



ARIZONA SADDLE CLUB BYLAWS

INCORPORATED AUGUST 1976

ARTICLE I - PURPOSE:

To Promote knowledge and interest in equitation and all forms of horsemanship. To encourage and foster a comrade among its members with a central interest in the training and working of all types of horses. To instill in the young people a love of the sport. To hold Gymkhana rodeos, trail rides, to participate in parades and hold social gatherings designed to entertain whole families and groups of families.

ARTICLE II - MEMBERSHIP:

- A. Membership shall be open to any person of family interested in any or all forms of horsemanship. It is not necessary to own a horse.
- B. Interested/Sponsored family will be required to attend a Board Meeting to submit their membership application for consideration, meet the Board of Directors and to learn what is expected of each member.
- C. The majority of the board of directors at that meeting must approve applications for membership.
- D. Memberships include:
 - Family Membership - Being defined as immediate family (Mother, Father, Brother, Sister, ETC.)
 - Single Membership
- E. When a member of a family marries or a single member gets married, they may join the club merely by paying dues within sixty (60) days.
- F. When a head of a family gets married the spouse is automatically a member because a family membership was already in existence.
- G. Any family member missing three (3) consecutive work assignments at any show with/without reporting in advance to a board member will lose all accumulated points for year-end awards up to that point in time and are not to be considered to be a member in good standing. Once member is considered in good standing, points will begin to accumulate again at that point in time.
- H. All riders must have ridden in 75% of the Gymkhanas for that year to qualify for year-end awards, at the discretion of the Board.



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ARTICLE III - DUES:

- A. Annual Dues are due and payable December 1 of each year. The Club year runs from January 1st to December 31st. Schedule of dues are as follows:
 - 1. Family Membership: \$30.00
 - 2. Single Membership: \$15.00
 - 3. Initiation Dues: \$25.00
 - 4. Parade Outfit Dues: \$15.00
- B. Club dues are half the membership dues after June.
- C. Members have the option of riding in the parade group. If they so choose to, they must pay a non-refundable, non-returnable onetime \$15.00 usage fee, for available parade gear, for each and every rider prior to riding the first parade or grand entry. Parade gear may be rented for \$5.00 per event.
- D. If dues are not paid by February 15th, the Member will be dropped from the Club losing any and all club benefits, privileges, points: any and all monies paid will be forfeited. To rejoin, a new membership application must be applied for. All dues including initiation fee must be paid to be reinstated.
- E. Members who are delinquent with their dues may not participate in election of officers, voting or any Club business matters including year-end accumulation of points or receive any gratuitous benefits from the club during the delinquent period.

ARTICLE IV - ELECTIONS:

- A. All Officers and Directors of the Club shall be elected to a two (2) year term by a majority of the total voting membership recognizing absentee and proxy ballots.
- B. Only those members in good standing, who have reached their 16th birthday, will be eligible to vote.
- C. Any member nineteen (19) and over are eligible to run for an elected office.
- D. Nomination of officers will be made at the general meeting held in November of an election year.
- E. Election and installments of officers will be made at the general meeting held in December of an election year.
- F. Only members in good standing are eligible to nominate officers or run for office.
- G. Elections shall be by closed ballot only.
- H. Elected officers must obtain a majority of the votes to be voted into office.



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ARTICLE V - OFFICERS AND DIRECTORS:

A. Elected officers shall consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Sergeant of Arms

B. Officers appointed by the Board and shall hold a board vote:

1. Arena Director
2. Parade Chairman
3. Gymkhana Secretary
4. Concessions Director
5. Chairman(s) of any other activity
6. Past term President or Vice President

C. Rule for elected officers:

Any elected officer missing three (3) consecutive or four (4) meetings shall be replaced by the President and ratified by a majority vote of the membership. No two (2) elected officers may be from one family membership.

ARTICLE VI - BILLS AND COMMUNICATIONS:

A. All bills shall be brought to the monthly meeting for review.

B. All checks shall bear one (1) signature: President or Treasurer may sign.

C. The President at the monthly meeting will review monthly bank statement.

D. The President will review each check prior to giving statement and paid checks to the Treasurer.

E. The Treasurer will reconcile bank statement and results made part of the financial report at each regular monthly meeting.



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ARTICLE VII - PROCEDURE OF REGULAR BOARD MONTHLY MEETING:

- A. Meeting will be called to order.
- B. Conduct roll call.
- C. Secretary will read minutes of the previous meeting, membership will accept as read or amend as directed by the President.
- D. Treasurer will read the financial report. Membership must accept or reject.
- E. The President on all bills and other communications conducts discussion.
- F. President will entertain proposals for new memberships.
- G. Old Business.
- H. New Business.
- I. Agenda of events for the next Gymkhana will be offered by the Arena Director and accepted by majority vote of all Board members present.
- J. General Club Meetings will be held at the discretion of the Board Members and as required, club members will be notified if possible seven (7) days prior to the meeting. Attendance will be mandatory.

ARTICLE VIII - DUTIES OF THE PRESIDENT:

- A. It shall be the duty of the President to conduct all meetings according to the above format.
- B. The President shall keep the discussion confined to the subject on the floor until its conclusion.
- C. The President shall appoint all committee, representatives, and shall fill vacated offices following procedure.
- D. The President has the primary responsibility for following up with each officer and/or committee chairman to insure the club is running properly.
- E. The President shall represent the club at any function or external activity requiring club representation.

ARTICLE IX - DUTIES OF THE VICE PRESIDENT:

- A. The Vice President shall conduct the meetings when the President is unable to attend.
- B. The Vice President shall assist the President when requested or when necessary.



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ARTICLE X - DUTIES OF THE SECRETARY:

- A. It shall be the duty of the Secretary to take minutes at all regular meetings and any special meetings called by the President.
- B. The Secretary shall maintain the minutes in such a way as to be open to any members review.
- C. The Secretary is responsible for all club correspondence including Thank You notes when necessary.
- D. The Secretary is responsible for publishing the monthly new letter.

ARTICLE XI - DUTIES OF THE TREASURER:

- A. It is the duty of the Treasurer to process all funds pertaining to the club.
- B. The Treasurer will give a complete financial report at each regular monthly meeting.
- C. The Treasurer shall issue receipts for all funds received when a receipt is appropriate.

ARTICLE XII - DUTIES OF THE SERGEANT OF ARMS:

- A. It shall be the duty of the Sergeant of Arms to keep peace at all times, both at club meetings and Gymkhanas.
- B. The Sergeant of Arms shall be in charge of elections.

ARTICLE XIII - DUTIES OF THE ARENA DIRECTOR:

- A. The Arena Director is responsible for the condition of the arena at show times.
- B. The Arena Director is responsible for scheduling, setting up and judging all Gymkhana events.
- C. It shall be the duty of the Arena Director to make the following assignments of club members for duties during Gymkhana; Gatemen and Judges.
- D. The Arena Director is responsible for the condition of all arena equipment, barrels, poles, timers, etc.

ARTICLE XIV - DUTIES OF THE GYMKHANA SECRETARY:

- A. It shall be the duty of the Gymkhana Secretary to keep an accurate account of each riders points.
- B. The Gymkhana Secretary is responsible for ordering trophies and ribbons.
- C. The Gymkhana Secretary is responsible for year-end awards.
- D. The Gymkhana Secretary is responsible for over-seeing the operations of the entry booth, announcers stand, mailing of entry forms and updating mailing list.



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ARTICLE XV - DUTIES OF THE PARADE CHAIRMAN:

- A. It Shall be the duty of the Parade Chairman to correspond with all possible parade groups.
- B. The Parade Chairman will keep club members apprised of all parade opportunities.
- C. The Parade Chairman will propose upcoming parades the club may participate in. Actual participation will be determined by majority vote of the club.

ARTICLE XVI - DUTIES OF THE CONCESSION DIRECTOR:

- A. It shall be the duty of the Concession Director to schedule the operation of the snack bar at each Gymkhana.

ARTICLE XVII - AMENDMENTS:

- A. Any amendments to these bylaws will be introduced at one meeting and voted on at the next meeting.
- B. The vote to amend these bylaws requires a 2/3 majority of the total membership.
- C. Approved amendments will be noted by bold printed text for a period of one (1) year from approval.

ARTICLE XVIII - DISBANDING:

- A. Should the Club no longer fulfill its purpose as outlined in ARTICLE I, the Board shall propose disbanding the Club at one meeting and vote on it at the next meeting.
- B. Any Members in good standing not present at the meeting shall be notified about the proposal.
- C. The vote to disband requires a 2/3 majority of all members in good standing.
- D. Upon disbanding, all assets of ARIZONA SADDLE CLUB shall be sold and all proceeds shall be donated to a non-profit charity of the memberships choosing.