

BY-LAWS OF THE ETOWAH RIDING CLUB

Club Year 2018

ARTICLE I

NAME

SECTION 1

- The name of the club shall be ETOWAH RIDING CLUB

SECTION 2

- All correspondence shall be mailed to: P.O. Box 93, Etowah, NC 28729 unless otherwise specified.

ARTICLE II

PURPOSE

SECTION 1

- The purpose and aims of this organization shall be as follows and each member-whether of active, inactive or honorary status shall dedicate him, or herself to furthering these goals
 - a) To provide wholesome enjoyment and entertainment for club members
 - b) To encourage more trail riding and outside activities with horses and the entire family
 - c) To promote and encourage care of horses and improved horsemanship
 - d) To encourage and assist in any community projects or improvement
 - e) To promote, encourage and assist any junior member in any wholesome, worthwhile activity in which they may participate

ARTICLE III

MEMBERSHIP

SECTION 1

- Membership shall consist of active, inactive, and honorary members
- An active member is a member who attends at least four monthly meetings out of the year
- An inactive member is a member who attends less than four monthly meetings out of the year
- An honorary member is an individual or organization who does not pay membership dues and receives a copy of the newsletter and/or announcements only

SECTION 2

- Membership dues are \$30.00 per calendar year for individuals/families
- Dues must be paid within 60 days of the January 1 due date each calendar year.
- Dues received after the 60- day grace period must also include a new application to re-apply for membership

SECTION 3

- Any person wishing to become a member of Etowah Riding Club, hereafter referred to as ERC, must attend a meeting and submit a completed application form with the dues payment of \$30
- Individual members must be 18 years of age, if not part of a family membership

SECTION 4

- Only active members 14 years and older shall be entitled to vote on matters pertaining to the election of officers or the changing of the By-Laws

SECTION 5

- Every member of ERC must support the purpose and goals of the Club
- Each member or family of ERC who devoted a minimum of 10 hours of personal time each year to the activities of ERC including meetings, grounds work schedules, community projects, and the annual Horse Shows will be considered a member in good standing

SECTION 6

- Only members in good standing can be granted the privilege of having the combination to ERC facilities and/or grounds.
- No member shall use club grounds for personal gains.

ARTICLE IV

TERMINATION OF MEMBERSHIP

SECTION 1

- The submission of a letter of complaint to the officers of ERC for review regarding inappropriate behavior of an individual or family must be signed by three or more members of ERC to petition/request the process of revoking the membership of an individual or family from ERC
- If the officers find the complaint against the member/family valid they will appoint at least one officer, and a member in good standing to approach the offending person(s) to arrange a meeting to discuss the nature of the complaint with the offending member/family
- If the issue that caused the complain cannot be resolved, a vote between the officers, with input from the member chosen to speak with the offending party, will be required to determine if revoking the membership of the individual/family would be justified and reasonable before further action is taken

SECTION 2

- A letter of warning will be drafted by the ERC President and a request for resolution of the issue may be given to the individual/family
- Alternatively, if the complaint is of a serious enough nature to warrant the immediate termination of membership, the letter will state the reason(s) and the effective date of the termination of membership
- Two copies of the letter, stating the termination of membership are to be presented to the offending individual/family in a meeting arranged by the President and Vice President of ERC.
- The letter of termination of membership is to be verbally conveyed to the offending person(s)

- After reading the letter themselves, the individual/family will be required to sign the letter indicating their understanding of the termination of their membership and their acceptance of the decision.
- The President and Vice President of ERC will also sign said letter to indicate the letter has been verbally conveyed and personally read by the offending individuals and all are in complete understanding and agreement of the decision to revoke membership.
- One copy of the letter will remain with the offending individual/family, and one copy will remain in the ERC records
- A refund check for the pro-rated amount of membership dues may be issued at the discretion of the ERC officers after the in-person meeting with the individual/family
- The pro-rated dues refund will be calculated based upon when the member joined ERC, and the months passed from joining to membership termination

SECTION 3

- The terminated individual/family may petition the officers of ERC to reinstate membership if the offending party successfully resolved the matter resulting in their termination.
- The officers of ERC must vote whether to reinstate the membership of the individual/family
- If reinstated, the individual must re-apply for membership and pay annual dues in the amount of \$30 to resume active membership in ERC
- Any infraction of ERC rules and regulations will result in permanent revocation of membership privileges with no opportunity to appeal
- If the terminated individual/family chooses not to appeal the decision to terminate membership, they reserve the right to re-apply for membership the following calendar year.
- Membership will be subject to a vote by the officers of ERC, who retain the right to decline the membership application.

ARTICLE V
MEETING OF MEMBERS

SECTION 1

- Meetings of the members of ERC shall be held every third Saturday of each month at a time specified based on seasonal weather considerations
- ERC reserves the right to change the time and date/day of meeting based on inclement weather
- ERC reserves the right to change the time and day/date of meetings based on events being held at the arena, or at the request of landlord

SECTION 2

- Special meetings may be called at any time by the President of ERC, or in their absence, the Vice President of ERC.
- Attendance of special meetings is strongly encouraged but not mandatory if there is not sufficient advanced notice of the meeting

SECTION 3

- There shall be no profane or threatening language, disorderly conduct, consumption of alcoholic beverages, or use of illegal drugs at any club meeting or gathering.
- When meetings involve a riding day, members will treat their horses with the same care, respect, and responsibility as they would any member of ERC
- Abuse of members, human or equine, will be subject to review by the officers of ERC with a decision to be made regarding the continuation of membership for offending members.

ARTICLE VI

OFFICERS

SECTION 1

- Officers of ERC will include:
 - President
 - Vice-President
 - Treasurer
 - Show Chairman
 - Show Secretary
 - Marketing Chairman
 - Webmaster
 - Volunteer Coordinator
- Should any vacancies of officer positions occur during the calendar year, nominations for replacements may be made from the floor and the office may be filled by a majority vote of members present at the meeting

ARTICLE VII

OFFICER JOB DESCRIPTIONS

SECTION 1

- The ERC President shall preside over all regularly scheduled, and special meetings called. She/he shall be notified of and may attend any committee meetings except that of the nominating committee.
- The ERC President shall serve as the tie breaking vote regarding any issues voted upon by ERC members
- The ERC President shall have final say over any debates or disputes regarding matters of ERC policy and procedure if a consensus cannot be reached by members and/or officers
- The ERC President shall remain a neutral, unbiased voice of the club and will make decisions based on facts, the best interest of ERC, in keeping with the values and mission of ERC, and the desires of the members of ERC
- The President of ERC will manage the club consistent with the purpose and goals of the club, and in keeping with the articles and sections of the By-Laws contained herein

SECTION 2

- The Vice President of ERC shall provide support to the President of ERC in all matters concerning the management of the club
- The VP will provide support and guidance to the officers of ERC when necessary
- The VP shall assume the duties of the President when she/he is absent, or for any reasons the President may be unable to act
- The VP shall assume all duties of the President, in addition to the duties of the VP should the club be without a President until a new President is elected

SECTION 3

- The Secretary shall prepare and execute minutes at all regular meetings
- Detailed records of meetings must be kept in proper order in the event the club undergoes an audit
- Meeting minutes must be kept in an electronic or paper file accessible by officers of the club in the event they must be retrieved in the absence, or replacement of the Secretary
- The Secretary shall arrange for cards and/or flowers for special occasions or condolences as necessary and as directed by the club President or Vice President
- All routine correspondence to club members is sent by the Secretary as directed by the President, Vice President.
- The Secretary shall keep an up to date list of all ERC members in an electronic file with the members name, address, phone number, active status or inactive status
- The Secretary shall keep attendance of members at all meetings

SECTION 4

- The Treasurer shall keep complete records of the financial accounts of ERC detailing the financial conditions of the club
- The Treasurer shall be the legal custodian of all monies and other valuable that may come into possession of the club
- The Treasurer shall deposit funds in a reliable bank in the club name
- The Treasurer shall provide a statement of the ERC financial status at each meeting and present said statement to ERC members
- The Treasurer should be prepared to answer any questions regarding the ERC finances during each meeting

- The Treasurer is authorized to spend up to \$75 for club business without prior approval by the officers of ERC
- Any monies over the amount of \$75 required by the Treasurer for club business must be approved by the President or Vice President of ERC
- The Treasurer will be responsible for the operation and oversight of a PayPal account
- The Paypal account may be used in the following situations
 - Annual Dues payments
 - Sponsorship payments
 - Dressage Show registration payments-non-refundable

SECTION 5

- The Show Chairman shall be responsible for the Annual Spring and Fall Open Horse Shows
- The Show Chairman shall appoint a Show Committee who will be responsible for various tasks involved in organizing the Open Shows
- The Show Chairman will ensure all tasks related to the Spring and Fall Open show are completed in a timely and organized manner
- The Show Chairman will report at each ERC meeting details of the Shows progress during Show season
- The Show Chairman will be responsible for regular communication with the Show Secretary and guidance and/or assignment of the Show Secretary tasks

SECTION 6

- The Show Secretary shall be responsible for all printing and record keeping needs for the Show Committee
- The Show Secretary shall be responsible for the staffing, organization and operation of the show Registration area for the Spring and Fall Open Shows
- The Show Secretary has the authority to assign tasks to club members as needed for the smooth operation of the Open Horse Shows
- The Show Secretary shall perform tasks for the shows as directed by the Show Chairman when necessary
- The Show Secretary will keep an accurate and up to date record of show points for each show to determine the season Grand Champion and Junior Grand Champion

SECTION 7

- The Marketing Chair shall be responsible for all aspects of marketing ERC through press releases, communications with local news and newspaper agencies, radio and all other avenues available to promote ERC and its mission
- The Marketing Chair will be responsible for the creation of marketing materials to promote ERC as an organization, and for shows/ events including:
 - posters
 - flyers
 - brochures
 - news articles
- Materials will be created as necessary and under the guidance of the various committee chairs
- The Marketing Chair will be responsible for creating a monthly newsletter for ERC members. The newsletter will be emailed to members and posted on the ERC Website and Social Media accounts by the Webmaster
- Computer proficiency and familiarity with the necessary computer programs to create marketing materials is a must for this position
- All materials used for advertising ERC and its events must be done in a timely manner to ensure the success of the club and events
- The Marketing Chair will be responsible for securing sponsors for the Spring and Fall Open Horse Shows, working in cooperation with the Show Chairman and committee members that have prior relationships with potential sponsors.
- The Marketing Chair will keep an updated spreadsheet of sponsors, sponsorship amounts, and contact information for all sponsor. This information will be provided to the Show Secretary so that Thank You notes of appreciation may be sent after the Show Season ends
- The Marketing Chair will appoint a qualified Webmaster

SECTION 8

- The Webmaster must have working knowledge and experience in Website design and maintenance and have sufficient proficiency in such in order to fulfil the vision of the Executive Committee as to our web presence to our members and the general public
- Under the guidance of the Marketing Chair, the webmaster will be responsible for the following on the ERC website:
 - Monthly posting of the ERC newsletter created by the Marketing Chair
 - Posting of pictures and maintenance of the website photo gallery
 - Posting relevant Horse Show information and updates submitted by Show Chairman
 - Posting relevant information and updates from the ERC President/Vice President regarding meetings and events
 - Posting and/or updating the ERC By-Laws on the website for members to view
 - Maintaining an event calendar on the website with important dates and reminders for members
 - Posting and updating as needed the rules of ERC
- The webmaster will be responsible for all social media postings and updates under the guidance of the Executive Committee. Committee members will submit info to the Webmaster with direction as to when and where to post the information. Submissions must be made in an email, and with sufficient notice for the webmaster to post information in a timely manner

SECTION 9

- The Volunteer Coordinator will work under the direction of the various Executive Committee chairs to secure volunteer help from the membership for the committees when required
- Volunteer positions will be needed for the Fall and Spring Open Horse Shows and any other events or shows presented by ERC
- Volunteers will be needed to help with facilities and ground work
- The Volunteer Coordinator will assist the Marketing Chair secure anyone with proficiency in fund raising to aid in gaining sponsors for ERC shows and events
- The Volunteer Coordinator will maintain a running list of volunteer names and contact information, so Thank You notes may be sent to each volunteer following any event in which they volunteered

ARTICLE VIII

ELECTIONS

SECTION 1

- Nominations of candidates to hold office shall be accepted from the Nominations Committee and from the floor during regularly scheduled October meeting of the club
- Candidates for each office shall be listed in the November communications from the current club Secretary

SECTION 2

- The November ERC meeting will be dedicated to the election of the officers for the upcoming new club year
- Nominations for the ERC offices will not be accepted from the floor on election night
- Officers will be elected by secret ballot

SECTION 3

- The election of officers will be determined by the majority vote of the members present at the November meeting
- If more than two members are nominated for the same office, the process for election will be as follows:
 - The first ballot will be cast
 - The top two nominees for the office will be determined
 - A second vote for the office will be cast
 - The candidate with a 51% of the second round of voting will be awarded the office
- Candidates for office may petition for a recount of ballots if they are in doubt of the first count

SECTION 4

- No member shall be eligible to hold an office until he or she has been an active ERC member for a period of one year OR they must be an established, known member in good standing of the local equestrian community
- Any officer candidate with less than one-year membership in ERC must provide 3-character references for purposes of vetting prior to the November vote to be on the election ballot
- Should there be a mid-year vacancy of a position, or a new position created during the year, the Executive Committee will nominate and appoint the new officer without a vote of the membership.

SECTION 5

- New officers shall take office the first day of January of the new year following their election
- New officers will serve ERC for a period of 1 year
- Outgoing officers will be required to provide all materials and resources used during their term to new officers including paper and electronic files
- Outgoing officers will meet with new officers to train new officers and bring them up to speed on ERC business
- Outgoing ERC officers will do their utmost to provide a smooth transition for new officers

ARTICLE IX
COMMITTEES

SECTION 1

- The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Show Chairman, Show Secretary, Marketing/Web Director and Volunteer Coordinator
- The Executive Committee shall investigate any proposals made by the club requiring financial outlay, acceptance or expulsion of members, By-Laws Changes or any other matter as directed by the club membership during a regularly scheduled meeting and shall report their findings back to the membership
- The Executive Committee shall appoint the Chaplain, Reporter, Hosts, Trail Committee, Entertainment Committee and Newsletter Editor

SECTION 2

- The Nominations Committee shall be appointed in September and shall include two members appointed by the President, one appointment by the Executive Committee, and two elected by the members of ERC
- The Show Committee shall have complete charge of the Annual Spring and Fall Open Horse Shows and has the authority to make any decisions regarding the shows without calling a special meeting of the Executive Committee

SECTION 3

- The Chaplain shall open all meetings and club sponsored Horse Shows with a prayer of their choice
- The Reporter shall be responsible for keeping the Clubs scrapbook, and for sending any media or photographs to the club Marketing Chair/Webmaster to post on the website gallery
- The Host shall be responsible for planning and coordinating ERC sponsored meals and cookouts
- The Host shall be responsible for all concessions at club-sponsored events

SECTION 4

- The Trail Committee shall be responsible for planning and coordinating periodic trail rides and campouts for ERC club members and guests
- All guests shall abide by the club rules and members shall be responsible for his or her guest
- The Entertainment Committee shall plan educational, social, and outside activities to include all club members. The committee may charge to cover the cost of certain activities if approved by the membership

SECTION 5

- The Newsletter Editor under the authority of the Marketing/Web Director shall be responsible for producing a monthly newsletter, to be approved and distributed by the Marketing/Web Director and posted on the website

SECTION 6

- Each Committee Chair shall be responsible for informing the ERC members of their respective committee activities
- All committees not otherwise designated in the By-Laws shall be appointment by the President with the approval of the Executive Committee
- Unless specified otherwise, all committees designated in December by the incoming Executive Committee or the respective Committee Chairperson, shall begin their term January 1 and shall serve a term of one year
- There shall be no limitation of terms a committee member may serve

ARTICLE X

FACILITES AND GROUNDS

SECTION 1

- The ERC facilities and grounds shall only be used for activities approved by the membership
- Proceeds from club sponsored events shall be used at the discretion of the ERC members
- The Treasurer, with authorization of the Executive Committee shall disburse keys to the grounds and facility
- The Executive Committee shall have sole authority to grant a member a key to the grounds and/or facilities

SECTION 2

Any ERC member using the grounds shall be responsible for securing the facility upon leaving.

Equipment must be returned to its appropriate place

Grounds and facilities must be left as they were found

Unusual and/or unsafe conditions must be reported to the ERC President

The grounds and facilities are available for use by eligible members as long as they are not reserved for scheduled activities

Dates of scheduled activities will be posted on ERC Social Media and via email to the ERC members

ARTICLE XI

AMMENDMENTS

SECTION 1

The ERC By-Laws may be amended at anytime as deemed necessary by the Executive Committee

Any changes to the By-Laws will be presented to members at the regularly scheduled monthly meeting prior to new By-Laws being enacted

Amendments must have a majority vote in order to be passed and permanently added to By-Laws of ERC

END

ETOWAH RIDING CLUB RULES

- Those persons 18 and under must wear a helmet when mounted. All participants regardless of age are encouraged to wear helmets for safety
- All trash must be hauled out. Please bring your own trash bags
- All equipment (jumps, poles, etc.) must be returned to their original places where found, or the storage area
- Make sure entrance gate is secured before you leave
- Water is to be turned on and off for shows, events and meetings ONLY
- Combination to the pad lock on the gate will be issued to club members in good standing with a new combination to be set every new year as of Jan 1. Members will receive combination when they pay their dues. No one is to provide the combination to those not members of ERC
- It is understood that all members will comply with all ERC rules. Failure to do so will result in verbal/written warnings, suspension of privileges, and/or termination of membership from the club. Rules of the club are non-negotiable