

# CAPITAL CITY HORSE AND PONY CLUB BYLAWS

Effective January 31, 2017 (previously amended April 4, 2016)

## I. MEMBERSHIP

- A. There shall be four types of membership:
  1. Single Adult membership - for single persons at least 19 years old.
  2. Single Youth membership - for persons **18 and under** and not included in a family membership.
  3. Family membership - which shall include two adults and unmarried children of adults listed on membership application.
  4. Lifetime memberships - for members aged fifty-five or more whom have been in good standing for at least ten consecutive years' application or given as special recognition from the Board of Directors.
- B. For membership purposes and all other purposes under these Bylaws, a person's age and marital status on January 1 is the age and marital status that will be used for the entire year.
- C. All applications for membership will be accepted upon payment of appropriate dues.
- D. The board reserves the right to revoke membership subject to the provisions of these Bylaws. Membership dues will not be refunded.
- E. All members must subscribe to the purposes and general policies of the Club as set forth in these Bylaws. Ownership of a horse is not required to maintain or continue membership.
- F. It is the duty and obligation of all members of the Club to exhibit personal conduct in a manner that does not discredit the Club.
- G. Loss of membership: Any adult member may present a specific complaint against any other member at any meeting of the Board of Directors. Upon presentation of such a complaint, the Board shall investigate the complaint, and if, in the opinion of the Board, there are sufficient grounds, the member in question shall be given an opportunity to defend him/herself. If the Board determines that further action is warranted, the Board shall, by secret ballot, vote on whether the membership of the individual in question shall be terminated. If said member is dismissed from membership, dues will not be refunded.
- H. No member or group of members shall, in the name of Capital City Horse and Pony Club, contract or agree verbally or otherwise, to support, sponsor, or take part in any activity, commercial or otherwise, outside this organization without the consent of the Board of Directors.
- I. A member in good standing is one whose dues are paid in full for the current year.
- J. All individuals or families presently carried as members shall be deemed members on the date of the adoption of these Bylaws.

## **II. DUES**

- A. Annual membership dues shall be set by a resolution of the members at any membership meeting. The current membership dues are \$40.00 for Family memberships, \$35.00 for Single Adult memberships, and \$30.00 for Single Youth memberships. These dues are subject to change by a majority vote at any membership meeting.
- B. Lapsed memberships: Annual membership dues are renewable as of January each year and are allowed a \$5 discount if paid prior to April first in the same year. If dues are not paid by April first the membership shall lapse. Lapsed memberships may be renewed by tendering dues for the year but will not receive renewal discount.
- C. Lifetime members are not required to pay dues.

## **III. MEMBERSHIP MEETINGS**

- A. An annual meeting shall be held in the month of November of each year at the time and place in Nebraska designated by the Board of Directors, or (if the Board fails to act) by the president at which time the officers and members of the Board of Directors shall be elected as set forth in these Bylaws, and any other business which may properly come before the meeting shall be transacted.
- B. Regular membership meetings shall be held at such time and place in Nebraska designated by the Board of Directors, or if the Board fails to act, by the president.
- C. Special General Membership meetings may be called by the president or by the Board or by any five (5) members, at time and place in Nebraska, to be designed by the president, Board, or members calling such meeting.
- D. Written notice of the time and place of any meeting of the membership shall be e-mailed to all members and posted on the internet at the club's website.
- E. General Membership Quorum: A quorum for any General Membership meeting shall consist of ten (10) members present and in good standing, provided at least three (3) officers are present. A majority vote of the quorum shall carry any motion, except a motion proposing an assessment of the membership, in which case there must be a three fourths affirmative vote of the members in attendance and not fewer than eleven (11) affirmative votes. Notice of any proposed assessments must be mailed to the membership at least ten (10) days before the date of the meeting at which said assessment is to be considered. Those present at any meeting, even though less than a quorum, may adjourn the meeting to a later date to be designated in the motion to adjourn.
- F. Except as otherwise provided with reference to the election of officers and members, voting shall be by a show of hands unless any member present requests a secret ballot.
- G. Each adult member (age 19 or over) is entitled to one vote on all motions or resolutions presented at any membership meeting. Junior members are not entitled to vote in the annual election, but are asked to nominate and vote for incoming Junior Board members.
- H. Board of Directors Quorum: Voting rights during Board of Directors meetings will be privileged to the Board of Directors only, including youth directors. Quorum for any Board of Directors meeting shall consist seven (7) board members. A majority vote of the quorum shall carry any

motion.

#### **IV. OFFICERS, BOARD OF DIRECTORS, AND ELECTIONS**

- A. The leadership of the organization shall be the Executive Committee and the Board of Directors
  - 1. The Executive Committee shall consist of a president, vice president, secretary, and treasurer, who shall be elected to hold a term of office of one (1) year and may be reelected for an unlimited number of consecutive years. The immediate past president shall also serve as a member of the Executive Committee.
  - 2. The Board of Directors shall consist of the Executive Committee plus nine (9) additional elected members. Six (6) of these members shall be adult members of the Club, one (1) year and may be reelected for an unlimited number of consecutive years. The additional three elected members will be a junior or family member who is at least twelve (12) and not more than nineteen (19) years old by January 1. All board members will be elected at the annual meeting in November by the voting members. All newly elected board members shall be members in good standing prior to taking office.
  - 3. To be eligible for nomination to an executive committee position, the member be a board member during the previous year.
- B. A nominating committee, headed by the vice president and appointed by the president, shall meet on or before the October Board meeting of each year and shall nominate an adult member or members as candidates for each elective office, including Board members, and junior members. In addition, nominations for any office may be made from the floor during the October or November membership meetings. The annual election shall be held at the November meeting, and members eligible for office must have been adult family or single members (or in the case of Junior Board members) family or junior members in good standing. Members under nineteen (19) years of age are only eligible for the Junior Board member positions.
- C. Elections shall be by written ballot.
- D. Board of Directors meetings shall be held at the discretion of the President or any three members of the Board of Directors. Notice of any Board of Directors meeting shall be given orally or in writing to all Directors and officers at least five (5) days prior to the meeting.
- E. A majority of the Directors shall constitute a quorum for the transaction of business, except that less than a majority may adjourn any meeting at which no quorum is present to a later date which shall be specified in the motion to adjourn.
- F. Absent a meeting of the membership, the Board of Directors shall be empowered to act on behalf of the organization.
- G. The Board of Directors may request any or all of the Board Meetings to be closed session. During closed session, all non-Board members will be asked to step out of the room. Any closed session minutes will be confidential and available only to board members upon request.

#### **V. DUTIES OF OFFICERS AND MISCELLANEOUS PROVISIONS RELATING TO OFFICERS**

- A. The retiring officers in each year shall transfer to their respective successors before January 1 all keys, books, funds, records, and papers belonging to the Club. This includes any club

website account information including passwords.

- B. The president-elect shall, before the first meeting of his/her tenure:
  - 1. Appoint a committee to audit the treasurer's accounts and examine all books and records of the Club.
  - 2. Shall report or cause to be reported, the state of the Club's affairs at the first regular Board meeting over which he presides.
- C. The president:
  - 1. Shall preside at all meetings.
  - 2. Shall appoint necessary committees and committee chairpersons.
  - 3. Shall call Executive Committee meetings, if necessary, to prepare program and business material for efficient presentation at special or regular meetings of the membership.
  - 4. Shall be responsible for providing agenda items for general membership and Board of Directors meetings.
- D. The vice president:
  - 1. Shall preside at meetings in the absence of the president.
  - 2. Shall act as parliamentarian.
  - 3. Shall count votes at elections, along with the recording secretary.
  - 4. Shall serve as chairperson of the nominating committee.
- E. The secretary:
  - 1. Shall keep legible and accurate records of the proceedings in the form of minutes for all meetings of the membership and Board of Directors.
  - 2. Shall act as reporter, historian, and correspondent.
  - 3. Shall keep a file of all correspondence.
  - 4. Shall keep a record of attendance at all meetings.
  - 5. Shall keep an accurate list of current members.
  - 6. Shall arrange for the publication of ballots and changes in the Bylaws.
  - 7. Shall notify members of special meetings.
  - 8. Shall provide a typed agenda for the Board of Directors meetings.
  - 9. Shall keep record of picture permission forms.
  - 10. Shall publish a monthly newsletter.
- F. The treasurer:
  - 1. Shall have custody of all funds of the corporation, as set forth herein.
  - 2. Shall keep legible and accurate records of all monies received and disbursed.

3. Shall deposit all corporate funds in the Club's account at a bank selected by the Board of Directors.
  4. Shall pay out no money belonging to the corporation except with approval of the Board of Directors or the membership, and/or pre-approved expenses.
- G. Board members shall:
1. Attend regular monthly board and special meetings.
  2. Serve on special project committees.
- H. Youth Representatives shall:
1. Attend regular monthly board and special meetings.
  2. Serve on special project committees.
  3. Present the views, opinions, and concerns of the junior membership.
- I. The president and the treasurer-elect shall immediately establish their signatures at the bank which carries the Club's account and credit card and coordinate all credit card usage monthly.
- J. All books, stationery, and supplies necessary for the officers shall be provided by the Club.
- K. All books and records of the Club shall be available at all times for examination by any member in good standing.
- L. Any elected officer may be removed from office by the Board of Directors for-failure to execute the duties of the office in a satisfactory manner, at a meeting at which a quorum is present. If a board member should miss more than 3 board meetings within a calendar year, the President should contact that member to see if resignation is necessary.
- M. A Vacancy occurring in any office except president, for any reason including when an office is not filled at the annual election, shall be filled by the Board of Directors at a meeting at which a quorum is present. A vacancy in the presidency shall be filled by the vice president.
- N. The treasurer shall be bonded in an amount deemed appropriate by the Board. Bond premiums shall be paid by the Club.
- O. The Webmaster will be appointed by the board. All club pertinent information will be posted on the website. All website account information should be made available to the Board of Directors including passwords. The website should be updated within one week of each event during the show season.

## **VI. CHAIRPERSONS**

- A. The Play Day chairperson(s) shall:
1. Propose, plan, and organize play day procedures including points and showbills.
  2. Give an accurate, legible itemized record of all receipts and disbursements to the treasurer.
  3. Coordinate arena activities through the President including ring practices, other shows and any other arena use.
  4. Update show points online within one (1) week of each event during the show season.

5. Submit entry forms to treasurer immediately following each event.

B. The Speed Series chairperson shall:

1. Propose, plan, and organize speed series procedures including points and show bills.
2. Give an accurate, legible itemized record of all receipts and disbursements to the treasurer.
3. Update points online within one (1) week of each event during the show season.
4. Submit entry forms to treasurer immediately following each event.

C. 5D Barrel Series chairperson shall:

1. Propose, plan, and organize Barrel procedures including points and show bills.
2. Give an accurate, legible itemized record of all receipts and disbursements to the treasurer.
3. Updated points online within one (1) week of each event during the show season.
4. Submit entry forms to treasurer immediately following each event.

D. Roping chairperson shall propose, plan, and organize roping procedures

## **VII. ORDER OF BUSINESS FOR MEMBERSHIP MEETINGS**

A. President

1. Call meeting to order.
2. Introduce new members and visitors.

B. Secretary

1. Record attendance.
2. Count for quorum.
3. Read minutes of last meeting. If there are no additions or corrections, the minutes will be approved as read.

C. Treasurer: Report on receipts, disbursements, and balance. If there are no additions or corrections, the report will be approved as read.

D. Event Chairpersons: Report on events, issues that arose during events, and items for board consideration.

E. President: Old business

1. Secretary report on correspondence and related issues.
2. Standing and appointed committee reports.
3. Treasurer report on outstanding bills for approval as necessary.
4. Other old business.

F. President: New business

1. Discussion of proposed or future events.
2. Other new business.

3. Report of new membership applications and review for approval as needed.
4. Adjournment.

#### **VIII. EQUINE LIMITED LIABILITY**

The following notice will be posted at various locations on Capital City Horse & Pony Club grounds as required by LB 153:

UNDER NEBRASKA LAW, AN EQUINE PROFESSIONAL IS NOT LIABLE FOR AN INJURY TO OR THE DEATH OF A PARTICIPANT IN EQUINE ACTIVITIES RESULTING FROM THE INHERENT RISKS OF EQUINE ACTIVITIES, PURSUANT TO THIS ACT.

#### **IX. HORSE AND EQUIPMENT**

The horses and equipment of all persons taking part in horse activities shall comply with the following rules:

1. All horses shall be serviceable and sound, have acceptable manners, be of reasonable riding type, and suitable for horse activities. Horses showing dangerous or repeatedly unacceptable behavior, i.e. kicking, biting, striking, or the like, may be asked not to participate upon the discretion of a board member and/or the event chairperson.
2. No horse may take part in or be present at horse activities while obviously suffering from, or if known to be a carrier of, contagious diseases.
3. All riders and participants shall treat their animals in a humane manner. Any Officer, Board Member or Chairperson has the authority to address this issue as deemed necessary. Violations may result in an immediate request to leave the grounds and may be subject to further action by the Board.
4. All riders, participants, and spectators shall conduct themselves in an appropriate manner, and shall at all times exhibit good sportsmanship. Violations may result in an immediate request to leave the grounds and may be subject to further action by the board.
5. All saddles, rigging, bridles, and other tack used in horse activities shall be adequately strong and in safe condition.
6. Enforcement of these rules shall be the responsibility of the Board of Directors and/or Chairpersons.

#### **X. INDEBTEDNESS**

The maximum indebtedness (or liability) of the Club shall not exceed the value of the property owned by the Club.

#### **XI. NOTICES AND NEWSLETTER**

The Board of Directors shall cause a newsletter to be mailed or e-mailed to all members at least five (5) days before each annual and regular membership meeting (and be available for viewing on the website. Whenever notice of any matter is required by the Articles of Incorporation or by these Bylaws, notice in the newsletter shall be deemed valid notice, provided the newsletter is sent out in compliance with the time requirements provided with reference to such notice.

**XII. AMENDMENT**

These Bylaws may be amended at any regular or special membership meeting by a vote of the majority in attendance, provided that notice of such amendment has been discussed at one previous regular membership meeting, and notice of the Bylaws change has been mailed or emailed to all members at least (ten) 10 days prior to the meeting at which the vote is to be taken.

**XIII. ADOPTION**

When adopted, these amended Bylaws shall supersede all prior Bylaws of the Club.

Adoption Date: \_\_\_\_\_

President Signature: \_\_\_\_\_

Vice President Signature: \_\_\_\_\_

Secretary Signature: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_