BYLAWS OF THE WESTMINSTER RIDING CLUB, INC.

 Last Adopted April 20, 1992

### Revised January 27, 2022

These By-laws, approved and adopted at a meeting of the general membership of the Club on January 27,2022, amend, modify and alter all previous By-laws under which the Club has operated.

#### ARTICLE I: OFFICERS

Section 1:

 The officers of this club may be the President, Vice-President, Treasurer, Recording Secretary who may be elected by the Club to serve the term of one year.

Section 2:

 (a) President: The President may preside at all meetings, may 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 may keep the Board of Governors acquainted with the business of the Club.

 The President may call monthly meetings of the Board of Governors. Special meetings of the Board of Governors may be called at his/her discretion.

 (b) Vice President: The Vice-President may be vested with all the powers of the President when the President is absent.

 (c) Treasurer: The Treasurer may collect the dues and all moneys belonging to the Club. The Treasurer may 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.

 He/She may disburse funds from the accounts directed, and if not directed, from the account of said bank, taking proper vouchers for such disbursements, and may render at the regular meeting of the Board, or whenever they may require it, an account of all his/her transactions as Treasurer of the financial conditions of the Club, and may make a full report to the members at the annual meeting. He/She may at all times be open to inspection by the Board of Governors and by the Auditing Committee. (Revised January, 28 2021)

 (d) Recording Secretary: The Recording Secretary may write the minutes of all meetings of the Board of Governors and meetings of the membership, may record all votes taken, and may perform all further duties as directed by the President.

ARTICLE II: GOVERNORS

Section 1:

 There may 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. Annually, beginning in 1988; one may be elected for one year and three may be elected for two years.

 The Governors may be the controlling body of the Club and may meet at the call of the President.

 Any vacancy in any office may be filled by said Board of Governors.

ARTICLE III: MEMBERSHIP

Section 1:

 There may be a Membership Review Committee which may consist of three members. They will be appointed by the President and not be members of the Board of Governors. Their names may not be divulged by the President.

 They will investigate and recommend to the Board of Governors any applicant for membership and also recommend whether or not the said applicant should be received into membership of the Club.

 If all three of the Membership Review Committee may vote against the applicant, his/her name, thereby, is rejected; however, if less than three may vote against applicant, his/her name may be announced to the Board of Governors by the President. The vote of the Membership Review Committee may be announced to the Board of Governors. The members of the Board of Governors may conduct a thorough investigation of the applicant. At the next regularly-scheduled meeting of the Board of Governors, they may vote against the applicant. If three (3) or more of the Board of Governors may vote against the applicant, he may not be admitted to the Club; however, if less than three (3) of the said Governors may vote against the applicant, he may be invited to join the club.

Section 2 :

 Any applicant who has been denied membership by due process of the Bylaws may not be re-proposed for membership by any sponsor within a period of one (1) year from the date of said denial.

Section 3:

 All voting by the Membership Review Committee and the Board of Governors in regard to membership may be by secret vote.

 A requirement of one (1) year residency in Carroll County may be imposed on application for membership on the vote of a majority of the Board of Governors. When this requirement is imposed, it may remain in effect for a minimum of six (6) months from the date it is imposed and may be reviewed not less than once a year by the Board of Governors. The membership may be notified when the requirement is imposed.

Section 4:

 There may be four (4) classes of membership for which dues are chargeable and payable each year.

 (a) A FULL FAMILY membership may consist of a husband, wife and any of

their dependent children under the age of 23. Dependents of a FULL FAMILY Membership may be entitled to pool and tennis 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.

 (b) A COUPLE 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 tennis privileges; and dependents between 18 and 23 years of age may be entitled to such privileges only as paying guests.

 (c) A SINGLE PARENT Membership may consist of either an unmarried mother or father with dependent children under the age of 23. Dependents of a SINGLE PARENT Membership may be entitled to pool and tennis 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.

 (d) An INDIVIDUAL 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 tennis privileges.

 A FAMILY Membership may automatically be converted to a COUPLE Membership and a SINGLE Membership may automatically be converted to an INDIVIDUAL Membership effective April 1, 1996.

Section 5:

 Changes in classes of membership must be requested in writing, approved by the Board of Governors, and may be as follows:

 (a) A COUPLE Membership may become a FULL FAMILY

Membership effective the April 1 (beginning of a new membership year) after a first child’s first birthday.

 (b) A SINGLE PARENT Membership may become a FULL FAMILY Membership effective the next billing period (April 1, July 1, October 1 and January 1) after they marry or begin sharing a household. The new spouse/partner may be considered a non-paying guest until that time.

 (c) An INDIVIDUAL Membership may become a COUPLE Membership, or, if appropriate, a FULL FAMILY Membership effective the next billing period (April 1, July 1, October 1 or January) after they marry or share a household. The new spouse/partner, and, if applicable, dependents, may be considered as non-paying guests until that time.

1. Any other changes in class of membership may only become effective on

 April 1, the beginning of a new membership year.

Section 6:

 *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, both past due and due for the remainder of the membership year, must be paid in full before a resignation may be accepted. Under extraordinary circumstances, the Board of Governors, upon written request, may prorate or forgive the dues owing at the time a resignation is accepted.

Members must submit in writing your intention to continue your 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. (Revised 1/27 2022)

ARTICLE IV: CAPITAL IMPROVEMENT FEES, MEMBERSHIP DUES AND OTHER FEES

Section 1:

 The non-refundable capital improvement fee for all classes of membership may be paid in full or have the option to pay over a 2-year span with no interest:

 (a) The capital improvement fee for former members may be equal to the difference, if any, between the capital improvement fee in effect at the time of their former admittance and the capital improvement fee in effect at the time of their re-application.

(b) 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.

 (c) The capital improvement fee for SINGLE PARENT 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* consistent with the Club’s membership year (April 1 through March 31) and are due and payable in full at the beginning of the membership year. However, 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 in accordance with the Club’s billing system (April 1 and July 1). If the total amount of dues and fees is not paid in full and/or the member has not made arrangements to pay in two equal payments and paid each installment by the due dates(s), a late fee of $50 (regardless of the class of membership) may be applied to the total annual amount due when dues are 30 days past due. If a membership is terminated, there will be a $150 re-joining fee if the member(s) once again wish to apply for membership. *(Revised 1/22/11)*

 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. *(Applies only if over 65 years of age or have been a member for 15 years and have no children on the membership). (Revised 1/25/03)*

 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. *(Applies only if over 65 years of age or have been a member for 15 years and have no children on the membership). (Revised 1/25/03)*

 A 15% discount may be given to a full family or single parent membership after they have been members for 15 years.

*The Annual dues and capital improvement fee may 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.* (*This would also include the Handling fee).*

#### ARTICLE V: COMMITTEES

Section 1:

The Nominating Committee: There may be a Nominating Committee comprising of three members appointed at least two months prior to the annual meeting. Said Committee may submit in nomination the names of the officers and Governors for the ensuing year.

 Further nominations may be made from the floor.

 The consent of all nominees to serve must be obtained in writing prior to placing their names in nomination.

Section 2:

The Club Manager: The President, with the approval of the Board of Governors, may hire a Club Manager *who may oversee the day to day operations* of the Club property and equipment. *Improvements will be made after approval has been given by the Board of Governors*.

Section 3:

 The 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 the records of the Treasurer at the end of each fiscal year and submit a report to the general membership at the annual meeting.

Section 4:

 Other Committees: All other committees may be appointed by the President by and with the consent of the Board of Governors.

ARTICLE VI: ANNUAL MEETING

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*. (Revised 1/15/18)*

 **Notice of the annual meeting may 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. *(Revised 1/23/10)***

 Each member of a FULL FAMILY, SINGLE PARENT, COUPLE OR INDIVIDUAL Membership, in good standing may have one vote.

ARTICLE VII: SPECIAL MEETINGS

 Special meetings will be at the call of the President, or a majority of the Board of Governors upon notice of the time, place or purpose thereof, being given to each member.

ARTICLE VIII: EXPULSION

 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. 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.

ARTICLE IX: QUORUM

 A quorum for all meetings of the members may be the members in good standing present and a majority of the Board of Governors.

 A quorum for the Board of Governors may be a majority.

ARTICLE X: AMENDMENTS

 The Bylaws may be modified, altered or amended by a 2/3 vote of the members present at any general meeting of the Club or at a special meeting called within the provisions of Article VII.

ARTICLE XI: PROCEDURE

 All rules of procedure not covered by these Bylaws may be governed by *Robert’s Rules of Order.*