



## 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 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, amended 2019, amended 2020, amended 2021:

### **I. MEMBERSHIP:**

#### **A. Red Flannel Saddle Club Membership Requirements**

1. All members must complete and submit a membership application, which includes the pledge to fulfill the membership requirements.
2. To be a member in good standing, members MUST
  - a. Pay membership fee.
  - b. Submit membership application.
  - c. Complete work requirements.
3. Membership will be required to compete for year-end awards. Points will accumulate once the membership fee is paid.
4. Class discounts will apply as soon as the membership fee is paid.

#### **B. Types of Membership**

1. Single/Individual
2. Family
3. Buy-Out Single/Individual
4. Buy-Out Family
5. Family membership shall include all children to age of 19 as of January 1st of current year or until high school graduation.
6. A Youth membership shall include any youth under the age of 18 with parent or guardian signatures.
7. General meetings are open to all members.
8. Board of Directors Meetings are closed to the general membership.

#### **C. Active Member**

1. An active member is defined as: Any member who has paid their dues and is working their required hours.



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2. An active member in good standing is eligible for:
  - a. Use of 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. RFSC equipment shall not be loaned and/or rented out for any other persons/club's use. No other organizations/clubs/groups shall use the RFSC club house without approval by the Board of Directors.
  - c. Class discounts

### **D. Work Requirement:**

To provide a quality horse show experience, we must have enough staff for each show. Therefore, we require all members and/or their representatives to work a minimum number of RFSC sponsored shows and prearranged work bees.

1. Required time is defined as six (6) to eight (8) hours per show:
  - a. Two (2) shows for a Single/Individual member.
  - b. Three (3) shows for a Family.
2. An active member (or representative) must work at either the opening, the closing, or one additional event.
3. Some examples of "jobs" are ringmaster, ribbon person, gate person, booth help, barrel setter, judging and club house help.
4. Active member status will carry over until April 1 of the following year.
5. Any member not getting their required hours in by the end of the season will have to pay a penalty along with their regular membership fee to be able to rejoin the next year.

### **E. PAYMENT OF DUES:**

1. Buy-Out option must be paid with Membership application
2. Free Lifetime membership will start after being a member for 25 consecutive years.

## **II. OFFICERS:**

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

### **A. PROMOTED OFFICERS:**

1. President:
  - a. Not to exceed two consecutive terms.
  - b. Position of President is by promotion after a two-year term as Vice President #1.
  - c. If Vice President #1 declines position, Vice President #2 may be promoted to President if Vice President #2 has completed a two-year term.



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- d. If neither Vice President #1 nor Vice President #2 are able to promote to the position of President, the President may hold the position for a second consecutive term if agreed to by 2/3 vote of present members.
  - e. The President must have served a prior minimum term of two-years as either a Board Member, Secretary, or Treasurer.
2. Vice President #1:
- a. Not to exceed two consecutive terms
  - b. Position of Vice President #1 is by promotion after a two-year term as Vice President #2.
  - c. If Vice President #2 declines position, Vice President #1 may hold the position for a second consecutive term if agreed to by 2/3 vote of present members.
  - d. If either Vice President #1 is unable 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.
  - e. Vice President #1 must have served a prior minimum term of two-years as either a Board Member, Secretary, or Treasurer.

### **B. ELECTED OFFICERS**

1. The elected 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 (2) 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 the President and Treasurer cannot be held by members of the same immediate family.
5. To be eligible for the Secretary or Treasurer position, must be a member in good standing and held a minimum of one full two (2) year term as a Board Member.
6. To be eligible as a Board Member the nominee must be a member in good standing, 18 years of age or older, and out of high school.
7. Elected office changes take effect March 1st.

### **C. OFFICERS DUTIES:**

1. President:
  - a. Preside at all meetings.
  - b. Recognize proposals from the membership.
  - c. Member of all committees.
2. Vice President #1:
  - a. Assume the President's duties during the President's absence.



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- b. Assist the Show Chairpersons.
3. Vice President #2:
  - a. Assume the President's duties during the President's absence.
  - b. Assist the Show Chairpersons.
4. Secretary:
  - a. Keep a proper and complete record of all business transacted at each meeting which shall be known as minutes.
  - b. Prepare and present an agenda one week before upcoming meetings.
  - c. Post minutes and reports to Social Media / Website within one (1) week of General Meetings.
  - d. Attend to all correspondence, subject to approval by the President.
  - e. Present all incoming correspondence to the membership at meetings.
5. Treasurer:
  - a. Maintain up to date record of dues standings on each separate member.
  - b. Maintain up to date record of all financial transactions and treasury balance.
  - c. Receive all payment of dues and receipt for the same.
  - d. Give an oral report of his/her written record of the financial result of all events transpiring since the previous membership meeting and the up-to-date treasury balance.
  - e. 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.
  - f. 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.
  - g. All payments made by the Treasurer must be authorized by the Board of Directors.
  - h. All bills resulting from direct action by the club shall be due and payable at once.
  - i. For emergency bills of \$150.00 or more, a phone or electronic vote is needed by two (2) or more Board of Directors.
  - j. 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. Board members provide oversight of the following Standing Committees: All members are eligible and encouraged to take part
  - a. Casual, Pleasure, and Speed Show Committees



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- b. Membership-A correct mailing list of all members
- c. Fundraising / Advertising / Sponsorship
- d. Awards
- e. Special Events
- f. Grounds / Facility Maintenance
- g. Social Media / Website

### **D. VOTING PROCEDURE:**

1. Nominations for officers will be submitted in January. Nominations for officers shall be taken in approved manner by the President from the floor.
2. Elections to take place in February General Meeting and/or Year-end Awards Banquet (timing to be determined yearly).
3. All voting for the purpose of elections shall be done by written closed ballot.
  - a. Absentee ballots will be sent out to members upon request – minimum of two (2) weeks prior to election, with return numbered envelopes.
  - b. Absentee ballots will not be accepted after the meeting at which event elections are held.
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. Family membership is eligible for the number of listed members over 18 years of age before January 1st of the 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. The President and Vice President #1 shall distribute and collect ballots on Election Day and assist the Secretary in counting and tabulating all ballots.
8. 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.

### **E. ORDER OF BUSINESS:**

1. The President calls the meeting to order.
2. The President directs the Secretary to distribute minutes of the previous meeting to be approved or corrected by the membership.



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- 3. The President directs the Treasurer to give a report on the financial standing of the club to be approved or corrected by the membership.
- 4. The President directs Committee Representative(s) to present reports on any committee meetings.
- 5. 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. 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.
- 6. Unfinished business carried over from previous meetings.
- 7. New Business.
- 8. The President requests motion for adjournment.

**F. 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 the 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 \_\_\_\_\_