

BYLAWS

ALTA LOMA RIDING CLUB

Revision Effective April 1992

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ARTICLE 1 MEMBERSHIP

Section I - ELIGIBILITY

Any person is eligible for membership who qualifies under Article III Section 1 of the Constitution and shall be classified in one of the following:

Section 2 - CLASSES OF MEMBERSHIP

(a) Family Membership - A family membership unit issued to an adult member of a family unit with membership privileges extended to dependent members of the same household.

(b) Honorary Life Membership - A lifetime Family Membership may be bestowed upon any individual by action of the ALRC Board of Directors. A Lifetime Honorary Membership shall be only awarded in exceptional situations and in no case shall exceed more than one award during one term of the Board of Directors. Past Presidents serving two or more years shall automatically be awarded an Honorary Life Membership. Such award shall not be counted as the one Honorary Life Membership referred to in the foregoing paragraph.

(c) Friends of the Club – A membership for people who want to support the club ideals. This membership would not extend to voting or board position privileges.

Section 3 - APPLICATION FOR ANNUAL MEMBERSHIP

Application for annual membership in the ALRC shall be made in writing on an ALRC application form and signed by the applicant. All applications shall be submitted to the ALRC Membership Director.

Section 4 - MEMBERSHIP ADMISSION

The Membership Director shall review the application and determine the completeness and correctness of the document. The Director will verify that the applicant is qualified. The Director will retain the application for files, notify the Board of Directors, forward the dues to the treasurer, and notify the applicant of acceptance or rejection.

Section 5 – DISCIPLINARY ACTION

If a situation warrants, a member can and will be investigated for suspected abuse and one of the following may occur:

(a) Suspension - The Board of Directors shall not consider the suspension of any member until a special investigation committee, consisting of three (3) members appointed by the ALRC Board of Directors, have presented their findings and recommendations of alleged misconduct. Board of Director Members shall be ineligible to serve on the investigating committee. Members charged with misconduct, which is considered cause for suspension, shall be advised of the charge and given the opportunity to be heard before the special investigating committee and the Board of Directors, before final action is formally taken. Suspension may be for a period not to exceed one year. Suspended members shall not be eligible to vote (Article III of the Constitution).

(b) Expulsion - The Board of Directors shall not consider the expulsion of any member until a special investigation committee, consisting of three (3) members appointed by the ALRC Board of Directors, have presented their findings and recommendations of alleged misconduct. Board of Director Members shall be ineligible to serve on the investigating committee. Members charged with misconduct, which is considered cause for expulsion, shall be advised of the charge and given the opportunity to be heard before the special investigating committee and the Board of Directors, before final action is formally taken. Expelled members shall not be eligible to re-apply for membership for a minimum of one (1) year.

(c) Termination - Termination shall occur when the eligibility requirement of Article II Section 1 of the Constitution is no longer satisfied. Membership shall also be terminated when a member is no longer qualified as provided in Section 5 (a) or (b) of this article. Terminated members shall be refunded any dues paid in advance as of the effective date of termination, but shall not participate in any other assets or benefits of the ALRC.

ARTICLE II FISCAL YEAR AND DUES

Section 1 - FISCAL YEAR

The fiscal year of the ALRC shall begin July 1 of each calendar year and end on June 30 of the next calendar year.

Section 2 - DUES

Dues are established by the ALRC Board of Directors

(a) Family Membership - The annual dues are set by the Board of Directors prior to the beginning of each fiscal year.

(b) Renewals - Renewals for annual memberships are due at the beginning of the ALRC fiscal year, July 1.

(c) New Members - New member dues (does not apply to renewals) are one-half (1/2) the family membership price, as prescribed by the Board of Directors. New

membership dues received between the months of April and July will automatically carry over to encompass the following fiscal year.

(d) Honorary Life Membership - There are no dues required for an honorary life member.

(e) Friends of the club – The annual dues are set by the board of Directors prior to the beginning of each fiscal year.

Section 3 - PAYMENT OF DUES

Payment of dues will be by mail or in person to the Membership Director. All dues will be forwarded to the Treasurer.

ARTICLE III - OFFICERS AND THEIR DUTIES

Section 1 - OFFICERS

The officers of the ALRC shall be the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Membership Director, Trail Director, Trailer-out Director, City Liaison, Youth Director, Food Service Director, Publicity Director, Emergency Rescue Team Director and Editor. The immediate Past President will serve as an ex-officio.

Section 2 - ELECTION OF OFFICERS

The ALRC shall hold an annual election in May of each year to elect the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Membership Director, Local Trail Director, Trailer-out Director, Liaison, Youth Director, Food Service Director, Publicity Director, Past President and Editor. All officers will have one year terms.

Section 3 - DUTIES OF THE OFFICERS

(a) PRESIDENT

The President is the Chief Executive Officer of the Corporation and the Chairperson of the Board of Directors. He/she shall ensure all officer and committee positions are filled and their duties are performed. Primary responsibilities include: conduct Board of Director meetings once a month, establish and perform to a fiscal budget, ensure insurance for the ALRC is provided, ensure tax and insurance obligations are met, provide job descriptions as defined in the Bylaws to all board members, preside over all general membership meetings, conduct the annual election of officers, and appoint

committees as needed. Additionally, The President will be responsible for the annual mailing of the Corporate Change of Officers. The President shall appoint an auditor to review the financial records as specified in the Constitution. The President shall appoint a volunteer to keep the WEB site updated.

(b) 1ST VICE PRESIDENT

The 1ST Vice President shall act as President if the President is unable to fulfill his/her obligations. The 1st VP's primary duties include: planning and conducting all general membership monthly meetings, all ALRC social events, organizing the ALRC participation in the Founder's Day Parade, and submitting a budget prior to each event. He/she will also be responsible for ensuring publicity relating to his/her planned events. As a minimum the 1st VP shall plan for four social activities, one of which shall be the installation dinner. He/she shall conduct the retirement and installation of officers at the Installation Dinner. He/she shall provide for the recognition of Board or committee members not recognized by the President, 1st Vice President, or appropriate committee chairperson. The remaining activities can be of his/her own choosing, e.g. a Halloween party, wine tasting party, etc. The 1st VP shall be responsible for controlling all ALRC property and maintaining a written inventory.

(c) 2ND VICE PRESIDENT

The 2nd Vice President shall act as President when the President and 1st VP are not able to fulfill his/her obligation. The 2nd VP shall act as chairperson of the standing Show Committee. His/her primary duties include: planning and conducting all horse shows, playdays and clinics, submitting a budget prior to each activity, and accounting of all monies relating to expenses and revenues pertaining to horse shows, playdays, and clinics. The 2nd VP shall also be responsible for the publicity of all above activities. He/she shall ensure all equipment used by the ALRC in shows and events are maintained and in proper condition prior to use. Storage of this property will be at the Heritage Park Storage Room. The 2nd VP also will arrange the schedule at the start of each season and the first of each calendar year with the city, and reserve the required facilities and arrange for payment of same. The 2nd VP shall provide for awards and recognition of all members assisting on the standing Show Committee.

(d) SECRETARY

The Secretary's primary duties shall include: keeping and publishing the minutes of the Board of Director meetings and maintaining the ALRC records. If the ALRC Board of Directors elects to be a member of the Rancho Cucamonga City Chamber of Commerce, the Secretary will handle all activities relating to same

(e) TREASURER

The Treasurer has the primary responsibility for all financial records in the ALRC. His/her duties include: preparing a monthly Treasurer's Report to be

presented and voted on at the Board of Directors meeting, disbursement of ALRC funds as approved by the Board of Directors, maintenance of the ALRC general ledger, publishing the annual budget and balance sheet, and administration of all ALRC bank accounts to include ensuring signature cards are kept current and that all bank regulations are adhered to. Signature requirements shall be in accordance with the rules established by the Board of Directors. The Treasurer will share the responsibility with the Membership Director for checking the ALRC Post Office Box for mail to be distributed in a timely manner to the appropriate board members.

(f) MEMBERSHIP DIRECTOR

The Membership Director's duties shall consist of; reviewing applications for completeness and correctness, forwarding dues to the Treasurer, maintaining the ALRC roster, welcoming new members to the ALRC, performing a membership drive at least once a year, providing a monthly list to the Editor, and representing the ALRC in providing services to its members (flowers for illnesses, etc). The Membership Director shall also act as chairperson of the standing Phone Committee and the standing Nomination Committee. The Membership Director will share the responsibility with the Treasurer for checking the ALRC Post Office Box for mail to be distributed in a timely manner to the appropriate board members.

(g) LOCAL TRAIL DIRECTOR

The Local Trail Director shall act as Chairperson of the standing Trail Committee. He/she shall organize and lead local trail rides as prescribed by the Board of Directors. The Trail Director shall serve as trail boss at all ALRC local trail functions.

(h) TRAILER-OUT DIRECTOR

The Trailer-out Director shall organize group trailer-out functions and camping activities as prescribed by the Board of Directors.

(i) YOUTH DIRECTOR

The Youth Director shall serve as a member of the standing Show Committee. He/she shall act as the liaison between [the 4-H and] the ALRC and other youth organizations, ensuring that there are a minimum of schedule conflicts and that the interest of the equestrian youth in this community are met. The Youth Director in addition to the duties described in the Show Committee shall schedule other youth activities during the fiscal year, e.g. clinics, field trips, parties.

(j) FOOD SERVICE DIRECTOR

The Food Service Director shall be responsible for all refreshment requirements of the ALRC. He/she will operate the food booth at Heritage Park during ALRC activities. The Food Service Director shall purchase commodities as required to provide

service. All expenses and income must be recorded and submitted [monthly] to the Treasurer promptly after each event.

(k) LIAISON

The Liaison shall serve as a representative of the ALRC to the City of Rancho Cucamonga and other entities as required. He/she shall provide information to the Board of Directors on issues and activities concerning the city that affect the ALRC and/or the equestrian community. He/she will attend city meetings as required as a representative of ALRC. During elections of city or county officials, the Liaison shall keep the club informed as to candidate positions. In addition this position shall include responsibilities as Emergency Rescue Team Director and will coordinate all ALERT activities and participation with the City of Rancho Cucamonga Fire Department and the San Bernardino County Sheriff's Department. He/she shall be the chairperson and coordinator of the Alta Loma Emergency Rescue Team (ALERT), a division of the ALRC.

(l) EDITOR

The Editor is responsible for the creation and distribution of the ALRC monthly newsletter. He/she shall review all content to ensure the newsletter serves the best interest of the ALRC. Any policy issues will be made only by the Board of Directors. The newsletter will be reviewed by the President as appropriate prior to distribution. The Editor is responsible for all advertising in the newsletter, all rates are to be approved by the Board of Directors. The Editor shall also maintain the ALRC general mailing list based on the list provided by the Membership Director. The Newsletter Editor shall also be responsible for maintaining the bulletin board at Heritage Park.

(m) PUBLICITY DIRECTOR

The Publicity Director shall have the overall responsibility for publicity in the ALRC. He/she shall coordinate with the members of the Board of Directors to ensure all activities/events receive the appropriate publicity. The Publicity Director shall be the primary contact for all media and publications. He/she shall also be responsible for all ALRC promotional sales, e.g. shirts, jackets, etc.

(n) PAST PRESIDENT

The immediate Past President shall serve in an advisory capacity to the current President and Board of Directors on an as-needed basis.

Section 4 - VACANCIES

(a) When the President's office is vacated the 1st Vice President shall automatically President for the unexpired term.

(b) When any other office is vacated it shall be filled by Presidential appointment and approved by the Board of Directors for the unexpired term as provided in Article III, Section 2 of the Bylaws.

Section 5 - TERM LIMITATIONS

Members serving in the offices of President, 1st Vice President shall be limited to two consecutive terms.

ARTICLE IV - BOARD OF DIRECTORS

Section I - COMPOSITION

The Board of Directors shall be composed of the ALRC officers as defined in Article IV Section 1 of the Constitution.

Section 2 - Meetings

The Board of Directors shall meet monthly and on call of the President, or on call of at least 50% of its voting members. Meetings shall be held after reasonable notice and a quorum shall consist of more than half its voting members. Special meetings of the Board of Directors may be called at any time by the President or by any five (5) Board Members, provided, when called, a call shall be issued to every Board Member stating the purpose of the meeting. At least 24 hours notice shall be given preceding each special meeting, except in an emergency situation.

Section 3 - AUTHORITY

The authority of the Board of Directors shall be provided in the Constitution, Article V, Section 1.

Section 4 - DUTIES

It shall be the duty of the Board of Directors to conduct the business of the ALRC in the best interest of the members and the ALRC.

Section 5 - REMOVAL DUE TO ABSENCE

If any member of the Board of Directors is absent from two consecutive meetings without having been excused, showing sickness, absence from the city, or other unavoidable cause, his/her position on the Board of Directors may be declared vacant by action of the Board.

ARTICLE V - COMMITTEES

Section 1- STANDING COMMITTEES

The standing committees of the ALRC consist of those committees appointed by the President and approved by the Board of Directors. The responsibility of standing

committees shall be delegated by the President to members of the Board of Directors. Selected chairpersons shall be members of the Board of Directors. Chairpersons shall be furnished, in writing, an outline of the assigned standing committee's duties and functions, as specified below.

(a) NOMINATION COMMITTEE

The Membership Director shall chair the nomination committee. He/she shall select a nominating committee from three to five members during the month of March preceding the time of the annual election. The committee shall submit the proposed ballot to the Board of Directors for review and approval prior to distribution.

(b) Election Procedure

Elections for the Board will occur during the MAY General Membership and BOARD meetings. Voting members must be 18 years or older. Ballots will not be accepted outside of the General Membership meeting.

(c) SHOW COMMITTEE

The 2nd Vice President shall chair the Show Committee. He/she will select members including the Youth Director, to serve on the committee. This committee will be responsible for administering the shows and ruling on all matters pertaining to same. Appeals to Show Committee decisions will be brought before the Board of Directors for a board majority ruling.

(d) PHONE COMMITTEE

The Membership Director shall act as chairperson for the phone committee. He/she will select members as required to serve on the Phone Committee. This committee will be responsible for communicating with the general membership as required to announce ALRC events and provide feedback on participation.

(d) ALERT

The Alta Loma Emergency Rescue Team (ALERT) will be under the direction of the Liaison Board Officer and will be comprised only of ALRC members. All ALERT members will function solely as volunteers under the Rancho Cucamonga Fire Protection District and the San Bernardino County Sheriff's Department Rancho Cucamonga Station.

Section 2 - SPECIAL COMMITTEES

The President may appoint special committees as required to conduct the business of the ALRC with the approval of the Board of Directors. Chairpersons for special committees are appointed by the President and approved by the Board of Directors. A Chairperson for a special committee may be any eligible ALRC member.

VI – GENERAL MEMBERSHIP MEETINGS

The regular ALRC general membership meetings shall be held once each month on such a day as specified by the Board of Directors, which shall take into account the desires of the membership. The time and place shall be arranged by the 1st Vice President. The regular general membership meeting will be firmly set at least thirty days in advance, and all members shall be given written notice thereof at least 10 days in advance.

VII - PARLIAMENTARY AUTHORITY

Section 1 - The rules contained in Roberts Rules of Order, newly revised, shall govern the ALRC in all cases to which they are applicable and in which they are not in conflict with the constitution and the bylaws of the ALRC.

VIII - BYLAWS AND AMENDMENTS

Section 1 - BYLAWS

Bylaws for the governance of the ALRC shall be adopted or amended in accordance with the constitution, Article V, Section 3.

Section 2 - AMENDMENTS

Amendments to the Bylaws shall require submittal to the Board of Directors no less than thirty days and no more than sixty days subsequent to a meeting of the Board of Directors as prescribed in Article IV of the Bylaws. Amendments require a 2/3 vote of the Board of Directors.