

# **N BAR H RIDING CLUB, INC.**

## **BY-LAWS**

### **REVISED AND AMENDED**

**11/2015**

#### **ARTICLE I – NAME:**

The name of the club shall be the “N Bar H Riding Club Inc.”

#### **ARTICLE II – MEETINGS:**

This club shall meet 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 president, when the urgency and importance of business warrant such action; and other meetings during the year may be cancelled or postponed at the discretion of the officers or by vote or by vote of the members at any regular or special meetings.

Commencement of the meetings is as follows:

- Order of Business
- Pass-book for sign-in
- Roll call of Officers
- Reading of the minutes
- Treasurers 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 meeting in November shall be the Annual Meeting, at which time the yearly Treasurer’s yearly report shall be read and amendments 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:**

Election of Officers shall be held at the October meeting. The offices of President, Divisional Vice Presidents, Recording Secretary, Corresponding Secretary, Membership Coordinator, and Treasurer shall be elected for one year term. No absentee ballots will be accepted. Members must be 18 years of age or older to hold an office, with an exception to the office of corresponding secretary were as an assistant under the age of 18 may be added under the supervision of the Corresponding Secretary. At this time any vacant seat on the Board of Directors will also be filled. All voting will be done by secret ballot. Any member 14 years of age or older as of January 1<sup>st</sup> shall have the privilege to vote regardless of the type of membership they hold. The President will only vote when there is a tie. The officers will keep in their possession all books, monies, and/or other properties of the club until their successors are duly elected and installed. Newly elected officer's term will commence starting in January. At this time all outgoing officers shall return all property of the club.

#### **ARTICLE V – MEMBERSHIP:**

Application of membership must be accompanied by the first year's dues. Upon receipt of the dues the applicant shall receive a membership card and will be added to the members' roster and will be entitled to full privileges of the club. Membership in the club shall be as defined: Single, College (with current college identification card), 4H (with current 4H membership card), and Family membership. A Family membership are those family members under the age of 18 years who reside under one roof or have the financial obligation for that individual.

Any member moving **that** would like to retain membership my do so by paying their regular dues as prescribed **d** in these By-Laws.

A Life time member can be nominated and voted on at any meeting.

#### **EXPULSION:**

Any member maybe 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 signed by the petitioning member(s). 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 organization. All members shall conduct themselves in a manner that will not negatively reflect on the club or its members. She/he shall accept, if at all possible, any office to which she/he are elected, and to perform in the best of her/his ability all work assigned to her/him, to be honest to herself/himself and to the club, and be prompt and regular in attendance.

#### **ARTICLE VI – GREIVENCES/COMPLAINTS:**

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

Appeals from the 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<sup>st</sup> 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 1<sup>st</sup> of each year. Members who pay their dues by April 1<sup>st</sup>. will receive \$10 off their membership rate. All college students and 4-H club members, upon presentation of a 4-H club membership card or current student identification card, and being between the ages of 6 and 21, shall be admitted to the N-BAR-H Riding Club at a reduced single membership rate. The \$10 early pay discount does not apply to College or 4-H memberships.

#### **ARTICLE VIII – OFFICERS:**

The regular Officers of the club shall be President, Divisional Vice Presidents, Recording Secretary, Corresponding Secretary and Treasurer. There shall also be a Board of Directors consisting of five members, one director to be elected annually. 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 one year left in Her/his term, the senior member shall have the remaining term left as Chairperson, as well as the one year that she/he would have had as her/his term. Members living in the same household may not serve on the board during the same time period. 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 her/his absence one of the Divisional Vice Presidents, shall presided at all meetings of the club and shall perform all duties usually assigned by custom to that office.

She/he shall appoint all committees and name their chairperson, and she/he is considered a member of any and all committees appointed. Every attempt 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 she/he 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 she/he 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 Secretary when and if needed.

The Membership Coordinator 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 the custodian of the club's funds and shall expend them subject to its order. She/he shall sign all checks and pay all bills. She/he shall collect all dues and monies owed to the club and will 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. She/he shall be responsible for picking up the mail in a timely manner and forwarding all correspondence to the appropriate person.

It shall be the duty of the Show Manager or Chairperson that the receipts of the day, whether they be from shows, lunch concessions, or any other activities, must be counted and signed by at least three persons before the money is taken home by anyone. All N-BAR-H Riding Club activity records and report sheets must be turned in to the club at the next monthly meeting following such activity.

The Board of Directors or auditing committee shall audit all books at the meetings in January, April, July, and after the October meeting but before the November or Annual meeting. The Board shall present their audit reports at the next meeting. The Executive Committee will resolve any discrepancies.

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

**ARTICLE X – AMENDMENTS:**

The by-laws maybe 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 – PARLIMENTARY AYTHORITY:**

Robert’s Rules 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, Divisional Vice Presidents, and the Treasurer as a body, shall do the research for general utilities such as gas, oil, electricity, liability and fire insurance.

Any changes shall be brought to the membership at a regularly scheduled meeting for discussion and vote.