

BY-LAWS

ARTICLE I

Name

The name of this organization is
Billings Saddle Club.

ARTICLE II

Purpose

- Section 1 To develop and promote good fellowship among horse lovers.
- Section 2 To encourage, promote and develop the owning, training and breeding of range and pure blood horses.
- Section 3 To promote and develop good horsemanship together with the knowledge and interest in the care, training and breeding of good horses.
- Section 4 To cultivate the social life among its members and foster the welfare and enhance the health and happiness of its members and persons interested by promoting and encouraging the use and interest in horses.
- Section 5 To promote and cultivate among its members and others all equestrian games and sports.
- Section 6 To promote and cultivate the formation of association and friendly relationships with similar clubs throughout the state and elsewhere.

ARTICLE III

Members

- Section 1 Membership in the organization shall be limited to active members only.
- Section 2 An individual or a family may become participants in the club on a temporary basis pending future approval for active membership by a majority of the Board of Directors (A) by submitting a fully completed application (1) which is accompanied by payment of the ratified initiation fee for the present year, (2) plus payment of the yearly ratified dues; (3) plus the names of the BSC member or members sponsoring the new applicant(s). If the applicant(s) are newcomers to the Billings area (and thus would not know or have any BSC member to sponsor them) then it will be the responsibility of the Membership Chairman to sponsor the applicant(s). Since his duties are devoted to membership he will be knowledgeable in fully explaining to the new applicant(s) what is entailed in becoming members of the Billings Saddle Club. (B) The BSC member will submit the new applicant(s) name(s) to the Membership Chairman and his committee, who will publish the name(s) of the new applicant(s) in the official Club Publication "The Stirrup" which is mailed to the Club membership the week prior to the third Sunday of each month. The names have to be to the Membership Chairman ten (10) days prior to the third Sunday of the month; (C) Any member or members who have any questions, comments, or recommendations concerning the new applicant(s) for membership, must do so to the Membership Chairman prior to the following month's Board of Directors Meeting; (D) The Membership Chairman will submit to the Board of Directors at their first meeting following the publication of the new applicant(s) name in the Stirrup, the names of the new applicant(s) for final confirmation; (E) If membership is not approved, then it will be the obligation of the BSC sponsor to

notify the applicant(s) of non-approval and give them a refund of initial fees and dues paid; (F) Also, if the new applicant(s) have placed in any events before membership approval, where points are maintained, the membership is not confirmed, then these points will be forfeited and the other contestants moved up accordingly.

Section 3 Membership in this organization may be either for an individual or for family groups. Married individuals must join as a family group. The family group may consist of parents and unmarried dependent children under 22 years of age; all under age 22 members to remain on the family dues plan until January 1 following their 22nd birthday. Any individual member of such family group upon reaching 18 years of age may, if he so desires, become an individual member upon payment of the annual dues and without payment of initiation fees.

ARTICLE IV

Dues

Section 1 The initiation fee the annual dues and late charge, if applicable, shall be set by the Board of Directors and ratified by the membership at the annual business meeting in November.

Section 2 Annual dues shall start from January 1st of each year and shall be payable within 60 days thereafter. Any member who fails to pay dues on or before March 1st shall be automatically dropped from membership unless the member complies with Article IV, Section 6. Any member dropped from membership for non-payment of dues will be assessed a late charge, in addition to the current dues, in order to be reinstated to membership for the current year.

Section 3 No member shall participate in the membership meetings until all dues have been paid.

Section 4 The fiscal year shall conform with the calendar year.

Section 5 Individual membership dues shall be one-half the family membership dues. No dues shall be paid by minor children. Children 20 or over shall be considered adults and upon attaining that age must pay individual membership dues if they are to enjoy membership privileges.

Anyone who is 60 years or older and has been a member for 25 consecutive years will have their dues paid by Billings Saddle Club.

Section 6 In order to maintain harmony and accord in the club and so the club officers will not have to enforce dropping anyone from the active membership because of non-payment of dues by March 1st – if any member feels it will present a hardship it will be up to you, the member, to contact the Membership Chairman and present your problem prior to March 1st. The membership Chairman will confer with the membership committee and if the committee deems it a hardship case will make arrangement with the member and present it to the Board of Directors for approval. If the special arrangements for payment are not adhered to, the member will be automatically dropped from active membership. Any member paying dues under the hardship clause of this section who competes for points in any area must have dues paid by April 1st.

ARTICLE V

Meetings

- Section 1 The Board of Directors shall meet during the first week of each month to consider all current club business.
- Section 2 The organization shall meet on fixed dates as set for the ensuing year by each new Board of Directors.
- Section 3 The annual meeting shall be held during the month of November each year.
- Section 4 Special meetings of the organization may be called by the President, or by a majority of the Board of Directors, or by the Secretary upon request of any five members in good standing.
- Section 5 Any officer or director who shall be absent for two or more meetings during any quarter, without written acceptable excuse to the Secretary, shall be subject to suspension by a two-thirds vote of the Board of Directors. Any office so vacated shall be filled by appointment by the Board of Directors.
- Section 6 A quorum shall consist of one-fifth of the members of the organization in good standing but in no event greater than that determined as of April 1 of the current year. In the event a quorum is not present at a general meeting for which an agenda was published in that month's Stirrup, the decisions of the Board of Directors regarding the stated agenda items shall be deemed approved by the membership as a whole, except as to any amendments to these By-Laws which shall be governed by Article X.
- Section 7 Each adult member shall be entitled to one vote at any and all elections and meetings of the organization.
- Section 8 Roberts Rules of Order shall govern this organization in all its proceedings and actions of its officers and directors.

ARTICLE VI

Officers

- Section 1 The elected officers of the organization shall be President, First Vice President, Second Vice President, Third Vice President, Corresponding Secretary, Recording Secretary, and Treasurer.
- Section 2 There shall be a Board of Directors consisting of eleven (11) members, including the President, First Vice President, Second Vice President, Third Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Immediate Past President and three other members elected at large. The Recording Secretary of the organization shall act as Secretary of the Board of Directors. There shall be a majority of the Board of Directors present before a meeting of the Board can be held.
- Section 3 All officers of the organization shall be elected at the regular annual meeting and shall serve for one year until their successors are duly elected and qualified.
- Section 4 One director shall be elected each year to serve for three years.

ARTICLE VII

Duties of Officers and Directors

- Section 1 The general supervision and direction of the affairs of the organization shall be vested in the **Board of Directors**, and they shall audit all bills against the organization, may fill any and all vacancies when they occur among the officers between annual meetings and carry on all business of the organization.

- Section 2 The **President** shall preside at all meetings of the membership and all meetings of the Board of Directors, and shall perform all the duties incident to this office. The President shall appoint, on or before the first meeting in February, such committees as may be deemed necessary. At the close of the term the President shall present a written report of the year's activities to the New Board, offering suggestions to forthcoming officers based on past experience during the year.
- Section 3 The **First Vice President** shall supervise **membership**. It shall be the duty of this officer to (a) serve as Chairman of the Membership Committee (which committee shall consist of one of the (1), (2), or (3) year directors and one adult member from the BSC membership, these two persons to be appointed by the First Vice president and whose names will be published in the December issue of the official club news bulletin "The Stirrup" which shall seek eligible new members; (b) appoint a BSC member or member as sponsors for new applicants who do not submit name on their application; (c) present the names of the new applicant(s) approved by the Membership Committee to the Board of Directors for final confirmation; (d) following Board confirmation of the new applicants, the membership chairman will get a letter out immediately to the new members telling them of their acceptance and welcoming them to the club, and invite them to our next monthly meeting; (e) introduce all new members to the club the first time they come to a regular monthly meeting and present them at this time with a roster, a MSCA rule book, and a 25th Anniversary book; (f) assist such new members along with the Membership Committee in becoming a real part of the Organization; (g) assist the treasurer in the collection of dues; (h) preside at Board or regular monthly membership meetings in the absence of the President; (i) determine if there are any new memberships for confirmation, that there will be a majority of the Board present (no less than 6) for the Board of Directors monthly meeting; (j) confer with members between March 1st and March 30th who might have hardships paying the dues by April 1st to avoid being dropped from active membership.
- Section 4 The **Second Vice President** will supervise the **Horse Activities** of the Club with responsibility for preparing an overall program of horse activities to be submitted to the membership for approval at the February business meeting. The officer shall appoint such committees as needed to carry out the approved program and shall be responsible for their proper functioning.
- Section 5 The **Third Vice President** shall supervise **Social Activities** of the Club. This officer shall present to the membership an overall program of social activities for approval at the February business meeting. This officer shall appoint such committees as are needed to carry out the approved program and shall be responsible for their proper functioning. Chairmen of these committees shall constitute a hospitality committee of which this officer shall be the chairman.
- Section 6 The **Recording Secretary** shall **keep the minutes** of all meetings of this organization. She shall also keep clippings of all newspaper publicity, samples of all mailings and printed programs, etc., and shall assemble such club historical matter in a scrapbook that shall constitute a permanent record of the year's activities.
- Section 7 The **Corresponding Secretary** shall read to the Club all correspondence received by the organization and shall answer such correspondence as authorized by the organization or the President. It shall be his duty to bill all members for dues on or before February 1st. The Corresponding Secretary shall act as Recording Secretary in the absence of that officer.
- Section 8 The **Treasurer** shall keep a record and have charge and custody of all Club funds and shall pay out same upon order of the Board of Directors. This officer shall

make regular reports of the financial affairs of the organization and on all Club funds coming into the Treasury; deliver all such funds and records to the successor Treasurer at the first meeting of the Board of Directors. The Treasurer, in conjunction with the Board of Directors, shall prepare an annual budget to be presented to the membership on or before the February meeting for club approval.

- Section 9 The **Board of Directors** shall be allowed to spend up to \$250 more than the amounts set forth in the budget. Expenditures in excess of \$250 must be authorized at some meeting of the organization.
- Section 10 All monies of the organization shall be handled by the **Treasurer** and deposited in a bank designated by the Board of Directors, and all checks against the account of the organization shall be signed by the President or Treasurer.
- Section 11 The 1-year Director shall be responsible for overseeing the upkeep of the arena and grounds of the organization. Such duties shall include, but not be limited to, scheduling workdays, hiring necessary maintenance work, etc.
- Section 12 The 2-year Director shall be responsible for overseeing rentals of the club's facilities and the upkeep of the clubhouse. Such duties shall include overseeing the management of the rentals and rental of the arenas and stalls.
- Section 13 The 3-year Director shall be responsible for overseeing the major fund raising activities of the club, e.g. three-day horse show, clinics, advertising, etc.

ARTICLE VIII

Elections

- Section 1 All officers and directors shall be elected at the annual meeting in November.
- Section 2 Prior to the annual meeting, the Board of Directors shall appoint a nominating committee to select candidates for the various offices and to obtain the consent of such candidates to run for the offices. The names of the nominees shall be placed on the ballot to be used for election of officers. It shall be the duty of the nominating committee to nominate at least one candidate for each office.
- Section 3 Following the report of the nominating committee at the annual meeting, the President shall call for nominations from the floor before the voting for officers takes place. Names of such nominees shall be added to the ballots.
- Section 4 If there are two or more nominees for any office, all voting for officers shall be by secret ballot and a plurality shall be required to elect.
- Section 5 Only active members in good standing, whose dues are paid in accordance with these by-laws shall be eligible to vote at any election.

ARTICLE IX

Clubhouse

- Section 1 Use of the Clubhouse shall be governed by the Board of Directors and administered by such individual or company designated by the Board, who shall be responsible for the Club calendar. All events pertaining to use of the building **must be cleared through the designated individual or company** before they are scheduled.
- Section 2 The Clubhouse may be rented to outside groups approved by the designated individual or company per Section 1 above upon payment in advance of the rental fee currently approved by the Board of Directors.
- Section 3 The clubhouse and land in connection therewith cannot be sold or otherwise disposed of without certified, written notice to each and every member in good

standing 30 days prior to a general meeting at which a proposed sale or change from Saddle Club management will be presented for Club action. A 2/3 vote of the membership either in person or by duly legal proxy shall be necessary before any action can be taken.

ARTICLE X *Amendments*

Section 1 These By-Laws may be altered and amended at any meeting of the organization, providing a quorum is present, by a vote of two thirds of the members present at such meetings, provided that the proposed amendments has been presented in writing to the entire membership 30 days previous to the meeting and read by the Recording Secretary at a previous meeting.

ARTICLE XI *Assessments*

- Section 1 Certain monetary obligations or situations may arise in the course of the Club's business which may not be able to be met because of lack of funds. In order to meet these financial obligations, it may be necessary to assess funds against the membership.
- Section 2 Assessment of the membership may be initiated by the Board of Directors only if the need is imminent and if other means of acquiring funds have been exhausted. Any month in which the Board of Directors, at their monthly meetings, decides that an assessment is necessary, their decision will be published in the "Stirrup" that same month prior to that month's general meeting, informing the membership for the reason for a needed assessment, the decision to pass an assessment will be published for the second time in the "Stirrup" prior to the following month's regular membership meeting at which time the assessment will be voted on and upon a quorum of membership in good standing, i.e. dues having been paid as per Article IV, Section 2, the assessment shall either be passed or denied.
- Section 3 The assessment shall be obligatory on each membership, regardless of family or single membership.
- Section 4 Any assessment that is passed by the membership must be payable within thirty (30) days from passage. Any members who fail to pay the assessment within sixty (60) days from the acceptance of the assessment shall be suspended from the privileges of membership until such assessments are paid. If these assessments are not paid within ninety (90) days from being initiated, the member shall be automatically suspended from membership.
- Section 5 The assessment money shall be remitted to the BSC Treasurer, deposited and remitted towards the obligation for which the assessment was made.

These By-Laws adopted by the Billings Saddle Club November 7, 1951 – and amended: February 1957, June 1958, September 1969, January 1972, November 1973, October 1979, July 1980, November 1981, January 1982, March 1993, November 1996, November 15, 1998, November 20, 2005, and November 18, 2007.