



SADDLE SORE RIDERS, Inc.

P.O. BOX 276
NORCO, CA 92860-0276

BY-LAWS

JANUARY 2007

ARTICLE I

NAME OF ORGANIZATION

Section 1

The membership does hereby enjoin themselves together voluntarily into a non-profit organization, whose name shall be the **SADDLE SORE RIDERS, Inc.** The purpose of this organization is to promote participation and interest in equestrian related activities for social and recreational benefit and to maintain an equestrian lifestyle.

Each member shall be subject to the following rules as long as membership shall be retained.

Section 2

Charter membership having met for the purpose of organization began on December 15, 1985.

Regular membership meetings will be the first Sunday of each month at 10:00 a.m. at such location as agreed upon by two-thirds of the general membership present at any regular meeting.

ARTICLE II

BY-LAWS

Section 1

Applicants for regular membership shall be at least 18 years of age. Minor children (less than 18 years of age) may be included in "family membership". Minor children membership does not include voting privileges. Persons that are 18 years of age or older (regardless of residence status) must secure their own individual membership and exercise their voting rights in support of the club.

Section 2

Annual membership dues for all regular members shall be due no later than the regular membership meeting in January. Failure to submit annual dues at that time shall result in suspension of membership.

Membership renewal will begin in October of each year with the issue of membership forms included in the October newsletter. A Membership Chairperson will be the single focal for renewal activity from October to January. The same chairperson will conduct the administrative duties during the new membership drive (January through March). Only two (2) SSR Rosters will be published (January & April). Updates and corrections to the official roster will be announced in the club newsletter throughout the year.

New members joining the club in October will be assessed full membership fee, which will be valid through the following year.

Section 3

Life Membership requirements are extended to those members who have met the following criteria:

Age	45
Membership	5 years continuous
Club Support	Officer/Board/Event Chairperson/Board Approval
Dues (one time)	\$100-Individual Life Membership \$150-Joint Life Membership

Section 4

Annual dues for each upcoming year shall be determined at the November regular meeting

Section 5

The event chairperson must present all events, rides or other expenditures to the Board of Directors *two (2) months prior to the event. It is also required that the chairperson attend the next Board Meeting after their event to give a closeout report.* The Board will then present the resolution to the General Membership. Refer to Article VI, Section 3 for additional clarification.

Section 6

The club by-laws shall be reviewed annually for correctness. Committee will perform the review in October with general membership approval in January of each year.

ARTICLE III

CONDUCT

Section 1

Each member upon admission to the **SADDLE SORE RIDERS, Inc.**, must agree that he/she shall conduct himself in a safe and respectable manner, which will reflect favorably upon the organization. Actions contrary to this can result in suspension and/or termination of membership. All members shall adhere to all rules and by-laws set forth by the general membership.

Section 1A

Trail Rules are approved by the Board of Directors and published by separate correspondence. The Trail Rules are normally provided as an addendum to the Club By-Laws.

Section 2B

Unacceptable conduct by members or guests may be grounds for ejection from a Saddle Sore Rider function. Such action is not a unilateral burden placed on the event chairperson or trail boss. Ejection from any Saddle Sore Rider event must be approved by at least two (2) members of the Saddle Sore Riders governing body (Officers or Board of Directors).

ARTICLE IV

OFFICERS

Section 1

Officers shall consist of a President, Vice President, Secretary and Treasurer. These Officers shall constitute the Executive Board.

Section 2

Elected offices will be held for one calendar year. Nominations will be heard at the October and November general meetings. Elections will be held at the November meeting with installation of Officers and Board Members at the December Meeting/Christmas Banquet. Person's that are nominated to a position must be present or a letter of intent must be presented to the President.

Section 2A

Person's being nominated/elected to an Officer position must be a member in good standing with the Club for at least 2 years and must have either chaired or co-chaired and event or helped others chair an event.

Section 3

Officers are required to attend all board meetings and regular monthly meetings. Unexcused absences of two consecutive or three annually shall be considered grounds for removal from office. In this event, officers shall be subject to review by the Board of Directors.

Section 4

In the event of an office vacancy other than the President, the President shall appoint a temporary replacement that shall serve until a new officer is elected by the general membership. Nominations for the vacant position shall be opened at the next general meeting. Election of the new officer will occur at the general meeting that immediately follows the nomination meeting.

Section 4A

Recall of officers must be with the recommendation of 2/3 of the general membership present at the general meeting.

Section 4B

If a Board Member entering the second year of service is elected to an Executive Office, we shall immediately re-open nominations for, and elect, a Board Member to fill the remaining one-year term.

Section 5

Election of officers will be by secret ballot.

Section 6

Only one member per household shall serve as an Officer or Board Member at any given time.

ARTICLE V

DUTIES OF OFFICERS

Section 1 - **President**

The President shall conduct meetings according to Robert's Rules of Order.

The President's duties include but are not limited to the following:

- Present a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, by-laws and standing rules of the organization.
- Always appear at the rostrum before the meeting is scheduled to begin.
- Retain a list of committees for a guide in selecting new appointments.
- Explain and decide all questions of order.
- Announce all business.
- Be informed on communications.
- Entertain only one motion at a time and state all motions properly.
- Permit none to rebate motions before they are seconded and stated.
- (No member may speak twice on the same question if others wish to claim the floor.)
- Put all motions to a vote and give results; decide a tie vote or not vote at all; abstain from voting, if wiser.
- Stand while stating the question and taking the vote.
- Remain seated while discussion is taking place or reports are being presented.
- Enforce rules of decorum and discipline.
- Talk no more than necessary while presiding.
- Be absolutely fair and impartial.
- Extend every courtesy to the opponents of a motion even though the motion is one that the presiding officer favors.
- Give signature when necessary.
- Be ex officio of all committees if so prescribed in the by-laws.

- Proof read the News Letter prior to it's mailing out to the membership.
- Insure the News Letter is being mailed out 10 days after the General Meeting each month.
- Show appreciation to officers and chairpersons of committees for devoted service.
- Perform such other duties as are prescribed in the by-laws.

Privileges of the President

- Debate motions before the house, if essential, but must surrender the Chair until the vote has been taken. The Vice President is asked to take the Chair until the motion has been disposed of.
- Use "general consent", which saves time when considering routine matters. Form: "If there are no objections, we will....". Should an objection be raised, a vote must be taken.
- Preside during nominations and elections even if he is the candidate. When he is the sole nominee, merely out a sense of delicacy, the President should permit the Vice President to put the question to a vote.
- Sign checks, usually with the Treasurer. One other officer's name should be authorized in the event that the President or Treasurer is unavailable.

Section 1A

The President will determine the time and location of special meetings.

Section 1B

The President will receive all prizes and introductions as the representative of the Organization.

Section 1C

The President will appoint all committees and will serve as a member of each committee to assist in coordination and prevention of misunderstandings.

Section 1D

The President shall ensure that the Treasurer presents the financial records to the Board of Directors at the January Board meeting each year.

Section 2-Vice President

The Vice President shall act in the absence of the President.

Section 2A

The Vice President shall assist the President.

Section 2B

The Vice President will lead the membership at meetings in the Pledge of Allegiance to the Flag.

Section 2C

The Vice President shall act as **Sergeant-at-Arms** at all meetings and events.

Section 3-**Treasurer**

The Treasurer shall serve the Organization according to Robert's Rules of Order:

- Receive and bank all funds due the organization.
- Maintain bookkeeping records of such funds.
- Pay whenever possible by check, countersigned by two authorized persons.
- Pay bills from officers and committee chairpersons only when clearly authorized and when receipts for expenditures are attached.
- Disburse all funds as the Organization may direct.
- Give financial statements as often as required.
- Present a complete financial report, which will be audited, to the Board of Directors each January. The audit committee chairperson's written report will be presented to the General Membership at each February general membership meeting.
- Filing of Tax Returns will be completed by April 15th of each year.

Section 4-**Secretary**

The Secretary shall serve the Organization according to Robert's Rules of Order. The minutes of Board and General Meetings will be recorded and signed by the President before the next general meeting. The Secretary shall receive monthly, a list of all members and addresses, take care of all correspondence as directed by the President and perform all other secretarial duties that may be prescribed by the President.

ARTICLE VI

BOARD OF DIRECTORS

Section 1-Purpose

The purpose of the Board of Directors shall be:

- Serve as the legislative board.
- Set agenda for regular monthly meetings.
- Serve as membership review board.
- Serve as financial committee.
- Select chairpersons for events and activities.
- Conduct general business for the club.

Section 2-Composition

The Board of Directors shall consist of the Executive Board, the Immediate Past President and four (4) Board Members. If the Immediate Past President has been re-elected, a 5th Board Member may be elected for a one-year term.

Section 2A

Board members shall be elected by the General Membership and serve two-year terms. There shall be “stager” in the term assignments to retain continuity of purpose, i.e., normal elections will replace two Board Members at each annual election with two Members continuing to serve from the previous year.

Section 2B

Board Members must attend all Board meetings. Unexcused absences of two consecutive or three annually shall be grounds for removal from office.

Section 2C

Person's being nominated/elected to a Board of Directors position must be in good standing with the Club for at least 2 years and must have either chaired or co-chaired an event or helped others chair an event.

Section 3

The Board of Directors may authorize and approve expenditures of up to \$500 of capital expenses without the approval of the General Membership. Routine expenditures for

club events (that might exceed the \$500 limit) shall be approved and fully funded with the approval of the Board of Directors.

ARTICLE VII

DISSOLUTION

Section 1

Upon dissolution or winding up of the affairs of this Organization, the Board of Directors shall ensure that the payment of all obligations is exercised. The dispersing of any assets to a charitable organization shall be determined by two-thirds vote of the membership present at a regular meeting.