

# **Bylaws of the Black Forest Saddle Club**

**Revised December 2011**

## **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: Participation**

### **Section 1.**

There must be a genuine interest in horses and associated activities on the part of each individual or family that desires to participate in Club activities.

### **Section 2.**

No annual dues or fees are required to participate in Club activities. No one under the age of eighteen (18) may participate in Club activities without an accompanying adult member from the same family or adult legal guardian.

### **Section 3.**

All participants who are eighteen (18) years of age or over and are not subject to any disciplinary measure by the Board of Directors shall be eligible to vote on Club matters or serve on the Board of Directors.

### **Section 4.**

Usage of the Club facilities outside of formally scheduled events is permitted once the registrant has paid the annual Arena Use Fee as set by the Board of Directors and has signed a Hold Harmless Agreement. These Arena Use fees are for the period of January 1 to December 31.

### **Section 5.**

Participation in Club activities may not be disapproved based on race, sex, religion or ethnic background. Participation may be disapproved due to prior infraction of the Club's Bylaws and/or Standing Rules. Participation may be reassessed every six (6) months.

## **Section 6.**

Any participant may voluntarily withdraw from the Club or Board of Directors at any time by notice to the Secretary. Any Arena Use Fees will not be refunded in whole or in part.

## **Section 7.**

The group of Club participants, upon recommendation from the participants present, may request the loss of Club privileges of any family or individual for the following reasons:

- a. Misconduct of such character as to be in violation of the ethics and standards desired by the Club.
- b. Severe and/or repetitive cruelty to mount.
- c. Failure to pay financial obligations 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 participants 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 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 Club participants who are not currently Officers or members of the Board of Directors. The proposed slate of candidates shall be presented to the Club participants 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 general meeting. Nominees will be presented at the annual awards banquet 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 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 not present.

## **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 the 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 Club participants, stating the cause of the removal, approved by a  $\frac{3}{4}$  majority vote of the voting participants 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 by the Vice President –Scheduling, or in his absence by the Vice-President –Arena, the Secretary, or the 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 real property owned by the Black Forest Saddle Club. They shall carry out the instruction and desires of the majority of the participants of the Club; shall authorize expenditures; shall devise ways and means to carry out the objectives and purposes of 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 meeting of the club; act as chairman of the Board of Directors; appoint all committee chairmen not otherwise provided for; call special meetings of the Club or Board of Directors; coordinate with the committee chairmen; 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 and 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**

The Vice President-Arena shall perform the duties of the President in 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 – 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 of the annual Club activities schedule. The Vice President – Scheduling shall coordinate with other local clubs to avoid conflict with their activity schedules were 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 part.

## **Section 5 – Secretary**

The Secretary shall act as recording Secretary at all Board of Directors meetings and meeting of the general participants. The Secretary shall perform the duties of the Vice President – Scheduling during any temporary absences or temporary periods of inability to act on his part.

## **Section 6 – Treasurer**

The Treasurer shall be responsible for the financial recordkeeping of the Club and payment of all Club expenses upon approval by the Board of Directors. The Treasurer, in conjunction with the appropriate committee chairmen, 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 chairmen 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. Fundraising
- k. Royalty

## **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 participant 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 participating 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 event shall be the Vice President – Arena. If not fully resolved by the Vice President – Arena, 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 : Queens and Aides**

### **Section 1.**

The Club Queen and Aides shall be active participants in the Club for a period of at least six (6) months and completed their yearly service hours prior to selection. The candidates for Queen shall reach a minimum age of fifteen (15) years during the year in which selected. The candidates for Aide shall reach a minimum age of ten (10) years during the year in which selected. One (1) Queen , two (2) Aides and a Runner –Up shall be selected. The contest shall be held in the fall of the year, with the Queen and Aides serving for one year beginning the following January.

### **Section 2.**

Qualified judges, selected by the Queen contest committee, shall evaluate the contestants. The judge(s) will make their evaluation based on horsemanship, personality, knowledge, dress and appearance, as well as appearance and grooming of their horse. The horse used for the Queen contest must be owned or leased by the contestant or her family.

### **Section 3.**

Selection shall be based on the judge's score and vote by the Queen Committee members and the Black Forest Saddle Club Board of Directors. The judge(s)' and Queen Committee decisions will be final.

### **Section 4.**

An application form must be completed by the candidate and signed by the parents or legal guardian, giving their permission and promise of support.

### **Section 5.**

The Queen and Aides will be encouraged to attend a maximum of Club activities, to include meetings, horse shows and trail rides, and may accept invitations to other clubs' events wherever possible. They will also be required to represent the Club at parades and BFSC sponsored shows. Failure to represent the Club at required activities, without sufficient and prior justification will be grounds for removal from the royalty position by the Board of Directors. They are responsible for their own uniforms subject to approval by the Board of Directors.

### **Section 6.**

A Queen tiara shall be acquired by the Club and shall be retained by the Queen at the completion of her reign. A new tiara will be presented to the new Queen by the outgoing Queen at the annual meeting of the Club.

### **Section 7.**

A reigning Queen may not succeed herself as Queen unless running unopposed, but may compete for an Aide position.

### **Section 8 – Contest Procedure.**

The Queen contest committee will conduct the annual Queen contest in a manner deemed appropriate to ensure each contestant has an equal opportunity to demonstrate her ability to perform the function of Black Forest Saddle Club Royalty. The total points any contestant may accumulate will be 100.

1. Judges' score: The following items shall be judged with the stated weighting being applied:
  - a. Appearance and etiquette 10
  - b. Facilitation 10
  - c. Horse grooming and tack condition 10
  - d. Rider performance 60
  - e. Queen wave 10
  - f. Total 100

2. Should growth of the Club warrant higher numbers, the Queen contest committee will use the above procedure, but use a maximum total of 200 points.

## **Article VIII : Awards**

### **Section 1.**

Year-end awards will be presented at the annual awards banquet and general meeting. Criteria for receiving awards for the following year will be decided by the Board of Directors prior to the commencement of the 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 IX: Arena**

### **Section 1.**

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

### **Section 2.**

The arena shall be for the use of Club participants and their bona fide guests. Club participants 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, either from Club participants or outside clubs or organizations, Club liability will be given first consideration.

## **Article X: 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 general Club meeting.

### **Section 4.**

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

### **Section 5.**

Financial obligations of Club participants: Whenever a Club participant 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 participant in charge.

### **Section 6.**

Bylaw amendments: These bylaws can only be amended by a  $\frac{3}{4}$  vote of those voting participants 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 anytime by a  $\frac{3}{4}$  vote of the voting participants 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 Club participants 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, Club participant or other person.

## **Section 9.**

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

## **Article XI: 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 meetings per year.

### **Section 2.**

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

## **Article XII: Rules**

### **Section 1.**

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

### **Section 2.**

Standing Rules : Shall be adopted as deemed necessary by the Board of Directors and/or Club participants 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 Bylaws. Standing Rules may be adopted, modified or deleted by a majority vote of the Board of Directors or by a majority vote of voting participants at any regular meeting of Club participants.

## **Article XIII: Voting**

### **Section 1.**

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

### **Section 2.**

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

### **Section 3.**

A majority vote 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.