

# CLARK COUNTY SADDLE CLUB, INC.



## BYLAWS

**BYLAWS  
of the  
CLARK COUNTY SADDLE CLUB, INC.**

**Revised and approved at the regular meeting, of  
the Clark County Saddle Club, Inc.  
January 3, 2020**

**CLARK COUNTY SADDLE CLUB, INC.  
11407 NE 174<sup>th</sup> Circle  
Battle Ground, Washington 98604  
(360) 896-6654 <http://www.clarkcountysaddleclub.com>**

***PREAMBLE***

***The purpose of the Clark County Saddle Club, Inc. is to promote horsemanship sports, enter into social activities with other club members, preserve horsemanship activities in Clark County and the State of Washington, assist new members to become familiar with club rules, regulations and facilities and encourage humane treatment of all animals.***

**TABLE OF CONTENTS**

		<b>Page</b>
ARTICLE 1	NAME	1
ARTICLE 2	OBJECT	1
ARTICLE 3	RESERVED FOR FUTURE USE	1
ARTICLE 4	MEMBERSHIP	1
Section 1	Membership	1
Section 2	Membership Limitation	1
Section 3	Expectation of Membership	1
Section 4	Membership Oath	1
ARTICLE 5	OFFICERS, ELECTIONS & NOMINATIONS	2
Section 1	Elected Officers – Term of Office	2
Section 2	Nomination of Officers – Absentee Ballots	2
Section 3	Appointment of Nominating Committee	2
Section 4	Votes to Elect	2
Section 5	Vacancies	2
Section 6	Members Entitled to Vote	2
Section 7	Membership Treatment of Officers	2
ARTICLE 6	BOARD OF DIRECTORS	3
Section 1	Board of Directors Organization	3
Section 2	Appointment of Treasurer & Board Secretary	3
Section 3	Authority to Establish a Salary for CCSC Treasurer	3
ARTICLE 7	QUORUM FOR MEMBERSHIP MEETINGS	3
ARTICLE 8	MEETINGS	3
Section 1	CCSC General Meeting Dates	3
Section 2	Special CCSC Meetings	3
Section 3	Recording of CCSC Meeting Minutes	4
Section 4	Board of Directors Meetings	4
Section 5	Standing Committees	4
ARTICLE 9	AUTHORITY	4
Section 1	Parliamentary Guideline – Robert’s Rules of Order	4
Section 2	Parliamentarian	4
ARTICLE 10	SUSPENSION OR RECALL	4
Section 1	Member Suspended or Expelled	4
Section 2	Reprimand, suspend or Recall Officers, Board, or Committee	5
Section 3	Officers Missing Board Meetings	5

Section 4	Vacancies of Elective Positions	5
Section 5	Member Actions Requiring Disciplinary Measures	5
Section 6	Disciplinary Action for Allowance of Non-Members Access	6
ARTICLE 11	INITIATION FEE & DUES	6
Section 1	Initiation Fee & Dues	6
Section 2	Membership Categories & Volunteer Hours	6
Section 3	Annual Dues Payment	6
Section 4	Delinquent Member Reinstatement	6
Section 5	Annual Membership Card	7
Section 6	Definition of Adult & Minor Memberships	7
Section 7	Applicants – Dues on Prorated Basis	7
Section 8	Event Members & Outside Association Members	7
Section 9	Membership Reinstatement from Military Service	8
Section 10	Definition of Senior Membership	8
ARTICLE 12	DUTIES OF OFFICERS, TREASURER & SECRETARY	8
Section 1	President	8
Section 2	General Meeting Secretary	9
Section 3	Board of Directors	9
Section 4	Treasurer	11
Section 5	Membership Secretary	11
ARTICLE 13	COMMITTEES & REPRESENTATIVES	11
Section 1	Examples – Standing Committees Appointed by President	11
Section 2	Standing Committees Appointed by Board of Directors	11
Section 3	Representatives from Specified Groups	12
Section 4	Group Representatives Board Reporting Requirements	12
Section 5	Financial Responsibilities of Group Representatives	12
Section 6	Allocation of Specified Group Ride Nights	12
ARTICLE 14	DEPOSITS & DISBURSEMENTS	12
Section 1	CCSC Funds & Deposits	12
Section 2	Disbursement Check Signing	12
Section 3	Dissolution of CCSC	12
ARTICLE 15	RESERVED FOR FUTURE USE	12
ARTICLE 16	SUSPENSION OR AMENDMENT OF BYLAWS	13
ARTICLE 17	RESERVED FOR FUTURE USE	13
ARTICLE 18	CLOSED ARENA & FACILITIES	13
Section 1	Riding Privileges	13
Section 2	Arena Courtesy	13

ARTICLE 19	AMENDMENTS	15
Section 1	Bylaw Interim Changes	15
Section 2	Submitting Proposed Changes	15
Section 3	Providing Copy to Adult Members	15
ARTICLE 20	AMENDMENT TO ARTICLE 5, SECTION 1	16
Section 1	Duration of Amendment to Article 5, Section 1	16
Section 2	Elected Officers – Eligibility & Terms	16
ARTICLE 21	AMENDMENT REFLECTING COMPREHENSIVE REWRITE OF THE BYLAWS	17
Section 1	Date Adopted & Term of Adoption	17
Section 2	Description of Application of Amendment 21	17
ARTICLE 22	AMENDMENT TO ARTICLE 4, SECTION 2	18
Section 1	Date Adopted & Term of Adoption	18
Section 2	Membership Limitation to 2,000	18
ARTICLE 23	AMENDMENT TO ARTICLE 11, SECTION 2, SECTION 8, AND EXHIBIT B	19
Section 1	Date Adopted & Term of Adoption	19
Section 2	Addition of Event Member & Outside Association Member	19
EXHIBIT A	Financial Responsibilities of Representatives & Groups	20
EXHIBIT B	Fee & Dues Schedule	21

ARTICLE 1 – NAME

The name of this club shall be the Clark County Saddle Club, Inc. hereafter referred to as (CCSC). It is a 501(C)7 non-profit, educational organization.

ARTICLE 2 – OBJECT

The object of this organization shall be:

to promote the equine industry and those activities associated within the community,

to encourage humane treatment of all animals,

to support youth equine activities,

to cooperate with statewide programs in the development of riding trails and equestrian facilities

ARTICLE 3 - RESERVED FOR FUTURE USE

ARTICLE 4 - MEMBERSHIP

Section 1. Membership in this organization shall be open to all persons submitting an application. CCSC does not discriminate on the basis of race, color, religion, national origin, age, disability, sex, marital status or sexual orientation. The proposed member will be required to attend the General membership or pre-approved Board of Directors meeting at which his or her application is read for the first time.

Section 2. Total membership will be limited to 2,000 members.

Section 3. Members are expected to attend no less than one General meeting per calendar year.

Section 4. MEMBERSHIP OATH

I hereby state that my reason for membership in CCSC is to be active in furthering horsemanship and equine activities, and to enter into social activities with fellow members. I further state that as a member I will not use CCSC to promote personal commercial gain. I will not sue CCSC or its representatives for an accident, injuries, damages or grievances that occur at CCSC, or because of CCSC, its representatives, or anyone that is attending a function at CCSC.

ARTICLE 5 - OFFICERS, ELECTIONS AND NOMINATIONS

- Section 1. Elected officers of CCSC shall be a President and eight (8) Board of Directors. The President shall be elected for a one (1) year term. Board of Directors shall be elected for a two (2) year term on a rotating basis of four (4) members elected for terms beginning in odd numbered years and four (4) members elected for terms beginning in even numbered years. All officers must be at least twenty-one (21) years of age and be a member in good standing for at least two (2) years.
- Section 2. a. Nomination of officers will be in October and nominees will be published electronically in October. Balloting and elections will follow in November. New officers will assume their duties in January of the following year.
- b. Nominees must be present at the nomination meeting unless they are unable to attend due to unavoidable circumstances. In such circumstances a letter of acceptance via a hard copy or electronic document signed by said nominee must be read at the nomination meeting. This process will be used to fill vacancies.
- Absentee ballots may be submitted by members in a sealed envelope in the hands of the President or chairman of the Nominating Committee no later than the date of election and prior to the meeting starting time. There will be no exceptions.
- Section 3. The President shall appoint a Nominating Committee of two or more members, each to present nominees for President and Board of Directors to the membership. Nominations will also be allowed from the floor at the October meeting. All nominees will be voted upon by the membership at the November meeting.
- Section 4. A simple majority of votes cast will be necessary to elect a candidate to office.
- Section 5. Vacancies shall be filled by special election. Such vacancies shall be published electronically, published in CCSC Newsletter or notified by US Mail prior to Election.
- Section 6. Members entitled to vote at general elections are Adult Active, Adult Social, Senior, and Lifetime members. Minor members do not have voting privileges.
- Section 7. Elected Officers donate their time as specified in these Bylaws Articles 5, 6 and 12. These officers make difficult decisions on behalf of the CCSC membership. Officers shall not be chastised by CCSC members. Those CCSC members who feel an improper decision has been made by the Board of Directors or President may

request to be heard at a Board of Directors meeting or speak on the issue at a CCSC General meeting but must confine their remarks to the issue(s) and not individual officers.

#### ARTICLE 6 - BOARD OF DIRECTORS

- Section 1. The Board shall consist of eight (8) Board of Directors and the President. They shall have the power of self-organization within the Board and at least once a year shall elect a Chairman from within the Board.
- Section 2. The Board shall appoint a CCSC Treasurer, and a Board Secretary responsible for keeping and safeguarding CCSC records.
- Section 3. The Board of Directors shall have the authority to establish a salary to be paid to the CCSC Treasurer. A background check will be required of the applicant for CCSC Treasurer.

#### ARTICLE 7 - QUORUM MEMBERSHIP MEETINGS

Eleven (11) Adult Active, Adult Social, and Senior members in good standing, attending a General or special CCSC meeting shall constitute a quorum. A record shall be kept of the members present at each meeting.

#### ARTICLE 8 - MEETINGS

- Section 1. The General Membership CCSC meetings shall occur on a quarterly basis on the second Tuesday of the applicable month. Quarterly meetings will be in January, April, July and October with an additional special meeting in November for election of officers. There will be a special meeting the second Tuesday in March for the sole purpose of membership payments (Dues Payment Meeting).

NOTE: Vulgar and abusive language has no place in a General or special CCSC or Board meeting. Should a member use such language, that member will be called out of order by the presiding officer. Should the member fail or refuse to cease their vulgarity or abuse they may be charged under Article 10 and be subject to membership suspension or expulsion from CCSC.

- Section 2. Special CCSC meetings shall be called by the President or by his/her delegated representative when:
- (a) matters of extreme importance require action by the membership which cannot, in his/her judgment, be deferred until the next General CCSC meeting.

(b) he/she is so requested by the Chairman of the Board of Directors, or

(c) he/she is requested to do so by a petition signed by one-third of the Adult members.

Note: Call of meeting will be done electronically and/or by U.S. Mail to voting members.

Section 3. Minutes of all General and special CCSC meetings shall accurately describe the actions taken by the body and shall become part of CCSC records. The minutes shall be available at the meetings.

Section 4. The Board of Directors shall meet once each month or more often at the call of the Chairman. A quorum shall consist of two-thirds of the Board members. Minutes of each meeting shall accurately describe the actions of the Board and shall become a part of the permanent CCSC records. The minutes shall be available at the meetings.

Section 5. Standing, special or program committees shall meet at the call of their chairman, or as instructed by the appointing authority.

#### ARTICLE 9 - AUTHORITY

Section 1. ROBERT'S RULES OF ORDER will be the accepted parliamentary and procedural guideline in conducting meetings except as modified by these Bylaws of CCSC.

Section 2. The Chairman of the Board of Directors shall act as parliamentarian and ensure that Board of Director and CCSC General meetings are held in adherence to these Bylaws.

#### ARTICLE 10 - SUSPENSION OR RECALL

Section 1. A member may be suspended or expelled by a two-thirds majority vote by secret ballot of the members present at a General or special meeting. However, it is the right of any member charged in such action to hear and receive in writing the charges and to defend themselves against such charges, or to seek legal counsel at their own cost if they so desire.

Note: All charges against a member will be submitted to the President in writing setting forth the alleged charge, date(s) the alleged charge occurred, time and list of any witnesses. More than one member may sign the charge. The member

charged is to be provided a copy of the charge twenty (20) days prior to the CCSC meeting when charges will be presented to membership for secret ballot.

Section 2. Any Officer, Board, or committee, or member thereof, may be reprimanded, suspended or recalled by a two-thirds majority vote, by secret ballot, of the members present at a General or special CCSC meeting. However, it is the right of any member or group of members involved in such an action to hear the charges and to defend themselves against such charges, or to seek legal counsel if they so desire.

Note: Charges against an Officer, Board or Committee member will be submitted in the same manner as in NOTE to Section 1. However, should the charge be against the President, the charge would be submitted to the Board Chairman. Should the charge be against the Board Chairman, the charge will be submitted to the President.

Section 3. Any elected Officer, President or Board member that is absent from a Board meeting more than three (3) times in one (1) calendar year without prior notice to the Chairman, may be suspended from office. Reinstatement can only occur by a majority vote of the active members at the next General CCSC meeting. (Injury or illness may be an acceptable excuse).

Section 4. In the event any elected officer of the Board of Directors is suspended or recalled, the vacancy will be filled by nominations from the floor and a majority vote of the Adult Active, Adult Social, Senior, and Lifetime members at the same meeting the suspension or recall occurs

Note: Minor members do not have voting privileges.

Section 5. Should any CCSC member(s) steal an item or items belonging to CCSC, said CCSC member's membership SHALL BE TERMINATED. VANDALISM by CCSC members shall not be tolerated. Willful and intentional destruction of CCSC property such as, but not limited to, cutting of locks, cutting of chains, kicking in doors, breaking windows, destruction of toilet facilities, damaging of lights and fixtures, destruction of furniture, arena facilities, etc., may result in suspension of membership and possible loss of membership in CCSC and/or restitution for damages. (Refer to this Article 10 for procedures).

There is no individual ownership within CCSC, therefore, individual or group acts as specified herein before, in theft and vandalism, will place an individual(s) privilege of membership in jeopardy.

Section 6. Members allowing non-members to ride on CCSC property are subject to disciplinary action by the Board of Directors and may result in having their membership revoked.

#### ARTICLE 11 - INITIATION FEE - DUES

Section 1. CCSC initiation fee and dues will be reviewed annually and documented as Exhibit B, Fee & Dues Schedule. The Board of Directors will review the Fee & Dues Schedule annually prior to the coming calendar year to ensure that the financial requirements of CCSC can be met. Any required changes will be provided to the membership either electronically and/or via US Mail sixty (60) days prior to a membership vote on any proposed dues changes.

Section 2. Membership Categories will consist of the following:

- a. Adult Active Membership
- b. Adult Social Membership
- c. Senior Membership
- d. Minor Membership
- e. Lifetime (Grandfathered for those members born in 1960 and earlier with ten (10) years of consecutive membership.)
- f. Event Member
- g. Outside Association Member

Members are required to volunteer for a total of twelve (12) documented service hours per year. Those who elect to not serve the twelve hours per year will pay the service hour buyout amount prescribed on the Fee & Dues Schedule. Service hour exceptions will be administered by the Board.

Minor members do not have voting privileges. Social members do not have riding or arena privileges.

See Section 10 for the provisions for Seniors.

Section 3. It is the responsibility of each member to pay dues when due whether or not a reminder and/or statement are received. Annual dues are due and payable on January 1st of each year. Dues left unpaid after the March Dues Payment Meeting are considered delinquent. Delinquent members will be dropped from CCSC unless arrangements have been made in writing to the President prior to the March Dues Payment Meeting.

Section 4. If a delinquent member(s) requests reinstatement into CCSC at the Board of Directors meeting, the Board of Directors has the option to reinstate the

delinquent member with the requirement that the reinstating member has paid the initiation fee.

Section 5. An annual membership card shall be issued to each member upon payment of dues in full.

Section 6. (a) For dues paying purposes, an Adult Active or Adult Social member is defined as any individual 18 years of age or over who has been accepted into membership of the CCSC.

(b) A minor member is defined as a member in good standing, who is (a) under 18 years of age, or (b) if over 18, is classified as a student. Minor members must have at least one parent or legal guardian who is an Adult Active member in good standing.

Note: A student is defined as a Minor member under 24 years of age, enrolled in college or other school, and carrying three (3) or more subjects.

(c) There will be no initiation fee for members progressing from Minor membership to an adult membership due to age. However, they must exercise this right during the first half of the calendar year following the year in which they progress from Minor membership.

(d) Adult Social members may convert to Adult Active member status during the calendar year by paying the difference between the previously paid Adult Social dues and the Adult Active dues.

(e) Adult Active members may convert to Adult Social status during the calendar year. There is no rebate for converting from Active to Social status.

(f) Lifetime is grandfathered for those members born in 1960 and earlier who have ten consecutive years of membership in CCSC.

Section 7. Applicants accepted into CCSC membership during the year will be assessed dues on a prorated basis.

Section 8. Event Members shall be nonvoting members. Event Members will have access to the Club's facilities on certain published dates and times or as otherwise necessary to have the Club's facilities available to the other classes of members. Event Members will be invited to attend all Club open events. Event Member dues are included on the Exhibit B, Fee and Dues Schedule.

Outside Association Members shall be nonvoting members. Outside Association Members will have access to the Club's facilities on certain published dates and times or as otherwise necessary to have the Club's facilities available to the other classes of members. Outside Association Members will be invited to attend all Club open events. Outside Association Member dues are included on the Exhibit B, Fee and Dues Schedule.

Section 9. Membership reinstatement for persons serving in the armed forces will be automatic upon release from active duty by paying applicable yearly dues within six months of release of active duty, plus any initiation fees owed at time of entering the armed services.

Section 10. Persons 62 as of January 1 shall be defined as a Senior and subject to the Senior rate of dues.

#### ARTICLE 12 - DUTIES OF OFFICERS, TREASURER AND SECRETARY

Section 1. President

a. The President shall be the principal public relations representative of CCSC and shall represent it at official, social and civic functions.

b. The President shall preside at all General and special meetings of the CCSC. The President shall act as parliamentarian and ensure the General membership meetings are held in adherence to the Bylaws. The President will develop agendas for such meetings; send or direct the sending of reminders for regular meetings and official notices for special meetings; and through his/her Secretary, document the actions of such meetings in the form of minutes, which become a part of CCSC permanent records.

c. The President shall actively pursue a strong membership program for new members which will meet membership levels.

d. The President shall develop and direct the social activities of the CCSC, which shall include but not be limited to dances, banquets and refreshments.

e. In order to carry out his/her duties and responsibilities, the President may appoint standing or special committees and name the committee chairman. At the outset of each year, he/she shall present the estimated cost, and revenues to be received, of various social activities to the Board of Directors. After approval of the Board as to financial feasibility and time and place of the

proposed social functions and after ratification of CCSC's budget by the membership, the President shall have complete and final authority to discharge the responsibilities of his office within the limits of the Bylaws.

f. All sub-organizations within CCSC shall be audited at least once a year by a committee appointed by the CCSC Board of Directors.

g. The President is the intermediary between CCSC's membership and the Board of Directors, is an ex-official member of the Board, and the President's opinions regarding "the good of the membership" shall command serious consideration by the Board. Within his/her judgment the President may determine that any regular quarterly CCSC meeting be deemed a "social meeting", depending on the number and importance of agenda items on hand.

## Section 2. General Meeting Secretary

The General meeting Secretary is the only appointed position within the appointing authority of the President. The CCSC member appointed to the office of Secretary shall serve until replaced by the President. In addition to keeping an accurate record of actions taken at General CCSC meetings, he/she shall be the President's administrative assistant, in carrying out his duties and responsibilities. The General Meeting Secretary is responsible for safeguarding the General minutes.

## Section 3. Board of Directors

The Board of Directors shall have complete and final authority to conduct the business of CCSC within the limitations of the Bylaws. In case of a dispute, the Board of Directors shall interpret the Bylaws.

a. All income-producing activities shall be managed by the Board or by an individual or committee appointed by the Board, except those of a social nature, which are the responsibility of the President. Income producing activities shall include but not be limited to rodeos, horse shows, arena and/or facility rental, CCSC clubhouse rental, temporary permits for use of the arenas and horsemanship exhibitions when on a "paid for" basis.

b. The Board shall appoint a Treasurer in accordance with Section 2 and Section 3 of Article 6.

- c. In January of each year the Board of Directors will prepare a budget of estimated income and expenses for the ensuing year after conferring with the President-elect and other responsible CCSC members as to anticipated expenditures and income. All estimated income from all sources will be included, which will be balanced against all known expense items with reasonable reserves set aside for unforeseen circumstances. CCSC's approval of the Board of Director's annual budget will be sought at the January quarterly meeting of each year. The January meeting will be held at the end of the month to accommodate the budget approval process.

After ratification of the budget by CCSC, including all changes or revisions directed by the CCSC membership in a General or special meeting called for that purpose, the Board shall be free to conduct the business of the CCSC within the framework and limitations of the approved budget.

- d. In order to carry out their duties and responsibilities, the Board may appoint standing or special committees and name the committee chairman. They may also appoint individuals as representatives or assistants on specific jobs or as program directors, etc.
- e. The Chairman of the Board or the Treasurer will give a financial report at all General CCSC meetings, except those that have been determined to be a social meeting.
- f. All expenditures, except for minor routine maintenance, shall be presented to and approved by a majority of the CCSC Board of Directors.
- g. The Board shall recommend to the general membership, any changes to regularly scheduled weekly activities for groups specified in Article 13 Section 3.
- h. (1) The Board shall approve or reject requests for rental by CCSC members and non-CCSC members of the arena(s) and/or clubhouse.

(2) CCSC members may reserve the clubhouse without charge for functions to benefit immediate family members (parents or children only). Such members must tender a cleanup deposit and non-refundable booking fee specified by the Board. CCSC members may not reserve the Clubhouse, without charge, for a function that benefits the member financially or for business related functions.

(3) All rental and use by a CCSC Member must be handled by the CCSC Member designated to schedule all rental use.

(4) The Board may approve use of CCSC facilities by other non-profit organizations such as a 4-H group, at no cost for horse related activities.

i. Board members are expected to attend General quarterly meetings.

Section 4. Treasurer

a. The Treasurer, Board Secretary, and Membership Secretary are the only appointive positions within the appointing authority of the Board of Directors. They shall serve until replaced by Board action.

b. The Treasurer shall be responsible for all funds and disbursements authorized by the Board. He/she shall submit a financial report at each General and monthly meeting of the Board of Directors and on any other occasion by request of the Board Chairman or CCSC President.

c. The Treasurer shall deposit all funds received in a bank selected by the Board of Directors and shall issue and approve all checks and disbursements.

d. The Treasurer shall also be responsible for safeguarding the valuable documents and records of CCSC, such as deeds, insurance policies, official meeting records, stocks, bonds, etc.

Section 5. The Membership Secretary shall issue membership cards and interim receipts in accordance with Article 11 of the Bylaws.

ARTICLE 13 - COMMITTEES AND REPRESENTATIVES

Section 1. Examples of standing committees, which may be appointed by the President:

- |                          |                          |
|--------------------------|--------------------------|
| a. Membership Committee  | e. Trail Committee       |
| b. Dance Committee       | f. Hospitality Committee |
| c. Refreshment Committee |                          |
| d. Concession Committee  |                          |

Section 2. Examples of standing committees, which may be appointed by the Board of Directors:

- |                         |                          |
|-------------------------|--------------------------|
| a. Finance Committee    | e. Maintenance Committee |
| b. Rodeo Committee      | f. Audit Committee       |
| c. Horse Show Committee | g. Legal Committee       |
| d. Bylaws Committee     |                          |

Section 3. Examples of representatives which are elected by their respective groups:

	a. Team Roping	f. Barrel Racers
	b. Gaming	g. Team Penners
	c. Team Sorting	h. Drill Team
	d. Breakaway Roping	i. Calf Roping
	e. Trail Riders	

The duties of these representatives will be assigned by their respective group but shall include reporting group activities at General CCSC and Board meetings.

Section 4. A Group who fails to report and/or is not represented at three (3) consecutive Board meetings will be considered inactive and that group’s allocated date and time may be reallocated, by recommendation of the Board.

Section 5. The financial responsibilities of the representative and his/her respective group are documented in Exhibit A of the Bylaws.

Section 6. Allocated ride nights shall be reviewed annually by the Board and such nights will be awarded to groups based on their financial contribution to the CCSC along with their service hour contributions.

ARTICLE 14 - DEPOSITS AND DISBURSEMENTS

Section 1. All funds received by CCSC will be deposited into the general fund of CCSC or into a CCSC sub-account which falls under the umbrella of the general fund account CCSC. Sub-account funds can be transferred to the CCSC general fund account as directed by the Board of Directors.

Section 2. All disbursements will be made by check issued by the Treasurer. Disbursements from sub-accounts will be made by the signatory of the respective sub-account, the CCSC Treasurer or the Chairman of the Board. All bank accounts will include the Chairman of the Board as a signatory.

Section 3. In the event of dissolution of CCSC, all assets are to be turned over to a similar charitable organization as prescribed by IRS regulations and/or law. It is to be strictly understood that CCSC is a nonprofit organization.

ARTICLE 15 – RESERVED FOR FUTURE USE

ARTICLE 16 - SUSPENSION

The suspension or amendment of any part of the Bylaws shall require a two-thirds vote by eligible members present and must have been read at the previous meeting or special meeting. All voting members must be notified by the Secretary either electronically, through the CCSC Newsletter, or by US Mail.

ARTICLE 17 - Reserved for Future Use

ARTICLE 18 - CLOSED ARENA AND FACILITIES

Section 1. There will be no riding during General CCSC meetings except minors.

Non-members will not be permitted to ride on CCSC property except as participants at sanctioned (open) shows and events.

Section 2. Sharing of arena during non-scheduled use.

- A. Communicate with those in the arena.
- B. By communicating, arranging time allowances, all members can enjoy the CCSC facilities.
- C. Everybody has a right to the arena on free days, but the arena must be shared. Communication can accomplish this.
- D. Pole bending can be accomplished in about one-quarter of the arena near an outside wall. This would allow others to ride freely in the remainder of arena.
- E. Barrel racing practice can be accomplished by making, for example, five (5) to ten (10) runs over twenty (20) minutes or less period and then allowing others to ride freely for the same period of time.

Once the rider rounds the third barrel, movement of horses along the sides should be acceptable.

- F. Gaming exercises can be accomplished by letting other riders know your intentions and other non-game riders should reciprocate by cooperating to assure that all have an enjoyable ride or exercise.
- G. Should cattle be involved in a gaming exercise, the same courtesy should be extended as in the above items A through F. i.e. roping for 20 minutes maximum alternating with open riding periods of equal duration.
- H. Remember that the last person out of the arena must turn out the lights. Light switches are located at every exit door, and they are painted yellow.
- I. Safety of yourself, others and horses is highly important. Young novice riders should be under supervision. Avoid racing through other riders, endangering them or others.
- J. Those groups specified in Article 13 Section 3 having scheduled days and time to use the Arena facilities MUST YIELD Arena to other CCSC member(s) on non-scheduled use days.
- K. Keep horses at a walk while in tie up areas.
- L. No dogs are allowed to run uncontrolled anywhere on CCSC property or inside the arenas. Dogs need to be on a leash on CCSC property. Dogs are not allowed in the arenas.
- M. No smoking is allowed in any of the CCSC buildings or within 25 feet of any entrance.
- N. No alcohol is allowed in the arenas.
- O. Each group is responsible for cleanup on their specified ride times.

ARTICLE 19 - AMENDMENTS

Section 1. These Constitution and By-Laws as revised and adopted as a whole at the General club meeting on April 1, 2005, will remain in full force and effect for a period of two (2) years and thereafter until amended or altered. Amendments may be made in the interim as designated below.

a. (1) The President or Board of Directors will be empowered to submit to the voting membership alterations, amendments and new Articles or items necessary to comply with City, County, State or Federal laws.

(2) The President or Board of Directors will be further empowered to submit necessary alterations, amendments, new Articles or items to the voting membership to assure financial solvency of the club and protective conditions, such as, but not limited to, insurance coverage and safety measures during this two (2) year interim period.

b. Eligible voting members may submit, for consideration during this two (2) year interim period, items desired to be added to, deleted from, or alterations to be at the expiration of this two (2) year period. All such proposals must be approved under the procedure prescribed in these Constitution and By-Laws.

Section 2. Proposed amendments to the Constitution and By-Laws must be submitted in writing and a copy must be given to adult members prior to the General or special meeting, the proposed amendment is to be voted on. Such proposed amendments will require a two-thirds majority vote of voting members present at meeting in order to be adopted.

Section 3. A copy of these Constitution and By-Laws and amendments shall be provided to each adult member.

SIGNATURES

Signed \_\_\_\_\_

President  
Henniemar Schak

Signed

\_\_\_\_\_  
Chairman, Board of Directors

Sharon Shaffer

**(THIS ARTICLE 19 IS SUPERSEDED BY ARTICLE 21)**

ARTICLE 20 – AMENDMENT TO ARTICLE 5, SECTION 1

Section 1. These Constitution and Bylaws as revised and adopted as a whole at the General club meeting on December 3, 2010, will remain in force and effect for a period of two (2) years and thereafter until amended or altered.

Section 2. Officers, Elections and Nominations:

Elected officers of this club shall be a President and nine (9) Board of Directors. The President shall be elected for a one (1) year term. Board of Directors shall be elected to a two (2) year term on a rotating basis of five (5) members elected for terms beginning in odd numbered years and four (4) members elected for terms beginning in even numbered years. All officers must be at least twenty-one (21) years of age and be an adult active, social, senior, or lifetime member in good standing for at least two (2) years.

Signatures

Signed \_\_\_\_\_  
President, Bruce Overbay

Signed \_\_\_\_\_  
Chairman, Board of Directors  
Helen Cole

**(THIS ARTICLE 20 IS SUPERSEDED BY ARTICLE 21)**

ARTICLE 21 – AMENDMENT & RESTATED BYLAWS

Section 1. These Bylaw were amended and restated by the CCSC Members at a General CCSC meeting on January 3, 2020.

Section 2. This Amendment and Restatement to the Bylaws of CCSC supersede all previous versions and shall remain in full force and effect until amended or altered. Prior versions dated April 1, 2005 and December 3, 2010 as outlined under Article 19 and Article 20 are superseded in full by the amended and restated Bylaws effective January 3, 2020.

Signatures

Signed \_\_\_\_\_  
President, George Hinderliter

Signed \_\_\_\_\_  
Chairman, Board of Directors  
Jackie Phillips

ARTICLE 22 – AMENDMENT TO ARTICLE 4, SECTION 2

Section 1. These Bylaw were amended and restated by the CCSC Members at a General CCSC meeting on May 11, 2021

Section 2. In order to be in compliance with the regulations of a 501(c)7 non-profit corporation, CCSC limits its total membership to 2,000 members.

Signatures

Signed \_\_\_\_\_  
President, George Hinderliter

Signed \_\_\_\_\_  
Chairman, Board of Directors  
Jackie Phillips

ARTICLE 23 – AMENDMENT TO ARTICLE 11, SECTION 2, SECTION 8, AND EXHIBIT B

Section 1. These Bylaw were amended and restated by the CCSC Members at a General CCSC meeting on May 11, 2021.

Section 2. This Amendment and Restatement of the above-mentioned Article 11 and Exhibit B to the Bylaws of CCSC are made in order to add Event Member and Outside Association Member to the membership categories along with the description and dues of the stated categories.

Signatures

Signed \_\_\_\_\_  
President, George Hinderliter

Signed \_\_\_\_\_  
Chairman, Board of Directors  
Jackie Phillips

Bylaws - Clark County Saddle Club, Inc.

**EXHIBIT A**  
**FINANCIAL RESPONSIBILITIES OF CCSC REPRESENTATIVES AND GROUPS**

Provide yearly or seasonal budget to the Board for the overall CCSC budgeting process.

Keep all entry documentation and releases to be turned in at the end of the year.

Keep all receipts to support checks written. Write checks directly to vendors whenever possible.

Keep a check register in order to balance your account.

Make a report at each Board meeting for previous event(s) stating Gross Income less all applicable expenses and report the Net Income to the CCSC.

Turn in event results and reports to the Treasurer within one week of your event (digitally/electronically preferred).

Make all deposits within three (3) working days of your event. If it is difficult to make it to the bank, ask for help.

NSF Checks – collect from the payee in cash or cashier’s check along with the bank NSF fee. Request the current bank fee or the NSF fee specified on your entry form, whichever is greater.

Start Up Monies for Events (typically “change”) – Withdraw as a separate amount by check and when redepositing into the bank account, do as a separate deposit for clarity.

Workers for events must be paid directly – no waiving of entry fees in lieu of working. Anyone paid for services (gate, announcing, judges, secretaries, etc.) or cash awards must fill out an IRS W-9 form regardless if you pay them by check or by cash. This for the IRS and tax reporting. Failure to do this properly can result in our Non-Profit Status being revoked. An IRS W-9 form only has to be done once.

Bylaws - Clark County Saddle Club, Inc.

**EXHIBIT B  
FEE & DUES SCHEDULE**

EFFECTIVE DATE: January 1, 2020

<u>MEMBERSHIP CATEGORIES</u>	<u>ANNUAL DUES</u>	<u>INITIATION FEE</u>
<b>SERVICE HOUR BUYOUT FEE</b> <ul style="list-style-type: none"> <li>- Applies only to Adult Active</li> <li>- Service hour buyout fee applies to those not volunteering twelve (12) service hours per year.</li> </ul>	\$250	
<b>ADULT ACTIVE</b>	\$300	\$200
<b>ADULT SOCIAL</b>	\$150	\$200
<b>SENIOR</b> - (62 & over at January 1)	\$150	\$200
<b>LIFETIME</b> - (Grandfathered for those born 1960 or earlier with 10 consecutive years of Membership.)	\$0	
<b>MINOR</b> - (18 & under - Must have one parent who is Adult Active.)	\$100	
<b>CHILD</b> - (5 & under – Must have one parent who is Adult Active.)	No Charge	
<b>EVENT MEMBER</b> – Annual \$50 or \$5 Per Event		
<b>OUTSIDE ASSOCIATION MEMBER</b> – Annual \$250		

**Membership Discount of 20% is applicable as follows:**

Both parents or legal guardians are Adult Active members and have at least one minor.