will be in November. Nominees will be published in the December issue of The Seen and Heard. Balloting and elections will follow in December. New officers will take their oath of office in January of the following year.

b. Nominees must be present at the nomination meeting unless due to unavoidable circumstances they are unable to attend. In such circumstances a letter of acceptance, signed by said nominee must be read at the nomination meeting. This process will be used to fill vacancies.

Absentee ballots may be submitted by members who have been hospitalized or, confined at home due to injury, have had a death in immediate family, who are taking a scheduled vacation. If your absence is due to job obligations, you must have a letter signed by your employer stating the specific reason you had to work, and were unable to attend the meeting. For self employed members, your absentee vote will be subject to the club President's approval and acceptance of the reason for your absenteeism. All

absentee ballots will be in sealed envelope and in the hands of the President no later than the date of election and prior to the meeting starting time. There will be no exceptions.

- Section 3.** The President shall appoint a nominating committee of two or more members, each to present nominees for President and Board of Directors to the membership. Nominations will also be allowed from the floor at the November meeting. All nominees will be voted upon by the membership at the December meeting.
- Section 4.** A simple majority of votes cast will be necessary to elect a candidate to office.
- Section 5.** Vacancies shall be filled by special election. Such vacancies shall be published in The Seen & Heard or by US mail prior to Election. See Section 2b.
- Section 6.** Members entitled to vote at general elections are Adult Active and Social members. Minor members do not have voting privileges.
- Section 7.** Elected Officers are not paid a salary or wage and donate their time as specified in these Constitution and By-Laws Articles 5, 6 and 12. These officers make difficult decisions on behalf of the Club membership. Officers shall not be chastised by Club members. Those Club members who feel an improper decision has been made by the Board of Directors (B of D) or President may request to be heard at a Board of Directors meeting or speak on the issue at a Club meeting, but must confine their remarks to the issue(s) and not individual officers.

ARTICLE 6 - BOARD OF DIRECTORS

- Section 1.** The board shall consist of nine (9) Board of Directors, the President and the Immediate Past President. They shall have the power of self organization within the board and at least once a year shall elect a chairman from within the board.
- Section 2.** The board shall appoint a club treasurer, a board secretary and a membership secretary.

ARTICLE 7 - QUORUM MEMBERSHIP MEETINGS

Eleven (11) Adult Active or Social members, in good standing, attending a General or special club meeting shall constitute a quorum. A record shall be kept of the members present at each meeting.

ARTICLE 8 - MEETINGS

Section 1. The General Membership club meetings shall be the first Friday of each month.

NOTE: Vulgar, abusive language has no place in a General or special club or Board meeting. Should a member use such language, that member will be called out of order by the presiding officer. Should the member fail or refuse to cease their vulgarity or abuse they may be charged under Article 10 and be subject to membership suspension or expulsion from the club.

Section 2. Special club meetings shall be called by the President or by his/her delegated representative when:

(a) matters of extreme importance require action by the membership which cannot, in his judgment, be deferred until the next General club meeting.

(b) he/she is so requested by the chairman of the Board of Directors, or

(c) he/she is requested to do so by a petition signed by one-third of the Adult members.

Note: Call of meeting will be by U.S. mail to voting members.

Section 3. Minutes of all General and special club meetings shall accurately describe the actions taken by the body and shall become part of the club records.

Section 4. The Board of Directors shall meet once each month or more often at the call of the chairman. A quorum shall consist of two-thirds of the board members. Minutes of each meeting shall accurately describe the actions of the board and shall become a part of the permanent club records.

Section 5. Standing, special or program committees shall meet at the call of their chairman, or as instructed by the appointing authority.

ARTICLE 9 - AUTHORITY

Section 1. This organization shall be governed by ROBERTS' RULES OF ORDER, except as modified by these Constitution and By-Laws of the club.

Section 2. The chairman of the Board of Directors shall act as parliamentarian and ensure Board of Director and club meetings are held in adherence to these Constitution and By-Laws.

ARTICLE 10 - SUSPENSION OR RECALL

Section 1. A member may be suspended or expelled by a two-thirds majority vote by secret ballot of the members present at a General or special meeting. However, it is the right of any member charged in such action to hear and receive in writing the charges and to defend themselves against such charges, or to seek legal counsel at their own cost if they so desire.

Note: All charges against a member will be submitted to the President in writing setting forth the alleged charge, date(s) the alleged charge occurred, time and list of any witnesses. More than one member may sign the charge. The member charged is to be provided a copy of the charge twenty (20) days prior to the club meeting when charges will be presented to membership for secret ballot.

Section 2. Any officer, board, or committee, or member thereof, may be reprimanded, suspended or recalled by a two-thirds majority vote, by secret ballot, of the members present at a General or special club meeting. However, it is the right of any member or group of members involved in such an action to hear the charges and to defend themselves against such charges, or to seek legal counsel if they so desire.

Note: Charges against an Officer, Board or Committee member will be submitted in the same manner as in NOTE to Section 1. However, should the charge be against the President, the charge would be submitted to the Board Chairman. Should the charge be against the Board Chairman, the charge will be submitted to the President.

Section 3. Any elected officer, President or Board member that is absent from a Board meeting more than three (3) times in one (1) calendar year, will be suspended from office. Reinstatement can only occur by a majority vote of the active members at the next General club meeting. (Injury or illness may be an acceptable excuse).

Section 4. In the event any elected officer of the Board of Directors is suspended or recalled, the vacancy will be filled by nominations from the floor and a majority vote of the Adult Active members at the same meeting the suspension or recall occurs

Note: Minor members do not have voting privileges.

Section 5. Should any Club member(s) steal an item or items belonging to the CCSC, said club member's membership SHALL BE TERMINATED. VANDALISM by Club members shall not be tolerated. Willful and intentional destruction of club property such as, but not limited to, cutting of locks, cutting of chains, kicking in doors, breaking windows, destruction of toilet facilities, damaging of lights and fixtures, destruction of furniture, arena facilities, etc., may result in suspension of membership and possible loss of membership in

the CCSC and/or restitution for damages. (Refer to this Article 10 for procedures).

There is no individual ownership within the CCSC, therefore, individual or group acts as specified herein before, in theft and vandalism, will place an individual(s) privilege of membership in jeopardy.

ARTICLE 11 - INITIATION FEE - DUES - WITHDRAWALS

Section 1. The initiation fee is \$150.00 per Adult applicant. (With \$75.00 to accompany the application and \$75.00 to be paid within 60 days of the date the applicant is voted into the club.) Initiation and dues are refunded if applicant is not voted into the club. Initiation and dues are not transferable from one applicant to another applicant.

Section 2. Yearly dues as recommended by the Board of Directors and approved by the membership will be assessed. The below indicated membership dues and categories of members are:

	2005 and subsequent
a. Adult Social Membership	\$50.00
b. Adult Active Membership	\$150.00
c. Minor Membership	\$36.00

Minor members do not have voting privileges. Social members do not have riding or arena privileges.

See Section 10 for the provisions for Seniors.

Section 3. It is the responsibility of each member to pay dues when due whether or not a reminder and/or statement are received. Annual dues are due and payable on January 1st of each year. Dues left unpaid after the March General meeting are considered delinquent. Delinquent Members will be dropped from the club unless arrangements have been made in writing to the President prior to the March General meeting.

Section 4. If a delinquent member(s) requests reinstatement into the club at the Board of Directors meeting and there is a new member waiting list, the Board of Directors has the option to place the delinquent member(s) at the top of the list with the requirement that the reinstating member has to repay the initiation fee.

Section 5. An annual membership card shall be issued to each member upon payment of dues in full.

Section 6. (a) For dues paying purposes, an Adult Active or Adult Social member is defined as any individual 18 years of age or over who has been accepted into membership of the club.

(b) A minor member is defined as a member in good standing, who is (a) under 18 years of age, or (b) if over 18, is classified as a student. Minor members must have at least one parent or legal guardian who is an Adult Active or Adult Social member in good standing. Minor members do not have a vote in the club.

Note: A student is defined as a minor member under 26 years of age, enrolled in college or other school, carrying three (3) or more subjects.

(c) There will be no initiation fee for members progressing from minor membership to a adult membership due to age and regardless of maximum membership limits. However, they must exercise this right during the first half of the calendar year following the year in which they progress from the minor membership.

(d) Adult Social members may convert to Adult Active Member status during the calendar year by paying the difference between the previously paid Adult Social dues and the Adult Active dues.

(e) Adult Active members may convert to Adult Social status during the calendar year. There is no rebate for converting from Active to Social status.

Section 7. Applicants accepted into club membership during the year will be assessed dues on a prorated basis.

Section 8. Withdrawal cards will be issued to Adult Active or Adult Social members in good standing upon payment of \$10.00 when the member leaves the Clark County area or outside a 50 mile radius, based on a decision of the Board of Directors. The withdrawal card entitles the holder to reinstatement at any time by paying \$10.00 plus applicable yearly dues regardless of maximum membership limits. After January 1st, and/or subsequent to the March monthly meeting, a withdrawal card can only be issued to members who have paid their yearly dues. Members who have withdrawn do not have voting, riding, or arena privileges. Minors are not eligible for withdrawal.

Section 9. Membership reinstatement for persons serving in the armed forces will be automatic upon release from active duty, regardless of membership quotas, by paying applicable yearly dues within six months of release of active duty, plus any initiation fees owed at time of entering the armed services.

Section 10. Dues will be waived for qualifying Adult Active and Adult Social members who are current members in good standing with ten (10) consecutive years of

membership and age 62 by January 1 of the year applying for free membership. Persons over the age of 62 as of January 1 of year who do not have ten years of consecutive membership pay half-membership dues at age 62 until a ten (10) year membership is accumulated. At this point their membership is free.

ARTICLE 12 - DUTIES OF OFFICERS, TREASURER AND SECRETARY

Section 1. President

- a. The President shall be the principal public relations representative of the club and shall represent it at official, social and civic functions.**
- b. The President shall preside at all General and special meetings of the club; develop agendas for such meetings; send or direct the sending of reminders for regular meetings and official notices for special meetings; and through his/her secretary, document the actions of such meetings in the forms of minutes, which become a part of the club permanent records.**
- c. The President shall actively pursue a strong membership program for new members which will meet membership levels.**
- d. The President shall develop and direct the social activities of the club, which shall include but not be limited to dances, banquets and refreshments.**
- e. In order to carry out his/her duties and responsibilities, the President may appoint standing or special committees and name the committee chairman. At the outset of each year, he/she shall present the estimated cost, and revenues to be received, of various activities to the Board of Directors. After approval of the board as to financial feasibility and time and place of the proposed social functions and after ratification of the club's budget by the membership, the President shall have complete and final authority to discharge the responsibilities of his office within the limits of these constitution and by-laws.**
- f. All sub-organizations within the Club shall be audited at least once a year by a committee appointed by the club Board of Directors.**
- g. The President is the intermediary between the club's membership and the board of Directors, is an ex-official member of the board, and the President's opinions regarding "the good of the membership" shall command serious consideration by the board. Within his/her judgment the President may determine that any regular monthly club meeting be deemed a "social meeting", depending of course on the number and importance of agenda items on hand.**

Section 2. Secretary

The secretary is the only appointive positions within the appointing authority of the President. The club member appointed to the office of secretary shall serve until replaced by the President. In addition to keeping an accurate record of actions taken at club meetings, he/she shall be the President's administrative assistant, in carrying out his duties and responsibilities.

Section 3. Board of Directors

The Board of Directors shall have complete and final authority to conduct the business of the club within the limitations of these constitution and by-laws. In case of a dispute, the Board of Directors shall interpret these constitution and by-laws.

a. All income-producing activities shall be managed by the board or by an individual or committee appointed by the board, except those of a social nature, which are the responsibility of the President. Income producing activities shall include but not be limited to rodeos, horse shows, showdeos, space, Club house rental, temporary permits for use of the arenas and horsemanship exhibitions when on a "paid for" basis.

b. The board shall appoint a treasurer in accordance with Section 2 of Article 6.

c. In January of each year the Board of Directors will prepare a budget of estimated income and expenses for the ensuing year, after conferring with the President elect and other responsible club members as to anticipated expenditures and income. All estimated income from all sources will be included, which will be balanced against all known expense items with reasonable reserves set aside for unforeseen circumstances. The club's approval of the Board of Directors annual budget will be sought at the February monthly meeting of each year.

After ratification of the budget by the club, including all changes or revisions directed by the club membership in a General or special meeting called for that purpose, the board shall be free to conduct the business of the club within the framework and limitations of the approved budget.

d. In order to carry out their duties and responsibilities, the board may appoint standing or special committees and name the committee chairman. They may also appoint individuals as representatives or assistants on specific jobs or as program directors, etc.

e. The chairman of the board or the treasurer will give a financial report at all regular club meetings, except those that have been determined to be a social meeting.

f. All expenditures, except for minor routine maintenance, shall be presented to and approved by a majority of the club Board of Directors.

g. The Board shall recommend to the general membership, any changes to regularly scheduled weekly activities for groups specified in Article 13 Section 3.

h. (1) The Board shall approve or reject requests for rental by club members and non-club members of the arena(s) and/or Club House.

(2) Club members may reserve the Club House without charge for functions to benefit immediate family members (parents or children only), but must tender a clean up deposit and non-refundable booking fee specified by the Board. Club members may not reserve the Club House, without charge, for a function that benefits the member financially or for business related functions.

(3). All rental and use by Club Member must be handled by the Club Member designated to schedule all rental use.

(4). The Board may approve use of Club facilities by other non-profit organizations such as a 4-H group, at no cost for horse related activities.

i. Board members are expected to attend regular monthly meetings.

Section 4. Treasurer

a. The treasurer, board secretary and membership secretary are the only appointive positions within the appointing authority of the Board of Directors. They shall serve until replaced by board action.

b. The treasurer shall be responsible for all funds and disbursements authorized by the board. He/she shall submit a financial report at each General and monthly meeting of the Board of Directors and on any other occasion by request of the Board Chairman or Club President.

c. The treasurer shall deposit all funds received in a bank selected by the Board of Directors and shall issue and approve all checks and disbursements, which must also be countersigned by the chairman of the Board of Directors or their designee. (Designee shall be approved by Board of Directors).

d. The treasurer shall also be responsible for safeguarding the valuable documents and records of the club, such as deeds, insurance policies, official meeting records, stocks, bonds, etc.

Section 5. The membership secretary shall issue membership cards and interim receipts in accordance with Article 11 of these Constitution and By-Laws.

ARTICLE 13 - COMMITTEES AND REPRESENTATIVES

Section 1. Examples of standing committees, which may be appointed by the President:

- | | |
|----------------------------|---------------------------|
| a. Investigating committee | f. Hospitality committee |
| b. Membership committee | g. Trail committee |
| c. Dance committee | h. Auditing committee |
| d. Refreshment committee | i. Legal committee |
| e. Concession committee | j. Constitution - By laws |

Section 2. Examples of standing committees, which may be appointed by the Board of Directors:

- | | |
|-------------------------|--------------------------|
| a. Finance committee | d. Maintenance committee |
| b. Rodeo committee | e. House committee |
| c. Horse show committee | |

Section 3. Examples of representatives which are elected by their respective groups:

	a. Roping	e. Jackpot Barrel Racers
	b. Gaming	f. Team Penners
	c. Posse	g. Quicksilver Drill Team
	d. Clarkettes Drill Team	h. Calf Ropers
	i. 4-H Groups	j. Cart Driving
	k. Trail Riders	l. Mounted Police Patrol

The duties of these representatives will be assigned by their respective group, but shall include reporting group activities at General club and Board meetings.

Section 4. A Group who fails to report and/or are not represented at three (3) consecutive monthly General meetings will be considered inactive and that group's allocated date and time may be reallocated, by recommendation of the Board.

ARTICLE 14 - DEPOSITS AND DISBURSEMENTS

Section 1. All funds received by the club will be deposited into the general fund of the Clark County Saddle Club.

Section 2. All disbursements will be made by check issued and approved by the treasurer and countersigned by the chairman of the Board of Directors or his designee.

Section 3. In the event of dissolution of the Clark County Saddle Club, all assets are to be turned over to a charitable organization, preferably some humane society, as the membership requests it to be strictly understood that this club is a nonprofit organization.

ARTICLE 15 - ORDER OF BUSINESS

The club meetings shall be conducted in the following order;

1. Call to order
2. Roll call or absentees noted by Recording Secretary
3. Excuse for absent member (Board of Directors meeting)
4. Reading of the minutes
5. Review of correspondence
6. Report of the Board of Directors
7. Report of standing or special committee appointed by the President and activity groups.
8. Unfinished business
9. New business
10. Adjournment

ARTICLE 16 - SUSPENSION

The suspension of any part of these Constitution and By-Laws shall require a two-thirds vote by active members present and must be read at the previous meeting, and all members must be notified by the secretary, through The Seen and Heard, or by US Mail to voting members.

ARTICLE 17 - SUB-ORGANIZATION FEES

No sub-organization of the Club shall charge a fee to belong to said group.

ARTICLE 18 - CLOSED ARENA AND FACILITIES

Section 1. (a) There will be no riding during club meetings.
(b) Non-members will not be permitted to ride on club property except as participants at sanctioned (open) shows and events.

Section 2. Sharing of arena during non-scheduled use.

A. Communicate with those in the arena.

B. By communicating, arranging time allowances, all members can enjoy the club facilities.

C. Everybody has a right to the arena on free days, but the arena must be shared. Communication can accomplish this.

D. Pole bending can be accomplished in about one-quarter of the arena near an outside wall. This would allow others to ride freely in the remainder of arena.

E. Barrel racing practice can be accomplished by making, for example, five (5) to ten (10) runs over twenty (20) minute or less period and then allowing others to ride freely for the same period of time.

Once the rider rounds the third barrel, movement of horses along the sides should be acceptable.

F. Gaming exercises can be accomplished by letting other riders know your intentions and other non-game riders should reciprocate by cooperating to assure that all have an enjoyable ride or exercise.

G. Should cattle be involved in a gaming exercise, the same courtesy should be extended as in the above items A through F. i.e. roping for 20 minutes maximum alternating with open riding periods of equal duration.

H. Remember that the last person out of the arena must turn out the lights. Light switches are located at every exit door, and they are painted yellow.

I. Safety of yourself, others and horses is highly important. Young novice riders should be under supervision. Avoid racing through other riders, endangering them or others.

J. Those groups specified in Article 13 Section 3 having scheduled days and time to use the Arena facilities MUST YIELD Arena to other club member(s) on non-scheduled use days.

K. Keep horses at a walk in tie up areas.

L. No dogs are allowed to run uncontrolled anywhere on the club property or inside the arenas.

M. No smoking is allowed in any of the club buildings.

ARTICLE 19 - AMENDMENTS

Section 1. These Constitution and By-Laws as revised and adopted as a whole at the General club meeting on April 1, 2005, will remain in full force and effect for a period of two (2) years and thereafter until amended or altered. Amendments may be made in the interim as designated below.

a. (1) The President or Board of Directors will be empowered to submit to the voting membership alterations, amendments and new Articles or items necessary to comply with City, County, State or Federal laws.

(2) The President or Board of Directors will be further empowered to submit necessary alterations, amendments, new Articles or items to the voting membership to assure financial solvency of the club and protective conditions, such as, but not limited to, insurance coverage and safety measures during this two (2) year interim period.

b. Eligible voting members may submit, for consideration during this two (2) year interim period, items desired to be added to, deleted from, or alterations to be at the expiration of this two (2) year period. All such proposals must be approved under the procedure prescribed in these Constitution and By-Laws.

Section 2. Proposed amendments to the Constitution and By-Laws must be submitted in writing and a copy must be given to adult members prior to the General or special meeting, the proposed amendment is to be voted on. Such proposed amendments will require a two-thirds majority vote of voting members present at meeting in order to be adopted.

Section 3. A copy of these Constitution and By-Laws and amendments shall be provided to each adult member.

SIGNATURES

Signed _____
President
Henniemar Schak

Signed _____
Chairman, Board of Directors
Sharon Shaffer