

BIG PINE SADDLE CLUB BY-LAWS
Amended on 6/5/2018

Article I

Name and objectives:

Section 1- This Club shall be known as the "BIG PINE SADDLE CLUB" AKA "BPSC"

Section 2- The objectives of this Club shall be:

- (1)- To encourage the use and appreciation of horses and stock.
- (2)- To promote good fellowship.

Article II

Membership:

Section 1 -Any person owning or being interested in horses may become a member of this organization by paying the annual membership dues of this club. To become an Active member, you must live within the boundaries of Wilkerson, Big Pine, or Tinnemaha areas. (Current members who live outside these boundaries will be allowed to stay, but once they leave, they will not be allowed back in.)

Section 2 – There will be three types of membership in the club. They are as follows:

- (1) Active Members, Family: Parent(s) or guardian(s) and their children under 18 years of age. **Only Active Members 18 years of age and over are eligible to vote.**
- (2) Active Members, Individual: Persons 18 years of age or over.
- (3) Annual Members – A family or individual who does not rent a corral at the Saddle Club, but who will be permitted to use the facility for the purpose of riding their horses.

Annual Members are not eligible to vote.

(See Article IX, Sec. 2 & 3 for Dues/Fees)

Section 3 – Any member may be asked for his resignation for violation of the Club rules after review by the Club Officers and then by a majority vote of the General Membership. (See Article III for Termination Process)

Section 4 – Membership to be requested by submitting an application, dues and proof of immunization and then by approval of majority vote at a General Meeting.

Section 5 – There will be 1 vote per Active Member over the age of 18.

Section 6 – Children must apply for Individual Membership after reaching their 18th birthday.

Section 7 – Members must be present at given meeting to vote on any agenda topics. Absentee ballots will not be accepted in lieu of attending a meeting. In case of an emergency vote is needed, the use of a written ballot will be distributed to each member's corral in lieu of trying to schedule an emergency meeting of all the members. (Amended 6/5/2018)

Section 8 – In case an emergency vote is needed, put to vote the use of a written Ballot which will be distributed to each member's corral in lieu of trying to schedule an emergency meeting of all the members. (Amended 06/05/2018)

Section 9 – New members will start paying as soon as a corral is given to them and they will have 90 days to build a corral. If the corral is not built within the first 90 days, the corral will be given back to the Saddle Club and the member will be put back on the waiting list.

Section 10 – Members will be responsible to pay for any bank fees related to a returned check it will be added to their corral space fees.

Article III

Membership Termination

Any member may be terminated by vote of the General Membership for violation of the Club rules after a member has been formally charged with violation(s) and has been permitted to state his/her defense.

In the event a member has been sighted for a serious offense by the Club Officers, the following steps will be taken:

- a. Member(s) will be sent a letter notifying them of the violation and will be given a specified time limit to correct the violation. If the violation is not resolved within the time specified, a date will be set for a hearing by the General membership.
- b. The member will be entitled to a hearing by the General membership before a vote for termination may be taken. If the member chooses not to respond after a time and place have been designated, he/she will forfeit the right to a hearing.
- c. The Club concurs that termination of membership is a serious consequence. Only the most serious violations and/or gross negligence will be brought before the General Membership for possible termination. Such violations will include, but may not be limited to:
 - Non-payment of corral rent or annual membership dues
 - Neglect of horse(s) and or permitting unsafe stabling
 - Endangerment to other members and/or their horses

Members sighted for less serious offenses will be given warning over a reasonable time period to make adjustments or reconciliations that comply with Club Rules. A probationary period, in certain instances, may be established as well. Every effort will be made to treat all members without prejudice or preferential treatment.

Article IV

Officers and Directors

Section 1 – The officers of this organization shall be a President, a Vice-President, a Secretary, a Treasurer, Member-at-Large, Web/Communications Coordinator and Membership Coordinator.

Section 2 – The following are the duties of the seven officers.

- (1) **The President shall:**
 - a. Preside over the general business and Club Officers meetings.
 - b. Maintain and update all documents, i.e. lease and insurance matters
 - c. Maintain in good order membership records
- (2) **The Vice President shall:**
 - a. Assume the Presidents duties in his/her absence
 - b. Organize and direct workdays
 - c. Oversee corrals and their maintenance according with the existing corral rules

- (3) **The Secretary shall:**
 - a. Prepare agendas and post notices 72 hours prior to meetings and take notes at each meeting.
 - b. Document and maintain minutes of the General and Club Officers meetings.
 - c. Handle all correspondence of the Club
 - d. Keep updated records of all items pertaining to Club business and memberships.
 - e. Be in charge of all publicity involving meetings, play days, etc.
 - f. Possession of Post Office key and frequently check box and distribute correspondence accordingly.
- (4) **The Treasurer shall:**
 - a. Deposit funds of this Club in an accredited Bank.
 - b. Keep records of all dues and fees collected from Club members.
 - c. Audit report will be done yearly
 - d. Pay all club bills by their due dates
- (5) **The At-Large person shall:**
 - a. Help other board members if needed and anywhere else needed.
- (6) **The Website/Communication Coordinator shall:**
 - a. Be in charge of updating website and Facebook page
 - b. Be in charge of arranging advertisement of events on the radio or in the paper.
- (7) **The Membership Coordinator shall:**
 - a. Be in charge of corral designation.
 - b. Keep updated list of all members' phone numbers and addresses (contact list).
 - c. Keep list of all horses in the Club
 - d. Provide new members with By-Laws, Rules, and Waivers/Releases, retain and maintain all signed records.
 - e. Maintain vaccination records ensuring all horses are current on all vaccinations
 - f. Retain new member applications or annual use facility applications

Section 3 – The Club Officers shall be comprised of the Officers elected by the membership.

Article V

Election of Officers

Section 1 – All officers are to be elected for three-year term by the General Membership of the Saddle Club organization and will continue to serve with member approval.

Section 2 – Nominations will be received from the floor and election will be held at a regular meeting in February.

Section 3 – The new officers will be installed in March.

Section 4 - Termination of office requires a majority vote by the General membership or voluntary resignation by the officer.

Article VI

Meetings

Section 1 – There will be a minimum of one meeting per quarter, held on the second Sunday of March, June, September and December.

Section 2 – Other meetings may be held at the discretion of the President.

Section 3 – Fifty percent (50%) of the active membership must be present to conduct a general/business meeting.

Section 4 – The Club Officers shall meet as deemed necessary by the President. The Club Officers may not meet with less than five (5) members present.

Section 5 - Any member being disruptive during the meeting will be asked to leave.

Section 6 - Agenda to be posted 72 hours prior to meeting

Section 7- Closed meetings must be opened after for general membership

Section 8 – Voting requires fifty percent (50%) of active members to be present for the vote to be valid.

Section 9 – Members are required to attend a minimum of 2 meetings per year to remain in good standing. (Amended 06/05/18)

Article VII

Committees

Section 1 – The number of special committees, the nature and extent of their duties shall be as the members believe will best execute the program for which they were appointed.

Article VIII

Club Funds

Section 1 - Committee can spend up to \$250 without approval from general membership.

Section 2 - Committee has authorization in an emergency situation

Section 3 - Committee must have approval for funds over \$250 by general membership

Article IX

Rent/Fees

Section 1 – Payment of dues is required as of January 1st

Section 2 – Corral rent is \$15 a month, \$45 a quarter, \$90 semiannual or \$180 annually, per corral

Section 3 - Membership fee is designated as follows:

- (1) Active Member: **Onetime fee** \$100 (provided a corral(s) is maintained for the duration of the membership) If a corral is relinquished back to the Saddle Club the Member may avoid paying the Onetime fee if they continue paying an Annual Membership fee. If they do not keep up on the Annual Member fee yearly and they want a corral again they will be charged the Onetime fee again. (amended 3/29/2015)
- (2) Annual Member: Family Membership, no corral: \$75 (yearly)
Annual Member: Individual membership, no corral \$50 (yearly)

Section 4 – Rent or fee changes for Active Membership and/or Annual Membership, may be changed only by vote of the General membership

Section 5 – If unable to pay corral fee, member must make arrangements with Treasurer so as not to become delinquent

Article X

Club Activities

Section 1 – Club activities will be held at the pleasure of the membership.

Section 2 - Insurance liability must be taken into consideration.

Article XI

Participation

Section 1 – No child unaccompanied by a parent or guardian may engage in any activity without specific written permission from a parent or guardian submitted to the committee in charge of said activity.

Section 2 – All active members may participate in all arena events arranged by the club.

Article XII

Conduct of Meetings

Section 1 – Robert’s Rules of Order shall cover the discussions and parliamentary procedures in all membership meetings of this organization i.e.

- (a) Reading and approval of the minutes
- (b) Reports of officers, the Club Officers
- (c) Reports of Special Committees
- (d) Treasures Report
- (e) Unfinished business
- (f) New business
- (g) Adjournment

Article XIII

Vacancies

Section 1 – The Vices President, Secretary or Treasurer shall serve in that order in the absence or inability of the President.

Section 2- In the case of disability or removal for cause of the Vice President, Secretary or Treasurer that the office in either case shall be filled until the first regular meeting thereafter by appointment by the President until such office can be filled by special election.

Article XIV

Parliamentary authority and amendment of by-laws

Section 1 – By-Laws may be amended by the following procedures:

- (a) Notification in writing at any regular business meeting to be voted on at the next regular business meeting.
- (b) Passage of the proposed amendment by $\frac{3}{4}$ votes of those present.

These By-Laws are official and amended for the Big Pine Saddle Club the 5th day of June 2018.

By my signature, I acknowledge and accept the above stated Big Pine Saddle Club By-Laws. If for some reason I do not adhere to the By-Laws and am in violation of said By-Laws, I will accept all and full responsibility, and shall defend, indemnify, and hold harmless the Lessor, Los Angeles Department of Water and Power, the Saddle Club, its Club Officers and Club Members against all claims, damages, losses, judgments, liabilities, expenses and other costs including litigation costs and attorneys' fees arising out of, or resulting from the active negligence or wrongful acts of myself or my family.

We hope you will enjoy the Big Pine Saddle Club. Following these few rules, procedures and guidelines will ensure everyone getting along and hopefully contributing their fair share of help.

Dated: _____ Signature: _____

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