

RED FLANNEL SADDLE CLUB BY LAWS

The Red Flannel Saddle Club Founded at the Legion Hall in Cedar Springs on December 10, 1961, by a group of people interested in horses and club work. It is not necessary to own a horse to be a member.

At this initial meeting, it was decided that in order to properly accept members into the club and to maintain proper discipline, rules should be made that must in all cases be adhered to and complied with by all the membership.

The following are the By-Laws as recommended by the By-Laws Committee of 1993, amended 2016, amended 2017:

I. MEMBERSHIP:

RED FLANNEL SADDLE CLUB MEMBERSHIP REQUIREMENTS – *Beginning with year 2016*

1. All members must complete and submit a membership application, which includes your pledge to fulfill the membership requirements. Please read all information carefully so you understand the changes in the membership structure and requirements.
2. To be a member in good standing, members MUST
 - a. Pay membership fee (see below)
 - b. Submit membership application & liability waiver
 - c. Complete work requirements (see below)
3. Membership will be required to compete for year-end awards. **Points will accumulate once the membership fee is paid and paperwork is submitted.**
4. Members will receive a membership card, which must be shown at every show to receive class discounts.
5. Class discounts will apply as soon as the membership fee is paid (\$1 off the regular price per class).

Fees, per year

Non-Competing single (person who does not show) - \$10

Non-Competing family (immediate family who does not show) - \$20

Competing single/individual - \$20

Competing family (parents and children to the age of 19 as of January 1st of the current year in immediate family) - \$40

Work Requirement

In order to provide a quality horse show experience, we must have enough staff for each show and at work bees. Therefore, we require all members and/or their representative to work a minimum number of RFSC sponsored shows and pre-arranged work bees. You are certainly welcome and encouraged to work above and beyond this.

Non-Competing family - two shows

Non-Competing single member - one show

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Single member - two show

Family - three shows

In addition, to be considered an active member all members must work at either the opening or the closing, and one additional work bee.

Some examples of “jobs” are ringmaster, ribbon person, gate person, booth help, barrel setter, judging and club house help. We also have rock picking bees on occasion. **You will not be entitled to RFSC benefits (Year-end Awards) until you have your hours and are considered an active member.**

Buy-Out

For busy people, we do offer a buy-out in order to waive work requirements for shows. This fee includes the base membership fee. (Note: the buy-out **DOES NOT** include the work bees). **Buy-Out option must be done by the first show of the year (Teddy Bear Show, unless rain/weather cancellation).**

Single member - \$60

Family - \$120

Active member status will carry over for the next year as long as you sign up and put in your hours for that year. An inactive member (not getting your required hours in) at the end of the season will have to pay a \$50.00 penalty along with their regular membership fee to be able to rejoin the next year.

Since RFSC is a non-profit organization, we must follow the rules and regulations set forth by law 501 (c) (3).

1. Family membership shall include all children to the age of 19 as of January 1st of current year or upon high school graduation.
2. A Youth membership shall include any youth under the age of 18 with parent or guardian signatures.
3. Any member shall have the right to attend any General Meeting. Board of Directors Meetings are closed to general membership.
4. Any member shall have the right to attend and vote at any General Meetings.
5. **Application for membership shall be accepted in the club upon approval of the Board of Directors.**
6. **An active member is:** Any member who has paid their dues by May 1 and worked their required hours. Required hours are defined as: 1 show for an individual person 19 years old or older, youth member 18 years or under; 2 shows for a family. Spring opening of the grounds, fall closing of the grounds, and RFSC meetings do not count towards these required hours.
7. Perks of being an active member in good standings:
 - a. The ability to use the grounds for practices and meetings. With the use of the grounds comes the ability to use the following equipment: trail and speed items (excludes tractor, timer, and PA).
 - b. The RFSC equipment shall not be loaned/rented out for any other persons/clubs use. No other organizations/clubs/groups shall use the RFSC clubhouse without approval from the board.

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- c. Class discounts.
- d. Special events: Steak fry, Christmas party, Trail rides, Parades, etc.

II. PAYMENT OF DUES:

1. Dues shall be paid at the rate of \$20.00 per individual and \$40.00 per family membership.
2. Dues shall be paid at the rate of \$10.00 per non-competing individual and \$20.00 per non-competing family membership.
3. Buy-Out dues shall be paid at the rate of \$60.00 per individual and \$120.00 per family membership. **Buy-Out option must be taken by first show of the year (Teddy Bear Show, unless rain/weather cancellation).**
4. **Lifetime membership will start after being a consecutive member for 25 years and they will not have to pay yearly membership dues.**

III. OFFICERS:

The Executive Board shall be composed of President (promoted), Vice President #1 (promoted), Vice President #2, Secretary, Treasurer, and four Board Members.

PROMOTED OFFICERS:

President:

- a. Position of President is by promotion after a two-year term as Vice President #1.
 - i. If Vice President #1 declines position, Vice President #2 may be promoted to President if Vice President #2 has completed its two-year term.
 - ii. In the event that neither Vice President #1 or Vice President #2 are unable to promote to the position of President, the President may hold the position for a second consecutive term if agreed to by $\frac{2}{3}$ vote of present members. Not to exceed two consecutive terms.
- b. President must have served prior minimum term of two-years as either a Board Member, Secretary, or Treasurer.

Vice President #1:

- a. Position of Vice President #1 is by promotion after a two-year term as Vice President #2.
 - i. If Vice President #2 declines position, Vice President #1 may hold the position for a second consecutive term if agreed to by $\frac{2}{3}$ vote of present members. Not to exceed two consecutive terms.
 - ii. In the event that neither Vice President #1 is able to hold the position for another term or Vice President #2 is unable to promote to the position of the Vice President #1 nominations may be taken from serving Board Members, Secretary, or Treasurer.
- b. Vice President #1 must have served prior minimum term of two-years as either a Board Member,

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Secretary, or Treasurer.

ELECTED OFFICERS

1. The elective officers of this club shall be the Vice President #2, Secretary, Treasurer, and four elected members comprising the Board of Directors together with the promoted officers.
2. All promoted and elected officers of the club shall serve terms of two years except the Treasurer who shall serve four (4) years.
3. Elected officers cannot miss more than three (3) consecutive meetings or they may be impeached and replaced.
4. Offices of President and Treasurer cannot be held by members of the same immediate family.
5. To be eligible for Secretary or Treasurer position, must be a member in good stand and must have held a minimum of one full two (2) year term as a Board Member.
6. To be eligible as a Board Member must be member in good standing, 18 years of age or older, and out of high school.
7. Elective office changes to take effect March 1st.

IV. OFFICERS DUTIES:

1. President:

- a. It shall be the duty of the President to preside at all membership meetings, regular and special, and to receive and examine reports from the Secretary and Treasurer and to request that this officer communicate such reports to the membership.
- b. To serve on the Board of Directors and to preside at their meetings.
- c. To recognize proposals from the membership. The President shall concede the floor to the member who shall make this proposal. The proposal shall then be open for debate; the President shall refer the proposal to a committee or the Board of Directors for consideration.

2. Vice President #1:

- a. To assume the President's duties during the President's absence.
- b. To serve on the Board of Directors.
- c. Assist the Casual, Pleasure, and Speed Chairpersons.

3. Vice President #2:

- a. To assume the President's duties during the President's absence.
- b. To serve on the Board of Directors.
- c. Assist the Casual, Pleasure, and Speed Chairpersons.

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4. Secretary:

- a. To serve on the Board of Directors.
- b. To keep a proper and complete record of all business transacted at each meeting which shall be known as minutes. These minutes shall comprise the historical records of the club and should be complete in detail and up to date at all times consisting of:
 1. A correct mailing list of all members including initial membership date if available.
 2. Record in minutes of board meetings and reports of committees and their duties as indicated by the President.
 - III. To attend to all correspondence, subject to approval by the President.
 3. To present all incoming correspondence to the membership at meetings.
 4. Provide monthly meeting minutes to responsible party for upload to website.

5. Treasurer:

- a. To serve on the Board of Directors.
- b. Up to date record of dues standings on each separate member.
- c. Up to date record of all financial transactions and treasury balance.
- d. To receive all payment of dues and receipt for same.
- e. To give an oral report of his/her written record of the financial result of all event transpiring since the previous membership meeting and the up to date treasury balance.
- f. To balance and prepare the financial record for audit, to be done at the first board meeting after election. Fiscal year ends the last day of February.
- g. To be custodian of all the funds of the club which are to be deposited in the bank of the Board of Directors' choosing in a controlled checking account or savings account.
- h. All payments made by the Treasurer must be authorized by the Board of Directors and paid by check.
- i. Any and all bills resulting from direct action by the club shall be due and payable at once.
- j. For emergency bills of \$150.00 or more, a phone or email vote is needed by two (2) or more Board of Directors.
- k. Provide monthly treasurer's report to responsible party for upload to website

6. Four (4) Elected Board of Directors:

- a. To consider all proposals brought before the board.
- b. To comprise one vote each along with the elected officers. This will be one (1) vote each for a total of eight votes with the President as tie breaker as a Board of Directors majority ruling.

7. Standing Committees: All members are eligible and encouraged to take part

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| a. Casual, Pleasure, and Speed Show Committees | c. Sponsorship |
| b. Membership | d. Awards |
| | e. Special Events |

V. VOTING PROCEDURE:

1. Nominations for officers will be submitted in January at either first General Meeting or Annual Awards banquet.
2. Elections to take place at February General Meeting. Late nominations will not be accepted at the February meeting.
3. All voting for the purpose of elections shall be done by written closed ballot. Absentee ballots will be sent out to all members – minimum of two (2) weeks prior to election, with return numbered envelopes. Absentee ballots will not be accepted after the February General Meeting.
4. Other voting may be done by hand vote at the direction of the President. A simple majority of those present to prevail.
5. Any member in good standing, 18 years of age or older, is eligible for one vote. Single member is eligible for one (1) vote. Family membership is eligible for number of listed adult members over 18 years of age before January 1st of current year.
6. Youth members are not eligible to vote as they are under 18 years of age. Parents may not act as their proxy.
7. In January, nomination for officers shall be taken in approved manner by the President from the floor.
8. The President and Vice President #1 shall distribute and collect ballots and assist the Secretary in counting and tabulating all ballots.
8. In order to change a By-Law, a majority vote of all Board of Directors and then a 2/3 Majority vote of the membership present at a meeting shall be required.
9. Notice of Intention to vote on future By-Laws changes shall be given in writing to all members at least two (2) weeks prior to meeting at which changes are to be made. Correspondence to include the proposed changes.
10. A signed petition bearing the 3/5 of the adult voting membership signatures shall be necessary to impeach any officer or member.

IV. ORDER OF BUSINESS:

1. President calls meeting to order.
2. President directs Secretary to read minutes of the previous meeting to be approved or corrected by the membership.
3. President directs Treasurer to give report on the financial standing of the club to be approved or corrected by the membership.
4. President asks for all committee reports.
5. President directs Secretary to read reports on any board meeting.

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6. All proposals shall originate from the floor of the general assembly and follow regular voting procedure. The President shall then refer the proposal to a committee or the Board of Directors for execution. The President is automatically a member of all committees.
7. Acceptance of new members and payment of dues.
8. Unfinished business carried over from previous meetings.
9. New Business.
10. President requests motion for adjournment.

V. PROCEDURE FOR CALLING EMERGENCY MEETINGS:

1. All meetings of the club shall be called by the President or at the request of any three (3) officers or members of the Board of Directors.
2. The President is to be responsible for notifying all board members and officers of meeting.
3. The Secretary shall be responsible for notifying all other members of the meeting.

The Officers and Board of Directors submit that the By-Laws as printed are accurate as amended on this date _____.

President _____

Vice President #1 _____

Vice President #2 _____

Secretary _____

Treasurer _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____