



# CRESCENT OUTLAWS SADDLE CLUB BY-LAWS

*January 2012*

## SECTION 1 - NAME AND OFFICE

**1.01 Name.** This Saddle Club shall be known as the Crescent Outlaws Saddle Club.

**1.02 Office.** The headquarters of the Saddle Club shall be the residence of the presiding President.

## SECTION 2 – PURPOSE

**2.01 Purpose.** The purpose of this Saddle Club, through a non-profit status, shall be to further the enjoyment of equitation sports and activities and promote a family environment.

## SECTION 3 - MEMBERS AND MEMBERSHIP MEETINGS

**3.01 Membership.** Membership in the Saddle Club shall be of one class and shall be open to all people who have an interest in horses or horse-related activities. Membership dues of \$20.00 for families, including all individuals under the age of 18 in the family, or \$15.00 for single membership will be due and payable before membership is in effect. Any person under the age of 18 joining as a single membership must have the written consent of their parent or guardian.

**3.02 Dues.** Membership dues shall be due and payable to the club secretary on the first day of the fiscal year, July 1, for the Saddle Club from all members without regard to their original joining date and will be non-refundable. Any new member(s) paying dues between April 1 and June 30 will be exempt from paying dues until the following fiscal year. Any member(s) who have not paid dues by the August meeting will be considered to have membership terminated and will not receive further Saddle Club publications. Upon receipt of membership dues, a receipt will be issued to each member.

**3.03 Monthly Meetings.** The Saddle Club shall hold a meeting of its members monthly on the fourth Tuesday of the month at 7:00 p.m. unless otherwise advised.

**3.04 Special Meetings.** Special meetings of the Saddle Club membership may be called at any time by the Saddle Club Officers.

**3.05 Voting.** At every meeting of the Saddle Club membership, each member, age

thirteen (13) and over shall be entitled to one and only one vote and voting by proxy shall not be permitted. At any monthly or special meeting of the Saddle Club membership, ten percent (10%) of the Saddle Club membership of voting age shall be present; otherwise no voting on Saddle Club business shall occur. Any decisions of business and affairs of the Saddle Club at a meeting of Saddle Club membership shall be through a majority vote of members present and voting at any monthly or special meeting. In case of a tie, the President shall be called upon to cast the deciding 2 vote.

#### **SECTION 4 - OFFICERS**

**4.01 Principal Officers.** The principal officers of the Saddle Club shall be a President, a Vice President, a Secretary and a Treasurer. Each of such principal officers shall be elected annually by the membership at the **November meeting and the newly elected officers shall take office at the January meeting of the Saddle Club**. The membership of the Saddle Club shall be provided an opportunity to present nominations for the principal officers of the Saddle Club before a vote is taken. When new officers have been elected in November, it is the responsibility of each outgoing officer to meet with the incoming officer to pass along any materials and/or supplies, and to review any duties that are expected of the incoming officer. This can take place either individually or as a group, and will be done prior to the January meeting following the November election of officers.

**4.02 President.** The President shall preside at all meetings of the Saddle Club membership and of the Board of Officers if possible. Except as provided in Section 6.03 below, he/she may sign and execute all authorized contracts and other obligations and undertaking in the name of and on behalf of the Saddle Club. The President shall be the principal officer of the Saddle Club, shall have general charge and supervision of the Saddle Club's affairs, and shall perform such other duties as may from time to time be assigned by the membership. The President shall not vote on Saddle Club issues except in the case of a tie and then only to break the tie in the best interest of the Saddle Club.

**4.03 Vice President.** At the request of the President, or in the event of absence or disability, the Vice President shall perform any and all duties of the President. The Vice President shall have other powers and perform such duties as the membership may from time to time assign.

**4.04 Secretary.** The Secretary shall attend and keep the minutes of all meetings of the Saddle Club membership and of the Board of Officers. The Secretary shall issue notices of all meetings of the Saddle Club membership and of the Board of Officers and shall in general perform all duties incident to the office of Secretary, subject to the control of the membership and the President. The Secretary is responsible for the preparation and mailing of the Saddle Club's monthly newsletter no later than two (2) weeks after each monthly meeting. The Secretary shall see that a list of the membership of the Saddle Club is kept or shall be available to the Saddle Club membership. All membership dues will be given to the secretary prior to being turned over to the treasurer. Receipts will be issued to members for payment of dues. Members that are unable to attend the meeting at the time dues are payable

will send membership dues to the residing Secretary at his/her home. Upon receipt of mailed membership dues, a receipt will be issued and sent by return mail.

**4.05 Treasurer.** The Treasurer shall have the control of all funds of the Saddle Club subject to such regulations as may be prescribed by the membership. The Treasurer may endorse on behalf of the Saddle Club for collection, checks, notes, and other obligations and shall promptly deposit the same and any receipt by the membership. The Treasurer shall enter regularly on the books of the Saddle Club kept for that purpose, full and accurate accounts of all moneys and property received and all moneys and obligations paid or incurred for the account of the saddle Club and shall exhibit such books at all reasonable times to any member of the Saddle Club. The Treasurer shall perform all the duties incident to the office of Treasurer subject to the control of the membership. For bank statements, the mailing address shall be that of the Treasurer.

## **SECTION 5 - BOARD OF OFFICERS**

**5.01 Rotation.** Any officer who shall have served for two (2) consecutive full terms of one (1) year each shall be ineligible for re-election of that office for a period of one (1) year immediately following the expiration of such second full term.

**5.02 Vacancies.** In the event of a vacancy of any principal officer prior to the expiration of the annual term for which such principal officer was elected, the membership shall fill such vacancy from among the membership by a majority vote.

**5.03 Special Meetings.** Special meetings of the Board of Officers may be called by the President and shall be called upon at the request of one-half of the members of the Board of Officers.

## **SECTION 6 - FISCAL AFFAIRS AND AUDITS**

**6.01 Fiscal Year.** The fiscal year of the Saddle Club shall commence on the first day of July and shall end on the thirtieth day of June each year.

**6.02 Audits.** The accounts of the Saddle Club shall be audited **between the time the outgoing treasurer leaves office and before the newly-elected treasurer takes office in January** by an Auditing Committee chosen from the general membership by the Officers, if so desired by the Saddle Club Membership.

**6.03 Saddle Club Funds.** All funds and property received by or coming into the custody of the Saddle Club belong to and are trust funds and property of the Saddle Club to be expended only for the purpose authorized and only in accordance with regulations prescribed by the Saddle Club.

**6.04 Deposits.** All funds of the Saddle Club deposited in banks or depositories shall be deposited in the name of "The Crescent Outlaws Saddle Club" and all withdrawals from such accounts shall be made only by checks or similar orders signed by any officer of the Saddle Club. Only banks that are members of the Federal Deposit Insurance Corporation may be used as depositories, unless the

consent of the Saddle Club to the use of some other depository is first obtained.

**6.05 Biennial Reports.** The Iowa Secretary of State requires that a Biennial Report for an Iowa Nonprofit Corporation be filed every two years on a timely basis. Said reports must be filed by March 31 of that year and there is no cost associated with the filing. The report will be sent to the Registered Agent of record and provides the State of Iowa with certain information such as correct names and addresses for officers as well as whether the corporation owns agricultural land. The Saddle Club Membership should appoint a current member as Registered Agent to insure that the information contained in this report is accurate and that the report is timely filed to avoid cancellation of the non-profit corporation

**6.06 Essay Contest.** Graduating members of the Saddle Club Membership may participate in an essay contest to receive an award. Applicants would be required to be members for a minimum of two years must participate in one activity per year and must complete a 500 word essay. A panel of members will judge the essays to choose the winner or winners. The essays will be judged in February, the winner or winners announced in March, and the scholarship awarded in May. The amounts of awards will be \$200 for first place and \$100 for second place.

**6.07 Secretarial Expenses.** The Secretary shall be provided \$45 from the Saddle Club funds prior to the beginning of his/her term to defray monthly out-of-pocket expenses for stamps, ink, etc. The Secretary will be reimbursed on a monthly basis upon presentation of appropriate receipts in an amount not to exceed \$45. The Secretary must return any remaining funds to the Saddle Club at the end of his/her term.

## **SECTION 7 – DISSOLUTION**

**7.01 Dissolution.** After written notices to and approval by the membership, the Saddle Club may be voluntarily dissolved by vote of a majority of the membership at a meeting called expressly for such purpose. All funds remaining in the treasury at the time of dissolution will be donated to a horse-related non-profit organization.

## **SECTION 8 – BYLAWS**

**8.01 Bylaws.** Bylaws may be adopted at any meeting of the Saddle Club membership at which 10% of the voting membership is present, as long as the membership has been notified in writing at least 10 days prior to the meeting that there are plans to discuss and vote on proposed changes. The Bylaws must be reviewed every two (2) years by a committee consisting of at least two (2) board members and three (3) members of the general membership.

## **SECTION 9 - CONDUCT AND UNIFORM**

**9.01 Conduct.** At all Saddle Club functions, members are to present themselves in a manner that would not be considered offensive to the reasonable person. In addition, any illegal activity will not be tolerated, and is subject to membership review as prescribed in Section 9.02.

**9.02 Membership Review and Termination.** Members may voluntarily terminate their membership at any time forfeiting any dues paid. Involuntary termination of membership may occur due to failure to pay dues as prescribed in Section 3.02, or any grave misconduct as prescribed in Section 9.01. The recommendation to involuntarily terminate a membership for any reason other than failure to pay dues must be first brought before the Board of Officers. The recommendation must then be presented to the general membership at a special meeting called for that express purpose. The person(s) recommended for involuntary termination will be allowed to present their case to the membership at this meeting. The general membership must approve the termination by a majority vote of all eligible members.

**9.03 Guest Rule.** A person or persons may attend two (2) meetings and participate in two (2) activities before paying membership dues. Single members are permitted to invite one guest to the Club's Christmas party. A guest is also permitted to attend a trial ride only by invitation from a member of the Saddle Club. No guest will be permitted unless the Club member first obtains permission from the person or persons holding the trail ride prior to the ride.