BYLAWS OF THE WESTMINSTER RIDING CLUB, INC.

These By-laws, approved and adopted at a meeting of the general membership of the Club on January 23, 2025, amend, modify and alter all previous By-laws under which the Club has operated.

(Previous revisions: 1/2018, 1/2011, 1/2003, 4/1992)

**ARTICLE I - NAME**

Section 1. The name of the Club shall be Westminster Riding Club.

**ARTICLE II - DEFINITIONS**

Section 1. Definitions for Club bylaws will be:

1. Active Member – a person who currently belongs to the Club as a member of a family unit or as an individual, whose dues are currently paid.
2. Executive Board of Directors - The officers of the Club charged with managing the Club and consisting of the following: President, Vice President, Secretary, Treasurer, and the immediate Past President.
3. Board of Governors - The Governors shall be the controlling body of the Club and may meet at the call of the President. The Board Includes Executive Board and elected governors.
4. Pool Area - Refers to the pool and area within the pool gate including the pool deck, restrooms, and seating areas.
5. Grounds - Refers to the full property to include all areas and buildings on Club property.
6. Banquet Facility - Refers to the banquet hall on the top floor of the building to include the surrounding deck and entrance.
7. Clubhouse - Refers to the lower level of the main building.
8. Club Manager- The President, with the approval of the Board of Governors, may hire a Club Manager to oversee the day to day operations of the Club property and equipment.
9. Pool Manager - May be a paid position managing pool maintenance, the pool area, lifeguards, and snack shack employees.
10. Membership Year - April 1 - March 31

**ARTICLE III - OFFICERS**

Section 1. The officers shall be elected by the Club membership at the annual meeting to serve the term of one year. All officers of the Board of Directors will serve a one-year term, but not more than two consecutive terms, in the same office.

Section 2 - Officer Roles:

1. President: The President may preside at all meetings, shall have general and active management of the business having general superintendence and direction of all officers of the club to see that their duties are properly performed, making a report of the activities of the Club for the year at the annual meeting, and shall keep the Board of Governors acquainted with the business of the Club. The President shall be ex-officio a member of all the standing committees. The President may call monthly meetings of the Board of Governors. Special meetings of the board of Governors may be called at their discretion.
2. Vice President: The Vice-President shall be vested with all the powers of the President when the President is absent. The Vice President shall be ex-officio a member of all the standing committees.
3. Treasurer: In the absence of a Club Manager, the Treasurer may do the following: collect the dues and all moneys belonging to the Club, keep full and accurate accounts of all receipts and disbursements in books belonging to the Club in a bank as directed by the Board of Governors, and disburse funds from the accounts directed. The Treasurer may render at the regular meeting of the Board, or whenever they may require it, an account of all their transactions as Treasurer of the financial conditions of the Club, and may make a full report to the members at the annual meeting. The treasurer’s records shall at all times be open to inspection by the Board of Governors and by the Auditing Committee. The Treasurer will evaluate and present the financial conditions of the club at all meetings including the annual meeting.
4. Secretary: The Secretary shall send out the notices of the meetings of the Club and of the Board of Directors, keep the minutes and attend to correspondence pertaining to his office. He or she shall perform such other duties pertaining to his office as may be asked of him or her by the Board of Directors.

**ARTICLE IV: GOVERNORS**

Section 1: There shall be no less than nine (9) but no more than fifteen (15) Governors who are to include the four officers of the club and the past president.

1. Governors shall be elected by the Club at the annual meeting to serve staggered terms of two years.
2. The Governors shall be the controlling body of the Club and may meet at the call of the President.
3. Any member of the Board of Directors who shall cease to hold active membership in the Club, or is no longer a member in good standing shall automatically cease to be a member of the Board of Directors.
4. Any vacancy in any office may be filled by said Board of Governors.

**ARTICLE V: MEMBERSHIP**

Section 1: There shall be four (4) classes of membership for which dues are chargeable and payable each year.

1. Full Family Membership: Membership may consist of two adult heads of household and their dependent children who reside within their home. Children may be natural children, adopted children, stepchildren or foster children. When an adult child moves from the parental home to establish his or her own residence, such person ceases to be a member upon leaving the household. When a divorce occurs, either party may retain the family membership, but not both. The other party may apply for an individual membership in the pool. Dependents of a Full Family Membership may be entitled to pool and grounds privileges until such time as they marry or reach the age of 23. Dependents, however, may not be entitled to clubhouse privileges, except as guests and all dependents must be registered with the club.
2. Couple Membership: Membership may consist of 2 adults living in the same household. If a couple with dependent children elect this class of membership rather than a Full Family Membership, dependents under age 18 *may not*, even as a guest, be entitled to pool and grounds privileges; and dependents between 18 and 23 years of age may be entitled to such privileges only as paying guests.
3. Single Head of Household: Membership may consist of a single adult head of household with dependent children under the age of 23. Dependents of a Single Head of Household Membership may be entitled to pool and grounds privileges until such time as they marry or reach the age of 23. Dependents, however, may not be entitled to clubhouse privileges except as guests and all dependents must be registered with the club.
4. Individual Membership: Membership may consist of a person 21 years of age or older. If an individual with either a spouse or dependent children elects this class of membership rather than one of the other membership classes, the spouse or dependents *may not,* even as a guest, be entitled to pool and grounds privileges.

Section 2: Changes in classes of membership must be requested in writing prior to March 1st and approved by the Board of Governors.

Section 3: Resignation of membership may be requested in writing and may only become effective March 31, the end of the Club’s membership year. All outstanding dues and invoices for the current membership year must be paid.

Section 4: When a waitlist is in place, Members may be asked to submit in writing their intention to continue membership for the upcoming year (April 1 - March 31) by March 1st. Failure to do so could result with placement on the current Wait List.

**ARTICLE VI: CAPITAL IMPROVEMENT FEES, MEMBERSHIP DUES AND OTHER FEES**

Section 1: There shall be a non-refundable capital improvement fee for new memberships of all classes which may be paid in full on acceptance to membership or may be paid over a two-year span at no interest.

1. The capital improvement fee for an Individual Membership may be one-half of the above initiation fee until such time membership is changed to a higher class of membership. At the time of this change, the balance between the one-half fee paid and the current initiation fee is due and payable in full.
2. The capital improvement fee for Single Head of Household or Couple Memberships may be $200 less than the capital improvement fee for a Full Family membership.

Section 2: Dues for all classes of membership are annual and consistent with the Club’s membership year and are due and payable in full at the beginning of the membership year (April 1st). The amount of the annual dues will be presented for approval at the annual meeting.

1. For the financial convenience of the membership and with the application of the appropriate handling fee ($25), dues may be paid in two (2) equal payments, which will be April 1 and July 1.
2. If the total amount of dues and fees is not paid in full when due, including as described in VI 2a above, after thirty days a late fee of $50, regardless of the class of membership, may be applied
3. If a membership is terminated, there will be a $150 re-joining fee if the member(s) once again wish to apply for membership.

Section 3: Reduction in dues may be applied as follows:

1. A fifty percent (50%) reduction in dues may be given to any membership when any member of said membership attains the age of 65. The reduction in dues must be requested in writing and may become effective at the beginning of the Club’s next membership year (April) following the members’ 65 birthday. *This reduction shall be given only if the membership includes no children.*
2. A fifty percent (50%) reduction in dues may be given to any couple or individual membership after they have been members for 15 years. The reduction in dues must be requested in writing and may become effective at the beginning of the Club’s next membership year (April 1) following the membership’s 15th anniversary.
3. A 15% discount may be given to a full family or single head of household membership after they have been members for 15 years. The reduction in dues must be requested in writing and may become effective at the beginning of the Club’s next membership year (April 1) following the membership’s 15th anniversary.

Section 4: The Annual dues and capital improvement fee shall be recommended by the Board of Governors to the membership in writing and voted on at the Annual meeting each year. Once the membership adopts the recommendation the dues and fees will be payable as stated above.

#### **ARTICLE VII: COMMITTEES**

Section 1: All committees may be appointed by the President by and with the consent of the Board of Governors.

1. Auditing Committee: The President may appoint an Auditing Committee which may consist of two members, who are not members of the Board of Governors, to examine records at the end of each fiscal year and submit a report to the general membership at the annual meeting.

**ARTICLE VIII: ANNUAL AND SPECIAL MEETINGS**

Section 1: The annual meeting for the election of officers and the transaction of other business may be at the clubhouse, or other place designated by the President, on the *fourth* Thursday of January in each year*.*

1. Notice of the annual meeting shall be e-mailed to each member no less than ten days before said meeting. Members without an email will be mailed a notice ten days before the said meeting.
2. A complete list of candidate names shall be presented to the membership at least 10 days prior to the Annual Meeting of members. All members interested in running for a Board position shall make their intent known to the Board via the Club Manager or directly contacting a member of the Board at least 10 days prior to the Annual Meeting or by writing their name on the posted ballots.
3. Each head of household member, in good standing may have one vote.

Section 2: Special meetings will be at the call of the President, or by no fewer than three members of the Board of Governors upon giving reasonable notice of the time, place or purpose thereof, being given to each member.

**ARTICLE IX: EXPULSION and VIOLATION OF BYLAWS AND POOL RULES**

Section 1: A member who may have failed to pay his dues within 30 days from the date when due may be expelled by a majority vote of the Board of Governors.

Section 2: Any member whose conduct may be deemed unbecoming or adverse to the best interest of the Club and community may be expelled by a majority vote of the Board of Governors. Violations of bylaws and/or pool rules or for inappropriate behavior will be handled as follows:

1. When an alleged violation is brought to the attention of a member of the Board of Directors, they will notify the President who will notify the other members of the Board of the alleged violation and the names of member(s) and/or guest(s) involved.
   1. The Board will consider the matter and take an appropriate course of action. If the Board decides to pursue the matter, the Board will notify the alleged offender in writing of: (1) the incident giving rise to the alleged violation, (2) explain why it is considered a violation, and (3) provide the alleged violator with an opportunity to explain his/her version of the facts at a hearing before the Board. The time and place of such hearing shall be determined by the Board with reasonable notice given to the alleged offender.
   2. After the hearing, or within a reasonable time after the alleged violator does not respond to the Board’s initial letter, the Board will issue a written decision to him/her. The Board’s decision may be either to: (1) dismiss the charges, or (2) give a written reprimand, or (3) suspend the violator from the use of all pool privileges for a period not to exceed one complete summer season, or (4) expulsion from the Club. Reprimands and suspensions must be agreed on by least a simple majority of the Board’s members. Expulsions must be agreed on by at least three-fourths (3/4) of the Board’s members.
   3. As indicated above, causes for reprimands, suspensions and expulsions shall, in general, be for violations of these Bylaws and or the Pool and Ground rules. These sanctions may also be imposed for conduct such as loud, abusive or obscene language or behavior.
   4. If at any time a member’s behavior poses a safety risk to the pool grounds or members, the Club Manager or Board Officer has the authority to request the member to leave the grounds immediately until the violation has been evaluated by the Board.

**ARTICLE X: QUORUM**

Section 1: A quorum for all meetings of the members shall be the members in good standing present and a majority of the Board of Governors. A quorum for the Board of Governors shall be a majority.

**ARTICLE XI: AMENDMENTS**

Section 1: The Bylaws may be modified, altered or amended by a 2/3 vote of the members present at the annual meeting or at a special meeting called by the President and with notice given to the membership of at least 10 days.

**ARTICLE XI: PROCEDURE**

Section 1: All rules of procedure not covered by these Bylaws shall be governed by *Robert’s Rules of Order.*