



By-Laws

2016

Woodstock Cuba Saddle Club, Inc.

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Article I. Name and Insignia of Corporation

The name and title of the organization Insignia of shall be WOODSTOCK CUBA SADDLE CLUB, INC and the insignias there of shall be WCSC.

Article II. Purpose of the Corporation

The purpose of this organization shall be the promoting, encouraging and teaching equestrian shall; for a proper understanding of the use of aids so that the horse and rider can better understand each other; to further educate the general public in equestrianism and so all matters and things incident thereto.

Article III. Seal/Brand

The corporation shall use the American Flag/Horse logo as its seal and brand. Produced in color or black and white, in whatever is appropriate for the advertising materials.

Article IV. Membership

Section 4.01 Senior Members

Any person (18) eighteen years of age or older who has paid their membership or covered under a family membership will be a member of said organization and will be entitled to one vote at the (2) two membership meetings for the year that the dues are paid.

Section 4.02 Junior Members

Any person under the age of (18) eighteen who is covered under an indivial or family membership shall be a junior member. Junior members may join the youth group where they will be entitled to a voice and vote at all youth meetings, but will not hold a vote at any membership meetings.

Section 4.03 Honorary Members

Any person who sponsors the organization with a \$150 sponsorship or more will be honorary members of the club for the said year that the sponsorship is paid. Honorary members will be entitled to a family membership where the senior members have a voice and vote at the membership meetings.

Section 4.04 Membership Applicants

1. Any applicant for Indivial or Family membership shall be submitted in writing on an application supplied by WCSC along with the dues payment to be accepted as a member of said organization.
2. All memberships are from the time of payment to the end of that calendar year.

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3. A membership can be revoked by the Board of Directors if said member is flagrantly breaking the rules or is causing danger to the other riders or spectators.
4. A family application shall consist of a Father/Mother or legal guardian and all legal children under the age of (18) eighteen.
5. A single membership shall be for senior or junior single applicants.
6. A negative coggins paper on all horses to be used at said organization is required at the time the application and payment is taken.

Article V. Dues

1. All dues are payable throughout the year, but points will only accumulate after payment of dues has been received.
2. The Board of Directors may at its discretion change or alter membership dues.
3. Membership dues shall be set by the Board of Directors no later than the February board meeting.

Article VI. Officers/Board of Directors

1. The elected officers shall consist of a President, Vice President, Secretary and Treasurer.
2. They shall hold office from January 1st to December 31st for the elected year or until their successors is duly elected.
3. The Secretary and Treasures can be combined to fill the positions.
4. The Treasurer will make a recommendation to the Board of Directors for a co Treasurer, and the Board will approve the position.
5. The Co-Treasurer is not an elected position and will not have a vote at the Board of Directors meetings.
6. The Board of directors shall consist of the duly elected officers and a minimum of six (6) but no more than ten (10) senior members and 2 alternates.
7. Any elected officer or Board of Director missing 3 meetings shall be suspended from their duties and an alternate will be brought up in their place.
8. Alternates shall not have a vote at the Board meetings until they have been pulled up into a Board position.

Article VII. Nominations and Election of Officers and BOD

Section 7.01 Nominations

1. Nominations for Officers and Board of Directors shall begin at the September Board of Directors meeting and shall stay open until the end of the November Board of Directors meeting.

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2. Any senior member being nominated for any elected position (including Board of Directors) shall be nominated by a senior member and must be present to accept or decline the nomination.
3. There shall be no nominations taken from the floor at the membership meeting, unless there has not been enough nominations taken in the Board of Directors meeting to fill all elected positions and a position would remain vacant for the upcoming year.

Section 7.02 Election

1. Should there be more than one (1) nominee for any elected officer or more than ten (10) nominees for Board of Directors a ballot shall be prepared and a vote shall be taken at the Awards/Membership meeting held before December 31st.
2. The President shall appoint an Election Committee consisting of one (1) judge and two (2) tellers who shall conduct by secret ballot the election of such positions in question and shall certify to the membership the results of such election. A majority number of votes are needed to secure the position.
3. Only Senior members will be allowed to vote and they will have only one (1) vote for any open position
4. There shall be no proxy voting.

Article VIII. Duties of Officers

It is the sole responsibility of the elected Officers and Board of Directors to ensure the grounds of said organization are ready or a show and all positions to be worked are filled.

Section 8.01 President

1. Shall be the chairperson at all meetings and appoint all standing and special committees.
2. Make daily decisions on the operation and maintenance of the organization and expenses not to exceed \$250.
3. Shall oversee all finances of the organization, settle all conflicts in points, and resolve all disputes in club rules.
4. Shall only vote as a tie-breaker in the board of Directors meetings.

Section 8.02 Vice President

1. Acquires all duties of the President in their absence.
2. Shall secure the judges for all point shows and be responsible for securing and conducting all raffles.
3. The Vice President shall work closely with the President to ensure uniform decisions are made in all matters of the club.

Section 8.03 Secretary

1. Shall be responsible for all written documents of the organization.

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2. Keep all minutes of all meetings and present to them to the President and Board of Directors for approval.
3. Keep and maintain a current membership list (with contact information) along with updated coggins papers for all members and all high point declaration forms.
4. Secure the monthly meeting locations and inform the Officers and Board of Directors of such meetings.

Section 8.04 Treasurer

1. Shall control all accounts of the club and pay all bills associated with said organization.
2. Keep a current ledger on all club deposits and expenses to report to the Board of Directors.
3. Secure the money before and after each show and make all deposits of said money.
4. Secure all money from memberships and sponsors and make all deposits of said money, and keep a current sponsor list consisting of name of sponsor and amount of sponsorship.
5. Secure all receipts for said organization and make all reimbursements.

Section 8.05 Co-Treasurer

1. Shall take over all responsibilities of the treasurer in their absence.
2. Co-Treasurer shall have all passwords to all accounts and shall have their name on all accounts but shall not withdraw any money, deposit any money, or pay any bills except in the absence of the treasurer.

Article IX. Duties of Board of Directors

It is the sole responsibility of the elected Officers and Board of Directors to ensure the grounds of said organization are ready or a show and all positions to be worked are filled.

1. Shall have monthly meetings to handle any business brought before them by the membership or elected officers of said organization.
2. Oversee all the clubs properties and affairs and approve any money spent over \$250 for general operation.
3. Determine membership fees and class fees for the current year.
4. Approve all policies, operating procedures, club rules and show schedules for the current year.
5. Appoint assistants to elected positions if needed, make recommendations to the membership on by-law changes.
6. Each Board of Director is required to fill a working position at a minimum of three (3) point shows or will be dismissed from the board.
7. Shall set budgets when needed.

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Article X. Funds

1. The Board of Directors may at its discretion designate a depository of the funds of the corporation. A financial statement shall be submitted by the Treasurer at the annual meeting of the corporation or at such other times as the Board of Directors may direct.
2. The Board of Directors may call for an audit by a CPA if they feel the money has been mismanaged. The president shall secure a CPA for the audit.

Article XI. Meetings

Section 11.01 Board of Directors meetings

1. Monthly meetings will be held by the Board of Directors on the 1st Tuesday of each month at a predetermined time and location.
2. The monthly meeting shall consist of all elected officers, Board of Directors and any member wishing to attend.
3. Only the Elected Officers and Board of Directors will have a vote in these meetings and they shall only carry one vote per person.
4. A quorum is required for all meetings and shall consist of six (6) elected officers or Board of Directors; no business shall be conducted if a quorum is not present.
5. A majority of votes cast shall be required for approval of any vote.

Section 11.02 Annual Membership Meetings

1. There shall be two (2) membership meetings held each year.
2. One meeting shall be before the 1st show of the season. This meeting shall serve as a membership drive meeting.
3. One Meeting shall be held at the end of the point season but before December 31st. This meeting shall serve as the awards banquet as well as election of new officers and Board of directors and for any other business that needs to be brought before the membership for their approval. A quorum of 25% of senior members in good standing is required for approval of any topic at the membership meeting.
4. No business shall be conducted if a quorum is not present.
5. All senior members will be entitled to one (1) vote.

Section 11.03 Special Meetings

1. Special meetings may be called by the President or the Board of Directors upon given notice to the secretary of such meeting, and the secretary shall notify each member of the time and location and purpose of said meeting.
2. The president may call a meeting of the Board of Directors at any time providing 48 hours' notice of such meeting is given to each board member.

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Article XII. By-Laws Amendments

1. Any proposed amendments to by-laws must be made in writing and given to the president no later than October 1st.
2. Such proposals will be presented to the Board of Directors, where they shall review and discuss such changes and make a recommendation to the membership to either accept or reject the amendments.
3. The recommendation will be made to the membership at the annual awards/election meeting held before December 31st.
4. The vote shall be secret ballot and take a majority vote to be accepted.

Article XIII. Order of Business

Robert's Rules of Order shall govern all meetings

1. Call to order by the President
2. Reading of previous month's minutes
3. Roll Call of Officers
4. Presidents report
5. Treasurers report
6. Youth report
7. Special committees
8. Old Business
9. New Business
10. Adjournment

Article XIV. Committees

1. The president shall appoint all special committees.
2. They shall report back to the President on the topic they were given.
3. The president may appoint a parliamentarian to help keep order in the meetings.

Article XV. Royalty

1. The Royalty of WCSC shall consist of the following members
 - Buckaroo Princess Ages 8 and Under (rookie only and 1st time royalty)
 - Princess Ages 12 and under
 - Queen Ages 13-21 (unmarried)
2. Only in the event of no competition will someone be allowed to serve consecutively in any royalty position.
3. If there is more than one contestant for any position, they may be asked to compete in riding events to determine the best person for the contested opening.

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Article XVI. Ethics

The membership may adopt such standard of Ethics as it deems necessary and proper and each member of the organization shall agree to abide by thereby.

Article XVII. Vacancies

Vacancies by elected officers shall be governed by Roberts Rules of Order and a vote for the vacated seat shall be held as soon as possible. Vacancies in the Board of Directors will be filled by the alternate who had the highest number of votes at the annual election. If there is no alternates the Board of Directors shall fill the spot at its discretion.

Article XVIII. Amendments

All amendments approved by the membership shall be put in these by-laws and presented to the Board of Directors. A list of amended dates shall be kept below.

Adopted 1961

Amended March 1971

Amended March 1991

Amended May 1999