

DOUGLAS COUNTY TRAIL RIDERS, INCORPORATED

CONSTITUTION

JANUARY 2014

ARTICLE I. Name

The name of the organization shall be Douglas County Trail Riders, Incorporated.

ARTICLE II. Objectives

1. Promotion and education in the care and breeding of horses.
2. Encouragement of good sportsmanship and proper conduct among people interested in horses.
3. Education in the training and showing of horses.
4. Education in the pursuit of the recreational use of horses.

ARTICLE III. Membership

1. Prospective members, sponsored by a present member in good standing, shall apply with a standard Application Form presented to the Treasurer. The form shall be properly executed and signed and accompanied by one year's fees.
2. Yearly membership fees shall be assessed for individual and family memberships as set in the By-Laws and assessed to help in the cost of maintaining this organization.
3. All membership fees shall be due and payable as of April 1 and shall become delinquent on the same date. Members shall be reinstated upon payment of one year's fees, except those who may have been ejected under Article III, paragraph 7.
4. Membership for individuals under the age of 18 years must be sponsored by an adult member in good standing and must have the signature of parent or guardian. Members under the age of 18 must be accompanied by a legally responsible adult or guardian at Club events.
5. When an individual in a family marries or attains the age of 18, he/she shall become a member in his/her own right with payment of the proper fees.

6. Any member requesting one shall receive a copy of the Constitution and By-Laws from the Recording Secretary.
7. Any member may be ejected from the Club by a 2/3 affirmative vote of those voting when all legally constituted voting members are polled by mail ballot. Reasons are designated in the By-Laws.
8. Only members whose fees are currently paid shall be entitled to vote. Family memberships are limited to two votes per family. All individual members regardless of age shall be entitled to vote.
9. Ejection of a member shall be by ballot. Election of officers shall be by ballot except when a motion is made to instruct the Secretary to cast a unanimous vote. All other matters except as provided by the Constitution shall be by voice vote or a show of hands.

#### ARTICLE IV. Officers

1. Officers of the Douglas County Trail Riders, Incorporated, shall consist of a President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and five-member Board of Trustees, plus the immediate Past President. They shall constitute the Board of Directors.
2. All officers shall be elected annually at a regular Club meeting designated in the By-Laws.
3. One month prior to the election, the Recording Secretary shall read the duties of officers to the Club. Nominations shall then be opened and shall remain open until election is called. The President may appoint a nominating committee if so desired.

#### ARTICLE V. Meetings

1. Club meetings shall be held once per month, date designated in the By-Laws.
2. Board of Directors meetings may be held at the discretion of the Board and may be called by any member of the Board.

#### ARTICLE VI. Duties of Officers

1. The President shall be the presiding officer at all Club meetings, except he/she may vacate the chair as needed for discussion. When the President vacates the chair, the order of chairing shall be Vice President and then the Chairman of the

Board. The President shall be vested with general management of the Club, guiding the implementing all resolutions of the Club.

2. The President shall appoint committees that are deemed necessary to the operation of the Club. The President shall assign at least one Board member to each committee. Appointments shall be ratified by the Board.
3. The Vice President shall perform the office of the President when the President is unable to do so. He/she shall be the chairman of the activities committee. Duties are designated in the By-Laws.
4. The Recording Secretary shall maintain a record of all minutes of the Club meetings and the meetings of the Board. Copies of all minutes shall be kept in a permanent file. The Recording Secretary shall maintain a list of members in good standing.
5. The Corresponding Secretary shall be responsible for the monthly Newsletter and such other correspondence as the Club deems necessary. Copies of all correspondence shall be kept in a permanent file.
6. The Treasurer shall develop an annual operating budget for the Club, subject to approval by the Board. The Treasurer shall report on the Club's financial situation relative to the annual budget at each regular monthly Club meeting.
7. The Treasurer shall record and account for all financial transactions, receiving all fees and other income. The Treasurer shall provide the Recording Secretary with memberships as they are paid. Utilities and other month-to-month bills shall be paid without membership vote. All other bills must be properly receipted, accompanied by vouchers, and have a vote of the Board.
8. All voting members who have attained 18 years of age and are in good standing shall be eligible to hold office.
9. The Board shall at their first meeting elect a Chairman of the Board from their midst. Not eligible to this office shall be the President, Vice President, and Recording Secretary. The Chairman of the Board shall chair the meetings and have the authority and responsibility for property maintenance.
  - a. The Recording Secretary shall maintain minutes of all Board meetings and shall report the proceeding at the next regular Club meeting.

- b. The Board shall have the authority to maintain all property, keeping it in good repair. No vote of the Club is necessary to expend funds for maintenance. The Board may ask for a vote if it desires.
- c. The Board shall set the show dates, schedules and budget, designate show managers, and approve judges, class schedules, and awards suggested by the show managers.
- d. The Board shall not have the authority to obligate the Club for purchase, sales, or encumbrances of real estate or other property.
- e. The Board shall have the authority to remove an elected officer for non-performance of duties by quorum, which shall be 2/3 of Board members, and a 2/3 affirmative vote by those present.
- f. Should a post on the Board become vacant for any reason, the Board may elect a member in good standing to complete the unexpired term. Should the office of President become vacant, the Vice President shall assume the office followed in succession by the Chairman of the Board who would become Vice President, the Board would then elect a new member to the Board.

#### ARTICLE VII. Finance

1. The Club shall maintain a Cash Reserve equivalent to six (6) month's operating expenses at all times. Any expenditure that shall cause the Cash Reserve level to fall below the required level must be approved by the Board. Cash in excess of twelve (12) months' operating expenses may be transferred to a Capital Improvements fund at the Board's direction.
2. The Club shall maintain a Capital Improvements fund for major (costing more than \$500.00) property maintenance or improvement projects. Such projects may not be undertaken unless sufficient funds are available to complete the project or it is approved following the procedure in Article VII, Section 3, below.
3. The Club has authority to obligate itself for large purchases and sales necessary to carry out its stated objectives. The Club has the authority to subject itself to indebtedness exceeding current funds in the treasury when necessary. The Board shall be responsible to gather all necessary information concerning these matters, and determine any alternatives. When sufficient information is available, it will be presented to the members at a regular meeting. Affirmation shall be by 2/3 of the votes cast when all duly constituted members are then polled by mail ballot.

4. Officers of the Club shall receive no compensation for their services as officers. They may, however, be reimbursed for expenses incurred on behalf of the Club, provided such expense has Board approval.

#### ARTICLE VIII. Constitutional Amendments

1. Amendments to the Constitution must be presented and read at a regular meeting thirty days prior to the regular meeting in which they are to be voted.
2. Amendments must receive 2/3 affirmative vote of the voting members present and shall be cast by ballot.
3. This Constitution shall supersede all previous constitutions.
4. Amendments to the By-Laws of this Constitution may be made at any regular Club meeting by a simple majority vote of the voting members present.

DOUGLAS COUNTY TRAIL RIDERS, INCORPORATED

BY-LAWS

JANUARY 2014

ARTICLE I. Authority

1. These By-Laws shall in no way supersede or set aside any article of the Constitution of Douglas County Trail Riders, Incorporated.

ARTICLE II. Meetings

1. Meetings of Douglas County Trail Riders, Incorporated, shall be held on the first Friday of each month.

ARTICLE III. Membership

1. Membership in this Club shall be open to families or individuals.
  - a. Family membership shall embrace all members of an immediate family (married couples, domestic partnerships, or a single parent, and their children or foster children, or grandchildren under age 18 and unmarried). Membership fees shall be \$60.00 each calendar year.
  - b. Individual memberships are open to a person who is at least 18 years of age; to a minor who is duly sponsored by an adult Club member; and to a person who has been part of a family membership and has now reached the age of 18 or has married. Membership fees shall be \$45.00 each calendar year.
  - c. Membership fees for members 65 years of age or older who have belonged to the Club for at least ten years shall be \$5.00 each calendar.
  - d. Minors who are duly sponsored and become individual members of this Club shall be under the responsibility of their sponsor and parents while attending and participating in Club activities. When they attain the age of 18, or are married, they may become members in their own right.

ARTICLE IV. Responsibility

1. Each member of the Club must assume the responsibility to attend as many Club function as possible.

2. Members shall assist in Club planning and property maintenance as much as possible.
3. Conduct must be above reproach in sportsmanship, showing, or the recreational use of horses. Personal conduct at the Club should be above reproach at all times.

#### ARTICLE V. Privileges of Members

1. Each member is entitled to a copy of the Constitution and the By-Laws, available on the website or by request.
2. Each member attaining the age of 18 is entitled to hold office.
3. The arena and grounds may be used at any time to work or train horses except when in use by the Club or an organization that has appropriately reserved it. A member may not exclude other members from using the arena or grounds at the same time unless he/she has appropriately reserved it.
4. Members may bring guests to the arena or the Club functions. Guests are eligible to visit three times, but must submit an Application for Membership on or before the third visit. Application must be accompanied by one year's fees; if membership is denied, all fees will be refunded.
5. Guests are welcome to all Club functions, unless the Club shall designate otherwise.

#### ARTICLE VI. The Board

1. Election of officers shall be held at the regular monthly meeting in **November** each year. Officers shall assume office on **January 1 of the following year.**
2. The Board shall have the authority to enforce all rules and regulations. All members shall have the right to request anyone to cease any violation of rules; enforcement is vested in any member of the Board.
3. Any member shall have the right to request unauthorized persons to leave the arena, Club house, announcer's stand, or grounds. Enforcement remains vested in the Board.
4. The President is the principal officer of the Club. Authority is vested in the Presidency. He/she shall sign all legal documents as the principal officer.

5. The Vice President shall assist the President in the conduct of Club business. He/she shall initiate all Club functions, such as parties, dances, playnights, etc., either through the Activities committee or subcommittees which he/she shall chair, or other such way as the Board may designate, such as assigning a subcommittee. Expenses for the functions shall be authorized by the Board.
6. The Third Officer shall be the Chairman of the Board. He/she shall have primary responsibility for calling Board meetings. He/she shall preside at the Board meetings. He/she shall act as coordinator and initiator of building and ground maintenance.
7. The members of the Board of Trustees shall stand in readiness to perform duties delegated to the by the Board of Directors. They shall assist in show, trail rides, Club activities, and, in general, support the President in carrying on the business of the Club.

#### ARTICLE VII. Property

1. The property of Douglas County Trail Riders, Incorporated, is for the use of all members who must accept responsibility for its maintenance.
2. Usage of any property off the Club grounds is strictly forbidden unless permission is granted by the Board.
3. Rental or leasing of Club property outside of the Club is vested in the Board. Charges, legal papers, and proof of insurance shall be drawn by the Board and placed in the files of the Recording Secretary.
4. Borrowed, rented, or leased equipment that is broken in usage must be repaired by the user.
5. Members shall be permitted to charge a fee for lessons, clinics, or other professional training service on the Douglas County Trail Riders, Incorporated, property with Board-approved rental agreement.

#### ARTICLE VIII. Discipline

1. Members must exercise good sportsmanship at all times.
  - a. No member may use abusive or disrespectful language toward any judge or other show official.
  - b. Excessive use of alcoholic beverages is strictly forbidden.

- c. Abuse of horses is strictly forbidden.
  - d. Respect for Club officers must be maintained at all times.
2. Respect for others must be maintained at all times.
- a. Assistance for any contestant, guest, or member shall be tendered on request.

#### ARTICLE IX. Safety

1. It is the aim of Douglas County Trail Riders, Incorporated, that all people enjoy the facilities to the fullest measure. It is, therefore, in order that safety be of utmost importance.
- a. Riders must wear proper equipment at all times when riding. Appropriate footwear is required at all times. Riding helmets are required for minors when going over jumps and recommended for all others.
  - b. Horses are not to be tied to trailers unhitched from vehicles, arena fences, trees, or shrubs.
  - c. Parents, guardians, or sponsors are responsible for minors on the Club grounds.
  - d. No horse shall be permitted at the canter on the road around the perimeter of the arena.
  - e. Unmanageable horses must leave the arena if others are present in the arena.
  - f. Repeatedly placing a child on an unmanageable horse is strictly forbidden.
  - g. Reasons for expulsion from the Club under Article III, Paragraph 7, include, but are not limited to, drunkenness, abusive treatment of horses, abusive language to other members, failure to respect authority, and unauthorized use of Club property.