

## **NORTH COUNTRY RIDING CLUB BY-LAWS**

### **Article I. NAME**

The name of this Association shall be North Country Riding Club.

### **Article 2: PURPOSE**

North Country Riding Club is a non-profit association that is committed to maintaining an Association that promotes family horse activities, fair competition, good horsemanship, and a fun, supervised horse activity for all young people and adults. We are also committed to provide an opportunity for equine enthusiasts of all ages and levels of expertise and abilities to ride, show, and compete in an atmosphere focused on safety, fun, and skill building for both horse and rider.

### **Article 3: MEMBERSHIP**

- a) Open to all persons owning or interested in horses.
- b) All members of the North Country Riding Club, who are over the age of 18 years of age, are entitled to vote on any and all business brought before this Association, providing yearly dues are current.
- c) A family membership includes all children under the age of 18 in the immediate family, such as one's son/s, daughter/s, grandchildren, and step children who are in or out of the applicant's household. This membership includes any person over the age of 18 who is handicapped or still going to school. The fee for a family membership is \$20 if paid before March 31 and then \$25 after that date.

An individual membership is a membership for one person over the age of 18. The fee for an individual membership is \$15 if paid before March 31 and then \$20 after that date.

A youth membership is a membership for a youth under the age of 18 with the signature of a parent or guardian.

With the youth membership, the youth has no voting rights. If the parent or guardian wishes to have voting rights, that person must become a member of NCRC. The fee for youth membership is \$10 if paid before March 31 and then \$15 after that date.

A senior membership is a membership for a senior who is 55 years of age or older. The fee for senior membership is \$10 if paid before March 31 and then \$15 after that date.

- d) The Membership fee shall be paid upon application for membership and before participation in any sanctioned NCRC events.
- e) Each member or designated representative of each member must execute a volunteer position at any one of the Association's show **and** work day during the course of the show season. The Board of Directors will provide a list of approved activities for the members.
- f) Membership is from January 1 to December 31 of a given year. Annual fees shall become due January 1 of each year after becoming a member. New members will be accepted at a show.
- g) Membership is not transferable, but may be extended to include additional family members upon receipt of the difference in fees.
- h) In order for points of any show or event to count towards annual awards, one must have been a member in good standing of the Association. Membership will not be retroactive and shall count only from the date of payment for the duration of the calendar year.
- i) Membership may be obtained up to December 31 but only those members who joined before the last riding event will have voting rights.

#### **Article 4: YEAR-END AWARDS**

- a) You must be an NCRC Member in good standing, prior to a show/event in order for the points/hours to be recorded for Year End Awards.
- b) To qualify for English or Western Equitation Year-End award, you must participate in one (1) in-hand class and three (3) riding classes per show in each division and at least 75% equitation shows in your chosen division.
- c) To qualify for In-hand Year-end award, you must participate in at least 75% equitation shows.
- d) To qualify for Game Year-End award, you must participate in at least 75% game shows.
- e) A \$10 year-end point fee will be collected from each horse/rider combination at the first show attended, to ensure the results will be posted towards the year-end awards. Each horse/rider combination must pay an individual fee.

#### **Article 5: TERMINATION OR EXPULSION OF A MEMBER or NON-MEMBERS**

- a) The officers or Board of Directors have the right to ask anyone who is displaying disrupting conduct in nature during a NCRC activity to leave the grounds of that show. If this person refuses, the officers or Board of Directors have the right to call the appropriate authorities to escort this person off the grounds.
- b) Any member or non-member may be suspended or expelled from the Association or its activities for cause after an appropriate hearing and vote by  $\frac{3}{4}$  majority of all voting members present at any regularly constituted General or Board meeting or a special meeting called for such purpose of which members have notice.
- c) Grounds for suspension or expulsion from NCRC:
  - 1. Any unsportsmanlike conduct by an Association member or non-member toward any judge, steward, timer, gatekeeper, director, officers, spectator, or any other member.
  - 2. Anyone who acts against the rules of NCRC.
  - 3. Anyone who makes any willful act to cause harm or destruction to people or property.
  - 4. Anyone being in possession of any drugs or alcoholic beverages during any NCRC scheduled activity or arriving under the influence.
  - 5. Anyone who displays conduct or attitude that is disruptive to the mission and/or harmony of the Association.
  - 6. Anyone who is mistreating or abuse of a horse.
  - 7. Anyone who abuses the Association's privileges or bringing discredit upon the Association.
  - 8. Or any other infraction that the officers or Board of Directors deems harmful to the Association.
- d) In an executive session, the member or non-member in question of termination or expulsion shall have the right to present verbal or written arguments and call witnesses to his/her defense at the termination meeting. The President will preside over the meeting. The Association's decision will be final.
- e) Upon expulsion or suspension, no persons shall be entitled to receive a refund or rebate of any membership fee or dues paid by such persons; nor to retain any interest in any of the Club assets.
- f) Penalty for suspension or expulsion will be handled on individual bases.

## **Article 6: VOTING:**

- a) Each member 18 years of age or older and in good standing shall be entitled to one vote on any given matter.
- b) Written ballots will be distributed at the banquet to the voting member. The ballot will contain the names of the nominees.
- c) The Officers and Board of Directors will then tabulate the ballots received to determine the individuals that are elected and announced at the annual banquet.
- d) The last annual meeting will be no later than the **last** week of December.
- e) The Officers of this Association shall be a President, Vice-President, Secretary, and Treasurer and are elected by a majority vote. Officers shall be elected for a one-year term and hold office until a successor is elected.
- f) In order to be elected as President, one must have been an officer or served on the Board as a Director for a minimum of one year; and a member in good standing for one full year. To be elected as a Vice-President, Secretary, or Treasurer, one must have been a member in good standing for one full-year.
- g) This Association shall maintain a Board of Directors of 3 to 7 members who will be elected for a one-year term and hold office until a successor is elected.
- h) The Junior Advisors of this Association shall be elected for a one-year term and hold office until a successor is elected.
- i) All newly elected officers and Board of Directors will take their positions once the results are announced.
- j) It is the duty of both past and newly elected officers and directors to complete the transfer of banking information and any or all other documents or items that are property of NCRC by the **end** of December in order for the past officers and directors to finalize old business of the Association.
- k) The duties of the past elected officers and directors will end upon January 1.

## **Article 7: OFFICERS**

### **Duties:**

- a) The duties of said Officers shall be those usually exercised by Association designations.
- b) All incidents at a NCRC activity will be addressed by the officers and Board of Directors of NCRC.

Some of these duties are but not limited to:

### **President:**

- a. Serves as Chairman of the Board of Directors.
- b. Calls and conducts meetings of the Board of Directors and of the membership in accordance with provisions of these By-Laws and executes Robert's Rule.
- c. Oversees the administration of NCRC.
- d. Ensures that the provisions of these By-Laws and other standards, rules, or regulations of NCRC are enforced.
- e. Organizes and executes NCRC public relations activities.
- f. Supervises NCRC officers in the conduct of their duties.
- g. Appoints special committees.
- h. Shall fill any vacancy by appointing another officer or director for the remainder of the year.
- i. Will vote only in the case of a tie.

**Vice-President:**

- a. Serves as active President in the absence or incapacitation of the President.
- b. Fulfills other duties as designated by the President.
- c. Notifies the Board of all complaints.

**Secretary:**

- a. Records, distributes, and retains the proceedings of meetings of the Board of Directors and members.
- b. Notifies the membership of the scheduling or cancellation of the meetings or special gatherings.
- c. Maintains records and correspondence of NCRC and make sure members receive any information that they need to maintain a successful Association.
- d. Organizes and executes NCRC correspondence.
- e. Performs such duties as may be prescribed by the Association
- f. Serves as active President in absence or incapacitation of the President, Vice President and Treasurer.

**Treasurer:**

- a. Maintains the financial records and accounts of NCRC and provides a monthly recording of income and expenses for inclusion in the minutes.
  - b. Serves as active President in the absence or incapacitation of both President and Vice-President.
  - c. Monitors income and expenses of the Club.
  - d. Assist the Officers and Board of Directors with the quarterly and the close of the fiscal year audits of the accounting records.
  - e. Tracks points at each show.
  - f. Provides a current list of the membership upon request.
- c) Any officer missing three consecutive meetings without just cause will forfeit their elected position. Just cause shall be determined by the Board of Director's votes. The President will appoint a person to fill this position.
- d) The North Country Riding Club shall indemnify and hold all Officers and committee members harmless from all liabilities, obligations, claims, causes of action or expenses of any kind, including without limitation reasonable attorney's fees that may arise or be incurred by them as a result of the performance of their duties for or on behalf of this Association, to the full extent under Maine law.
- e) NCRC Officers shall receive a complementary "Individual" Membership for the year of service.

**Article 8: BOARD OF DIRECTORS**

- a) The Board of Directors of this Association shall consist of the newly elected officers and 3 to 7 elected members who are a member in good standing and are elected by a majority vote at the annual meeting or pointed by the President.
- b) The Directors shall be elected for a one-year term and hold this office until a successor is elected.
- c) The elected Board of Directors' membership dues are to be paid by or on the first meeting of NCRC.
- d) The Directors duties are as determined by the Association and the Officers.
- e) The President shall serve as Chairman of the Board.
- f) Meetings of the Board shall be held at the call of Chair.
- g) The Board shall represent the membership.

- h) The Board shall be empowered to manage the day-to-day activities of the Association by delegation of performance.
- i) Any action of the Board of Directors may be overturned by a majority of voting members present at the next regularly or specially scheduled meeting for which the member has been notified as provided herein.
- j) The duties of said Directors shall be those usually exercised by Association designations.
- k) Any Director missing three consecutive meetings without just cause will forfeit their elected position. Just cause shall be determined by the Board of Director's votes. The President will appoint a person to fill this position.

#### **Article 9: JUNIOR ADVISORS**

- a) The Junior Advisors of this Association shall consist of newly elected junior members not over the age of 17 who are a member in good standing and are elected by a majority.
- b) Junior Advisors shall be elected for one-year term.
- c) The elected Junior Advisor's membership dues are to be paid by or on the first meeting of NCRC.
- d) The Junior Advisor position is designed to promote future directors or officers' positions for any non-profit organization.
- e) The Junior Advisors have no voting rights but are the voices of the youth in the NCRC.

#### **Article 10: PUBLIC RELATIONS**

- a) The Public Relations (hereby referred as PR) of this Association will be appointed by the officers and Board members.
- b) The PR shall be a member in good standing.
- c) The appointed PR's membership dues are to be paid by or on the first meeting of NCRC.
- d) The PR duties are as determined by the Association but include:
  - 1. Maintaining and managing NCRC's website and all Google accounts associated to the Association.
  - 2. Submitting interesting reports and pictures of the Association activities to local newspapers or other social media.
- e) All websites and Google accounts must be approved by the officers and the Board members.
- f) The user name and password of these accounts must be given to the officers of the Association.
- g) If the PR has a dual position, the dual position has only one vote.

#### **Article 11: BOOKS AND RECORDS**

- a) NCRC shall keep correct and complete accounts, and records and minutes of the proceedings of its members, board of directors, and committees.
- b) All books and records of NCRC may be inspected by an officer, director, or voting member for proper purpose for enabling a member to fulfill duties and responsibilities at any reasonable time. An officer, director, or voting member must give a written notice at least 5 business days before the date on which one wishes to inspect and copy any books or records to the officers and Board of Directors.

- c) NCRC has the right to impose reasonable restrictions on the use or distribution of records. This is reimbursable at the discretion of the Board of Directors.
- d) NCRC will require an officer, director, or voting member to pay the reasonable cost of copies made.
- e) Accounts of the association shall be audited quarterly and at the close of the fiscal year by the Officers and Board of Directors, who will submit a report to the general membership and to the first Directors meeting of the new fiscal year.

#### **Article 12: MEETINGS**

- a) The last annual meeting will be no later than the end of December.
- b) Regular meetings shall be held monthly, or as needed.
- c) Special meetings of the members which may be called by the President. Written notice is not needed; but must be notified by phone, email, social media or other, 24 hours prior to the meeting.

#### **Article 13: GRIEVANCE**

- a) Only a member in current and good standing may file a grievance.
- b) Any grievance made by a member must be submitted and signed in writing by the person to the Officers and Board of Directors.
- c) The Officers and Board of Directors will make a diligent attempt to settle the grievance in executive session.
- d) If attempts are unsatisfactory, the Officers and Board of Directors will present the written grievance and their written report detailing their attempts to settle the issue to the membership meeting for final disposition.
- e) The member submitting the grievance has the right to attend and be heard at Board of Directors meeting or membership meeting considering resolution of the matter.
- f) Disposition shall be entered within 30 days of receipt of the original written grievance.

#### **Article 14: AMENDMENTS**

- a) Proposed amendments to the By-laws shall be submitted in writing to the Secretary so that they may appear on the notice of the next meeting.
- b) The By-laws may be amended at any meeting as publicized, by a vote of not less than two-thirds (2/3) of the members present.

#### **Article 15: MONIES RECEIVED**

- a) The Treasurer shall pay for all legal obligations of the Association by expending Club Funds, and shall account for all monies received and paid out at each meeting in a Treasurer's Report.
- b) Any monies received from dues or any project sponsored by the Association, shall be turned over to the Treasurer for said Treasurer to pay all bills contracted from any project.

**Article 16: DISSOLUTION OF THE CLUB**

- a) No part of the net earnings of this Association shall accrue or be distributable to any member or private person, except that the Association shall be authorized to pay reasonable compensation for services rendered.
- b) Upon dissolution of the Association, and after paying and making provisions for all liabilities of the Association, the Association shall dispose of all assets of the Association to another organization having like purposes and which is an exempt organization pursuant to Section 501 of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Service law).

Dated at Dexter, Maine, this 13th day of December, 2000.  
Revised at Dexter, Maine, this 27th day of February 2002.  
Revised at Dexter, Maine, this Wednesday, March 25, 2009.  
Revised at Dexter, Maine, this Wednesday, January 30, 2013.  
Revised at Dexter, Maine, this Wednesday, January 28, 2015.  
Revised at Dexter, Maine, this Wednesday, January 27, 2016.  
Revised at Dexter, Maine this Thursday, January 19, 2017.  
Revised at Dexter, Maine this Thursday, February 22, 2018.  
Revised at Dexter, Maine this Thursday, March 12, 2020  
Revised at Ripley, Maine this Saturday, March 13, 2021  
Revised at Ripley, Maine this Saturday, March 2022  
Revised at Ripley, Maine this Tuesday, February 2023