

## **BY LAWS OF SUNSET SADDLE CLUB**

***Revised 11/12/2025***

### **I. NAME**

The name of this organization shall be the Sunset Saddle Club of Albert Lea, Minnesota.

### **II. PURPOSE**

The purpose of this organization shall be to advance the interest & knowledge of the horse and advance the interest and education for the pleasure of the members.

### **III. MEMBERSHIP**

Any person interested in horses and horse activity is eligible for membership. All members must sign a waiver protecting the club from any liability in case of accident in order to participate in activities. Any child under the age of 17 & under must have an adult as a member of the club as well. Code of Conduct policy is included in this publication, please review and follow these policies.

\*Starting in 2025 it is required that all members volunteer at an open show, either the Mother's Day, Freeborn County Fair shows, or at the Fall Show, and 4 hours at a closed show. You must check in at the Entry Stand and mark down on the volunteer sheet for the hours worked to get credit for the hours. Family members can work for a member. If a member does not volunteer, they will be ineligible for membership in 2027. The member can then regain membership status in 2028 but must still volunteer required hours to keep their membership status for the following year. \*

### **IV. USER FEE**

**Sec. 1.** User Fees of the organization shall be \$15 for the first family member, \$10 for second family member and \$5 for each additional member that resides in the same household. User Fees are due and payable on January 1st of each year. (Members from the previous year will be allowed to vote at the March meeting of the new year.)

**Sec. 2.** User Fees include any publication of the Sunset Saddle Club. It also includes use of the arena on open riding dates. Members 18 years and older, who have completed high school, whether they live at home or away, will have to have their own membership. Any child in 4H or FFA can become a member for free as long as a parent or guardian becomes a member.

**Sec. 3.** There will be a deadline of the monthly member meeting in March for the previous year's members to turn in their memberships. After that there will be a \$5 per member, per month assessment added to the dues. This will not apply to new members or to members out of the club for more than one year.

### **V. MEETINGS**

**Sec. 1.** Member Meetings will be held 6 times a year, the schedule is set in January at the January Board Meeting.

### **VI. OFFICERS**

Officers of this organization shall be a President, Vice President, Secretary, and Treasurer. These officers shall be elected at the November monthly meeting for the next year. Their duties are to begin at the first board meeting in January.

**Sec. 1. President:** The President will appoint at the first meeting in January, an audit committee of three members to examine the books of the Treasurer, conduct meetings, appoint committees, find judges for the open and closed shows, picking available dates for the closed shows, picking up mail and give to the officer responsible for it, I.E. Secretary- correspondence, Treasurer billing, and is the Chairman of the Board of Directors. The President will be in charge of all equipment owned by the club and ground condition of the arena.

**Sec. 2. Vice President:** Will preside at meetings in the absence of the President and will be in charge of recording all points and acquiring awards for the Annual Year End Awards Banquet.

**Sec. 3. Secretary:** Record minutes of regular meetings and Board of Directors meetings. Send out required notices and correspondence. Report the memberships to the WSCA & SEMSCA Secretary. Meeting minutes to be sent to the Pony Tales Editor.

**Sec. 4. Treasurer:** To be responsible for all membership collections. To keep the Secretary informed of the members that have paid their dues so the members info can be sent to WSCA and SEMSCA. To pay obligations of the club when presented with an invoice. Report bank balance at all meetings. The Sunset Saddle Club's checking account will have the President and Treasurer on it. Only one signature is needed for the Sunset Saddle Club checking account for withdrawals and checks.

## **VII. ELECTIONS**

**Sec. 1.** A nominating committee consisting of three members is to be appointed by the President at the regular monthly meeting in October. Nominations for election of officers will be from the October Monthly Meeting to the November Monthly Meeting. Floor nominations may be presented, and a vote will be taken by ballot, if necessary. If the nominated member is not present, it is required in writing that they accept the nomination. Only members may vote on nominated members.

**Sec. 2.** No term limits on positions. Two Members from the same household may hold a board position as long as they are both adult paying members.

**Sec. 3.** Only paid members are allowed to vote and make motions (paid members from the previous year may vote at the March meeting of the following year). See Article IV.

**Sec. 4.** Members shall be notified in writing, by mail or by email two weeks before elections.

**Sec. 5.** The nominating committee shall nominate a President, Vice President, Secretary and Treasurer and four Board Directors will be nominated.

**Sec. 6.** If one of the Directors ends up moving up into an officer position they are voted on and replaced by the membership.

**Sec. 7.** There will be only two board members (officers & board) elected from each family. Family meaning only your immediate family living in the same household.

**Sec. 8.** Must be a paid Adult Member (18+) to become a board member and must hold a Board position for 1 year to be elected an officer.

## **VIII. DIRECTORS**

**Sec. 1.** The Board of Directors will constitute the following: President, Treasurer, Vice President, Retiring President, Secretary, and Four Board Elected Members.

**Sec. 2.** The retiring President serves one year on the board unless the current President is reelected.

**Sec. 3.** The membership shall elect a replacement for any Director who has missed two or more consecutive meetings for undue cause, to serve the remaining term.

**Sec. 4.** The four Board member positions are voted on annually.

**Sec. 5.** Directors are to be nominated annually from the October Member Monthly meeting to the November Member Monthly meeting, and voting takes place at the November Monthly meeting.

## **VIII. VOTING POWER**

Three Directors and the members present at a meeting will constitute a quorum.

## **IX. COMMITTEES**

Committee chairpersons will be appointed by the President. Publicity WSCA Delegates & Alternates (2 each) Food SEMSCA Delegates & Alternates (2 each) Queen Chairperson Pony Tales Editor, Etc. Fund-raising (Delegates paid mileage at current IRS rule/rate)

## **X. POINTS**

Points will count as follows:

First Place - 5 Points

Second Place - 4 Points

Third Place - 3 Points

Fourth Place - 2 Points

Fifth Place - 1 Point

\*Points will be earned in the following classes and high point awards will be given out at the Annual Awards Banquet.

**\*A member must volunteer 8 hours minimum to receive year-end points. \***

**Classes for year end points are:**

### **Closed Shows Games:**

Pole Weaving: 10 & under, 11-13, 14-17, 18-34 and 35 & over

Key Race: 10 & under, 11-13, 14-17, 18-34 and 35 & over

Jumping Figure 8: 10 & under, 11-13, 14-17, 18-34 and 35 & over

Barrels: 10 & under, 11-13, 14-17, 18-34 and 35 & over

One Barrel Pennant: All Ages

Rescue Race: All ages

Speed Dash: 17 & under, 18 & over

### **Open Shows Pleasure points classes:**

Showmanship

Western Pleasure/ Horsemanship

Leadline 6 & under.

Walk/Trot 13 & under

Egg & Spoon

Peewee Ride & Lead 10 & under

\*Members must show at **3** Sunset Saddle Club sponsored Shows to have year-end points count.

\*A year-end award will be given to the overall high point pleasure all ages and the overall high point 17 & under and 18 & over games. (excluding 10 & under).

\*A high point award will be made to the boy ten & under and the girl ten & under who accrue the highest points for the above events for the year.

\*A participation award will be given to any ten and under boy or girl that participated in at least one Sunset Saddle Club show, but did not receive any year end high point awards in the above events.

\*Riders led in will not be placed above non-led riders.

\*Points will be given to a horse and rider combination who is lead through the pattern.

\*Age breakdown: 10 & under, 11-13, 14-17, 18-34, 35 & over.

## **XII. PARLIAMENTARY PROCEDURE**

All meetings shall be conducted under Robert's Rules of Order, Revised. Anything not covered in Robert's Rules of Order will be decided by the Board of Directors

## **XIII. RESIGNATION**

If any Officer or Director chooses to resign during his or her term, the resignation shall be accepted or rejected by the Board of Directors. The vacancy will be filled by Parliamentary Procedure if covered, otherwise will be decided by the Board of Directors.

## **XIV. SHOW RULES**

**A.** WSCA show rules are to be followed for all shows. See [www.WSCA.org](http://www.WSCA.org) for a complete list of rules.

**B.** Horse: Members must ride their own, family or leased horse at all closed shows to be placed and collect year end points. A leased horse is leased for the show season. Riders of leased horses must have an affidavit of the lease on file for the year. A rider can ride a horse at a show without the horse being leased or family owned but will be for EXHIBITION ONLY and NO points or placings will be given. See WSCA rules for complete explanation or the horse sharing rules.

**C.** Rescue Race: Rescue Race will be run at closed shows as follows; You can ride once, be picked up once or ride twice or be picked up twice. Horse can only be entered once. All ages.

**D.** Walk/Trot 12 & Under & Leadline 6 & Under: The exhibitor may not enter any W/T/L classes, including games at a show the same day.

**E.** Members Show: Members are required to work a minimum of 8 hours to be eligible for year-end awards. Only family members can work hours for other family members.

**F.** Entry Fee: Entry fee is \$10 per horse/rider combination for closed shows or \$5 for only one class.

**G.** Year End Points: Year-end points will cover Sunset Saddle Club sponsored shows.

**H.** Open Show Judges: A contract for judging services including a total of all fees to be paid will be sent to each open show judge upon hiring.

**I.** Ribbon Race: If you choose to compete with more than one team, you need to designate which team you are taking points on. If you run with another team on the same horse, it will be for exhibition only. Added to class list as regular qualifying point class for year-end awards.

**J.** The arena gates must be closed for ALL events/ classes, pleasure and games. No running the gates.

**K.** Pleasure classes will no longer be held at Closed shows due to judge availability. Year-end points will go off points accrued from the 3 Open Pleasure shows.

## **XV. HONORARY MEMBERS**

Honorary Membership: Gale Krogsgaard and Becky Logemann were voted in as honorary members effective in 2022. Gary and Stephanie Richter were voted in as honorary members effective in 2019. The Albert Lea Seed House was elected to carry an honorary membership effective 2016, in appreciation for many years of service, participation and support. Dick Ochs and Phil Callahan were elected to carry an Honorary membership effective 2007. This is a lifetime membership given to a member in appreciation for many years of service and participation.

## **XVI. ROYALTY CONTEST**

A. Titles: Queen, Princess, Jr. Princess, Ambassador, King, Prince, and Jr. Prince. Added November 2016 per By Law change.

B. **Queen &/or King:** Age is 16 & over, single or married. Contestants must wear western attire for the interview and for the riding portion of the contest.

C. **Princess &/or Prince:** Age is 11 to 15 years of age. Contestants must wear western attire for the interview and for the riding portion of the contest. Added November 2016 per By Law change.

\*Addition of **Jr. Princess &/or Jr. Prince:** Ages 10 and under.

Contestants must wear western attire for the interview and for the riding portion of the contest. Added November 2016 per By Law change.

D. Ambassador: Any age or sex. This is a separate contest from the Queen & Princess contest. Any current member of the SSC regardless of age or sex may apply to be the Ambassador of the SSC. The Ambassador will be announced at the Year End Awards Banquet.

E. Age: Age is determined by the age of the contestant on January 1st of the year they will be representing the club.

F. A person can run more than once for the Queen, Princess and Ambassador Contest. If nobody runs for a position, current royalty can carry the position another year. Contestant must be present at the Year-End Awards Banquet to win position.

G. WSCA Queen Contest: Sunset Saddle Club will pay the entry fee for the WSCA Queen contest if the SSC Queen chooses to compete in the WSCA Queens contest.

## **XVII. AMENDMENTS**

\*These by-laws may be amended at any regular meeting of the Sunset Saddle Club and applied after ten day's notice to all members.