

**BY-LAWS OF THE LUBBOCK SADDLE CLUB**  
Last Revision Date, November 13, 2017

**NAME AND PURPOSE:**

The name of the organization shall be "THE LUBBOCK SADDLE CLUB" and shall be operated and conducted as a not-for-profit organization, classified as a 501(c)-7 according to the current IRS tax laws.

The colors of the Club shall be blue, white and silver.

The purpose of the Club shall be to encourage, support and promote an interest in horses, horsemanship, sportsmanship and citizenship.

**MANAGEMENT:**

The club will be governed by a Board of Directors and all actions ratified by the membership except when emergency decisions are necessary.

The Board may prescribe penalties for violations of the rules and By-Laws.

The Board shall have and exercise other powers designated by the membership, as maybe necessary to obtain the objectives and purpose of the Club.

The Board of Directors will consist of the elected Executive Officers and the appointed heads of the Standing Committees.

**EXECUTIVE OFFICERS**

1. President
2. Vice-President
3. Secretary
4. Alternate Secretary
5. Treasurer
6. Parade Marshall
7. Youth Series Coordinator
8. Immediate Past President

**STANDING COMMITTEES**

1. Concessions
2. Arena Director
3. Telephone
4. Nomination
5. Queen & Princess
6. Awards

To be eligible to hold an Executive Office, candidate must have been a full member, in good standing, for at least 2 years prior to election. Executive officers will be elected at the annual meeting for a term of one year.

Executive officers may hold the same office for only 2 years in succession.

All vacancies occurring among the Executive Officers shall be filled by a majority vote of the membership present at the next scheduled meeting.

A director elected to fill a vacancy shall be elected for the un-expired term of the office.

The financial year for the Club will be September 1<sup>st</sup> through August 31<sup>st</sup> and the annual taxes must be filed no later than December 15<sup>th</sup> of the ending year.

**BOARD MEETINGS:**

The President may call a Special Meeting of the Board of Directors when necessary.

Upon request of 2 Board members, a Special Meeting of the Board of Directors will be called.

The Board of Directors shall meet as needed. Time and Place of the meeting will be determined by the Board of Directors.

Each Board member shall be called or given written notice of a Board meeting at least five days before the meeting.

The Board shall have a two-thirds majority present at any meeting of the Board. If a two-thirds majority is not present, the meeting will be adjourned and rescheduled.

In the event emergency action is necessary, the seven Executive Officers' decision shall stand, without question, provided the majority of four members are present and in agreement.

### **CLUB MEETINGS:**

The MONTHLY meetings shall be held on the first Tuesday of each month at 7:00 p.m. This date and/or time may be changed temporarily by a majority vote of the membership present at a meeting.

A permanent change of this date and/or time shall be upon two-thirds vote of the membership present at a meeting.

The ANNUAL meeting shall be for the election of officers and change of the By-Laws. By-Law changes are to be brought up at the September meeting. Discussed and written down at the October meeting. They will be placed on the ballot along with the officer nominees. It shall be held on the first Tuesday of November each year. This date may be temporarily changed upon a majority vote of the membership.

New members can join up to the vote during the November meeting for the coming year.

SPECIAL meetings of the Club shall be called by the President or by two Board members. At any SPECIAL Club meeting, nothing shall be acted upon except such matters in the notice of the meeting.

Officers, Standing Committee Chairs, Royalty and/or Wrangler(s) missing three consecutive meetings may be replaced by the membership if necessary.

### **ORDER OF BUSINESS FOR MEETINGS:**

#### Board Meetings

1. Roll Call
2. Officer's Report
3. Statement of Purpose
4. Old Business
5. New Business

#### Monthly Meetings

1. Secretary's Report
2. Treasurer's Report
3. Approval of New Members
4. Reports
5. Old Business
6. New Business

### **DUTIES OF THE EXECUTIVE OFFICERS:**

#### **PRESIDENT:**

Shall serve in office from January to December

Shall preside at all meetings of the Club and Board of Directors

Shall have general supervision of the affairs of the Club

Shall have the authority to create as many committees and for such purposes as necessary.

However, these additional committees shall not have voting power on the Board of Directors.

Shall, with the approval of Executive Officers, appoint the Chairperson of the Standing Committees, and announce the appointments at the next meeting.

Shall be a member of all committees. However, the President will not have voting power on any committee. The President cannot be a member of the nomination committee.

Shall, in the event of a vacancy in any committee Chairmanship, appoint a successor to fill the unexpired term, subject to the Board's approval.

**VICE-PRESIDENT (Chairperson of the Rules Committee):**

Shall serve in office from January to December.

Shall, in the absence, failure, refusal, or inability of the President to act as such, perform all duties and have all powers of the President.

Shall serve as the Publicity Agent for the Club.

Shall serve as reporter for the Club.

Shall assume the duties of the Chairperson of the Rules Committee. He shall appoint four members to the Rules Committee; they can be four different members each play day. The Rules Committee shall rule on all matters of controversy in the Club's play days.

Shall represent the Club at the District II play days by serving on the District's Rules Committee.

**SECRETARY:**

Shall serve in office from January to December.

Shall keep the minutes of the Club meetings and the Board of Directors meetings.

Shall keep the records and papers of the Club.

Shall conduct the correspondence of the Club.

Shall be responsible for obtaining a meeting place for the Club's monthly meetings and for other functions of the Club.

The Secretary may ask for help from anyone.

**ALTERNATE SECRETARY:**

Shall serve in office from January to December.

Shall, in the absence, failure, refusal or inability of the Secretary to act as such, perform all duties of the Secretary.

Shall keep the Club play day records and points.

Shall have the point book available for the inspection at each meeting following a play day.

Shall work the play day season from beginning to end.

Shall not trade out in August if the play days are not over for that season.

Does not have to be the Secretary for the Youth Series; unless she/he wants to and is appointed by the Youth Series Committee Chairperson.

**TREASURER:**

Shall serve in office from January to December.

Shall collect and keep intact all Club funds.

Shall submit a report to the board at the Special meetings.

Shall submit a report to the membership at the monthly meetings, both in written and verbal form; providing copies for all who are in attendance.

Shall sign all checks issued by the Club and be responsible for debit card.

Shall pay all outstanding debts of the Club, by the Annual meeting, if possible.

Shall have the books up to date and audited as needed upon presentation, to their successor at the Annual meeting.

Shall, if possible, see that all outstanding debts owed to the Club are collected by the Annual Meeting.

Shall handle all financial correspondence of the Club.

Shall file club taxes with the IRS on or BEFORE December 15th, annually

Shall train incoming treasurer no later than the February meeting.

**PARADE MARSHALL:**

Shall serve from January to December, in order to complete the Club's parade season.

Shall be designated as the current year's Parade Marshall.

Shall be responsible for the Club flags at any parade or public appearance.

Shall act as coordinator between the Club and other clubs regarding parade group participation.

Shall have the final word on parade appearance regarding proper uniform and placement of horses.

Shall exchange ideas with the parade group regarding their showmanship.

Shall report all parades attended and placings to the AASP&RC office in Bowie, Texas and to the AASP&RC Parade Chairperson for "PARADE GROUP OF THE STATE".

The Parade Group must have 1 Association Member in good standing in the parade group for points to count. Forms are in the Association Rulebook and they are available on the web at [www.aasprc.org](http://www.aasprc.org).

**YOUTH SERIES COORDINATOR:**

Shall oversee all aspects of the Youth Series and recruit help as needed.

Shall be responsible for advertising the Youth Series.

Shall be responsible for sign-ups, announcing, posting a schedule of all of the series dates, events and point standings.

Shall update and post all Youth Series Play Day Rules and ensure that the rules are followed.

Shall assist in determining the awards to be given at the end of the series and conducting the orders for the "hoodies/T-Shirts" awarded to the participating riders.

Shall be responsible to direct point standings to the Webmaster for posting on the Club website.

**IMMEDIATE PAST PRESIDENT:**

Shall serve in office January to December of the year following his term serving as President.

Shall serve in an advisory capacity to the Board of Directors with full voting privileges.

Shall serve as member of the Rules Committee.

**DUTIES OF THE QUEEN:**

Shall be an unmarried participating member with no children.

Shall participate in Club play days (not Youth Series) age 15-21 years of age, as of January 1st of the reigning year.

Shall attend the majority of the activities the Club participates.

Shall hold office from January to December to complete the parade season.

Shall be designated as the current year's Queen.

If she is unable to fulfill her duties, the President shall appoint her successor, subject to the approval of the Board of Directors.

Shall be allowed to succeed herself.

Shall be an honorary member of all committees without voting rights.

Shall designate the Club as her home club, paying dues through the Club's Treasurer.

Shall be introduced at every Club play day in full Queen's attire.

**CLUB OBLIGATIONS TO THE QUEEN:**

Shall furnish the Queen with a crown, robe and banner, to be handed down from year to year.  
Shall furnish the Queen a belt buckle.  
Shall eat from the concession stand at no charge, not to exceed \$10.00 per playday.  
Shall ride in all regular club play days at no charge.

**DUTIES OF THE PRINCESS:**

Shall be an unmarried participating member with no children.  
Shall participate in Club play days (not Youth Series) not to exceed 14 years of age, as of January 1st of the reigning year.  
Shall attend the majority of the activities the Club participates.  
Shall ride behind the Queen in parades.  
Shall hold office from January to December to complete the parade season.  
Shall appear in the Queen's absence at functions.  
Shall be allowed to succeed herself.  
Shall designate the Club as her home club, paying dues through the Club's Treasurer.  
Shall be announced at every Club play day in full Princess' attire.

**CLUB OBLIGATIONS TO THE PRINCESS:**

Shall furnish the Princess a princess crown and banner, to be handed down from year to year.  
Shall furnish the Princess a belt buckle.  
Shall eat from the concession stand at no charge, not to exceed \$10.00 per playday.  
Shall ride in all regular club play days at no charge.

**DUTIES OF THE WRANGLER:**

Shall be an unmarried male participating rider in Club play days (not Youth Series) of any age; provided he is able to demonstrate the capability of carrying a flag.  
Shall attend the majority of the activities the Club participates.  
Shall hold office from January to December to complete the parade season.  
Shall carry assigned flag at all parades and grand entries the Club participates.  
If he is unable to fulfill his duties, the President shall appoint his successor, subject to the approval of the Board of Directors.  
Shall be allowed to succeed himself.  
Shall be an honorary member of all committees without voting rights.  
Shall designate the Club as his home club, paying dues through the Club's Treasurer.  
Shall be introduced at every Club play day in appropriate attire.

**CLUB OBLIGATIONS TO THE WRANGLER:** (limited to one Wrangler as of 8/7/2012)

Shall conduct a tryout at the final play day of each season.  
Shall have three judges appointed by the Vice President/Chairman of the Rules Committee.  
Each contestant shall be scored on a scale from 1 to 10 (10 being the highest) according to his riding ability, ability to handle the flag and his overall presentation.  
Top scored contestant will be selected as the Wrangler for the upcoming year.  
Shall furnish the Wrangler a belt buckle.  
Shall eat from the concession stand at no charge, not to exceed \$10.00 per playday.  
Shall ride in all regular club play days at no charge.

**DUTIES OF THE STANDING COMMITTEES:**

**CONCESSION:**

Shall be responsible for obtaining supplies for the concession stand at the Club arena.  
The chairperson may ask as many members as necessary to work in the concession.  
All members working in concessions shall be at least 15 year or older.  
Concession stand work shall count as working in the arena.

**ARENA AND EQUIPMENT DIRECTOR:**

Shall be responsible for working the arena during play days.  
Shall be responsible for keeping the arena in a good and safe condition.  
Shall be in charge of the play day equipment, keeping it in working order and stored in a safe, permanent place.  
All practice sessions will fall under his jurisdiction.  
The chairperson may appoint as many members as necessary to assist on this committee.

**TELEPHONE COMMITTEE:**

Shall advise all members of the Club meetings and functions at the request of the President.  
All members must let the committee know whether to contact by phone or via email.  
The chairperson may appoint as many members as necessary to assist on this committee.

**NOMINATION AND ELECTIONS COMMITTEE:**

Shall, prior to the annual meeting, contact members of the Club and get their choices for the officers of the Club.  
Shall contact all nominated persons to advise of the nomination and to determine which office, if any, the nominated member will accept.  
Shall discuss any by-law changes at the June meeting.  
Shall have the by-law changes worded for approval at the July meeting.  
Shall prepare a ballot to present to the membership with the by-law changes and the office nominees at the annual meeting.  
Nominations may be presented from the floor at the annual meeting.  
The chairperson may appoint as many members as necessary to assist on this committee.

**QUEEN & PRINCESS COMMITTEE:**

Shall consist of the outgoing Queen and Princess and, at a minimum, one adult club member that is familiar with the proper Queen/Princess traditions and requirements. Shall recruit other assistance as necessary.  
Shall assist the incoming Queen and Princess to understand their duties and obligations to the club.  
Shall act as role models for the incoming Queen and Princess.

**AWARDS COMMITTEE:**

Shall be report to the President of the Club  
Shall be responsible for securing all awards for the Club's regular playday season by the designated time of the year end awards banquet.  
Shall present a budget required to secure awards at a monthly meeting for approval.  
Shall not exceed the approved budget to purchase the year end awards.  
In the event that the budget must be exceeded, the overage must be approved at a regular club meeting prior to ordering the items causing the overage.  
Shall be responsible to oversee the annual awards banquet.

**MEMBERS:**

Members shall consist of Active and Associate. Past members do not need to be approved by vote unless they have previously been voted out of Lubbock Saddle Club.

**NEW MEMBERS:**

All new members shall submit an application to the Club, through the treasurer, together with no less than 3 character references other than family. Said application shall be voted on by a majority vote of the membership outside the presence of the new member applying for membership in the Club. Unless two members are present to recommend the new member, the references will be checked and reported at the next meeting. Members applying for full membership in the Club, must designate their home club as the Lubbock Saddle Club when their dues are paid. (Associate members may not become full members in the middle of a calendar year.)

**DUTIES OF MEMBERS:**

Members will be required to give the Secretary an address and phone number where they can be notified of all notices required by the by-laws. All new members shall be given a copy of the Club's by-laws, if available. It shall be the duty of each member and/or special meetings as possible and to take an active part in the Club and its activities.

**ASSOCIATE MEMBERS:**

All associate members shall submit an application to the Club. Associate members may be a member of other riding clubs. Associate members are only granted the right to ride and compete for year-end awards. An Associate member:

1. May not vote on Club business;
2. Is prohibited from holding an elected office or serving on a committee;
3. Is not granted ownership of any assets of The Lubbock Saddle Club;
4. May not use the arena or its equipment outside of a regularly scheduled event at the Lubbock Saddle Club Arena.

**DISCIPLINARY ACTION:**

Each member is encouraged to live up to the motto of the American Association of Sheriff's Poses and Riding Clubs "Horsemanship, Sportsmanship and Citizenship". Any member that continually violates this motto, or causes undue embarrassment and problems within the Club, whether it be during the Club meetings, play days, contacts with outside clubs and business, can and will be asked to withdraw their membership by the Board of Directors. This action will be taken up by the Board of Directors upon complaints filed with the Board of Directors.

**APPEAL:**

Any member that has been asked by the Board of Directors to withdraw their membership, may, if they so desire, approach the membership and appear to such membership, with explanation of the cause of such action on the part of the Board of Directors, and the membership may, upon their own election, outside the presence of the complaining member, rescind the recommendation made by the Board of the Directors.

**ARENA:**

Any member of the Club is eligible to use the arena for personal practice and workout of their horses at any time other than the day before a scheduled Club event or the actual day of the event free of charge.

In the event that a member would like to rent the arena, the member shall request permission in writing a minimum of 60 days prior to the event. The request shall be made on a Club Arena Use Request Form at a regular scheduled monthly meeting. Discussion shall take place and the final vote shall be made at the following scheduled monthly meeting, thus allowing the members of the club to adequately consider the request. The fee for arena usage shall be \$250.00. The arena usage fee will include arena preparation prior to the event, usage of equipment, usage of the announcer's booth and lights if the special event runs after dark; however, it does NOT include use of the tractor during the special event, usage of the concession facility or timers and time clock.

The arena equipment may be lent to District 2 for use during a district play day that is not held at the Club's arena, provided no less than two (2) members of the Board of Directors are in agreement to lend such equipment AND no less than two (2) members are present at the district play day that the equipment is to be used.

#### **RULES:**

Dues will be \$15.00 per person or \$50.00 for a family of 4 or more, living in the same house. The dues will be due in November of each year, by or on the date of the Annual meeting if the member desires to vote on the new officers and by-laws. In the event that a minor 15 years of age or less applies for membership, the parent or legal guardian MUST also join with the child. In the case of renewal of existing membership, approval of the renewals will be voted on and granted at the discretion of the membership. The membership has right of refusal to renew a membership application.

Dues for The American Association of Sheriff's Posses & Riding Clubs are due as set out by the Association's By-Laws. Dues for the AASP&RC must be paid to compete on the state level. All dues are payable to the Treasurer of the Club. The treasurer will send it to the Association office in a timely manner.

#### **PLAY DAY RULES:**

All play day rules, dates, and fees shall be set by majority of the membership present at the February meeting each year. All play day events will be as specified in the rules of the AASP&RC. Additional events may be run by a majority vote of the Club membership present at any meeting.

#### **GENERAL:**

The AASP&RC Rulebook will be used as a guideline for conducting business of the Lubbock Saddle Club; however, the By-Laws, Playday Rules and Ground Rules of the Lubbock Saddle Club will supersede the others.

**QUESTIONS ARISING WHILE CONDUCTING CLUB BUSINESS AND MEETINGS NOT ADDRESSED BY LUBBOCK SADDLE CLUB BY-LAWS SHALL BE REFERRED TO ROBERT'S RULES OF ORDER FOR RESOLUTION.**