

Sidney Saddle Club Rules and By-Laws (January 2017)

Rules

1. Members shall attend meetings, serve on a committee under a board member, and volunteer at work days and events.
2. The Saddle Club facilities are for use by paid-up members only. A member can bring one-time guests with no fee charged.
3. A membership list will be posted at the arena.
4. The arena may be rented by non-members or members. Members will receive a discounted rate. All fees will be negotiated by the board on a case by basis according to the services provided. The party who wishes to rent the arena should submit a written proposal to the board for their review within 30 days prior to the date they are requesting the Arena. The minimum rental fee for nonmembers will be \$100.00.
5. Inhumane treatment to animals will be reported to the proper authorities
6. Horses cannot be left unattended on the grounds except for delegated stalls. This includes the parking lot, arena, return ally, or any connecting pens, unless prior approval is received from the stall director.
7. Horses cannot be exercised in the parking lot. They may be exercised in the arena or designated areas.
8. Remove all equipment from the arena when you are done using it.
9. The SSC arena is reserved Monday evenings from 4-9 for the Richland County 4H equine program during their program months.
10. All non members participating at an event hosted at the SSC, guests, or renters must sign a release of liability waiver before entering the property.
11. The SSC arena, boarding area and buildings will be locked when not in use. The combination will be given to each paid-up member. No member shall pass on the combination to anyone outside of your family, refer all inquiries to a board member.

Any violations of the above rules may lead to a members privileges being revoked without a refund. Any complaints must be filed in writing to a board member. The board will review the information, investigate and make a ruling within 7 days of the notification.

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By-Laws

1. The name of this association is Sidney Saddle Club. It shall be a non-profit organization in accord with the laws of the State of Montana and Federal Laws. The SSC will promote equine education and community participation. SSC will facilitate local volunteer efforts and community support whenever possible.
2. The general supervision and direction of the affairs of the Sidney Saddle Club shall be vested in the Board of Directors. The Board of Directors shall consist of President, Immediate Past President, Vice President, Secretary/ Treasurer, Arena Director, Stall Director and one Director at Large. The Board of Directors will be elected yearly and will include: President, Vice-President, Secretary/ Treasurer, Stall Director, Arena Director, Stall Director and one Director at Large. The order of voting for said officers and directors will be in that order. Elected officials along with the Immediate Past President will immediately assume their position. There will be one vote per individual member and one vote per adult family member. The President votes only to break a tie. Parliamentary procedures will be used at board meetings.
 - A) The **President** shall oversee operations of the SSC and the membership.
 - i. Head committees as needed.
 - ii. Take the responsibilities of a signer on the SSC checking account.
 - iii. Promote community involvement and recruit new members.
 - B) The **Vice President** shall take over the duties of the President in their absence.
 - i. Head a committee/ committees as well as others as needed.
 - ii. Promote equine education.
 - iii. Promote and coordinate fundraising efforts.
 - C) The **Secretary/ Treasurer** shall keep the minutes and other official reports of the association and shall conduct the official correspondence keeping all records, books and documents relating to the association.
 - i. Keep account of all monies of the SSC.
 - ii. Provide a current financial statement at each meeting.
 - iii. Take the responsibility of a signer on each SSC bank account.
 - iv. Insure that the end of the year reports are provided to the CPA of choice who will file all needed tax reports.
 - v. File the Annual Report with the Montana Secretary Of State.
 - vi. Check the mailbox at least weekly and pay all bills in a timely fashion.

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- vii. Coordinate the web page, FaceBook page and email accounts.
- viii. Notify Members of upcoming meetings and events by using email and the calendar posted on the internet.
- ix. Email a report of each meeting to the current members.

- D) The **Stall Director** shall manage all stall rentals according to SSC policy.
- i. Coordinate manure removal and cleanup efforts.
 - ii. Monitor the conditions of the livestock and address problems as needed.
 - ii. Monitor all use and storage of portable panels owned by SSC.
 - iii. Head a committee/ committees as needed.

E) The **Arena Director** shall oversee the maintenance of the arena and maintain the condition of the ground.

- i. Coordination of scheduling of arena events
- ii. Schedule general maintenance of the tractor and equipment.
- iii. Keep gas/fuel/and other needed items on hand.
- iv. Coordinate with the county as needed to provide water for the arena.
- v. Head a committee/ committees of members who will assist with needs, and, provide equipment and ground training as needed.

F) The **Director at Large** oversee the maintenance of the buildings, grounds and livestock.

- i. Coordinate projects for work/cleanup dates.
- ii. Address spring and fall water weatherization issues.
- iii. Head a committee/ committees of members who will assist with needs, and provide training on specific equipment as needed.

3. All officers and directors shall serve without salary. Expenses of persons performing special duties for the association can be paid by Board of Directors approval.
4. The SSC will offer a Family, Single and event membership options. All primary members must be adults, 18 years of age or older, at the time membership is established.

Membership shall run from January 1 to December 31 each year.

- A) **Family**: 2 adults. A Family membership may include their dependant children age 17 or under who live in the same household.
- B) **Single**: 1 adult. A Single member may include their dependant children age of 17 or under who live in the same household.
- C) **Event**: the SSC reserves the right to charge a fee allowing an individual/ family to partake in any SSC activity without the obligations of club membership. These fees will be negotiated by the board on a case by case basis according to the given event.

5. Saddle Club membership fees will be determined on a year to year basis. The board will

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review the budget in January and set the fees for the coming year. Membership monies are due by March 15th of the current year. The SSC board reserves the right to issue a discount for early payment, or assess a fine in the case of late payments. The SSC board reserves the right to waive the fine on a case by case basis.

- A) New memberships are welcome throughout the year, however, fees will not be prorated.
6. A monthly membership meeting will be held during the second full week of every month. This is the appointed time for committees to meet. When possible the SSC meeting room will be used.
7. The board shall meet a minimum of 4 times a year. The time and place for the meeting will be announced by the President no less than 14 days in advance. Any member who wishes to bring a proposal, or, an item of business before the board should submit it in writing to the secretary a minimum of 7 days prior to the meeting. The secretary will then add it to the agenda. The board will rule on the item no later than 30 days past the meeting. The meetings should take place at SSC when possible.
8. Committees will include; at a minimum, one board member. A committee may have a checking and/or savings account under the SSC general bank account. When possible there shall be one board member and another member as signers of the account. All bank statements and receipts will be turned in to the secretary in December.
 - A) At a minimum 20% of all committee and/or event earnings will be transferred to the general account to supplement the SSC's operating expenses. The committee may use the remaining 80% towards awards and/or other SSC projects of their choice. The use of the 80% will be decided at the committee level.
9. The board of directors will manage the spending and budgeting of the general checking and savings accounts. All projects and major (over \$500) expenses proposed to be paid by general budget must be approved by a majority vote of the membership represented at a Board of Directors meeting.
10. The SSC will carry insurance of the property as well as non participant liability coverage.
11. The SSC will file all Documents required by the IRS and the state of Montana annually.
12. The Saddle Club will provide pasture/ feed for club members that provide stock for club use. Stock provided is at owner's risk, unless other arrangements are negotiated.
13. The SSC will provide self-care horse boarding for members or participants of events only. Fees for boarding will be assessed by the board of directors on a year to year basis.
14. Communication- The SSC will utilize our resources www.sidney-saddleclub.org, Facebook and email to communicate with members. SSC will not mail documents. An Event

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calendar is posted on the web page and there is a link to the calendar on the FB page. As a member you are responsible to check these resources for updates and information.

15. Any paid-up SSC member may provide equine related services at the SSC grounds.
16. Articles and By-Laws may only be made and/ or changed by a two-thirds majority of the voting membership. Membership must be notified at least 60 days prior to the voting date. Notification shall include the suggested changes as well as the date, time and place of the official vote.