

# SUN CITIES SADDLE CLUB BY-LAWS

## REVISED 11/25/2013

### Article I

The name of this organization shall be the **SUN CITIES SADDLE CLUB**, hereinafter referred to as the club.

### Article II

**Purpose:** The purpose of the club is to provide a means for residents of the Sun Cities to encourage and enjoy equestrian activities. The club shall be operated as a non-profit organization.

### Article III Memberships and Guests

#### Section 1. Membership:

A. **Full Membership** shall be open to any resident of Sun City, Sun City West, Corte Bella or Sun City Grand, hereinafter referred to as the Sun Cities. Those who move outside of the Sun Cities and have a current full membership status at the time of that move may retain their membership. However, should they let that membership lapse be non-payment of dues, they would be ineligible to reinstate that membership.

B. Any person residing outside the Sun Cities may become an **Associate Member** of the club under the following conditions:

1. They must be interested in trail riding and must meet the age restrictions of the Sun Cities.
2. The application for associate membership must be approved by the Membership chairperson.
3. The number of associate members will not exceed 30% of the club's total membership.

C. All members must have some previous riding experience before going on a trail ride with the club.

**Section 2. Guests:** Guests shall be permitted under the following conditions:

- A. Guests must be accompanied by a club member host, be 16 years of age or older and have some previous riding experience before going on a trail ride with the club.
- B. The board of directors may curtail or suspend guest attendance when it is deemed necessary to do so.
- C. Persons who are eligible for membership may be guests for two rides.

**Section 3. Club Discipline:**

- A. Disciplinary action shall be taken against any member whose conduct places the offender, other riders or a horse in jeopardy of physical harm. In addition, gross personal misconduct of such nature that would discredit the club shall be grounds for disciplinary action.
- B. First offenders who may not be aware of the consequences of their actions shall be so advised in a tactful manner by a member of the Board of Directors.
- C. Further infractions shall be cause for action by the Board of Directors.
- D. A person who has been dismissed for any cause may make application for re-instatement after a period of 12 months.

**Article IV  
Dues and Fiscal Period**

- Section 1.** Annual dues shall be determined by the Board and are due and payable in September. If not paid by December 1, membership shall be dropped.
- Section 2.** The club fiscal year shall be from June 1 through May 31.

**Article V  
Board of Directors**

- Section 1.** The Board of Directors, hereafter referred to as the Board, shall consist of nine (9) members and shall be elected as follows:
  - A. The President shall appoint a nominating committee in January. This committee shall nominate not less than three (3) members to fill the vacancies which will occur on May 31 of the current year.

B. Additional nominations may be made from the floor prior to the March election held during the general meeting. Nominations from the floor shall only be accepted for those members that have agreed in advance to serve on the Board. Floor nominations require that a written ballot be taken.

C. All nominees agree to serve in any capacity for which they may subsequently be chosen.

D. The newly elected members of the Board shall serve a term of three (3) years.

E. Board members who resign, or are unable to serve, shall be replaced by a person from the general membership as determined by the board. Such replacement shall serve for the remainder of the term of that member being replaced.

**Section 2.**

A. The Board shall organize itself by electing four (4) officers to serve for a period of one year starting on June 1. This shall be done at the first meeting after the general election.

B. The Board shall have the responsibility of the general supervision of the affairs of the club, fix the hour and place of its meetings, make recommendations to the membership, and shall perform such other duties as are specified within the by-laws.

C. The Board shall meet monthly, as needed. Meetings may be suspended during the summer months of May through August.

D. A quorum necessary for the transaction of business shall consist of five (5) members.

E. An officer who resigns, or is unable to serve, shall be replaced by the selection of a current board member. If the President resigns, or cannot serve, the Vice-President shall automatically assume the office of President.

F. The Chairperson of the Membership Committee and the Chairperson of the Ride Committee shall be members of the Board.

## **Article VI Officers**

- Section 1.** The officers of the club shall be:
- A. President
  - B. Vice-President
  - C. Treasurer
  - D. Secretary
- Section 2.** The officers shall serve without compensation.

## **Article VII Duties of Officers**

- Section 1.** The **President** shall call and preside over regular club meetings and the meetings of the Board. This office shall appoint the chairperson of each committee, with the advice and consent of the Board, and shall have overall responsibility for committee work.
- Section 2.** The **Vice-President** shall perform the President's duties in the President's absence or inability to serve, but the Vice-President shall in no event be considered the President-elect. The office shall also serve as the chairperson of the Social Committee.
- Section 3.** The **Secretary** shall record the minutes of the Board of Directors meetings and all general and special club meetings. Such minutes, when approved, shall be retained. The office will retain on file the membership rosters as supplied by the membership chairperson, and shall preserve the official receipts and records of the club. The office shall retain correspondence and other administrative records for three (3) years prior to the current year. The Board may specify specific items for permanent retention. The Secretary shall by superscription upon such document, note such fact with date and initial same. If it becomes prudent and necessary to reduce the volume of retained materials, the President shall be requested by the Secretary to assist in such purging.
- Section 4.** The **Treasurer** shall be responsible for maintaining adequate records of the property and funds of the club. All money, other than petty cash funds as may be authorized by the Board, shall be kept in the club's name, in a federally insured bank. Withdrawals are subject to a signature of the Treasurer, President, or Vice-President. Withdrawals of club funds up to \$500 may be made as authorized by the Board. Withdrawals in excess of \$500 may be made only with the approval of the membership. Withdrawal of funds held as deposits for members for special uses, not financed by the club, are not subject to limitations and may be repaid as it

becomes prudent. Financial records shall be retained for seven (7) full years prior to the current year.

## **Article VIII Committees**

### **Section 1. Ad Hoc Committees. The President shall appoint, with the advice and consent of the Board, the following committees:**

- A. A nominating committee as specified in Article V, section 1-A.
- B. An audit committee consisting of two (2) members of the club who are not board members. This committee shall be appointed as deemed necessary by the board and if so appointed shall audit the funds and any property the club may have. The audit report shall be submitted to the Board 60 days after appointed at the next regularly called meeting.
- C. Additional committees that may be deemed necessary.

### **Section 2. Standing Committees: (To be appointed from the current membership)**

- A. **Historian.** This committee shall keep notes, pictures, and other items of club events. Camera film and film reproduction expenses will be paid by the club.
- B. **Ride.** The Chairperson of this committee will be a Board member. The committee will arrange for all horse riding events and shall be the contact between the club and the stables. The safety of the membership shall be at the forefront of all decisions.
- C. **Membership.** The Chairperson of this committee will be a Board Member. This committee shall collect all dues from new and renewal memberships. They will issue name badges, provide the Secretary with a roster of current members, retain attendance sheets, retain signed Hold Harmless agreements of all members, and turn all funds over to the Treasurer for deposit into the club account.
- D. **Publicity.** This committee shall be responsible for all publicity for the club. This shall include notices in the local papers of the monthly meetings and of special events. Distribution of club literature is to be made in all of the Sun Cities when allowed.

E. **Social.** This committee shall be chaired by the Vice-President and shall be responsible for all social events of the club, and shall plan periodic events during or following rides.

F. **Sunshine.** This committee shall report on all known club members' illnesses, visit them if practical and send appropriate cards.

G. **Communication.** This committee shall be responsible for contacting members to notify them of special events not adequately publicized, a change in plans, or for any reason that the membership needs to be contacted quickly.

## **Article IX Membership Meetings**

- Section 1.** Regular club meetings shall be held monthly, on the same day of the week. Meetings will not be held during April, May, June, July and August.
- Section 2.** A quorum necessary for the transaction of business shall be 20% of the current membership.
- Section 3.** "Roberts Rules of Order" shall govern in all cases to which they apply and are not inconsistent with these by-laws or any special rules of order which the club may adopt.
- Section 4.** Special business meetings may be called by the Board, and shall be called upon the written request of ten (10) members. Seven (7) days notice to the membership is required before such meetings may be held. Membership notification may be by telephone, e-mail, or writing.

## **Article X "Hold Harmless" Statement**

- Section 1.** All members shall sign a written statement releasing the club, its elected and appointed officers, board members and committees from all liability for injuries, accidents, and damages sustained in conjunction with club activities including, but not limited, to riding. Guests shall be required to sign such a statement prior to each ride. The host is responsible for seeing to it that their guest or guests sign the forms provided by the club.

**Article XI  
Dissolution**

Upon dissolution of the club, and after payment of all bills, any remaining assets, both money or property shall be distributed in accordance with the wishes of the membership.

**Article XII  
Amendments**

**Section 1.** By-Laws may be amended as follows:

A. Proposed amendments shall be read at a regular business meeting or a special business meeting and voted upon at the same meeting.

B. Adoption of a by-laws amendment shall require an affirmative vote of two-thirds majority of those members in attendance at the meeting.

**ATTEST:** This issue of the BY-LAWS of the Sun Cities Saddle Club is the current correct copy which includes all changes and or amendments which have been made since the original By-Laws which were adopted in May, 1970 and subsequently amended in 1975, 1976, 1979, 1982, 1984, 1986, 1992, 1993, 1997, 2008, and November 25, 2013.

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Sun City, Arizona, November 25, 2013