

BITS AND SPURS RIDING CLUB BY-LAWS

PREAMBLE

The principal purposes of Bits and Spurs Riding Club shall include the provision of an environment for equine activities which Club members may use to further the art of riding, and to encourage horse mastership and equine welfare; to serve and promote the best interests of horse owners and riders and to promote the interest of equine competition; to educate through meetings and/or articles in the monthly newsletter on subjects of interest to Club members.

ARTICLE I Place of Business

Section 1 – Classes of Members

The Club shall have three classes of members. The designation of such classes and qualifications and rights of members of such classes shall be as follows:

- A. Senior Members – All members 18 years old and over shall be classified as Senior Members. Such members shall have all the rights and privileges of the Club as herein provided.
- B. Junior Members – All members under 18 years of age shall be classified as Junior Members. Such members shall have all the rights and privileges of the Club as herein provided, except they may not vote except for a Jr. Representative, and no Junior Member shall be entitled to election to an officer-ship or to the Board of Trustees except in the capacity of Jr. Representative.
- C. Lifetime Members – A Lifetime Membership, either Individual or Family, may be awarded to those with long-standing history of contribution to the Club. They shall have all the rights and privileges of membership but do not have to pay dues or fulfill work or committee assignment.

Section 2 – Election of Members

A prospective member to Bits and Spurs Riding Club shall make application on forms provided, pay appropriate dues, and be published in a club mailing. Upon completion of these requirements, they may become a probationary member upon a $\frac{3}{4}$ affirmative vote of the entire voting membership present at any regularly scheduled Board or General meeting. The probationary period shall be 3 months during which time they must attend at least one Board or General meeting. During the probationary period, they shall have all privileges of membership except the ability to vote or hold office. Membership will be finalized at the completion of the probationary period by a $\frac{3}{4}$ affirmative vote of the entire voting members present at a regularly scheduled Board or General meeting.

Lifetime Members may be nominated, in writing, by any Club member. Their election to this class of membership shall be by a unanimous vote of the Board of Trustees present at a closed meeting called for this purpose. Lifetime Memberships will be presented at the annual awards banquet.

Section 3 – Membership Requirements

All regular members must attend at least one Board or General meeting prior to October 1st (a senior family club member may attend for members under the age of 12). All members over the age of 12, and an adult representative for each individual member under the age of 12, must work a minimum 1 day per year at a Club open game or open show event. Exceptions to the meeting requirement will be made, at the Board's direction, upon written request.

Failure to complete these membership requirements will result in the withholding of any year-end high point awards accumulated during the year and the requirement that non-participating dues be paid upon renewal of membership. (Lifetime members are exempt from these membership requirements).

Section 4 – Voting Rights and Procedures

Each member 18 years of age or older shall be entitled to one vote on each matter submitted to a vote of members. Voting for election, new members, or termination of membership shall be made by secret ballot with the exception of unopposed elections. Other matters may be voted openly or secretly, as determined by the Board of Trustees, or in their absence, by the

presiding officer. Any member may call for a secret ballot on any issue. Annual dues must be paid before any member may vote.

Section 5 – Termination of Membership

Any member may be suspended or expelled from the Club for cause after an appropriate hearing and vote by a $\frac{3}{4}$ majority of all voting members present at any regularly constituted General or Board meeting or a special meeting called for such purpose of which members have notice. Mistreating or abuse of a horse shall be grounds for expulsion. Abuse of Club privileges or bringing discredit upon the Club shall be good cause for expulsion or suspension. Failure to contribute effort to the Club's activities and events shall also be grounds for expulsion or suspension. Upon expulsion or suspension, no persons shall be entitled to receive a refund or rebate of any initiation fee or dues paid by such persons; nor to retain any interest in any of the Club assets. The above specific reasons do not limit the Club from suspending or expelling a member for other causes.

Section 6 – Resignation

Any member may resign by filing a written resignation with the Secretary; but such resignation shall not relieve the member, so resigning, of the obligation to pay any dues, assessments or other charges therefore accrued or unpaid; nor shall such resignation entitle the person resigning to any rebate of any funds, dues or initiation fee theretofore paid.

Section 7 – Transfer of Membership

Membership in the Club is not transferable or assignable.

ARTICLE II Meetings of Members

Section 1 – Annual Meeting

An Annual Meeting of the Members shall be held in the month of January each year for the purpose of electing officers and for the transaction of such other business as may come before the meeting. If the election of officers shall not be held of the day designated for the Annual Meeting or at any adjournment thereof, the Board of Trustees shall cause the election to be held at a special meeting of the members as soon thereafter as conveniently may be had with notice to all members of such meeting.

Section 2 – Regular Meetings

Regular meeting of the membership shall be held once each quarter at such time and place as may be designated by the Board of Trustees from time to time. It is recommended that meetings be held in January, April, July and October.

Section 3 – Notice of Meetings

Written notice of all meetings of the membership shall be sent at least one week prior to meeting date. Either personally or by mail to each member entitled to vote at such meeting. In the case of family membership, only one notice per family shall be required.

Section 4 – Quorum

No specific number of persons need to be present to constitute a quorum, providing all members of the Club have been notified in writing of such meeting as otherwise herein noted. A majority vote of those present shall be sufficient to pass a measure except as otherwise noted.

Section 5 – Proxies

At any meeting of the members, a member entitled to vote, may vote by proxy to be executed in writing by the member, but no proxy vote shall be valid for more than the particular meeting designated on such proxy, and in no event, for more than three months from the date shown on said proxy.

**ARTICLE III
Board of Trustees**

Section 1 – General Powers

The Board of Trustees shall be empowered to manage the day-to-day activities of the Club. Any action of the Board of Trustees may be overturned by a majority of voting members present at the next regularly or specially scheduled meeting for which the membership has been notified as provided herein.

Section 2 – Number, Tenure, and Qualifications

The number of Trustees shall not be less than five (5), or more than eleven (11). Only Senior Members shall be eligible to hold office as a Trustee with the exception of the position of Jr. Representative. The election of Trustees shall be as follows:

The President, President-Elect, Secretary and Treasurer shall be the principal officers, and with exception of the President-Elect, shall be elected annually and automatically serve of the Board of Trustees. Other Board Members shall be the Junior Representative, and Committee Chairmen, elected by the committee they represent. These Trustees shall be elected to serve for one (1) year. In addition, the immediate Past-President shall automatically serve as a voting Board member.

The Junior Representative shall be a junior member, elected by other junior members at the annual meeting, shall serve for one (1) year, as an ex-officio member of the Board of Trustees.

Section 3 – Meetings

Regular meetings of the Board of Trustees shall be held not less than once a month. Special meetings of the Board may be called by, or at the request of, the President or any two other Trustees.

Section 4 – Notice

Notice of any special meetings of the Board of Trustees shall be given at least two (2) days prior to the holding of such meeting, unless waived by the entire membership of the Board of Trustees. Notice may be in writing or by telephone, or in person.

Section 5 – Quorum

A simple majority of the Board of Trustees shall constitute a quorum for the transaction of any business at any meeting of the Board.

Section 6 – Vacancies

Any vacancy occurring on the Board of Trustees, shall be filled for the balance of any term remaining, by appointment by the Board and ratification at the next General Meeting, by a $\frac{3}{4}$ vote of the entire voting membership present.

Section 7 – Removal of Non-Participants

Any member of the Board of Trustees missing two or more meetings, without sending a substitute, will be contacted by the President or a designated individual, to find out the cause of such absence. If s/he misses two or more meetings without a substitute or prior notice, the individual will be relieved of office and the position filled as specified before in Section 6.

**ARTICLE IV
Officers**

Section 1 – Officers

The officers of the Club shall be President, President-Elect, Secretary, Treasurer, and Jr. Representative.

Section 2 – Election and Term of Office

The officers of the Club shall be elected at the annual meeting by the membership. If such election is not held at the annual meeting, the election shall be held as soon thereafter as conveniently possible, with notice to all members. Each officer, with the exception of President-Elect, shall hold office for one (1) year or until his replacement has been duly elected. The President-Elect shall automatically become President for the succeeding year.

Section 3 – Removal

Any Officer, elected by the membership, may be removed by the membership whenever, in its judgment, the best interests of the Club would be served thereby. Removal of an Officer shall require $\frac{3}{4}$ -majority vote of the membership present at any meeting, regular or special, at which all of the members have been notified of the date, time and place and of the specific purpose of intention to remove an Officer. Any member, who intends to propose to the membership the removal from office of an Officer, shall notify the Secretary at least fifteen (15) days prior to any meeting, so that the Secretary can notify the membership.

Section 4 – Consecutive Terms

No person shall serve as an officer in the same office for a second consecutive term, unless such person is elected by a $\frac{3}{4}$ majority of the membership present and voting to such office. The President and President-Elect are exempted from this provision, as the President-Elect shall automatically become the next President. This provision is not applicable to Board of Trustee elections.

Section 5 – President

The President shall be the principal executive officer of the Club and shall, in general, supervise and control all of the business and affairs of the Club. The President shall preside at all meetings of the members and of the Board of Trustees. The President may sign with the Secretary, or any proper Officer of the Club, authorized by the Board of Trustees, any deeds, mortgages, bonds, contracts or other instruments, which the Board of Trustees has authorized to be executed. The President shall also sign all checks along with the Treasurer, and in general, shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Trustees from time to time.

Section 6 – President-Elect

In the absence of the President, or in the event of the President's inability or refusal to act, the President-Elect shall perform the duties of the President, and when so acting, shall have all powers of and be subjected to all other restrictions upon the President. The President-Elect shall perform other duties as from time to time may be assigned by the President, or by the Board of Trustees. The President-Elect shall succeed to the Office of the President in the year following election as President-Elect, unless recalled as provided for in Section 3. The President-Elect may sign checks together with the President or Treasurer.

Section 7 – Secretary

The Secretary shall keep the Minutes of the meetings of the members and of the meetings of the Board of Trustees. Such Minutes shall be kept in one or more permanent books and shall follow the office. The Secretary shall see that all notices are duly given in accordance with the provisions of these By-Laws, or as required by law, and shall be custodian of the Club records and of the Seal of the Club, if one is obtained. The Secretary shall be responsible for all communications of the Club and shall perform such other duties as may, from time to time, be assigned by the President of the Board of Trustees. The Secretary shall keep a list of all members, their addresses and their telephone numbers.

Section 8 – Treasurer

The Treasurer shall have charge and custody of, and be responsible for, all funds, monies, and securities of the Club from any source whatsoever; and deposit all monies in the name of the Club in such bank, or other depository, as shall have been selected by the Board of Trustees. The Treasurer may, with the President, and President-Elect sign checks for the disbursement of all Club funds, and shall perform other duties, as from time to time may be assigned by the President or the Board of Trustees. The Treasurer shall be bonded by a separate company in the amount of \$15,000.

Section 9 – Junior Representative

The Junior Representative shall represent the interests of the Jr. Members of the Club. The Jr. Representative, having no vote on the Board of Trustees, serves in an advisory capacity.

Section 10 – Membership and Newsletter

This position will collect information from committees and set-up a newsletter to be mailed out every month to the members. Also keeping track of membership and a list of names, addresses, and phone numbers of all the club members.

ARTICLE V Committees

Section 1 – Number and Names of Committees

There shall be five (5) operational committees made up of the members of the Club. They shall be called as follows, Grounds Committee, Show Committee, Games Committee, and Dressage Committee, and Banquet Committee.

Section 2 – General Powers

Each Committee shall be responsible for executing its respective operations as defined herein, the description of committee funds. The Committee chairmen shall be members of the Board of Trustees and participate in the management of the Club as defined herein.

Section 3 – Committee Membership

Each Club member, upon renewal of annual dues or initial application for membership, shall specify in which committee he desires to actively participate. With the exception of the principal officers, each member, both Junior and Senior, must be assigned to a committee. The officers of the Club shall appoint members to committees if they (the members) do not choose.

Section 4 – Election of Committee Chairmen

The committee chairmen shall be elected by the respective members of the committee. The meeting for election of the committee chairmen shall be chaired by the President and shall be held within thirty (30) days after the General Election of principal officers. Notification of the time and place of each election will be made by the Secretary to the respective committee members, at least seven (7) days prior to the election meeting.

Section 5 – Duties of the Committee Chairmen

The Committee Chairmen shall become a member of the Board of Trustees and shall participate in the management of all aspects of the Club. In addition, he shall execute the function and operations of the committee as described herein. In the event that s/he will not be able to attend a scheduled Board Meeting, s/he shall elect an appropriate committee member to represent her/him. In addition, each committee chairman shall provide a year-end report of activities and finances pertinent to his committee. Also, the chairman shall prepare an inventory list of all Club materials in his possession or materials having to do with said committee at Club grounds or other locations; said report to be presented at the annual election meeting following her/his tenure as committee chairman. The chairman shall act of behalf of her/his committee until a new chairman is duly elected and seated.

Section 6 – Dressage Committee

There shall be a Dressage Committee whose duty it shall be to organize and conduct all Bits and Spurs Dressage shows. Their responsibility shall include but is not limited to: (1) selection of show dates, times and places; (2) selection of the judge; (3) the selection and assignment of working members at each show; (4) the recording and maintenance of all show points and records; (5) the selection and purchase of all show awards, including those necessary for the awards banquet. This committee shall coordinate their activities through the Board of Trustees.

Section 7 – Ground Committee

There shall be a Grounds Committee whose duty it shall be to maintain and improve the Club facilities. They shall recommend, plan and execute facility renovation, repair, improvements or expansion. They shall be responsible for purchasing

the appropriate materials, after approval of funds, by the Board of Trustees. It shall be their duty to solicit all Club members and organize the necessary work parties to accomplish the required tasks. They are not responsible for special equipment utilized by specific Club events such as Games or Show/Trail equipment. They shall coordinate their activities through the Board of Trustees.

Section 8 – Show Committee

There shall be a Show Committee whose duty it shall be to organize and conduct all Bits & Spurs Open Shows. Their responsibility shall include, but not be limited to: (1) the selection of show dates, times and places; (2) the selection of the show judge; (3) the selection and assignment of working members at each show, including the ring master, cook shack personnel, announcer, registrars, trail judges, gate persons, and show secretary; (4) the recording and maintenance of all show points and records; (5) the schedule of classes for each show, with appropriate publication and distribution of same; (6) the selection and purchase of all show awards, including those necessary for the annual awards banquet. This committee shall coordinate their activities through the Board of Trustees.

Section 9 – Games Committee

There shall be a Games Committee whose duty it shall be to organize and conduct all Bits & Spurs Games activities. Their responsibility shall include, but not be limited to: (1) selection of games show dates, times and places; (2) the type of schedule of events at each games show, with publication and distribution of same; (3) the selection and assignment of working members at each games show including announcer, ring crew, gate persons, cook shack personnel, registrars and times; (4) the construction, assembly and maintenance of all games equipment; (5) the recording and maintenance of all games points and records; (6) the selection and purchase of all games ribbons, trophies, and awards, including those necessary for the annual awards banquet. They shall coordinate their activities through the Board of Trustees.

Section 10 – Banquet Committee

There shall be a banquet committee whose duty it shall be to organize the year-end awards banquet. Their responsibility will be to (1) find a location for the banquet; (2) to set the date for the awards banquet; (3) to get the refreshments for the banquet; (4) decorate the place for the banquet.

Section 11 – Other Committees

The Board of Trustees shall be authorized to establish such other committees, as they deem necessary for the carrying out of the business of the Club, subject to the appropriate sections of this by-law.

ARTICLE VI Accounts

Section 1 – Finances, Deposits and Withdrawals

All funds of the Club shall be deposited, from time to time, to the credit of the Club, in such regular, state or national banks as the Board of Trustees may select. All checks or withdrawals from said funds shall require one signature. Officers who are authorized to sign checks and withdrawals are the President, President-Elect and Treasurer. It shall be the duty of the Treasurer to keep accurate books of accounts pertaining to the funds of the Club. Said books shall be audited annually by a person, committee or company appointed by the Board of Trustees.

Section 2 – Accounting

A separate accounting of funds shall be kept in the following sections: Show Committee account, Games Committee account, Dressage Committee account and General account. Each Division will deposit 25% of Net profit to the General Fund each month. Other separate accounts may be shown at the request of the Board of Trustees.

Section 3 – Specified Beginning Accounts

At the end of the year, a specified amount shall be kept in each account to be used as start-up money for the next year. These amounts shall be reviewed and adjusted from time to time as the Board of Trustees sees fit. The amounts are specified in the Current Standing Rules.

**ARTICLE VII
Fiscal Year**

The fiscal year of the Club shall begin on the first day of January and end on the last day of December in each year.

**ARTICLE VIII
Dues**

Section 1 – Annual Dues

The Board of Trustees shall set the amount of the annual dues. Any child not living at the family home or over 21 years of age will be classified as an individual for membership purposes. Dues shall be due and payable to the Treasurer or his agent on or before the, First day of April. After the first of April there will be a late fee added.

Section 2 – Default and Termination of Membership

When any member shall be in default in the payment of dues for a period of sixty (60) days from the beginning of the fiscal year, his membership may thereupon be terminated by the Board of Trustees after giving such member thirty (30) days additional notice of intent to terminate membership unless said dues are paid. In no case will membership be carried beyond ninety (90) days.

In the event that membership is terminated for default in payment of dues, or for any other reason, no reinstatement shall be made of such member, except upon his filing a new application and the payment of any monies or dues owed the Club. Such application must be approved by the membership as herein provided.

**ARTICLE IX
Termination of Membership**

The termination of any person's membership in the Club for any reason whatsoever shall terminate such member's interest in any Club property acquired or owned by the Club and there shall be no remuneration to such terminating member for any interest he might have or claim to have in such property or assets.

**ARTICLE X
Dissolution of the Club**

In the event that this Club is dissolved or disbanded, all assets of the Club shall be donated to Washington State University for Equine Research, as decided by the Board of Trustees. No individual or group of individuals, or commercial entity shall accrue or receive any of such assets except as herein noted.

**ARTICLE XI
Liquor**

No liquor of any kind shall be allowed at any meeting or event of the Club, at which there shall be present minor children, except at specified gatherings.

Amended September 17, 2007 to read as follows: No liquor of any kind shall be allowed at any event of the Club, in which horses are being ridden and at which there shall be present minor children. Exception to this by-law is only for specified gatherings as approved by the Board such as the Annual Banquet, board meetings, etc. The club shall never purchase or provide liquor of any kind for any event, meeting, or person(s).

**ARTICLE XII
Uniforms and Colors**

The colors of this Club shall be royal blue and white. Uniforms, emblems, etc., may be prescribed by the Board of Trustees from time to time as they may see fit and it is at their discretion.

ARTICLE XIII
Order of Business

All meetings of this Club or the Board of Trustees shall be held in accordance with and subject to the rules of procedures set forth in Robert's Rules of Order.

ARTICLE XIV
Amendments to By-Laws

These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by a $\frac{3}{4}$ vote of the voting members present at any regular or special meeting, provided that at least ten (10) days prior notice is given on intention to alter, amend or adopt new By-Laws at such meeting. A notice given at a previous monthly meeting will also serve as notice. No By-Law or Amendment shall be made allowing any assets of Bits and Spurs Riding Club to accrue to any individual or group of individuals.

Original By-Laws accepted on April 25, 1956, and attested to by President William H. Hamblin and Secretary-Treasurer Vida Cox.

Amended By-Laws accepted by the Club on April 10, 1970 and attested to by President Ivan Sturlaugson and Secretary-Treasurer Dorothy M. Brewer.

Amended By-Laws accepted by the Club on June 9 and September 8, 1972 and attested to by President Dick Van Dyke and Secretary Joanne Van Dyke.

Amended By-Laws accepted by the Club on November 13, 1978 and attested to by President Don Totten and Secretary Mary Ann Peckham.

Amended By-Laws accepted by the Club on January 20 and October 20, 1982 and attested to by President Pegg Miller and Secretary Debra Nisbet.

Amended By-Laws accepted by the Club on October 21, 1986 and attested to by President Debbie Blomquist and Secretary Dr. Joni Young.

Amended By-Laws accepted by the Club on April 11, 1989 and attested to by President Pegg Miller and Secretary Pat Walker.

Amended By-Laws accepted by the Club on April 5, 1993 and attested to by President Annie Fluke and Secretary Mylinda Kratzke.

Amended By-Laws accepted by the Club on April 9, 2001 and attested to by President Dawn Van Etten and Secretary Margaret Hubbard.

Amended By-Laws accepted by the Club on June 9, 2003 and attested to by Presidents Joe and Vicki Millhouse and Secretary Marilyn Breum.

Amended By-Law accepted by the Club on September 17, 2007 and attested to by President Teresa Eble and Secretary Randi Towne.

Article XI – Liquor amended to read as follows: No liquor of any kind shall be allowed at any event of the Club, in which horses are being ridden and at which there shall be present minor children. Exception to this by-law is only for specified gatherings as approved by the Board such as the Annual Banquet, board meetings, etc. The club shall never purchase or provide liquor of any kind for any event, meeting, or person(s).