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eriehuntandsaddleclub.org

## **BYLAWS OF THE ERIE HUNT AND SADDLE CLUB, INC.**

**Approved:**

## **ARTICLE I - NAME**

The name of the club shall be the Erie Hunt and Saddle Club, Inc. and it is recognized as a 501 (c)(3) non-profit organization.

## **ARTICLE II – OBJECTIVES AND MISSION STATEMENT**

### **Section 1. Club Objectives**

The objectives of this club shall be:

- A. To educate the community in all aspects of horsemanship, to promote the welfare of horses.
- B. To create better sportsmanship and to make adequate and fair rules governing events and to enforce them for the common benefit of all.
- C. To facilitate the exhibition of horses in so far as the Club's facilities, finances, and resources permit.
- D. To provide an opportunity for all people interested in horses or ponies to work together for the promotion and enjoyment of equestrian activities.
- E. To promote the development of young equestrians to achieve their maximum potential.

### **Section 2. Club Mission Statement**

The mission of the Erie Hunt and Saddle Club, Inc. is to provide a safe and enjoyable facility for all people interested in equine activities, including:

- Promoting and educating the community in all aspects of horsemanship;
- Providing sportsman like events;
- Promoting the development of young equestrians;
- And be a conscious conservator of the club's property and surrounding properties.

## **ARTICLE III – MEMBERSHIP**

### **Section 1. Classification of Members**

- A. Active Members: Active members are members who regularly attend and support the club meetings and activities with their time, talent and efforts and are a part of the organization's working group of the organization. Active memberships are entitled to one vote per membership.
  - 1. Active Senior Individual: Active Senior Individual memberships are for members who have reached their 19th birthday.
  - 2. Active Family: Active family memberships are for members of an immediate family. The immediate family is classified as at least one adult and children aged 18 and under. The club recognizes that not all members of an immediate family are necessarily interested in equestrian activities and therefore expects only those family members who are interested in equestrian activities to participate in the club programs.

- B. Associate Members: Associate memberships are for members who wish to belong to the club socially and who publicly endorse its objectives. The Governing board shall approve or disapprove applicants for Associate membership. Those members shall have no voting power.
  - 1. Associate Senior Individual: Associate Senior Individual memberships are for members who have reached their 19th birthday.
  - 2. Associate Family: Associate Family memberships are for members of an immediate family. The immediate family is classified as at least one adult and children aged 18 and under.
- C. Life Members: Life memberships are for founding members of the Erie Hunt and Saddle Club, Inc. and those who due to their meritorious service to the club, have been nominated by the Executive Board and approved by the Governing Board. Life members are entitled to one vote per membership.

## Section 2. Dues

- A. Dues: Dues shall be established annually prior to the start of the fiscal year by the Governing Board for each member classification. Dues paid by new members accepted during the last quarter (1/4) of the fiscal year shall be credited toward the next fiscal year.

## Section 3. Election to Membership

- A. Each applicant for membership shall apply on a form approved by the Governing Board. This form shall provide that the applicant agrees to abide by these bylaws and shall state the name, address, occupation of the applicant, type of horse or horses owned, if any, and equestrian preferences.
- B. All new applicants and requests for reinstatement are to be presented to the Membership Chairperson and each application is to be read at the first meeting of the Governing Board following its receipt. An application will be voted upon and affirmative votes of three-fourths (3/4) of the Governing Board members present and voting at that meeting shall be required to elect the applicant to membership. The accepted applicant's name shall then be filed with the Secretary.
- C. Applicants for membership who have been rejected by the Governing Board may not re-apply within six (6) months after such rejection.

## Section 4. Termination of Membership

- A. Membership may be terminated by:
  - 1. Resignation: Member in good standing may resign from the Club upon written notice to the Governing Board but no member may resign when in debt to the club. Dues will not be refunded.
  - 2. Exclusion: Membership may be terminated as provided in Article VI Section 2.c.

# **ARTICLE IV - OFFICERS OF THE CLUB**

## Section 1. Officers:

- A. The officers of the club shall be President, Vice-President, Secretary, Treasurer and Land Development Chair.

## Section 2. Duties of the Officers

- A. The President shall be the Chairperson of the Governing Board and a member, ex-officio, of all committee meetings apart from the Nominating Committee. The President shall have the duties and power normally appurtenant to the office of the President, in addition to those particularly specified in the bylaws. As Chairperson of The Governing Board, and as presiding officer at all meetings, the President shall vote only in the event of a tie. It is the President's responsibility to arrange an annual independent audit of the club finances and report back to the Governing Board on or before the April Board meeting.
- B. The Vice President shall have the powers of and exercise the duties of the President in the event of the President's absence, resignation, incapacity or death. The Vice President shall be a voting member of the Governing Board. The Vice President shall arrange the monthly meetings of the Governing Board Meeting and posted publicly. The Vice President is responsible for the club's insurance policies including duties such as, but not limited to, serving as the primary point of contact, updating policies as needed, including equipment changes; and filing claims. The President will designate responsibilities and duties to the Vice President as needed.
- C. The Secretary shall keep a record of all general membership meetings of the club and of the Governing Board and of all matters of which the Club shall order a record. The Secretary shall have charge of correspondence, the monthly newsletter, keeping a roll of the members of the club with their addresses and carry out such other duties as are prescribed in these bylaws.
- D. The Treasurer shall collect and receive all monies due or belonging to the club and grant receipts, therefore. The Treasurer shall deposit the same in a bank, satisfactory to the Governing Board, in the name of the club. The Treasurer shall pay all bills under the amount of \$ 600.00 contracted by the club upon their receipt. Bills exceeding this amount shall be presented to the Governing Board for its approval. The books shall, at any reasonable time, be open to inspection by any active member in good standing. The Treasurer's books shall be ready for audit by November 30th. The Treasurer will also be responsible for the issuance of the annual taxes and all related forms including but not limited to 1099s and W2s. The Treasurer shall be a voting member of the Governing Board. The President and Vice-President shall have the right to sign checks in the absence of the Treasurer.
- E. The Land Development Chair shall develop and nominate a committee of up to four members that represent a variety of english and western equestrian disciplines. The committee shall be responsible for planning all facility improvements. They are to develop a budget as to the cost to accomplish the improvements and submit this to the Governing Board for approval. They are also responsible for developing and maintaining a five (5) year plan.

## **ARTICLE V - OPERATING CHAIRMEN**

### Section 1. The Operating Chairs of the Club

The Operating Chairs of the club shall be:

- A. Program Chairperson
- B. Membership Chairperson
- C. Communications Chairperson
- D. Awards Chairperson
- E. Points Chairperson
- F. Clubhouse Chairperson

- G. Scheduling Chairperson
- H. Properties Chairperson
- I. Grounds Chairperson
- J. Stabling Chairperson
- K. Volunteer Coordinator Chairperson
- L. Sponsors Chairperson

## Section 2.

- A. The Operating Chairs shall be elected for a one-year term by membership at the annual meeting as specified in Article VII. These chairs shall be voting members of the Governing Board. There shall be one vote per position.
- B. If a Chairperson resigns before the expiration of their term, the Governing Board shall appoint a member to complete the resigning Chairperson's term.

## Section 3.

### A. Program Chairperson

1. Select a place for the general membership meetings.
2. Arrange programs to be presented at the membership meetings.
3. Plan Annual Installation of the Governing Board and Awards Banquet.

### B. Membership Chairperson

1. Manage Club Directory.
2. Present new member applications to the Governing Board for action.
3. Notify new members of their acceptance into the Club and other pertinent information about their membership.

### C. Communications and Website Chairperson

1. Maintain an integrated communications approach to promote the club's brand by utilizing traditional and digital communications methods to keep internal and external stakeholders informed.
2. Work with community and industry connections, as well as internal and external stakeholders to further add value to the club's operations.
3. To maintain and update all pages of the website for the Erie Hunt & Saddle Club. Including all show schedules, show results, news and all events concerning the Erie Hunt and Saddle Club and its members. This must be done in a timely fashion.
4. To make sure all fees are paid yearly to keep the website up and running.

#### D. Awards Chairperson

1. Arrange for engraving trophies, order and present Championship and Reserve Ribbons at the Awards Banquet.
2. Order trophies and ribbons for all shows.
3. Coordinate with the program Chairperson on year – end awards and banquet communications.

#### E. Points Chairperson

1. Distribute information for Club year-end awards.
2. Keep record of horses and riders registered for year-end awards.
3. Keep records of points accumulated toward year-end awards.

#### F. Clubhouse Chairperson

1. Arrange for cleaning of clubhouse.
2. Post rules for use of clubhouse per Governing Board approval.
3. Purchase clubhouse supplies including paper and staple supplies for use in the clubhouse.
4. Maintain the inventory list to be presented to the Governing Board annually.
5. Arrange for the scheduling of the clubhouse and its use.
6. Arrange for food vendors for horse shows.
7. Prepare a list of items, if needed, for the upcoming show season and supporting estimates for budgeting purposes for Board for approval.

#### G. Scheduling Chairperson

1. Solicit suggestions from club members as to the type of shows and equestrian events desired.
2. Promote instruction for club members to learn the responsibilities of a show Chairperson and show secretary.
3. Set up a schedule of shows and equestrian events with the Governing Board.
4. Hire judges and send out contracts for unrecognized shows and activities and arrange lodging.
5. Secure chairpersons for shows.

#### H. Properties Chairperson

1. Ready property for opening season and dismantle at the end of the season.
2. Arrange for repair to jumps, main ring fence, and stalls and other show equipment as needed.
3. Schedule emptying barns of equipment in the spring and the return of equipment to the barns at the close of the show season.
4. Maintain inventory list of show equipment such as jumps, poles, standards, timers, etc. to be presented to the Governing Board annually.
5. Prepare a list of equipment needed for the upcoming show season along with supporting estimates and provide this information to the Land Development Chairperson for budgeting purposes and approval by the Board.

#### I. Grounds Chairperson

1. Schedule mowing of club grounds including club house lawn.
2. Be responsible for sufficient trash receptacles and removal of trash from grounds.
3. Arrange for cleaning of toilet facilities.
4. Arrange to have the water system turned on prior to the arrival of horses for any event (or post instructions for other personnel).
5. Arrange for maintenance program for tractor and other equipment.
6. Maintain inventory list of major equipment such as tractors, drags, mowers, etc. and any other large mechanical equipment to be presented to the Governing Board annually. Plus, coordinate with the Vice President to ensure equipment is appropriately insured.
7. Prepare a list of equipment needed for the upcoming show season along with supporting estimates and provide this information to the Land Development Chair for budgeting purposes and to the Board for approval.

#### J. Stabling Chairperson

1. Arrange for any minor repairs to the stalls when necessary. Report on any major repairs to the Board.
2. Keep a count and purchase bedding for the entire show season and arrange for its delivery.
3. Oversee the assignment of stalls for all shows and equestrian events when necessary.
4. Arrange to have stalls cleaned after each use.
5. Document manure disposal per Manure Management Plan.

K. Volunteer Coordinator Chairperson

1. Work as a liaison between the membership and show chairpersons to fill volunteer positions.

L. Sponsors Chairperson

1. Solicit sponsors for horse shows.
2. Keep a record of all sponsors contracted and provide this information to the Communications chairperson and Webmaster chairperson.
3. Arrange for a sponsor tent/area with refreshments and host major sponsored horse shows.
4. Arrange for sponsor advertisements such as signs, banners, etc.
5. Support fundraising campaigns for special projects.

**ARTICLE VI - GOVERNING BOARD**

**Section 1. Members of the Governing Board**

- A. The Governing Board shall consist of all elected officers and operating chairs.

**Section 2. Duties of the Governing Board:**

- A. The Governing Board shall have the general management of the affairs of the club and may make contracts in its name and authorize such contracts.
- B. The Governing Board shall make and enforce the rules governing the club and the individual members and all other persons bound by the club rules.
- C. The Governing Board may, after a hearing, censure, suspend, or expel any officer or member of any committee of the club or any other person whose conduct shall be found to be prejudicial to the best interests of the club or in violation of its bylaws.
- D. The Governing Board may censure, suspend, or cancel any equestrian event for any cause.
- E. At all meetings of the Governing Board, more than fifty (50) percent of its members shall constitute a quorum.
- F. The Governing Board shall fill any vacancy of any elected officer or operating Chairperson occurring during the year by the appointment of a member to hold office until the next annual meeting of the club when a successor shall be duly elected.
- G. The Governing Board shall keep a record of its proceedings and shall report at the regular meeting of the club or at any special meeting of the club any matters, which in its judgement require the action of the members.
- H. The Governing Board may from time-to-time elect Honorary Directors from the club membership in recognition of distinguished service rendered to the club. An Honorary Director shall serve for life but without vote and shall be exempt from payment of dues. Such directors shall not, at any time, exceed two (2) in number.



- I. No individual or board member may assume the duties or voting privileges of an absent club member or Governing Board member except as provided for in Article IV Section 2. b. or at the discretion of the Governing Board.
- J. Any member who has not attended three (3) meetings without prior notification to the Secretary or President shall be dropped from the Board of Governors.
- K. Assist Scheduling Chairperson to set show and event schedule for the season.
- L. Shall vote on all expenditures over \$600.

## **ARTICLE VII - CLUB YEAR, ANNUAL MEETING, ELECTIONS**

### **Section 1. Club Year**

- A. The club's fiscal and official year shall be from November 1 to October 31.

### **Section 2. Annual Meeting**

- A. The annual meeting shall be held in the fourth quarter at which time the officers and operating chairs for the ensuing year shall be elected by secret ballot from among those nominated in accordance with section 5 of this article. There will be installation of officers and operating chair at the Annual Banquet of the same year and each retiring officer shall at that time turn over to his successor in office all properties and records relating to that office.

### **Section 3. Quorum and Proxy**

- A. At the Annual Meeting, a quorum shall be deemed present when one-third (1/3) of the active membership is present. In the event that a quorum shall not be present at an Annual Meeting, such a meeting may be adjourned by the Chair to a future date, notice of which shall be given to all members by the Secretary.
- B. All voting memberships are entitled to one vote per membership.

### **Section 4. Elections:**

- A. The nominated candidate receiving the greatest number of votes for each office shall be declared elected.

### **Section 5. Nominations:**

- A. No person may be nominated to the Governing Board until he, or she, has been an active member in good standing for one (1) year, except per Governing Board approval.
- B. The President shall appoint a Nominating Chairperson with the approval of the Governing Board. This recommended Nominating committee shall consist of the Chairperson and three (3) senior active members chosen by the Chairperson. It shall be the Chairperson's duty to call a committee meeting and have a slate ready to be presented prior to the Annual Meeting of the club.
- C. The Nominating Committee shall nominate not more than two (2) candidates for each office and two (2) candidates for each operating Chairperson on the Governing Board and report their nominations to the Secretary in writing.

- D. A voting member may make additional nominations at the Annual Meeting in attendance. Provided that the person nominated does not decline when his name is proposed and provided, further, that if the proposed candidate is not in attendance at this meeting, his proposer shall present to the Secretary a written statement from the proposed candidate signifying his willingness to be a candidate.
- E. Nominations for officers cannot be made at the Annual Meeting in any manner other than as provided in Article VII, Section 5. D.

## **ARTICLE VIII- BYLAW CHANGES**

### **Section 1.**

These bylaws may be amended by a majority vote of the members present and voting at any regular meeting or special meeting called for that purpose. But the proposed amendment must be embodied in the call for any such meeting and mailed to each member at least two (2) weeks prior to the date of such a meeting.

The President is to appoint a committee when necessary to review and propose changes to the bylaws that will be presented to the Executive Committee prior to approval by the Governing Board.

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| Revised: | 1979      |
| Revised: | 10 / 1982 |
| Revised: | 10 /1999  |
| Revised: | 10 / 2001 |
| Revised: | 10 / 2002 |
| Revised: | 01 / 2007 |
| Revised  | 11 / 2009 |
| Revised: | 11 / 2012 |
| Revised: |           |