

NEW VIRGINIA SADDLE CLUB
Bylaws

MISSION STATEMENT

BYLAWS

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MISSION STATEMENT

1. New Virginia Saddle Club is a family oriented volunteer organization of equine enthusiasts
 - To provide horse related events, activities, and opportunities for volunteerism within the local community
 - To protect the equestrian lifestyle in the State of Iowa with the promotion of responsible horse ownership
 - To commit ourselves to the productive cooperative resolution of sensitive equestrian and environmental issues
 - To offer organized equestrian events that are open to the public
 2. To encourage and promote thee equestrian related events of the New Virginia area, while contributing to the formation of a social club.
 3. To promote fun, family oriented horse activities in the State of Iowa.
 4. N.V.S.C. is an organization of families and individuals desiring to promote horse-related activities for both it's members and the community through service, recreational, social and educational activities
 5. NVSC strives to provide an environment for equestrian enthusiasts and families to enjoy the outdoors as well as quality equestrian events such as horse shows, gymkhana's, trail rides, cow horse activities and social events (for those who do not ride).
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BY LAWS FOR NEW VIRGINIA SADDLE CLUB, INC.

Revised January, 2007

Article 1 – Properties

Sec. 1: All properties purchased or otherwise obtained shall belong to New Virginia Saddle Club, Inc.

Sec. 2: Inventory needs to be done annually by the Chairpersons and turned in to the Secretary by December 31st.

Article 2 – Board of Directors

Sec 1; The Board of Directors shall consist of the officers of the club, and 3 additional directors, herein called Members at Large. The vice president shall act as chairperson of the committee. Each member of the BOD shall have one vote on all matters requiring a vote.

Sec 2; The Members at Large shall be elected by the voting members of the NVSC for a term of three years or until their successors are elected and shall serve for no more than two consecutive terms, The terms of the office of one-third of the Members at Large shall expire at each Annual Meeting and Awards Banquet. Retiring Members at Large shall wait at least one year before being eligible to serve again as a Member at Large.

Sec 3; A member of the Board may be removed from office by the action of a 2/3 vote of the total voting member of the Board, with cause. Any member at large who is absent from 3 consecutive Board meetings, without explanatory correspondence to the Chair, shall be considered to have resigned and upon approval by a majority vote of the members present at any regular meeting of the Board, shall be notified of the termination of their duties.

Sec 4; Vacancies, other than the BOD Chair, shall be filled until the next Annual Meeting by an affirmative vote of the majority of the remaining Board of Director members, at any meeting of the BOD.

Article 3 – Officers

Sec 1; The officers of the club shall include a President, Vice President, Secretary, and a Treasurer. Additional officers may be authorized by the Board of Directors.

Sec 2; Officers must have been members in good standing, and shall server for a period of one (1) year.

Sec 3; The President shall not succeed him or herself after serving two (2) full terms in office. However, after one (1) year out of office, he/she may hold that position again.

Sec 4; An officer may be removed from office for non-compliance with the Constitution or By-Laws, or by failing to fulfill the duties of office in an efficient, acceptable manner. A warning shall be provided, giving specific factual details of the poor performance and an opportunity given for the officer to improve his/her performance to an acceptable level and the timeframe to do so. This letter shall be signed by a minimum of three of the other four officers. If acceptable performance is not evident, as demonstrated by objective, factual information, the officer shall receive notice of his/her failings by certified mail and shall have an opportunity to refute the allegations at a board meeting called for this purpose. A quorum of remaining Executive Board Members must be present at the meeting. The meeting shall be posted and open to the general membership. The meeting shall be presided over the highest ranking officer not subject to removal. After both sides

of the issue have been presented, a roll call vote of the remaining executive board will be taken to determine if the officer in question should be removed from office. A majority vote shall decide the issue. The resulting decision will be effective immediately.

Sec 5; A vacancy in the office of the President shall be filled by the Vice President.

Sec 6; Any officer vacancy, with the exception of the President, that occurs during a term, will be filled by an appointment made by the Board. A majority vote of a quorum of the Board shall be required to appoint a replacement officer.

Sec 7; The term of office for any replacement officer shall be the remainder of the term of the officer replaced.

Article 4 – Fees and Dues

Sec.1: Dues for new members joining the club after September 30th shall be good through the following year. No assessment shall be levied or collected at any time.

Sec. 2: The fiscal year will be from January 1 to December 31.

Sec. 3: Single Membership shall be \$10/year and Family Membership shall be \$20/year.

Article 5 – Membership

Sec. 1: Membership shall consist of families and individuals who are interested in horse activities and horsemanship.

Sec. 2: A family consists of husband and/or wife and is inclusive of all family members living at the same address.

Sec. 3: The status of family memberships changing due to single members getting married, shall not require additional dues until the next calendar year.

Sec. 4: Single membership consists of individuals not covered in family membership.

Sec. 5: Honorary and life memberships may be nominated only by a unanimous vote of the Board and approved by members in attendance of general membership meeting. . Lifetime may be considered for members who have made long-term outstanding contributions to the club.

Sec. 6: Any member going into active duty in the armed services shall be retained as a member in good standing with all fees waived until the club's next calendar year after discharge.

Sec. 7: The Executive Board may refuse or revoke membership status only upon reasonable grounds relating to club activities. Membership status cannot be denied because of age, race, color, religion, gender or sexual orientation.

Sec. 8: The Treasurer shall generate renewal notices to be sent to those who have not renewed by March 1st.

Sec. 9: Proceedings may be brought against any member for misconduct that reflects negatively in any way upon the club. Upon charges being presented to the Executive Board in writing, the offending member shall be notified by registered letter of the charges brought and shall be given ten (10) days in which to answer said charges. Said charges are to be heard in a regular or special meeting of the Executive Board and a majority vote required to cause expulsion.

Sec. 10: Charges can be brought against any member of the club who is exhibiting inappropriate behavior or has been using abusive language at any stated meeting, club activity or social affair.

Article 6– Committee Chairs

Sec 1; The Standing Committee Chairs shall include, Horse Show/Gymkhana, Drill Team, Trail Rides, Grounds/Arena, Social Events, Fund Raising, & Historian.

Sec 2; Ad hock Chairs, created for a special purpose, will be disbanded upon completion of assignment. These will include Nominations and others as necessary.

Sec 3; Committee Chairs must have been members in good standing for at least 5 months and shall serve for a period of one(1) year. Committee Chairs shall be filled by appointment by the Board.

Sec 4; A Committee Chair may be removed from office for non-compliance with the Constitution or By-Laws, or by failing to fulfill the duties of office in an efficient, acceptable manner. A warning shall be provided, giving specific factual details of the poor performance and an opportunity given for the Chair to improve his/her performance to an acceptable level and the timeframe to do so. This letter shall be signed by a minimum of three of the officers. If acceptable performance is not evident, as demonstrated by objective, factual information, the Committee Chair shall receive notice of his/her failings by certified mail and shall have an opportunity to refute the allegations at a board meeting called for this purpose. A quorum of Board Members must be present at the meeting. The meeting shall be posted and open to the general membership. The meeting shall be presided over by the President. After both sides of the issue have been presented, a roll call vote of the board will be taken to determine if the Chair in question should be removed from office. A majority vote shall decide the issue. The resulting decision will be effective immediately.

Sec 5; A vacancy in any Chair position shall be filled by appointment of a new Chair by Board Appointment. A majority vote of a quorum of the Board shall be required to appoint a replacement Chair.

Sec 6; The term of office for any replacement Chair shall be the remainder of the term of the chair replaced.

Article 7 – Meetings

Sec 1; Regular membership meetings can be held anytime, meeting date and time to be determined by the Board. At least four (4) regular meetings shall be held annually. Meeting agenda shall cover all items listed in appendix “C”.

Sec 2; Special membership meetings may be called by any board member.

Sec 3; Only members in good standing shall be eligible to vote. In family memberships, each adult over the age of 18 shall have one (1) vote.

Sec 4; Board meetings may be called by any officer or member with adequate notice to all Board members prior to such meeting.

Sec 5; All Board meetings must be attended by a quorum to be valid.

Purpose of meetings.

- To allow the contribution of ideas, suggestions, or other input of individual members.
- Provide opportunity for socializing among members
- General club business

Article 8– Elections

Sec 1; A Nominating Committee shall be appointed by the Board to form a slate of prospective officers. Nominations for officers may be made from the floor at a regular meeting of the club, or in writing.

Sec 2; Nominations shall be held in October. The Nominating Committee will mail absentee ballots by November 1. The absentee ballots must be received back by December 1.

Sec 3; Eligible voters are as specified in Article 7. section 3.

Sec 4; The officers shall be installed at the regular year end Meeting & Awards Banquet of the club. The term of office for all officers shall be the calendar year. The retiring president shall preside at the meeting and shall install the newly elected officers as the concluding act of his/her administration.

Sec 5; Any vacancies in other offices of the board shall be filled for the unexpired term by an appointment by the board for the remainder of the term.

Article 9 –Board of Directors Duties

Sec 1; The corporate business and affairs of the NVSC shall be managed under the direction of the Board of Directors, except as may be otherwise provided for in these bylaws or the Articles of Incorporation.

Sec 2; The Board is accountable to the voting membership for managing the business affairs of the NVSC; the state of Iowa for adhering to Iowa corporate law; and to the Federal government in matters relating to legislation affecting non-profit and non-stock organizations.

Sec 3; The Board shall have final power to settle all member disputes and direct the management of the club at it's regular meetings and in case of emergency.

Sec 4: The Board of Directors shall meet on a quarterly basis, meetings scheduled by the Chairman of the Board.

Sec 5; Any Board of Directors member missing three(3) consecutive board and general membership meetings without sufficient notice, shall be subject to removal, as provided for in Article 5, section 3.

Sec. 6: Individual Board members shall act as a Board liaison to standing committees. Standing committees include Gymkhana/Show Committee, Trail Ride/Parade/Cow Horse Events, Arena/Grounds and Social Events.

Article 10 – Duties of Officers

Sec 1: The duties of the Officers of the club are as listed in Appendix "A" of this document. Additional duties may also be assigned/designated by the Board of Directors. Duties of Committee Chairs are listed in Appendix "B" of this document.

Sec 2; The Treasurer shall be supplied with a bond paid for by the club.

Article 11 – Contracting and Securing

Sec. 1; The Board may contract for building materials and any other needs of the club. The Board may secure supplies and all other materials for club activities through regular or special channels. No purchase shall be made in the name of the club by any person without approval of the Board.

Sec. 2; Any person or committee delegated to carry out any club project shall keep accurate records of any monies spent or collected. A detailed report shall be submitted upon culmination of the project. The report shall be presented to the Board.

Article 12 - Indebtedness

Sec 1; All purchases shall be paid at the time of acquisition and the club will incur no debt.

Article 13 – Dissolution

Sec 1; In case of dissolution of the club, being voted at a membership meeting, no property or money belonging to the club shall be distributed to, or incur to the benefit of any member, but shall be donated to a charity designated by a majority vote in a membership meeting. All members in good standing shall be notified at least four (4) weeks in advance of the meeting by a registered letter stating the purpose of the meeting.

Article 14– Tabling

Sec 1; No matter properly brought before the club for discussion shall be tabled for more than one (1) meeting, action on same to be brought up at the next stated business meeting. Otherwise, all meetings shall follow Roberts Rules of Order in conducting meetings.

Article 15 – Amendments

Sec 1; Additions or revisions to these By-laws can be made by a majority vote at any membership meeting, and must be read at two (2) membership meetings before they are adopted, or by mailed ballot, provided that the amendments be in writing and printed. Amendments shall be approved at the Article and Section level, and are not approved as “all or none.”

Article 16 – Financial Report

Sec 1; All financial reports shall be done in established standard procedure and carried forth from year to year. The calendar year shall be used for financial reports.

President

Date

APPENDIX A

New Virginia Saddle Club Executive Board Members

Officers Responsibilities and Authority

PRESIDENT

- Preside over all NVSC activities
- Board Liaison to a Standing Committee
- Ad Hoc chairperson to all committees.
- Attend Board of Director meetings
- Schedule, organize and run general membership meetings.

- Schedule, organize and run Officer's meetings to develop agenda for general membership meetings.
- Authorize other members to carry out specific duties.
- Appoint committees when needed to look after the interests of the club.
- Circulate business notices, special announcements, and other information to membership, as needed
- Attend NVSC functions
- Represent the club's interests and promote the club whenever and wherever possible
- Advocate club goals

VICE-PRESIDENT

- Organize, schedule and run BOD meetings as Chairperson of the Board.
- Board liaison to a Standing Committee
- Assist the President when needed.
- Assume President's responsibilities and area of authority when President is absent.
- Attend NVSC functions.
- Represent the club's interest and promote the club whenever and wherever possible.
- Advocate club goals.

SECRETARY

- Record in a book, and present if requested, the minutes of all general membership meetings.
- Handle written correspondence involving club business or functions.
- Handle social correspondence as needed
- Communicate with officers to set agenda for meetings.
- Post meeting notices as required, and prepare written meeting agenda.
- Keep NVSC members informed of Club activities by preparing and distributing a periodic newsletter.
- Maintain NVSC website, ensuring that current and accurate information is posted.
- Attend NVSC functions.
- Represent the club's interests and promote the club whenever and wherever possible.
- Advocate club goals.

TREASURER

- Keep financial record of the club's income and expenses.
- Pay bills and distribute funds as needed, with authorization by the executive board.
- Prepare financial statements (income statement, balance sheet, and cash flow statement) at the end of each year.
- Assist committees in the preparation and finalization of budgets for the next coming year.

- Send the Iowa Corporation Commission Certificate of Disclosure by April 15th and have a copy delivered to the Chairperson of the Board of Directors.
- Distribute membership forms to each Committee Chairperson for their events.
- Attend NVSC functions.
- Board Liaison to Standing Committee
- Represent NVSC's interests and promote the club whenever and wherever possible
- Advocate club goals.

APPENDIX B

COMMITTEE CHAIRS: RESPONSIBILITIES AND AUTHORITY

GYMKHANA/HORSE SHOW

- Schedule, organize, delegate responsibilities, and oversee gymkhanas and horse shows (date, time, location).
- Publicize the event (flyers, newspapers, e-mails, mailings, etc.)
- Create a list of gymkhana/horse show duties to ensure smooth operations (volunteer sign-in sheet, sign-up desk, judge, gate, pattern set-up, time keeper, ribbon runners and announcer).
- Get a check from the Treasurer and have it ready for the judge.
- Secure assistance to fulfill duties
- Order ribbons, trophies, prizes and equipment, as needed.
- Maintain gymkhana/horse show equipment
- Generate paperwork needed for gymkhana, including pattern sheets, sign-up sheets entry forms point tally, etc.
- Maintain balance sheets to account for gymkhana/horse show funds/deposits.
- Prepare a detailed report of each gymkhana/horse show to be present at the next coming general membership meeting.
- Write a summary of the event for the newsletter and presented to the secretary with in one week of the event.
- Arrange and prepare for year-end gymkhana and horse show awards
- Represent the club's interests and promote the club whenever and wherever possible.
- Advocate club goals

DRILL TEAM

- Schedule, organize and oversee drill team practices and demonstrations.
- Order/create drill team equipment.
- Maintain drill team equipment
- Generate paperwork needed for drill team entries
- Represent the club's interests and promote the club whenever and wherever possible
- Advocate club goals.

TRAIL RIDE

- Schedule, organize and oversee trail rides (time, date and location)
- Publicize the event in the newsletter, print media and flyers
- Prepare reports to Executive Board on trail rides and potential trail rides.
- Make the preparations for the events: activities, food/drink, etc.
- Emergency equipment or services that might be needed.
- Have a sign up list ready for the riders.
- Write a summary of the event for the newsletter and presented to the secretary within one week after the event.
- Represent the club's interests and promote the club whenever and wherever possible.
- Advocate club goals.

SOCIAL EVENTS

- Arrange facility, food and decorations for identified social events including the Year-End Awards Banquet.
- Oversee sale of event tickets
- Maintain balance sheet of ticket sales and proceeds.
- Provide treasurer with an event financial report (with deposit slips, invoices, etc.)
- Represent the club's interests and promote the club whenever and wherever possible
- Advocate club goals.

GROUND/ARENA

- Schedule, arrange and oversee work days for general maintenance and repair.
- Publicize work detail events in the newsletter and thru e-mail announcements.
- Prepare and maintain sign up sheet for work detail.
- Advocate club goals.

FUND RAISING

- Gather information, identify and execute means to secure donations and grant money. This will include but not limited to writing grant letters and soliciting individuals, businesses and organizations for donations or sponsorships.
- Maintain balance sheet of sales and proceeds.
- Provide treasurer with an event financial report (with deposit slips, invoices, etc.)
- Represent the club's interests and promote the club whenever and wherever possible.
- Advocate club goals.

HISTORIAN

- Research and gather media, print and photos relevant to NVSC history.
- Gather and record current media, print and photography relevant to club interests

- Make available a book or CD to the club twice per year during regular membership meetings for viewing.

APPENDIX C

STANDING AGENDA FOR GENERAL MEMBERSHIP MEETINGS

1. Call to order.
2. Adoption of the meetings agenda
3. Reading and Approval of Previous Minutes
4. Treasurer report
5. Officer's Reports
6. Committee Chairperson Reports
7. Unfinished (Old) Business
8. New Business
9. Adjourn