



BYLAWS
of the
BLACK FOREST SADDLE CLUB

Revised December 2010

Article I: EMBLEM AND COLORS

Section 1.

The colors of the club shall be green and white.

Section 2.

The Club emblem will follow the design of a horizontal oval with the words “Black Forest Saddle Club, Colorado” inscribed around the perimeter, and in the center, a horse’s head, pine bough, and squirrel.

ARTICLE II: MEMBERSHIP

Section 1.

There must be a genuine interest in horses and associated activities on the part of each individual or family who applies for membership.

Section 2.

Family membership shall be encouraged. Individual applications may be accepted from anyone over the age of eighteen (18) years. No one under the age of eighteen (18) may join the Club without an accompanying adult member from the same family (or adult legal guardian).

Section 3.

Memberships: The types of members and memberships referred to in these bylaws are as follows:

- a. Family Membership – A membership for which a single fee is paid annually, and which entitles all dependent members of the family to be participating members of the Black Forest Saddle Club.
- b. Individual Membership – A membership for which a single fee is paid annually, and which entitles an individual eighteen (18) years of age or older to be a participating member of the Black Forest Saddle Club.
- c. Voting Member – Any member in good standing who is eighteen (18) years of age or older.
- d. Members – Referring to every type of memberships belonging to the Black Forest Saddle Club through either a family or individual membership.

Section 4.

FEES: The amount of membership dues shall be set by the Board of Directors at their October board meeting. Dues are payable annually, in advance, and shall be paid by the first day of January each year. Annual memberships lapse as of the last day of December.

Section 5.

APPLICATION PROCEDURE: An applicant shall submit a completed application to the Board of Directors which will approve/disapprove the application.

Section 6.

APPLICATION DISAPPROVAL: Application may not be disapproved based on race, sex, religion or ethnic background. An applicant may be disapproved due to prior infraction of the Club Bylaws and/or Standing Rules. Unsuccessful applicants may not reapply within six months of rejection.

Section 7.

TERMINATION OF MEMBERSHIP: Any member may voluntarily withdraw from membership at any time by notice to the secretary. Membership fees will not be refunded in whole or in part.

Section 8.

RELEASE FROM MEMBERSHIP: The general membership, upon recommendation from the members present, any family or individual for the following reason:

- a. Misconduct of such character as to be in violation of the ethics and standards desired by Club members.
- b. Severe and repetitive cruelty to mount.
- c. Failure to pay financial obligation to the Club within 30 days incurring same including insufficient funds.

ARTICLE III: OFFICERS AND BOARD OF DIRECTORS

Section 1 - Officers

The officers of the Club shall be members in good standing and shall consist of the President, Vice-President-Scheduling, Vice-President-Arena, Secretary, and Treasurer. One person may fill more than one position.

Section 2.

A nominating committee shall be appointed by the Club President to choose a slate of candidates for presentation to the Board of Directors for their review, modification and/or approval. The nominating committee shall consist of two (2) current members of the Board of Directors and two (2) individuals eighteen (18) years of age or older from the General Membership who are not currently Officers or members of the Board of Directors. The proposed slate of candidates shall be presented to the Club membership after review and/or approval by the Board of Directors. Additional nominations will be accepted from the floor, providing the nominee is present and expresses a willingness to serve.

Section 3.

The officers may be elected by either secret ballot or a show of hands. This shall be accomplished at the annual awards banquet and membership meeting. Nominees will be presented at the annual awards meeting and/or published in the club newsletter if one is being published at the time of the elections.

Section 4.

The term of office shall be for one year commencing January 1 and ending on December 31 of the same year. All official terms of office shall begin at the first board meeting of the year in January.

Section 5.

The Board of Directors shall consist of at least two (2) officers and two (2) elected board members, and the past President. The officers and board of directors may be the same people. If the President is serving for more than one year, he may appoint a non-voting advisor to fill the vacancy normally occupied by the Past President. All members of the Board of Directors shall have a vote on any Board of Directors issue except for the President, who shall only vote in order to break a tie. A quorum shall consist of one-third (1/3) of the Board of Directors present at the meeting or by proxy. A simple majority of the Board members present or by proxy shall rule on all Board of Directors issues.

Section 6.

If possible, in addition to the officers and elected board members, there shall be three (3) Board Alternates. The alternates (designated as first, second and third alternate) shall attend and participate in all Board of Directors meetings. If one or more elected board members are absent from a Board of Directors meeting, that voting seat shall be filled by the first alternate, if present or the second (or third) alternate if the first (or second) alternate is absent.

Section 7.

Vacancy in an elected board seat shall be filled by the first alternate, if available, or subsequently by the second or third alternate. Vacancy in office shall be filled by appointment by the President and approval of the Board of Directors. The term of office for an appointed officer or alternate board member succeeding to a board seat shall be until the initial board member's term has expired.

Section 8.

An officer or board member may be removed from position upon petition, signed by at least five (5) voting members, stating the cause of the removal, and approved by a $\frac{3}{4}$ majority vote of the voting members present. Members of the Club shall be notified of the impending action at least fifteen (15) calendar days in advance. A meeting of the Club at which removal action is being considered shall be presided over by the President, except if he is the officer being considered for removal, then the meeting shall be presided over the Vice-President-Arena, or in he absence, the Vice-President-Scheduling, the Secretary, or Treasurer in turn. Removal of officers under this procedure must be considered and voted upon as to each officer.

ARTICLE IV: OFFICERS' AND BOARD OF DIRECTORS' DUTIES

Section 1 – Board of Directors.

The Board of Directors shall be responsible for the enforcement of the Articles of Incorporation and the Bylaws, and for the maintenance and protection of the real property owned by the Black Forest Saddle Club. They shall carry out the instruction and desires of the majority of the members of the Club; shall authorize expenditures; shall devise ways and means to carry out the objectives and purposes of the Club; shall make rules as deemed necessary during the year for the conduct of the meetings and events; and shall perform such other duties as pertain to the office. The Board of Directors shall meet on a monthly basis, or more often if necessary.

Section 2 – President.

The President shall preside at all meetings of the club; act as chairman of the Board of Directors; appoint all committee chairman not otherwise provided for; call special meetings of the Club or Board of Directors; coordinate with the committee chairman; and perform other duties as pertain to the office. The President shall be an ex officio member of all committees. The President, through his representative the Vice-President-Arena, is responsible to ensure the arena and grounds are in proper repair for scheduled or unscheduled use. Should financial expenditure be necessary to ensure real property restoration, a telephone survey securing an affirmative response for the expenditure from at least a majority of the Board of Directors is required. The expenditure must be reviewed and confirmed at the subsequent Board of Directors meeting.

Section 3 – Vice-President, Arena (Show Manager).

The Vice-President-Arena shall perform the duties of the President in the case of his absence or inability to act. The Vice-President-Arena shall be chairman of the arena and Gymkhana committee and shall be responsible for the maintenance of the Club's real property. The Vice-President-Arena shall be responsible for staffing (except judges) for all events held at the Black Forest Saddle Club arena. The Vice-President of Arena is also responsible for addressing protests presented at events sponsored by the Black Forest Saddle Club.

Section 4 – Vice-President, Scheduling

The Vice-President-Scheduling shall define and recommend to the Board of Directors for approval the annual Club activities schedule. The Vice-President-Scheduling shall coordinate with other local clubs to avoid conflict with their activity schedules where appropriate. The Vice-President-Scheduling has primary responsibility for show management and shall arrange for qualified judges at all Black Forest Saddle Club judged events and establish, with the Treasurer, a suitable budget recommendation to cover associated expenses. The Vice-President-Scheduling shall perform the duties of the Vice-President-Arena during any temporary absences or temporary periods of inability to act on his/her part.

Section 5 – Secretary.

The Secretary shall act as recording secretary at all Board of Director's meetings and meetings of the general membership. The Secretary shall perform the duties of the Vice-President-Scheduling during any temporary absences or temporary periods of inability to act on his/her behalf.

Section 6 – Treasurer.

The Treasurer shall be responsible for the financial record keeping of the Club and payment of all Club expenses upon approval by the Board of Directors. The Treasurer, in conjunction with the appropriate committee chairman, shall generate budgets for the operation of the Club. Such budgets shall be approved by the Board of Directors prior to their implementation.

ARTICLE V: COMMITTEES

Section 1.

Each committee shall have an appointed chairman who will be directly responsible for the performance of the committee.

Section 2.

The Board of Directors will appoint committee chairman for the following committees as needed. The same person may chair more than one committee:

- a. Concession stand
- b. Telephone committee
- c. Ways and Means
- d. Trophies and Awards
- e. Publicity
- f. Pot Luck and Social
- g. Parades
- h. Trail Rides
- i. Points Committee
- j. Fund Raising

ARTICLE VI: ACTIVITY RULES

Section 1.

A contestant's age as of January 1 will determine the age group he or she will participate in for the Club point season.

Section 2.

The official AQHA Rule Book will be used for all events. Any deviation from the rule book shall be announced prior to the show and prior to the event for which the AQHA rules are being waived.

Section 3.

In order to participate in any Club activities and/or events, any member under the age of eighteen (18) must be accompanied by an adult (any family member or legal guardian over the age of eighteen). Exceptions can be made wherein another BFSC member family agrees in writing to sponsor a participant for the event.

Section 4 - PROTESTS:

The first point of contact for a protest in a Club sponsored event shall be the Vice President of Arena (Show Manager). If not resolved by the show manager, the President shall arbitrate. If not resolved at that point, the final resolution shall be by the Board of Directors, following a written protest and a deposit of \$50.00. If the protest is resolved in favor of the protestor, the \$50.00 deposit shall be refunded.

ARTICLE VII: AWARDS

Section 1.

Year end awards will be presented at the annual awards banquet general membership meeting. Criteria for receiving awards for the following year will be decided by the Board of Directors prior to the commencement of subsequent show season.

Section 2.

The outgoing President shall receive an appropriate gift or award upon completion of his or her term in office.

Section 3.

The Board of Directors may direct that such special awards for service to the Club be awarded as they deem appropriate.

ARTICLE VIII: ARENA

Section 1.

The Club will maintain the arena on Old Ranch Road for the purpose of training, showing and contesting.

Section 2.

The arena shall be for the use of members and their bona fide guests. Members must remain with their guests at all times.

Section 3.

The arena shall be kept locked at all times when not in use.

Section 4.

When the Board of Directors is approached regarding specific requests for the arena use, Club liability shall be given first consideration.

ARTICLE IX: MISCELLANEOUS

Section 1.

The Board of Directors will institute age groups for Club activities. Such additional age groups shall be specified in the Standing Rules.

Section 2.

The Club will maintain a current insurance policy for protection against property damage and public liability.

Section 3.

Financial obligations: The Board of Directors will not obligate the Club for any expenses beyond the assets of the treasury without a majority vote of those present at a regular membership meeting.

Section 4.

Assessments: There shall not be any assessments made without a $\frac{3}{4}$ vote of those voting members present at a regular meeting or a special meeting which may be deemed necessary and called by the Board of Directors.

Section 5.

Financial obligations of members: Whenever a Club member commits himself to attend a Club event for which there is a charge or commits himself to other Club expenditures and fails to keep his commitment, he will be held responsible for payment of his share of expenses incurred by the Club unless a bona fide cancellation is accepted by the member in charge.

Section 6.

Bylaw amendments: These Bylaws can only be amended by a $\frac{3}{4}$ vote of those voting members present at a regular meeting or at a special meeting which may be deemed necessary and called by the Board of Directors.

Section 7.

Dissolution: The corporation may be dissolved at anytime by a $\frac{3}{4}$ vote of the voting members present at a scheduled meeting or at a special meeting which may be deemed necessary and called by the Board of Directors. Any residual assets at the time of dissolution will be transferred to a successor organization or as specified in the Articles of Incorporation. If no

successor organization is specified then a majority vote of the membership will decide the organization to which the residual assets will be transferred.

Section 8.

No Private inurement. None of the assets, including but not limited to, accounts, real estate, receipts, proceeds, gains or other items of value belonging to the Club, shall inure to the private benefit of any individual officer, board member, general member or other person.

Section 9.

The Black Forest Saddle Club is incorporated under Colorado Revised Statutes, 1973.

ARTICLE X: MEETINGS

Section 1.

The meetings of the Board of Directors shall be held every month at a time and place chosen by the Board, except when the Board of Directors deems a meeting unnecessary. There will be a minimum of two (2) general membership meetings a year.

Section 2.

The President may call a special meeting of the Club when so requested by ten (10) voting members. At such a meeting there shall be considered only the special business for which the meeting was called and of which notice was included in the call sent to members.

ARTICLE XI: RULES

Section 1.

Roberts Rules of Order shall govern the Parliamentary procedure of the Club, subject to such special rules as may be adopted.

Section 2.

STANDING RULES: Shall be adopted as deemed necessary by the Board of Directors and/or general membership to govern such activities as the use of the arena, conduct in and around the arena, conduct at meetings, and other activities relevant to the functioning of the Club and not specifically covered by the Articles of Incorporation and/or the Bylaws. Standing Rules may be adopted, modified, or deleted by a majority vote of the Board of Directors or by a majority vote of the voting members at any regular meeting of the general membership.

ARTICLE XII: VOTING

Section 1.

Election of officers shall be held at the regularly scheduled membership meeting each year at the annual awards meeting.

Section 2.

One vote is authorized for each voting member. This vote applies to all voting business, activity or election matters. A simple majority will rule on routine matters.

Section 3.

A majority of votes cast for any office shall constitute election to that office.

Section 4.

A written proxy shall be accepted only for the annual election of officers or where required by Colorado Statute. Proxy votes shall not apply in normal business or activity voting.