

WOMENS SURFACE CREEK SADDLE CLUB INC.

BYLAWS

(January 2025)

ARTICLE I. The name of this organization shall be the Womens Surface Creek Saddle Club Inc.

ARTICLE II. Mission Statement:

The Womens Surface Creek Saddle Club Inc. exists to encourage, educate and empower women who share equine related interests. Members are encouraged to share knowledge, participate in equine educational activities in an effort to improve the welfare of our equines and safety for members and guests. We emphasize Safe and Enjoyable Trail Rides and safety in the everyday handling of equines for members and guests. Members and guests enjoy camaraderie in a fun and social atmosphere improving our mental and physical health.

ARTICLE III. Membership:

- A. Membership shall be open to any woman who shares equine related interest as reflected in our Mission Statement.
- B. We value all women equally and will not treat them differently based on race, color, religion, national origin, disability or age.
- C. The membership classifications shall be Regular, Honorary and Junior members. Regular members are women 18 years of age and older. Honorary members are over 80 years of age, have been club members for 10 or more years. Honorary and Regular members shall enjoy all the privileges and responsibilities of being a club member. Junior members are under 18 years of age, and shall enjoy all the privileges and responsibilities with the exceptions of voting and holding an elective office.
- D. All member's activities are strictly volunteer and no member will receive any monetary compensation.
- E. Annual dues of the club will be set by the first of each calendar year.
- F. When planning to terminate membership, the member shall relinquish all club property she may have in her possession.
- G. The club's membership list or email list may only be used for club business.

ARTICLE IV. Dues:

- A. Dues shall be determined by majority vote of the membership. Dues shall be due at the beginning of a calendar year. Dues shall be considered delinquent when not paid within three months. Delinquency in payment of the annual dues shall remove a member from “good standing” and relinquish all voting rights and privileges.
- B. The holding of any office or membership on any committee shall be contingent upon the member being in “good standing”.
- C. Honorary Member’s dues will be waived.

ARTICLE V. Voting:

- A. Regular and Honorary Members shall be entitled to one voting right.
- B. Only members in good standing [dues paid] may exercise the right at club meetings.
- C. A simple majority of members in good standing, present at the meetings, voting when the meeting is in session, shall be required to conduct business requiring group action, providing a quorum is present.
- D. A quorum is defined as 20% of the regular membership present at a meeting. This shall constitute a quorum for transaction of legal business.

ARTICLE VI. Meetings:

- A. Regular meetings shall be established and held at a time and place decided by a majority vote of the membership.
- B. The meetings will be conducted under Robert’s Rules of Order.
- C. Special meetings may be called by the Executive Team.
- D. Notice shall be given to voting members of all meetings, via email and a schedule published on the club’s web page.

ARTICLE VII. Officers and Directors:

- A. The officers of the club shall consist of a president, a vice president, a secretary, a treasurer.
- B. The Officers and a previous officer (emerita) shall be the Executive Team, and serve as the board of directors.

- C. A Director of Membership and a Director of Communications will also serve on the board of directors.
- D. The Executive Team's primary responsibility is to direct the overall business of the club, resolve problems, seek solutions that benefit the membership. Set the agenda for each regular club meeting. Develop options for business matters that can then be voted on by the membership.
- E. The election of officers and directors shall be conducted at the January meeting in accordance with ARTICLE IX of these bylaws.
- F. Any vacancy in an office or director shall be filled by special election.
- G. Any additional director positions may be created as required.

ARTICLE VIII. Duties of Officers and Directors:

- A. The power and authority of this organization shall be vested in the membership. The officers shall conform to the wishes and instructions of the membership; and subject to the rules of this document, manage and execute the affairs of the organization. The officers shall have all the necessary authority to manage the activities of the organization.
- B. The President is responsible for directing the overall successful management of the club. Presiding over General Membership and Executive Team meetings. Coordinates the building of the entire club schedule each year.
- C. The Vice President shall perform the duties of the President when absent, or by request. The Vice President shall serve as the coordinator for educational programs at all club meetings.
- D. The Secretary shall record and keep the minutes of all regular and special meetings. The Secretary shall audit the financial books quarterly.
- E. The Treasurer shall be responsible for the financial control of all club funds. The Treasurer shall give financial reports to the membership on a regular basis, shall keep financial records of income and expenditures suitable for audits, shall assist in the formation of an annual budget.
- F. The Membership Director shall keep current membership lists up to date. Contact and welcome new members, contact members who have not renewed their membership.
- G. The Communications Director shall keep current the schedule on our website. Communicate with the membership via email and social media of all upcoming club activities.

ARTICLE IX. Elections:

- A. Officers and directors shall be elected at the January meeting and will assume office at the next regular meeting. All officers and directors shall serve for a single year and may be re-elected for up to 3 years.
- B. A nominating committee shall be appointed by the President in November prior to the general election.
- C. The nominating committee shall select a slate of candidates for the officers to be voted on at the general meeting. The slate shall be presented at the regular January meeting. Nominations may also be made from the floor during the election.

ARTICLE X. Committees:

- A. Committees, necessary for the functioning of the club, shall be determined by the Executive Team with the approval of the membership.
- B. Committees can be either standing (permanent) or temporary and should be created to meet the individual needs of the club. The committees investigate, research and work behind the scenes to accomplish assignments leaving club meetings for education and information sharing.
- C. The Committees Chairperson shall be appointed by the Executive Team with the approval of the membership. Vacancies of a committee chairperson shall be filled by the members of the committee.
- D. The Committee Chair shall select members as necessary to accomplish the functions of the committee.
- E. The Committee Chair will provide a report at regular meetings.

ARTICLE XI. Removal:

- A. Any officer or member whose conduct has not been in the best interests of the club may be removed from participation in club activities by a simple majority of vote of the membership at a regular meeting providing a quorum is present.
- B. Notification of intent to remove an officer or member must be made known at the regular meeting preceding the meeting that the action is to take place.
- C. An opportunity for the member to be heard, orally or in writing, by the Executive Team not less than five days before the effective date of removal.

- D. An officer or member who is removed must be informed in writing of the action taken by the membership within 10 days.

ARTICLE XII. Asset Distribution Upon Dissolution:

- A. The Executive Team will meet and vote to bring dissolution before the club's membership.
- B. Written notification will be sent to all members of the club no less than two weeks prior to the dissolution meeting.
- C. Approval of two-thirds of the members present at the meeting is required to dissolve.
- D. Assets, upon dissolution, will be distributed to an equine related non-profit organization that is tax exempt.
- E. The vote for selecting a non-profit organization will be done within 3 months prior to dissolution.

ARTICLE XIII. Amendments/Changes to these by-laws:

- A. Amendments or changes to these by-laws may be made on recommendation of the officers in consultation with the membership. Members shall be notified of proposed changes in writing at least 14 days prior to the meeting at which the changes will be put forth for approval. These bylaws may be amended at any regular or special meetings by a simple majority vote, providing a quorum is present.

By-laws adopted this day of January 23, 2025

President: Juleen Feazell

Secretary: Pamela Hassinger