

Approved 11/10/2012
BYLAWS
THE ERIE HUNT AND SADDLE CLUB, INC.

Article 1 - Name

The name of the club shall be the Erie Hunt and Saddle Club Inc., and it is recognized as a 501 (c)(3) non-profit organization.

Article II - Objectives

The objectives of this club shall be:

- A. To educate the community in all aspects of horsemanship, to promote the welfare of horses.
- B. To create better sportsmanship and to make adequate and fair rules governing events and to enforce them for the common benefit of all.
- C. To facilitate the exhibition of horses in so far as the Club's facilities, finances and resources permit.
- D. To provide an opportunity for all persons interested in horses or ponies to work together for the promotion and enjoyment of equestrian activities.
- E. To promote the development of young equestrians to achieve their maximum potential.

Article III - Membership

Section 1. Classification of Members:

- A. Active Members: are members who regularly attend and support the club meetings and activities with their time, talents and efforts and are a part of the working group of the organization.
 - 1. Active Senior Individual: are members who have reached their 19th birthday.
 - 2. Active Family: are members of an immediate family (husband and/or wife and children age 18 and still in high school). The club recognizes that not all members of an immediate family are necessarily interested in equestrian activities and therefore expects only those family members who are interested in equestrian activities to participate in the club programs.
- B. Associate Members: are members who wish to belong to the club socially and who publicly endorse its objectives. Associate Members must first belong to the club as Active Members and then may apply for Associate status. The Governing board shall approve or disapprove applicants for Associate Membership. Those members shall have no voting power.
 - 1. Associate Senior Individual: are members who have reached their 19th birthday.
 - 2. Associate Family: are members of an immediate family (husband and/or wife and children age 18 and still in high school).
- C. Life Members: are founding members of the Erie Hunt & Saddle Club or those who due to their meritorious service to the EHSC have been nominated by the Executive Board and approved by the Governing Board. Life members shall have voting privileges.

Section 2. Dues:

- A. Dues - shall be established annually prior to the start of the fiscal year by the Governing Board for each member classification. Dues paid by new members accepted during the last quarter (1/4) of the fiscal year shall be credited toward the next fiscal year.

Section 3. Election to membership

- A. Each applicant for membership shall apply on a form approved by the Governing Board. This form shall provide that the applicant agrees to abide by these bylaws and shall state the name, address, occupation of the applicant, type of horse or horses owned, if any, and equestrian preferences.
- B. All new applicants and requests for reinstatement are to be presented to the Membership Chairman and each application is to be read at the first meeting of the Governing Board following its receipt. An application will be voted upon and affirmative votes of three-fourths (3/4) of the Governing Board members present and voting at that meeting shall be required to elect the applicant to membership. The accepted applicant's name shall then be filed with the Secretary.
- C. Applicants for membership who have been rejected by the Governing Board may not re-apply within six (6) months after such rejection.

Section 4. Termination of Membership

- A. Membership may be terminated by:
 - 1. Resignation: Member in good standing may resign from the Club upon written notice to the Secretary: but no member may resign when in debt to the club. The Club has no obligation to refund pro-rated dues.
 - 2. Exclusion. A membership may be terminated as provided in Article VI Section 2.c.

Article IV - Officers of the Club

Section 1. Officers:

- A. The officers of the club shall be President, Vice-President, Secretary and Treasurer.

Section 2. Duties of the Officers

- A. The President shall be the Chairman of the Governing Board and a member, ex-officio, of all committee meetings with the exception of the Nominating Committee. He shall have the duties and power normally appurtenant to the office of the President, in addition to those particularly specified in the bylaws. As Chairman of The Governing Board, and as presiding officer at all meetings, the President shall vote only in the event of a tie. At the September meeting, the President shall appoint an Auditing Committee of two (2) to audit the Treasurer's books for report at the March membership meeting. The Auditor's report will become part of the minutes of that meeting.

- B. The Vice-President shall have the powers of, and exercise the duties of the President in the event of the President's absence, resignation, incapacity or death. He shall be a voting member of the Governing Board. The Vice-President shall arrange the meeting place and host or hostess for each monthly Governing Board Meeting. This schedule of meeting places shall be completed in time for publication in the Club Directory.
- C. The Secretary shall keep a record of all general membership meetings of the club and of the Governing Board and of all matters of which the Club shall order a record. He shall have charge of correspondence, the monthly newsletter, keeping a roll of the members of the club with their addresses. **and carry out such other duties as are prescribed in these bylaws.**
- D. The Treasurer shall collect and receive all monies due or belonging to the club and grant receipts therefore. He shall deposit the same in a bank, satisfactory to the Governing Board, in the name of the club. **He shall pay all bills under the amount of \$400.00 contracted by the club upon their receipt. Bills exceeding this amount shall be presented to the Governing Board for its approval. The Treasurer shall pay all bills approved by the Board along with any normal monthly expenses. Prepare and submit 1099 tax forms to those vendors who were paid for services of \$600 and over. Submit the completed 1099 forms to the IRS by the deadline. Prepare fiscal year end reports and submit to Tax Accountant for income tax preparation and submit to the IRS by the deadline.** His books shall, at any reasonable time, be open to inspection by any active member in good standing. The Treasurer's books shall be ready for audit by November 30th. He shall be a voting member of the Governing Board. The President and Vice-President shall have the right to sign checks in the absence of the Treasurer.

Article V - Operating Chairmen

Section 1. The Operating Chairmen of the Club shall be:

- A. Program Chairman
- B. Membership Chairman
- C. **Publicity Chairman – Publicity & Ads Chairman**
- D. **Ads and Sponsors Chairman – Sponsors Chairman**
- E. Grounds Chairman
- F. Awards Chairman
- G. Clubhouse Chairman
- H. Scheduling Chairman
- I. Properties Chairman
- J. Stabling Chairman
- K. Land Development Chairman
- L. Webmaster

Section 2.

- A. The Operating Chairmen shall be elected for a one-year term by the membership at the

annual meeting as specified in Article VII. These chairmen shall be voting members of the Governing Board. There shall be one vote per position.

- B. If a chairman resigns before the expiration of his term, the Governing Board shall appoint a member to complete the resigning chairman's term.

Section 3.

A. Program Chairman

1. Select a place for the membership meetings (minimum of quarterly meetings).
2. Arrange programs to be presented at the membership meetings.
3. Plan Annual Installation and Awards Banquet.

B. Membership Chairman

1. Publish Club Directory.
2. Present new member applications to Governing Board for approval.
3. Notify new members of their acceptance into the Club and provide them with a copy of the current Club Directory, the Club Bylaws and other pertinent information.
4. Introduce new members at monthly meetings and provide name tags for all members at each meeting.

C. **Publicity Chairman** – **Publicity & Ads Chairman**

1. Maintain a list of newspaper, radio and television personnel to be contacted for free publicity of each event and meeting.
2. Provide information to all news media, equine facilities, about upcoming meetings, shows, clinics and other club activities **with Board review and approval of any press release.**
3. **Set up and execute a plan to sell ads for the show book and make arrangements to get the ads to the printer in an orderly/timely manner.**
4. **Keep a record of all ads contracted and mail a show book to all ads contracted.**

D. **Ads and Sponsors Chairman**-**Sponsors Chairman**

1. **Solicit sponsors for horse shows aka .. horse trials, hunter jumper show and class sponsorships for as many shows as possible.**
2. **Keep a record of all sponsors contracted and provide this information to the ad chairman for printing in the show book.**
3. **Arrange for a sponsor tent/area with refreshments and host major sponsored horse shows.**
4. **Arrange for sponsor advertisement such as signs, banners etc..**
5. **Mail out sponsor gifts and show books when necessary.**

E. Grounds Chairman

1. Schedule mowing of club grounds including club house lawn
2. Be responsible for sufficient trash receptacles and removal of trash from grounds.
3. Arrange for cleaning of toilet facilities.
4. Arrange to have water system turned on prior to arrival of horses for any event (or

- post instructions for other personnel).
5. Arrange for maintenance program for tractor and other equipment.
 6. Maintain inventory list of **major equipment such as tractors, drags, mowers etc. and any other large mechanical equipment** to be presented to the Governing Board annually.
 7. **Prepare a list of equipment needed for upcoming show season along with supporting estimates and provide this information to the Land Development Chair for budgeting purposes and to the Board for approval.**

F. Awards Chairman

1. Distribute information for Club year-end awards.
2. Keep record of horses and riders registered for year-end awards.
3. Keep records of points accumulated toward year-end awards.
4. Arrange for engraving trophies, order and present Championship and Reserve Ribbons at the Awards Banquet.
5. Order trophies and ribbons for all shows.

G. Scheduling Chairman

1. Solicit suggestions from club members as to the type of shows and equestrian events desired.
2. Promote instruction for club members to learn the responsibilities of a show chairman and show secretary.
3. Set up a schedule of shows and equestrian events with the Governing Board.
4. Hire Judges for unrecognized shows and activities and arrange lodging.
5. Secure Chairpersons for shows **and activities.**

H. Club House Chairman

1. Arrange for cleaning of clubhouse.
2. Post rules for use of clubhouse per Governing Board approval.
3. Purchase clubhouse supplies including paper and staple supplies for use in the clubhouse.
4. Maintain inventory list to be presented to the Governing Board annually.
5. **Arrange for the scheduling of the Club House and its use.**
6. **Arrange for food vendors for horse shows.**
7. **Prepare a list of equipment needed for the upcoming show season and supporting estimates and provide this information to the Land Development Chairman for budgeting purposes and to the Board for approval.**

I. Properties Chairman

1. Ready property for opening season and dismantle at the end of the season.
2. Arrange for repair to jumps, **main ring fence, and stalls** and other show equipment as needed.
3. Schedule emptying barns of equipment in the spring and the return of equipment to the barns at the close of the show season.
4. Maintain inventory list **of show equipment such as jumps, poles, standards, timers ect. to be presented to the Governing Board annually. Add/receive an inventory list**

from all Chairman of real properties.

5. Prepare a list of equipment needed for the up coming show season along with supporting estimates and provide this information to the Land Development Chairman for budgeting purposes and to the Board for Approval.

J. Stabling Chairman

1. Report necessary stall repairs to Properties Chairman. Arrange for any minor repairs to the stalls when necessary. Report any major repairs to the stabling area/stalls to the Board.
2. Keep a count and purchase bedding for the entire show season and arrange for its delivery.
3. Oversee assignment of stalls for all shows and for equestrian events when necessary.
4. Arrange to have stalls cleaned after each use.

K. Land Development Chairman

1. Nominate four members to comprise a committee: one member each to represent Dressage, Combined Training, and Horse shows and the fourth member to be chosen from the club at large.
2. The committee shall be responsible for planning all facility improvements. They are to develop a budget as to the cost to accomplish the improvements and submit this to the Governing Board for approval. They are also responsible for developing and maintaining a five (5) year plan.

L. Webmaster Chairman

1. To maintain and update all pages of the website for the Erie Hunt & Saddle Club. Including all show schedules, show results, news and all events concerning the Erie Hunt and Saddle Club and its members. This must be done in a timely fashion.
2. All Horse Trials and show entry information sent to the Webmaster must be kept up-to-date daily, and possibly several times per day.
3. To make sure all fees are paid yearly to keep the website up and running.

Article VI - Governing Board

Section 1. Members of the Governing Board:

A. The Governing Board shall consist of all elected officers and operating chairmen.

Section 2. Duties of the Governing Board:

- A. The Governing Board shall have the general management of the affairs of the club and may make contracts in its name and authorize such contracts.
- B. The Governing Board shall make and enforce the rules governing the club and the individual members and all other persons bound by the club rules.
- C. The Governing Board may, after a hearing, censure, suspend, or expel any officer or member of any committee of the club or any other person whose conduct shall be found to be prejudicial to the best interests of the club or in violation of its bylaws.

- D. The Governing Board may censure, suspend, or cancel any event for any cause.
- E. At all meetings of the Governing Board, more than fifty (50) per cent of its members shall constitute a quorum.
- F. The Governing Board shall fill any vacancy of any elected officer or operating chairman occurring during the year by the appointment of a member to hold office until the next annual meeting of the club when a successor shall be duly elected.
- G. The Governing Board shall keep a record of its proceedings and shall report at the regular meeting of the club or at any special meeting of the club any matters, which in its judgement require the action of the members.
- H. The Governing Board may from time to time elect Honorary Directors from the club membership in recognition of distinguished service rendered to the club. An Honorary Director shall serve for life but without vote and shall be exempt from payment of dues. Such directors shall not, at any time, exceed two (2) in number.
- I. No individual or board member may assume the duties or voting privileges of an absent club member or Governing Board member except as provided for in Article IV Section 2. b. or at the discretion of the Governing Board.
- J. Any member who has missed three (3) meetings without prior notification to the Secretary or President shall be dropped from the Board of Governors.
- K. Assist Scheduling Chairman to set show and event schedule for the season.
- L. **Shall vote on all expenditures over \$400. Expenditures under \$400 should be approved by the President before purchase.**

Article VII - Club Year, Annual Meeting, Elections

Section 1. Club Year:

- A. The club's fiscal and official year shall be from November 1 to October 31.

Section 2. Annual Meeting:

- A. The annual meeting shall be held in the month of September at which time the officers and operating chairmen for the ensuing year shall be elected by secret ballot from among those nominated in accordance with section 5 of this article. There will be installation of officers and operating chairmen at the Annual Banquet of the same year and each retiring officer shall at that time turn over to his successor in office all properties and records relating to that office.

Section 3. Quorum and Proxy:

- A. At the Annual Meeting, a quorum shall be deemed present when one-third (1/3) of the active membership is present. In the event that a quorum shall not be present at an Annual Meeting, such meeting may be adjourned by the Chair to a future date, notice of which shall be given to all members by the Secretary.
- B. An active senior individual is entitled to one (1) vote. An active family membership is entitled to a maximum of two (2) votes. This vote may be cast in person or by proxy. No member shall cast more than three (3) proxy votes.

Section 4. Elections:

- A. The nominated candidate receiving the greatest number of votes for each office shall be declared elected.
- B.

Section 5. Nominations:

- A. No person may be nominated to the Governing Board until he, or she, has been an active member in good standing for one (1) year, except per Governing Board approval.
- B. During the month of July, the President shall appoint a Chairman of a Nominating Committee, with the approval of the Governing Board. This committee shall consist of the chairman and three (3) senior active members chosen by the chairman. It shall be the chairman's duty to call a committee meeting and have a slate ready to be presented at the August meeting of the club.
- C. The Nominating Committee shall nominate not more than two (2) candidates for each office and two (2) candidates for each operating chairman on the Governing Board, and report their nominations to the Secretary in writing.
- D. Any active member may make additional nominations at the Annual Meeting in attendance. Provided that the person so nominated does not decline when his name is proposed and provided, further, that if the proposed candidate is not in attendance at this meeting, his proposer shall present to the Secretary a written statement from the proposed candidate signifying his willingness to be a candidate.
- E. No member may be elected to more than one office, but the Governing Board may, at their discretion, combine the offices of the Treasurer and Secretary at the time of nomination or election of officers.
- F. Nominations for officers cannot be made at the Annual Meeting in any manner other than as provided in Article VII, Section 5. D.

Article VIII- Bylaw Changes

Section 1.

These bylaws may be amended by a majority vote of the members present and voting at any regular meeting or special meeting called for that purpose. But the proposed amendment must be embodied in the call for any such meeting and mailed to each member at least two (2) weeks prior to the date of such meeting.

The President is to appoint a committee when necessary to review and change the bylaws that will be presented to the Executive Committee prior to approval by the Governing Board.

Revised 1979, October 1982, Revised October 1999, Revised October 2001, Revised October 2002, Revised January 2007, **Proposed revisions September 1, 2009**

RULES FOR THE LAND DEVELOPMENT COMMITTEE OF THE ERIE HUNT AND SADDLE CLUB, INC.

Article 1. Name:

The name of this committee shall be "The Land Development Committee".

Article 2. Objectives:

The Committee shall have as its objectives:

- A. The Committee will operate within the bylaws of the Erie Hunt and Saddle Club, Inc.
- B. To attempt to interpret and represent the best interests of the whole general membership

in all its activities.

- C. To plan the orderly development of properties (Real Estate) owned by the club.
- D. To implement and oversee programs to accomplish the planned development.
- E. To solicit endowments for specific development projects.
- F. To establish programs to physically maintain and otherwise protect the club's investment in its properties.
- G. To define and enforce rules governing the use of the club's properties.
- H. To encourage active participation and support of the entire membership in the planning and implementation of programs in so far as possible.
- I. To keep the club's membership fully informed on matters involving its properties.

Article 3. – Membership:

- A. Each member of the Land Development Committee shall be an active member of the Erie Hunt and Saddle Club and his, or hers, membership shall be in good standing. If at any time a member of this committee shall allow his, or hers, dues to become delinquent, the Chairman of this committee shall appoint a new member to replace the member who is no longer in good standing.
- B. The Land Development Committee shall be comprised of five (5) members. The Chairman of this committee shall be one of the five (5) members and shall be elected by the general membership.
- C. A quorum of the Land Development Committee shall be three (3) members. Any member who is unable to attend a meeting shall notify the Chairman, or another member of the Committee, if unable to contact the Chairman, in advance of the meeting. Any member who has missed three (3) meetings of the Committee shall be replaced by the Chairman.

Article 4. Responsibilities:

The Land Development Committee shall be responsible for:

- A. Formulating and maintaining a long-range or master plan based upon the ultimate use of the property and also an annual plan. The long-range plan shall be the prime project in the first year's annual plan. The annual plan shall be published and two (2) hearings held for any or all interested members of the club. It shall then be presented to the **November February** meeting of the Board of Governors and the next Club Membership meeting will vote on it.
- B. Determining the most logical steps of progression in carrying out the formulated plans, basing their judgement on priority of need and finances available.
- C. Minutes of each Committee meeting shall be recorded, including a roll call of the members of the Committee.
- D. The Chairman of this Committee, or his, or her, appointed delegate from the Committee, shall be present at all meetings of the Board of Governors and shall submit reports on plans and progress regarding the property.
- E. It may be the responsibility of this Committee to set up and enforce rules and regulations governing the use of the property with the approval of the Governing Board.
- F. In all projects of construction, they shall ask for bids on a competitive basis and when contract work is being done shall inspect same to be certain that specifications are being met satisfactorily.
- G. It shall be the responsibility of this Committee to formulate a lease-contract for use in rental

of the grounds to outside parties or organizations. They shall investigate rental offers, make recommendations to the Board of Governors, and be responsible for the fulfillment of lease terms.

- H. The Chairman of the Land Development Committee shall present a year-end report at each Annual Installation Dinner.

Article 5. – Authority:

The Land Development Committee may be empowered to:

- A. Negotiate contracts after competitive bids are received, provided such contracts are to carry out plans approved by **the General Membership of the Club** **the Board**.
- B. Establish project committees from the general membership, or other interested parties, to carry out the planned programs.
- C. Solicit funds, such as endowments, to be earmarked to special projects.

