

# **Pekin Community Saddle Club, Inc.**

## **By-Laws**

**Article 1.**     **The organization is named the Pekin Community Saddle Club, Inc.,** which is a non-profit organization. However for practical purposes the club may use “Pekin Saddle Club” with reference to, on letterhead, and club merits or awards on trophies etc.

**Article 2.**     **The purposes of the club are:**

- A. To make better citizens.
- B. To improve the Pekin Saddle Club by providing wholesome activities relating to horse and horse back riding.
- C. To provide a family activity.
- D. To create and stimulate interest in horses and riding.
- E. To sponsor functions pertaining to horses.
- F. To serve as an educational medium.
- G. To help build moral character.

**Article 3.**     **Membership: Section 1. Part A.** Any person filling out an application, paying stated fee, sponsored by a club member, attending two functions, approved by the membership committee and voted on by the members at the monthly meeting shall be accepted as a member.  
New member will be on probation for a period of one year. New member may then apply for a key to the building, will be eligible to hold an office and will be eligible to apply for a campsite.

**Article 3.**     **Membership: Section 1. Part B. Lifetime Membership** Any member, who has been a member in good standing for ten (10) consecutive years and at least sixty-five (65), would be a member for life, with full voting privileges. If lifetime member cannot turn in their annual membership renewal form on time due to illness, they will have six additional months to turn in the form in order to retain their Lifetime Member status.

**Article 3.**     **Membership: Section 1. Part C. Honorary Membership** The club membership may elect as an honorary member a person that maybe helpful in promoting the club’s interest. An Honorary candidate cannot be a past or present member. And after accepting Honorary status said person can petition to become a club member but honorary status will be revoked and cannot be restored. An honorary member candidate will be invited to a club meeting and presented a plaque and a copy of the By-Laws and Ground Rules. Honorary member will be sent a scheduled newsletter, but will not have any voting privileges or be able to hold any office.

**Article 3.**     **Membership: Section 2** The Board of Directors shall determine annually the membership fee and or late fee and make a recommendation to be voted on at the November meeting.

- Article 3. Membership: Section 3.** The membership fee will be payable on or before the March meeting. The membership payment plus late fee will be accepted no later than the April meeting. If dues are not paid by the April meeting the membership will be cancelled as well as any club privileges including campsite.
- Article 3. Membership: Section 4.** A member must be at least 19 years of age to vote.
- Article 3. Membership: Section 5.** Any person dropping out will not receive a refund.
- Article 3. Membership: Section 6.** A member must be at least 21 years of age to apply for a campsite.
- Article 3. Membership: Section 7.** Any member reaching the age of nineteen (19) shall be required to purchase their own membership unless still attending high school.
- Article 3. Membership: Section 8.** Membership vote is determined to mean members voting at a monthly meeting unless otherwise stated.
- Article 4. Officers:** Officers shall be President, Vice President, Secretary, Treasurer and Publicity Officer.
- Article 5. Duties of Officers: Section 1.** The President shall preside at all meetings of the club and act as chairperson of the Executive Committee. The President shall appoint all committee chairpersons and perform all other duties usually assigned to this office.
- Article 5. Duties of Officers: Section 2.** The Vice President shall, in the absence of or inability of the President, perform all of the duties of the President.
- Article 5. Duties of Officers: Section 3.** The Treasurer shall receive and keep the money turned over by the Secretary, keep an accurate account of the same, and pay out at the direction of the club. The Treasurer shall present a financial report at each regular meeting.
- Article 5. Duties of Officers: Section 4.** The Secretary shall accept dues and all money paid to the club, turn the money over to the treasurer, keep records of members who have paid dues, conduct general correspondence of the club, send notices of meetings, record and read the minutes at each monthly meeting and the board of directors meetings.
- Article 5. Duties of Officers: Section 5.** Publicity Officer shall see that all news of the club functions are entered in local newspapers. It is the responsibility of the publicity officer to publish the club newsletter in a timely manner. Or at the discretion of the President, He/She may assign a club member the duty of publishing the newsletter.
- Article 5. Duties of Officers: Section 6.** All checks require the signatures of any 2 of the 4 officers; President, Vice President, Treasurer or Secretary.
- Article 5. Duties of Officers: Section 7.** Banking accounts will be maintained in Washington, Clark or Scott County, in Indiana.
- Article 6. Election of Officers: Section 1.** Officers shall be elected every November to take office January 1 of the ensuing year or until the officers are duly elected and installed.

- Article 6. Election of Officers: Section 2.** Officers elected shall be members for at least one year and in good standings.
- Article 6. Election of Officers: Section 3.** No officer shall hold the same office more than two (2) consecutive terms.
- Article 6. Election of Officers: Section 4.** No officer shall be less than 21 years of age.
- Article 6. Election of Officers: Section 5.** No two (2) members of the same family household may hold office at the same time after January 1, 1964. One family member may be an Officer and one family member may serve on the Board of Directors.
- Article 7. Vacancies in Elected Offices: Section 1.** When a vacancy occurs in any elected office, prior to the normal expiration date the Executive Committee shall fill the office by appointment to last until the expiration of the term.
- Article 8. Committees: Section 1.** The President shall appoint the standing committee chairpersons and temporary committees when the need arises. The standing committees are designed to be: membership, campsite, parade, maintenance, security, trail ride and fun show.
- Article 8. Committees: Section 2.** The President shall appoint committee chairpersons on or before the first meeting of the year. All committees must have a minimum of three persons including the chairperson.
- Article 8. Committees: Section 3.** The committee chairperson will report to the following officers on or before each monthly meeting.  
(President – Campsite) (Vice President – Maintenance and Security) (Secretary – Membership) (Publicity – Trail Ride, Parade and Fun Show)
- Article 8. Committees: Section 4.** Campsite rules must be posted inside the clubhouse at all times.
- Article 9. The Order of Business Shall Be:**
- a. Reading the minutes of the previous meeting.
  - b. Report of the treasurer.
  - c. Committee reports.
  - d. Reading of communications.
  - e. Unfinished business.
  - f. New business.
  - g. Program.
  - h. Adjournment.
- Article 10. Safety Precautions: Section 1.** It is expected that all members will exercise precautions to avoid accidents to themselves, other riders and horses.
- Safety Precaution: Section 2.** The club shall stress safety but shall not be responsible in case of an accident.

- Article 11. Conduct of Club Members: Section 1.** Drinking: There shall be no drinking of intoxicating beverages and/or usage of illegal drugs at any time.
- Article 11. Conduct of Club Members: Section 2.** In case of misconduct on club property or at a club sponsored event the members shall receive (1) written warning drafted by the BOARD OF DIRECTORS. The second offense shall result in a written notification of a twelve month suspension of membership with no dues refunded. Reinstatement must be approved by the BOARD OF DIRECTORS. All written warnings will be sent certified mail with return receipt.
- Article 11. Conduct of Club Members: Section 3.** All members shall conduct themselves in a moral and respectable manner at all times.
- Article 11. Conduct of Club Members: Section 4.** All animals must be on a leash and under control at all times. No animals are allowed in the club building (except service animals).
- Article 11. Conduct of Club Members: Section 5.** No smoking allowed inside club building.
- Article 11. Conduct of Club Members: Section 6.** A member may not camp for more than a two week period without prior written permission of the EXECUTIVE COMMITTEE.
- Article 11. Conduct of Club Members: Section 7.** No permanent living structures on club property.
- Article 11. Conduct of Club Members: Section 8.** Members are requested to pay a predetermined daily fee for utility usage.
- Article 12. Club Colors: Section 1.** Club colors will be yellow shirts/t-shirts and black trousers/pants/jeans and black western hats.
- Club Colors: Section 2.** All members participating must have proper attire and club colors for parade activities.
- Article 13. Meeting Date: Section 1.** Second Tuesday of each month 7:00pm, or the second Friday of each month at 7:30pm. To be determined each year by the new incoming Board of Directors and presented at the January meeting.
- Article 13. Meeting Date: Section 2.** Any meeting other than the regular meeting shall be called by the executive committee or a vote of the membership.
- Article 14. Amendments to the By-Laws: Section 1.** All amendments (TO THE BY-LAWS) shall require a two thirds (2/3) majority of voting membership. The ballots will be sent via US Postal Service.
- Article 15. Board of Directors: (Explanation of Titles)**  
**Directors = Four elected annually.**  
**Executive Committee = Five (elected officers) annually.**
- Board of Directors = Directors plus Executive Committee.**
- Article 15. Board of Directors: Section 1.** There shall be a Board of Directors consisting of both the Executive Committee and four (4) Directors elected at large from the membership. More than one (1) member of a family may be elected to the Board of Directors. They must be of voting age.

**Board of Directors: Section 2.** The President shall sit as Chairman of the Board of Directors and vote only to break a tie vote.

**Board of Directors: Section 3.** The Board of Directors shall meet at the call of the President and at least four (4) times a year at a time and place set by him/her.

**Article 15. Board of Directors: Section 4.** These nine (9) members being the Board of Directors shall meet to formulate the policy of this organization. Act on all important business brought before the Executive Committee.

**Article 15. Board of Directors: Section 5.** It shall be the duty of the incoming and outgoing Board of Directors to audit the treasurer's books before the 1<sup>st</sup> regular meeting of the new year. All appropriate paperwork must be presented to the tax preparer no later than Feb 1.

**Article 15. Board of Directors: Section 6.** The outgoing President if not elected to a position on the Executive committee or Board of Directors shall automatically become a member of the Board of Directors for one (1) year.

**Article 15. Board of Directors: Section 7.** Election of the Board of Directors. The members of the Directors shall be elected after the Executive Committee (five officers) have been duly elected in November of each year.

**Article 15. Board of Directors: Section 8.** There shall be a special election held at the March 13, 1973 regular meeting to elect the Board of Directors for the year of 1973. In November 1973 at the election there shall be elected four (4) Directors for the following term of office.

**1974 – 1 Director to serve for one (1) year.**

1 Director to serve for two (2) years.

1 Director to serve for three (3) years.

1 Director to serve for four (4) years.

The following years there will be one Director elected for a four (4) year term unless Section 6 is involved.

**Article 15. Board of Directors: Section 9.** Any decision that the Board of Directors makes is final unless vetoed by 2/3 vote of the membership at the monthly meeting.

**Article 15. Board of Directors: Section 10.** Any officer absent two (2) monthly meetings or Director absent two (2) Board of Directors meetings without legitimate excuse forfeits their office and is not eligible for election to any office the ensuing year, or it may be left to the discretion of the Board of Directors concerning their office.