

# **WEST VOLUSIA SADDLE CLUB BYLAWS 2012**

## **ARTICLE I DISCLAIMER**

This article is a disclaimer for any previous, or alleged, By-Laws for the West Volusia Saddle Club as of January 10, 2012. The only things to be left intact are the West Volusia Saddle Club Incorporation papers. They will not be changed or altered in any way.

## **ARTICLE II ORGANIZATION**

The West Volusia Saddle Club, Inc. is a non-political, not for profit Florida Corporation and hereinafter will be referred to as The Club. It is located at the present time in Lake Helen, FL. The name of the club shall always be West Volusia Saddle Club, Inc.

## **ARTICLE III PURPOSE**

The purpose for which this club was organized has been partly covered in Article II of the incorporation papers, but it is especially to establish a close relationship between all phases of horsemanship. It is for all intents and purposed a club for young and old alike. We hope to promote the general welfare of The Club and contribute to the social activities of the community. The club is a family oriented institution and persons on ground should conduct themselves as such.

## **ARTICLE IV MEMBERSHIP**

### **SECTION 1:**

As of January 10, 2012, membership in The Club will be issued on an annual basis and shall be available to anyone, unless deemed otherwise by the Board of Directors. Interested persons may join at any time.

### **SECTION 2:**

Dues shall be as follows: Single \$25.00, additional family members living in the same household may add on to the single membership for \$5.00 per person. Persons 17 years or under must have a parent or legal guardian join with them.

### **SECTION 3:**

Any member that deliberately breaks or refuses to comply with WVSC rules or is deemed to be immoral or disreputable will be brought in front of the Board of Directors for a hearing to alleviate the problem. A second offense will be cause for a 30-day suspension from all club activities and the third offense will be cause for dismissal from The Club or a one-year period. To rejoin, club membership must be voted on by The Club. If one person of a family membership is in violation of any club rule, they will be brought before the board and a decision will be made if one or all of the members within that family membership will be accountable.

## **ARTICLE V BOARD OF DIRECTORS AND OFFICERS**

The Board of Directors, hereinafter referred to as The Board, shall consist of six (6) elected Officers and three (3) elected directors that shall be 18 years or older. The Officers shall be the President, Vice President, Secretary, Treasurer, Arena Manager (1), and Points Keeper. The immediate past President may be a voting member of the Board for a term of one (1) year.

## **ARTICLE VI DUTIES OF OFFICERS AND DIRECTORS**

### **SECTION 1:**

The president shall reside at the meeting of the Board and the membership. He or she shall rule on all disputes in order and enforce the Articles of Incorporations papers, the By-Laws and the Show Rules. The President shall, together with a director, sign the name of the Club on all papers and documents, the execution of which has been approved by the Board or the membership or as may be required by law. The most recent edition of "Robert's Rules of Order" shall govern all other respective duties, for all positions.

### **SECTION 2:**

In the absence of the President of in the event of his or her inability to act, the Vice President shall perform the duties of the President, and when so acting shall have the powers of the President and be subject to the same restrictions and privileges of the President. The President or the Board can from time to time assign the Vice President, other duties in a manner which will help maintain The Club function in good order.

### **SECTION 3:**

The Secretary shall have three positions of responsibility to cover in this Club. The positions will cover recording membership and correspondence, recording of all minutes of all meetings and shall be the custodian of The Club records and legal papers. Bond and all legal papers are to be kept intact and in a safety deposit box registered in the name of The Club. The name on the entrance registry to the box shall be that of the Secretary and the President. Each shall be responsible for the keys and content of the box. Membership in The Club shall be the Secretary's responsibility in that he/she will keep accurate records of all old and new members. Original executed Stall Rental Agreements for each show will be filed in the registration booth after each show and the Stall Cash Sheet submitted to the Treasurer after each show. The secretary shall organize the executed Participation Agreements for each show. These Agreements shall be filed in the registration booth after each show.

**SECTION 4:**

The Treasurer shall receive all money belonging to The Club and pay out such funds as are authorized by The Club, membership, or Board. One elected Officer of the Club shall sign the checks. The Treasurer shall keep accurate records of all transactions of the office and submit a monthly written report of receipts and expenditures at each meeting of The Club. The Treasurer shall deposit all monies of The Club in the full name of The Club (West Volusia Saddle Club, Inc.) in such bank or banks as may be designated or approved by the Board. All deposits will be made within ten (10) days after any monies are received. The Treasurer shall receive all bills; notes or other securities belong to The Club and shall deposit the same only after receiving proper authorization from the Board. The President, Treasurer, and one other Officer having signatures recognized by the bank shall be empowered to sign checks. The Treasurer will maintain a \$200.00 start up fund for each event.

**SECTION 5:**

The Arena Manager and/or Designated Representative are the main judge(s) for the Gymkhana events. At all pleasure shows, the appointed judge is the sole judge. The Arena Manager is responsible for managing the upkeep and maintenance of the arena prior to, during, and after each show. The arena manager must be able to drive the tractor, utilize any corresponding equipment to the tractor, check moisture levels of the arena flooring, report on general maintenance of the arena and be available for events, etc. Attached hereto and made a part hereof in an addendum outlining the proper procedure for arena maintenance as Exhibit "A".

**SECTION 6:**

At all shows, if the President or Vice President is not present, a Director or Officer will be appointed to be in charge.

**SECTION 7:**

Points Keeper must keep accurate and up to date records of all earned points for all Club functions. The Points Keeper shall present such points to the membership for review at every business meeting and be able to satisfy any question made concerning any and all points recorded. If a member is not satisfied with the results of such an inquiry, he or she may request a meeting with the Board within sixty (60) days of the incident in question. It is the member's responsibility to check their points at each monthly meeting. Any point discrepancy has 60 days to be corrected. After 60 days there will be no point modification. In order to obtain your work credit, you must sign your own name on the sign in sheet or no point credit will be given.

**ARTICLE VII  
NOMINATING COMMITTEES**

**SECTION 1:**

The President shall appoint and dissolve all standing and special committees with the exception of the Nominating Committee, which shall be appointed by the membership at the August meeting.

**SECTION 2:**

The Nominating Committee shall consist of at least three (3) Club members. It shall select the slate of candidates from the current membership for all elective Officers and present this slate at the regular membership meeting in October. At this time, regular nominations from the floor will also be taken. After the close of the October business meeting, nominations must be submitted in writing for voting at our November business meeting. Nominating Committee must contact every member via telephone and/or mail and or/email. You must be a current member to run/be nominated for any position within The Club.

**ARTICLE VIII  
ALTERNATE DIRECTORS**

There are three (3) positions that have special duties. The Alternate Directors shall be responsible for overseeing the fulfillment of these three duties.

- A. The historian will maintain a scrapbook and bulletin board of Club activities throughout the year.
- B. The Designated Representative's Official duty is to fill in, in the absence of and/or assist the Arena Manager in his/her duties
- C. Public Relations person will report meeting dates, show dates and results to local newspapers for publication. In addition, he/she will produce and mail monthly newsletter. Also, he/she will produce flyers to announce all upcoming events and distribute wit assistance from Club members.

## **ARTICLE IX MEETINGS**

All meetings shall be conducted with the latest edition of "Robert's Rules of Order." The Club shall such as adopt the order of business from time to time. Regular meetings are the second Tuesday of each month. A special meeting may be called by the President or in the case of his/her absence, the Vice President. Additionally, any ten (10) members in good standing, through petition to the Board, may request a special meeting. The Secretary will notify all members of the regular membership of the special meeting and its purpose. Officers or Directors not attending two (2) consecutive meetings or a total of three for the year, whether it is a special or regular will be replaced unless excused for valid reasons. Valid reasons being work, illness or death reported by at least noon on the day of the meeting. Any excuse not so reported shall be considered on an individual basis and reviewed by the directors to determine validity.

## **ARTICLE X VACANCIES**

Should a vacancy occur on the Board or that of an Officer, either by death or resignation or by violation of Article IX of our By-laws, the membership will vote in a replacement at the next scheduled meeting.

## **ARTICLE XI INVENTORY & FINANCE**

### **SECTION 1:**

A Checkbook audit committee will be established in November of each calendar year who will audit the checkbook from that year. The committee will consist of three (3) members. This audit will be completed prior to the checkbook being turned over to the upcoming treasurer for the next year. Once the audit is completed a written report shall be generated and read at the January meeting of the general club membership of their findings. After the audit is complete, the upcoming treasurer shall receive the checkbook prior to the first director's meeting held in January. Note: the director's meeting is always held prior to the first general club membership meeting in January.

### **SECTION 2:**

An inventory work part shall be scheduled in January of each year and an inventory committee formed. The committee will consist of three (3) members. The committee will inventory in writing all assets of WVSC, and submit it to the general membership at the February membership meetings.

### **SECTION 3:**

The Board may authorize expenditure not to exceed five hundred dollars (\$500.00). The Club must approve any expenditure above this amount. No Officer, Director, or member shall receive any compensation for his or her services, unless such services have been contracted for and approved by the Board.

## **ARTICLE XII GENERAL BY-LAWS**

### **SECTION 1:**

When voting for Club Officers and Directors you must be present or request an official, numbered Club ballot at the October meeting with the exception of a documented medical emergency in which you must notify a Director prior to the vote. No proxy votes will be allowed.

### **SECTION 2:**

An annual meeting, to discuss Club By-Laws is to be held in January of each year. No amendments may be made to affect the points system until the annual By-Law meeting in January.

### **SECTION 3:**

Any member of Officer of The Club who has a grievance shall first present it in writing within sixty (60) days of the incident to the President who will present it to the Board. It will then be voted upon and the decision will be final.

### **SECTION 4:**

The official installation of the dually elected Officers and directors shall be in January of each term.

### **SECTION 5:**

A Barrel Committee shall be formed each October for the upcoming year, which will consist of a chairperson and no less than two (2) club members. This committee shall meet prior to the January general membership meeting and discuss their upcoming shows, choose the events, and discuss the speed show rules. In October of each year, the Barrel Committee shall be responsible for submitting all proposed barrel show dates for the next year to the club for voting so that they may be submitted to the City to be

placed on the yearly calendar for the upcoming year. The Barrel Committee shall choose events for each show and submit it to the general membership to vote on prior to the show. The Barrel Committee shall provide a definition and/or pattern of each event for each show and the specifics of each event to the Arena Manager prior to each show. The Barrel Committee will be responsible for: making sure all necessary forms are completed prior to each show, assisting in the set-up of registration prior to each show, making sure the arena and all necessary props for each event are ready prior to the show; maintaining a current mailing list of barrel show participants, maintaining a pattern book of all events, assisting in advertising of each show and assisting in coordinating workers for each show.

**SECTION 6:**

A Pleasure Committee shall be formed each October for the upcoming year, which will consist of a chairperson and no less than two (2) club members. This committee shall meet by the January general membership of each year to discuss and plan the pleasure shows, rules, etc. In November of each year, the Pleasure Committee shall be responsible for submitting all proposed pleasure show dates for the next year to the club for voting so that these dates may be submitted to the City for the upcoming calendar year. The Pleasure Committee will be responsible for: obtaining Judges for each pleasure show; making sure all necessary forms are completed prior to each show, assisting in the set up of registration prior to each show, making sure the arena and all necessary props for each event are ready prior to the show; maintaining a current mailing list of pleasure show participants, assisting in advertising of each show and assisting in coordinating workers for each show. The Pleasure Committee must submit the list of judges, their fees, and their qualifications to the Board of Directors for approval prior to booking. The Board of Directors has 48 hours to response with any issues or concerns. Non-response will result in acceptance of judge's selections.

**SECTION 7:**

A 4D committee shall be formed each October for the upcoming year, which will consist of a chairperson and no less than (2) club members. This committee shall meet prior to the January general meeting and discuss upcoming shows and discuss rules. In October of each year, the 4D committee shall be responsible for submitting dates for the next year to the general membership and then send them to the City for approval. The 4D committee shall be responsible for making sure all necessary forms are completed prior to each show, assisting in the set up of registration prior to each show, making sure the arena and all necessary props are ready prior to the show, and assisting in coordinating workers for each show. In additions, the committee will be allows to have \$150.00 to use for each show as added money, if any additional amount is requested it must be brought to the board and general membership for a vote prior to the show in question. Payout will be done in 4D NBHA format in accordance with NBHA rules and regulations for jackpot 4D shows unless minimum or maximum rider requirement has not been met and then payout will be determined on a show by show basis.

**SECTION 8:**

An Arena Committee shall be formed each January for the upcoming year, which will consist of a chairperson and no less than two (2) club members. The Arena Committee will be responsible for overseeing the general conditions, needs and maintenance, etc. of the equestrian portions of the Lake Helen Equestrian Facility, This Committee will meet with the City as necessary to discuss any issues that need to be addressed regarding the facility. This committee shall report to the general membership at each meeting any information regarding the facility.

**SECTION 9:**

A Rules Committee shall be formed each January for the upcoming year, which will consist of a chairperson and no less than two (2) club members. The Rule Committee will be responsible is assisting to enforce the rules of the club at all events. The Rules Committee shall be knowledgeable of all Club Rules and By-Laws

**SECTION 10:**

The Board of Directors shall meet in October of each year to discuss the year-end awards and prior to the first general membership meeting held in January of each year.

**SECTION 11:**

Each current Direct on the Board of Directors shall turn over all necessary paperwork associated with their office and/or positions to the incoming Director/Officer on/or before the first annual Board of Director's Meeting. All Directors and Officers shall keep accurate and organized records.

**ARTICLE XIII  
END OF THE YEAR AWARDS**

**SECTION 1:**

To qualify for any end of the year awards in Gymkhana or Pleasure you must:

- A. If you are eighteen (18) years or older on January 1 of this year, you must earn 12 points total. Six must be earned by attending meetings and the other six must be earned by working shows and/or work parties.

- B. If you are thirteen (13) to seventeen (17) years old on January 1 of this year, you must have a total of 12 points which can be accrued either by attending meetings, work parties, working shows, or a combination of all three.
- C. If you are twelve (12) years or under on January 1 of this year, you must have a total of 6 points which can be accrued by attending meetings, work parties, working shows or a combination of all three. You may have three (3) work points total designated to you by anyone (member or non-member) working in your place. This designation must be made on the workers sheet by the designator prior to the start of the event. You may not receive more than three (3) designated points total for the year.
- D. Must participate in a minimum of 50% of the shows of your selected discipline. Points from where you were eligible or daily highpoint in your selected division are the only points that will accumulate toward year-end.

**SECTION 2:**

Anyone who has worked more than 75% of functions will receive a participation award.

**SECTION 3:**

In Gymkhana, placing will be determined by the amount of riding point accumulated throughout the year in your age division. In each age division, Lead Line, Small Fry, Intermediate, Senior, Super Pro, there will be a 1<sup>st</sup> and 2<sup>nd</sup> place award given. Points for all shows will be added together and totaled for year-end awards.

**SECTION 4:**

In Pleasure, there will be Champion and Reserve awards in each of the High Point divisions. In pleasure there will be Champion and Reserve in Haler. All shows High Point division points will count for Year-End awards.

**SECTION 5: Points**

Gymkhana points are as follows:

1<sup>st</sup>: 7 points

2<sup>nd</sup>: 6 points

3<sup>rd</sup>: 5 points

4<sup>th</sup>: 4 points

5<sup>th</sup>: 3 points

6<sup>th</sup>: 2 points

1 point is earned for a qualified ride

Pleasure points are as follows:

1<sup>st</sup>: 6 points

2<sup>nd</sup>: 5 points

3<sup>rd</sup>: 4 points

4<sup>th</sup>: 3 points

5<sup>th</sup>: 2 points

6<sup>th</sup>: 1 point

**SECTION 6:**

All shows Gymkhana or Pleasure are subject to cancellation by the President, if all work positions are not filled at the club meeting prior to the show date.

**SECTION 7: Work Points**

Qualifications: Worker Sign up Sheet has work points assigned to each position

The following personal will approve all work points: Arena Manger or Registration Personnel. If you do not sign in on the worker sign in sheet you do not receive your work credit. Any point discrepancy has 60 days to be corrected. After 60 days there will be no point modification.

**ARTICLE XIV  
GIFT CERTIFICATES**

Gift Certificates given out from The Club have no cash value, no money will be given back from them and the entire coupon will be surrendered at time of use. This is also the same for Free Show Coupons, Free membership coupons or any other coupon given out by The Club. Coupons must have the West Volusia Saddle Club seal on them in order to be valid.