

N-BAR-H RIDING CLUB
Barrington, NH 03825
By-Laws

ARTICLE I – NAME

The Name of the club shall be known as the “N-BAR-H Riding Club, Inc.” The Club’s incorporation papers shall be filed by the treasurer every five years, starting in 2001.

ARTICLE II – MEETINGS

The club shall meet at 7:00 p.m. on the first Thursday of each month.

Special meetings of the membership may be called by the President, or in his/her absence, the Vice Presidents, when urgency and importance of business warrants such actions. Other meetings during the year may be cancelled or postponed at the discretion of the officers or by vote of the members at any regular or special meeting.

Commencement of the meeting is as follows:

- Order of business
- Pass-book for sign-in
- Roll Call of officers
- Reading of the minutes
- Treasurer’s report
- Report of committees
- Unfinished business
- New business
- Announcements
- Adjournment

Five members of the voting membership, in attendance and in good standing, shall constitute a quorum.

The regular club meeting in November shall be the Annual Meeting, at which time the treasurer’s yearly report shall be read and amendment or revisions may be made to the by-laws.

ARTICLE III – FISCAL YEAR

The fiscal year of the club shall be the calendar year.

ARTICLE IV – ELECTIONS

Elections of officers shall be held at the Annual Banquet. The offices of President, divisional Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, and Website Maintenance shall be elected for a one-year term. No absentee ballots will be accepted. Members must be 18 years of age or older to hold the Executive Offices of President, Treasurer, or head Corresponding Secretary. The Corresponding Secretary may have an assistant under 18.

At this time, the vacant seat on the Board of Directors will also be filled. The President will only vote when there is a tie. The officers will keep in their possession any and all records, monies, and/or property until his/her successors have been duly elected and installed. The new slate of officers will take office at the January meeting. The outgoing officers will, at this meeting, return all property of the club.

ARTICLE V – MEMBERSHIP

The present year's dues must accompany application for membership. Upon receipt of dues, applicant shall receive a membership card and will be entitled to full privileges of the club. Any member 14 years of age or older, as of January 1st, shall have the privilege to vote regardless of whether they are an individual or family member.

Any member moving from the city or state and desiring to retain connections to the club may do so by paying regular dues according to the club's rules. Any member wishing to withdraw from the club may do so upon notification to the Secretary in writing, and shall forfeit any dues paid to the club.

A Lifetime Member can be nominated and voted on at any meeting.

Duties:

It shall be the duty of the Manager or Chairperson that all receipts of the day, whether they be from shows, lunch concessions, or any other activities, must be counted and signed by at least two (2) persons before money is taken home by anyone. All N-BAR-H Riding Club activity records and reports sheets must be turned in to the Club at the following month's meeting of such activity.

Penalty:

A \$25 penalty shall be assessed on any member who fails to complete the required volunteer hours, prior to joining the next year.

Expulsion:

Any member may be expelled or suspended by the Board of Directors following a petition by one or more members of the club in good standing. The petition must be in writing and include the reason for the petition and be signed by the petitioning members. All time periods will be the same as under Article VI: Grievances.

Pledge:

Any member pledges himself/herself to abide by the constitution and by-laws of the organizations. He/She shall accept, if at all possible, any office to which he/she is elected, to perform to the best of his/her ability all work assigned to him/her, to be honest to himself/herself and to the club, and be prompt and regular in attendance.

ARTICLE VI – GRIEVANCES

As a first step, grievances must be submitted in writing to the Board of Directors who will hold a hearing within 15 days after receipt of such grievances. All parties to the grievance must be notified 10 days before the hearing. The Board shall render any decision within 15 days following the hearing.

Appeals from a decision of the Board of Directors must be made to the Executive Committee of the club within 10 days following the receipt of the decision of the Board of Directors. The decision of the Board shall be binding on all parties. The Executive Committee has the authority to set a time limit regarding any decisions made.

ARTICLE VII – DUES

Effective January 1, 1998, dues for membership in the club shall be those established by the club by vote at the Annual Meeting of the club. Annual dues are due and payable on January 1st of each year. Any member of a 4-H club, upon presentation of a 4-H membership card, and being between the ages of 6 and 19, shall be admitted to the N-BAR-H Riding Club at a reduced single membership rate of \$15.00. This reduced rate also applies to full time college students, with a college ID.

ARTICLE VIII – OFFICERS

The regular officers of the club shall be President, Division Vice Presidents, Recording Secretary, Corresponding Secretary, Membership Chair, Treasurer, and Website Maintenance Coordinator. There shall also be a Board of Directors consisting of 5 members, one director to be elected annually. The Chairperson of the Board will be determined by the Board Members. All Board members will serve for a term of one (1) year. Should any seat be empty due to a board member resignation, the body of the club will elect a member to fill the remaining term. Should the Chairperson of the Board resign with less than one year left in his/her term, the senior member shall have the remaining term left as Chairperson, as well as the one year that he/she would have had as his/her own term. The regular officers and the Board of Directors shall constitute the Executive Committee.

Any officer missing three (3) consecutive meetings without a valid excuse shall be relieved from their office and another named by the body of the club. The senior member of the Board of Directors will notify said person of the termination.

The Executive Committee shall get free membership to the N-BAR-H Riding Club during the year they hold office. The free membership shall end the day the Executive Committee member resigns or is removed from office.

ARTICLE IX – OFFICERS’ DUTIES

The President, or in his/her absence the Vice Presidents, shall preside at all meetings of the club and shall perform all duties usually assigned by custom to that office. He/She shall appoint all committees and name their chairperson, and he/she is considered a member of any and all committees appointed. Every effort will be made to have a minimum of three (3) members on any committee.

It shall be the duty of the President to sign, with the Treasurer, all written contracts and obligations of the Club, excepting checks, which he/she will sign in cases where the Treasurer is unable to do so.

The Recording Secretary shall keep the records and minutes of all meetings and make every effort to have the minutes at all meetings. In case he/she cannot attend any regular or special meeting, the President or Vice President/Vice Presidents will appoint a member to keep a list of all important dates and activities and submit them to the Recording Secretary to be entered into the minutes and put on file.

The Corresponding Secretary shall attend to all correspondence for the club unless otherwise instructed, including sending notices, etc., and assisting the Show Manager when and if needed.

The membership Chair shall be responsible for collecting dues as well as maintaining a current list of members and making it available at all functions.

The Treasurer shall be custodian of the club's funds and shall expend them subject to its order. He/She shall sign all checks and pay all bills. He/She shall collect all dues and monies owed to the club and keep detailed accounts, and report thereon at each meeting. A paper trail shall document all monies, receipts, and payouts. The Treasurer will be held responsible for any and all inaccuracies and discrepancies. He/She shall be responsible for picking up the mail in a timely manner and forwarding all correspondence to the appropriate person. He/She shall provide a copy of all monthly financial reports to be included in the Club Binder located at the Clubhouse.

The books will be audited biannually.

The Board of Directors shall have the duty of filling vacancies when they occur until the Annual meeting.

ARTICLE X – AMENDMENTS

The by-laws may be amended at any Annual or special meeting of the club by a two-thirds vote of those in good-standing, present and voting, provided that the proposed amendment has been submitted in writing to each active member not less than two weeks prior to the meeting.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Robert's Rule of Order, revised, shall be the authority on all questions of parliamentary law not covered by the by-laws.

ARTICLE XII – UTILITIES, INSURANCE, & MAINTENANCE

The President, Vice President/Vice Presidents, and the Treasurer as a body shall do the research for general utilities such as gas, oil, liability and fire insurance, and electricity.

Any changes shall be brought in front of the body of the club at a regularly scheduled meeting for discussion and vote.