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CLUB COLORS: RED, WHITE AND BLUE.

PLEDGE: I promise as a Kitsap Saddle Club member to be considerate of my fellow riders and their mounts. I will conduct myself in a respectable manner at all club functions and will do everything in my power to further the aims of the Kitsap Saddle Club, which are good horsemanship and good sportsmanship.

MOTTO: Good Horsemanship and Good Sportsmanship.

ARTICLE I – NAME

1. The name of this organization will be The Kitsap Saddle Club known as the "Kitsap Saddle Club" hereafter, called the "Club" or "KSC". The Club is a Washington State Horseman Affiliate Club.

ARTICLE II - PURPOSES AND OBJECTIVES

The purpose and objectives for which this club is formed are:

1. To promote good horsemanship and good sportsmanship; mutual benefits for all horsemen and the love of horses.
2. To establish and maintain buildings necessary to carry out the purposes of this Club.
3. To do any and all things necessary and appropriate to carry out the purposes and objectives of the Club.
4. To acquire such real and personal properties as may be necessary and desirable for carrying out the purposes and objectives of the Club; including the right to mortgage, if necessary, to further the purposes and objectives of the Club.

ARTICLE III - MEMBERSHIP

Membership at the Club is a privilege and signifies an acceptance of the by-laws as the governing rules for conducting business. Receipt of membership application is not a guarantee of membership, ~~for details refer to Art. III sec. 4.~~

The Club offers the following types of memberships:

- a. Individual membership consists of an individual 18 years or older.
 - b. A family membership consists of one or two adults residing in the same household and/or unmarried children, (legal dependents'), up to and including age eighteen (18), and **legal dependents** nineteen (19) thru twenty-three (23) enrolled in school (e.g.: vocational education, college, university, etc.). No person under the age of eighteen (18) years may be considered for individual membership. Persons of special needs will receive individual consideration.
 - c. A Silvertop Membership consists of any individual of the age of 65 or older.
 - d. Life Members are persons who have a current membership form on file, been voting members for fifteen (15) consecutive years, recommended by the membership committee and elected from the membership at large at the general meeting. Lifetime members shall not be required to pay Club dues. If the Life Member does not file current membership forms or they are otherwise removed or resign as provided for herein, they will no longer be considered a Life Member.
1. All adult members and life members have full deliberations and activities of the Club. **They shall be part of the regular membership body. An adult member shall be in charge of all sanctioned club activities held for their benefit. They will not be considered in any way as a separate entity.**
 - a. Junior saddle club members shall be regular members under eighteen (18) years of age. ~~They shall be part of the regular membership body. An adult member shall be in charge of all sanctioned club activities held for their benefit. They will not be considered in any way as a separate entity.~~ Junior members shall have all participation rights, except the right to vote.
 2. Life members are persons who have been voting members for at least fifteen (15) consecutive years and have contributed extensively to the Club.
 3. Life member(s) shall be selected from the membership at large. The person proposing the member(s) shall fill out Appendix I and return it to the membership committee chairperson. ~~Life member(s) shall not be required to pay dues.~~
 4. Prospective member/s must present a completed membership form and payment of membership fees, in full, to the Membership Chairperson, at time of application. **Receipt of membership application is not a guarantee of membership.** Applicant(s) will be introduced by the Membership Chair to the membership. ~~and applicant(s) name(s) will be published in the Club newsletter at time of the submitted application.~~
 - a. Applications will be brought before the Board of Trustees for review.
 - b. Dues shall be deposited by the Treasurer, Washington State Horseman Dues (if provided) will be paid with a monthly mailing, and the remaining funds will be held in abeyance until completion of the application process.
 - c. In the event the application is rejected, the Membership Chairperson shall immediately notify the applicant and all fees shall be refunded with the exception of any Washington Horseman Dues paid to WSH.
 5. The membership year shall be from January 1st to December 31st of each year. Members shall pay the annual dues no later than the January general meeting. Anyone who has not paid by that time will be dropped from the membership rolls. To be reinstated, the lapsed member must reapply for membership.

- a. Dues received with proper membership forms after October shall apply to dues for the following year. Signature on any completed application form shall constitute a legal agreement to accept and abide by the by-laws of the Kitsap Saddle Club.
6. No person shall be rejected because of race, creed, color, national origin, gender or sexual orientation.
7. A grievance may be filed against any member for actions in violation of club by-laws or standing rules.
 - a. The member(s) bringing charges shall state their concern or charges in writing and attend **the** next board meeting, at which time, said charges shall be considered in closed session by the board. Said letter will be accompanied by a \$50 non-refundable Grievance fee **and given to the Club Liaison for processing.**
 - b. The charged person must be notified in writing, stating charges, and signed by three (3) board members fifteen (15) days in advance of a hearing. The charged member will be requested to attend the next closed board meeting where charges will be considered by the board. The charged member may, but is not required to, file a written response. Any such response shall be due to the board at least five (5) days in advance of the hearing. If the member informs the grievance chairperson, in a timely manner, that they cannot attend the closed board meeting and then fails to schedule an acceptable meeting time, the Board will assign a date and time to consider the charges. At that time the Board will determine any judgments to be awarded, whether the accused member attends the meeting or not. Neither the accused nor the board shall be represented by legal counsel.
 - c. The grievance judgment will be determined using guidelines identified in Appendix H
8. **Membership may be revoked as per the Grievance Judgment Guidelines set forth in Appendix H. In extreme cases membership may be reviewed and sanctioned, up to revocation of membership, by a 2/3 majority of the Board. ("Extreme" shall be defined as detrimental actions/behaviors as interpreted by a reasonable person.)**
9. Members may use club facilities once a year, at no charge, for a non-profit function. Individual(s) must have been a member for a minimum of three (3) months and the use shall be arranged through the Finance Chairperson. Appendix C: Non-Profit Lease Agreement.
10. Members may resign at any time and for any reason by submitting a written notice of resignation to any Board member. Submission may be via email, in person or by first class mail. No refunds for any dues, fees or other costs shall be given to a resigning member.
- ~~10. Membership may be revoked as per the Grievance Judgment Guidelines set forth in Appendix H. In extreme cases membership may be reviewed and sanctioned, up to revocation of membership, by a 2/3 majority of the Board. ("Extreme" shall be defined as detrimental actions/behaviors as interpreted by a reasonable person.)~~

ARTICLE IV - BOARD OF TRUSTEES

1. A Board of Trustees, hereafter called the "Board", shall consist of four (4) executive members and seven (7) standing committee chairpersons, elected by the membership to serve for a term of one (1) year.

2. To be eligible for election to the Board, a person shall be eighteen (18) years of age or older (WA. State Law) and a member for six (6) months prior to nomination. Nominees must be present to accept or have submitted a letter of acceptance for that position he/she is willing to fill.
3. The Board's duties, powers, and limitations are:
 - a. To conduct business between regular meetings when such matters cannot wait until the regular meeting for action.
 - b. To investigate, deliberate, and prepare reports and recommendations on all proposed new policies or procedures for approval and/or ratification by the membership.
 - c. Such other duties and authorities covered elsewhere in the by-laws or as may be delegated by the vote of the membership referring individual matters to it.
 - d. To implement policies and procedures approved by the membership. The Board is empowered to act thereon, according to its best judgment, insofar as such actions are not in conflict with actions taken by the Club.
 - e. To investigate, deliberate, and determine any disciplinary actions for grievances filed or in deliberation. Following the outcome of the deliberation all required actions will be carried out in a timely manner. All disciplinary notifications shall not normally exceed five (5) days.
 - f. To refuse access to the facility for any member/s, if deemed necessary, while investigation of a grievance is in progress. The member/s shall be notified in writing within five (5) days of the Board's decision to refuse access to the facility pending the outcome of the grievance and investigation.
4. Nominations for each individual board position will be accepted at the general meeting in October and November. Elections will be held at the November general meeting. Newly elected board members shall serve in their position for a period of one (1) year, starting January 1 and ending on December 31 of the same calendar year.
5. In case of death, removal, or resignation of a board member, except the President, the President shall appoint a temporary from the membership and order that a notice of a special election for the affected position be published in the next issue of the Club's newsletter or that the Secretary sends a notice for a special election to the membership.
6. Board officers shall be made up of the following positions: President, Vice-President, Secretary, and Treasurer. Standing chairs shall consist of the following positions: Steward, Finance, Kitchen, Social and Entertainment, Buildings and Lands, Publicity, Club Liaison.
7. A board member can be removed from the board following three (3) consecutive unexcused absences from board/regular meetings. A board member may also be removed if the board member fails to perform their assigned duties or engages in conduct detrimental or potentially detrimental to the Club. Removal of a board member may occur by a majority vote of the other board members. If the board member will not be present, a written report will be provided to the board for presentation.
8. A board member who has resigned his/her position may not be nominated to fill a vacated position of the board for the remainder of that calendar year. Furthermore, if the board member was involved in any standing committees at the time of resignation they will not be allowed to continue to chair the committee without specific approval from the President.
9. No board member shall be monetarily compensated for his or her time spent serving on the board. However, the board member may be reimbursed for pre-authorized out-of-pocket expenses, provided that the board member timely submits an original receipt of the expense.

ARTICLE V - INDEMNIFICATION AND INSURANCE

1. Indemnification. All board members, officers and committee members shall be indemnified and held harmless by the Club to the full extent permitted by applicable law as then in effect, against all expense, liability and loss (including attorney's fees, judgments, fines, ERISA excise taxes or penalties and amounts to be paid in settlement) actually and reasonable incurred or suffered by such person in connection with their decisions, actions or inactions as board member, officer or committee member unless it is determined by the other board members that said board member, officer or committee member acted with gross negligence or in bad faith.
2. Insurance. The Club will maintain insurance coverage that protects itself, officers and the board members against any expense, liability or loss, whether or not the Club would have the power to indemnify such person against such expense, liability or loss under the Washington Business Corporation Act. The Club may, without further member action, enter into contracts with any board member or officer of the Club in furtherance of the provision of this Article and may create a trust fund, grant a security interest or use other means (including, without limitation, a letter of credit) to ensure the payment of such amounts as may be necessary to effect indemnification as provided in this Article.

ARTICLE VI - DUTIES OF OFFICERS

1. The duties of the President shall be:
 - a. To preside at all Board/ general meetings and conduct all business identified on the agenda.
 - b. To develop the general meeting agenda.
 - c. To appoint a substitute for any missing official at meetings or events.
 - d. To appoint an in-house audit committee of three (3) members, excluding the President, Treasurer, and Finance Chairperson.
 - e. To appoint the Chairperson to limited committees.
 - f. To decide all questions or disputes not controlled by the by-laws and rules of the Club. Resolution may be reviewed at the next Board meeting.
 - g. To enforce the Club by laws and standing rules.
 - h. To be a member "Ex-Officio" of all committees with the exception of the audit committee.
 - i. To cast the deciding vote in case of a tie ballot.
 - j. To chair the By Law committee and maintain the current signed copy.
 - k. To perform such other duties as may be required of him/her by the By Laws of the Club.
2. The duties of the Vice-President shall be:
 - a. To conduct meetings in the absence of the President.
 - b. To assume any other presidential duties as required and assigned by the President. If the office of President is vacated, the Vice-President shall automatically assume the office of President. Elections will take place for the office of Vice-President.
 - c. To read the club pledge at general membership meetings.

- d. To take charge of the Club's Royal Court either as the Court Advisor or appoint an appropriate advisor. The Court Advisor may only serve on one court at a time and should not normally be a parent of a serving court member.
 - e. Maintain the Royalty Court Wall current.
 - f. To be responsible for organizing members desiring to represent the Club in parades.
 - g. To chair the membership committee.
 - h. To facilitate any issues involving memberships
 - i. To appoint and oversee a Volunteer Coordinator. The Volunteer Coordinator shall be responsible to organize volunteers for Club events and activities.
3. The duties of the Secretary shall be:
 - a. To record and maintain the attendance roster and minutes of the Club and shall be kept in a permanent hardbound note book. These shall be an accurate and official permanent record of all business transacted as approved at the general meeting.
 - b. To conduct correspondence of the Club at the direction of the membership.
 - c. To maintain a record of all standing rules and attach them to the official copy of the Club by-laws.
 - d. To maintain current copy of the membership roster in the minutes.
 - e. To printout and file, at the clubhouse, an "Official Copy" of the Hoofbeats from the Kitsap Saddle Club Website.
 - f. Send an automatic renewal notice to the lifetime members every November with the membership form and a self-addressed stamp envelope, due back to the club January.
4. The duties of the Treasurer shall be:
 - a. To have charge of all Club funds.
 - b. To pay out money for administrative costs, not to exceed three hundred dollars (\$300.00), when pre-approved by the Board.
 - c. To make expenditures over three hundred dollars (\$300.00) dollars, requiring membership approval, except as otherwise provided for in these by-laws; these exceptions being property and other taxes, utilities, insurance and for emergencies.
 - d. To keep an accurate account of all receipts and expenditures.
 - e. To provide a written monthly report and make an annual report at the end of the year.
 - f. To make all Treasurers records available to the in-house auditing committee upon request.
 - g. To provide a current paid membership list to all board members no later than the March Meeting and maintain the list current throughout the year.
 - h. To maintain and post at the Clubhouse a current list of members.
 - i. Provide a current set of organized records suitable for accountant auditing prior to chairperson relief.
 - j. To ensure that the Incorporation Paperwork is filed annually.
5. No officer shall be monetarily compensated for his or her time spent serving as an officer. However, the officer may be reimbursed for pre-authorized out-of-pocket expenses, provided that the officer timely submits an original receipt of the expense.

ARTICLE VII - DUTIES OF CHAIRPERSONS IN CHARGE OF STANDING COMMITTEES

1. The duties of the Steward shall be:
 - a. To be responsible for Club performance and games equipment, including those items loaned to other organizations for events held at the Club grounds.
 - b. To inventory Club performance and games equipment, inventory to be completed no later than December. This record shall enumerate losses, gains, and totals and be passed on to the new Steward and Secretary to be added to the January minutes.
 - c. To organize play days.
 1. Purchase ribbons I awards.
 2. Hire judge(s).
 3. Staffing the event.
 4. Maintain performance and game record of points.
 5. Provide entry forms and class sheets.
 6. Fill out show record sheet for each show and maintain it in Club's file cabinet, records shall be maintained for 2 years. Appendix G - Show Record Sheet
 - d. To follow up on all clean-ups after functions under his/her jurisdiction.
 - e. The Steward has the option to appoint a designee for co-chair.

2. The duties of the Finance chairperson shall be:
 - a. To maintain a current list of all stalls and stall owners.
 - b. To take care of rental of Club facilities and maintain records of Appendix B, C, and D.
 - c. To be responsible to see that Club grounds are inspected following activities and notify the treasurer for refund.
 - d. To inform members in writing of any action taken against them regarding stalls or rentals.
 - e. To send a courtesy email reminder to all stall holders regarding renewal for the following year. Appendix B - Rental Agreement, Appendix C - Non-Profit Lease Agreement, Appendix D - Stall Assignment/Maintenance Agreement
 - f. To be responsible to establish insurance for facilities, board events etc.

3. The duties of the Kitchen chairperson shall be:
 - a. To inventory and purchase all kitchen supplies.
 - b. To ensure supervision and adequate staffing of the kitchen and to provide kitchen services for all approved Club functions.
 - c. To ensure a current, appropriate food handler's card holder is in the kitchen during Club functions, when the kitchen is in use.
 - d. To see that the kitchen and dining area are clean before and after all functions involving the kitchen.

4. The duties of the Social and Entertainment chairperson shall be:
 - a. To plan and supervise all social activities not under the Stewards chairperson's jurisdiction, such as, but not limited to: Easter Egg Hunt, Halloween party, Christmas party, New Year's Eve party, Potlucks, Game nights and to ensure clean-up following these activities.
 - b. To secure speakers, films, or entertainment for meetings when requested.
 - c. To set up instructional clinics during the year.
 - d. To be in charge of Club campouts and associated activities.
 - e. To organize the annual Members Only Fun day.
 - f. ~~To inventory and purchase all bathroom and cleaning supplies.~~

5. The duties of the Buildings and Land chairperson shall be:
 - a. To organize maintenance of the Club, property, and grounds.
 - b. To see that all property of the Club has proper care.
 - c. To oversee any construction done on the Club grounds.
 - d. To ensure that the Club grounds and buildings are safe for use.
 - e. To see that the grounds are ready prior to all shows held on the grounds.
 - f. Is responsible for winterizing the Club facilities.
 - g. To Chair the Development committee.
 - h. To maintain and inventory of clubhouse furnishings (tables, chairs, etc.), tools and maintenance equipment.
 - i. To keep and maintain a logbook of all repairs, maintenance, and developments completed throughout the year. This logbook shall be turned over between buildings and land chairs. Once the logbook is full, the logbook shall be maintained in the club file cabinet
 - j. **To inventory and purchase all bathroom and cleaning supplies.**

6. The duties of the Publicity chairperson shall be:
 - a. ~~To furnish newspapers with all the publicity concerning the Club's activities.~~
 - b. To ensure that, with the aid of all members, everything possible is done to form favorable public relations.
 - c. To publish the monthly Club newsletter "THE HOOFBEATS".
 - d. To maintain an "Official Copy" of the Hoofbeats on the Kitsap Saddle Club Website.
 - e. To keep the Club's website www.thekitsapsaddleclub.org up to date with Club event dates, Board contact information, current newsletter and by-laws and other information of interest to the members.
 - f. To maintain the KSC Facebook page.

7. The duties of the Club Liaison chairperson shall be:
 - a. To attend all Canal Zone meetings.
 - b. To act as liaison between the Club and the Canal Zone.
 - c. To present all grievances to the board and ensure that the grievance process is conducted within the guidelines of the by-laws. Appendix H-Grievance/Judgment guidelines
 - d. To send get-well and sympathy cards at the discretion of the membership.
 - e. To send floral arrangements as deemed appropriate with the concurrence of the President.
 - f. ~~To sign up, collect, record fees, and purchase awards for Club members competing for annual Club Penny A Mile awards.~~
~~Appendix H-Grievance/Judgment guidelines~~
~~*See Appendix L Penny a Mile~~

8. The above statements of duties of standing committee chairpersons are included as a guide. The President may make adjustments in their assignments as necessary in the best interest of the individuals and/or Club.
9. No ~~officer~~ chairperson shall be monetarily compensated for his or her time spent serving as an ~~officer~~ chairperson. However, the ~~officer~~ chairperson may be reimbursed for pre-authorized out-of-pocket expenses, provided that the officer timely submits an original receipt of the expense.

ARTICLE VIII - THE ROYAL COURT

1. Senior Royal Court

- a. The Senior Royal Court shall consist of not more than two (2) persons chosen by a panel of judges selected by the Vice-President and the Court Committee. Contestants will be judged on essay, speech, a personal interview with the judges' panel and the horsemanship pattern. They will also be judged on appearance and personality, throughout the pageant.
- b. Senior Royal Court contestants must be thirteen (13) through eighteen (18) years old as of January 1st of their reigning year and a member of the Club for at least six (6) months prior to the pageant.
- c. The Court outfits shall be consistent with, but not limited to Club colors and may not be worn for competition.
- d. No stallions may be used for the Court pageant or Court activities.
- e. Representatives shall reside only on the KSC Court for the current reigning year.

2. Junior Royal Court

- a. The Junior Royal Court shall consist of not more than two (2) persons chosen by a panel of judges selected by the Vice-President and the Court Committee. Contestants will be judged on their essay, speech, a personal interview with the judges' panel and the horsemanship pattern. They will also be judged on appearance and personality throughout the pageant.
- b. The Junior Royal Court contestants must be eight (8) through twelve (12) years old as of January 1st of their reigning year and a member of the Club for at least six (6) months prior to the pageant.
- c. The Court outfits shall be consistent with, but not limited to Club colors and may not be worn for competition.
- d. No stallions may be used for the Court pageant or Court activities.
- e. Representatives shall reside only on the KSC Court for the current reigning year.

3. The Club will purchase the sash for the oncoming court annually. However, the Club does not guarantee financial assistance for any other Royal Court expenses. Court members are encouraged to seek sponsorship. All sponsorship funds must go through the Club Treasurer. The Club may provide funds towards each court member's outfit, in the event that sponsorship has failed. The reigning court will be responsible for the funds to purchase court coronation regalia for the oncoming court in the amount not to exceed \$100.00 per oncoming court member. Appendix E - Royal Court Information Sheets

ARTICLE IX - MEETINGS AND QUORUMS

1. General Member Meetings:
 - a. Annual General Meeting. The annual meeting of general membership at such time and place determined by the board of directors, as needed. Notice of this annual meeting including the date, time and location shall be provided in writing to the general membership at least thirty (30) but no more than sixty (60) days prior to the meeting.
 - b. Monthly General Meetings. The first Wednesday of each month shall generally be considered the day for general membership meetings at 7:00pm. The membership will be provided with written notice of any change to the generally scheduled general meeting at least five (5) days prior to the new date and time. This notice may be delivered via email, in person or first-class mail.
 - c. Special meetings may be called at any time and place by at least four (4) members in good standing or by at least three (3) board members. Notice of the date, time and location of each special meeting shall be given in writing by the Secretary or the persons calling the meeting, to the entire membership, in person or via first class mail at least three (3) days in advance of the time of the meeting. The purpose of the meeting shall also be given in the notice. Special meetings do not include closed board meetings.
 - d. Quorum. A quorum of any general membership meeting shall consist of two-thirds (2/3) or the membership present.
2. Board Meetings
 - a. The monthly board meeting shall occur generally on the first Wednesday of each month, one hour prior to the general membership meeting.
 - b. An executive session of the board may be called at any time by any three (3) board members. Notice for any such executive session shall be provided in writing, via email, in person or first-class mail at least three (3) business days prior to the session.
 - c. A quorum of the board shall consist of a majority of the seated board members present.
3. Standing Committee Meetings
 - a. When a committee is formed, the chair shall be responsible for providing notice of any and all meetings in writing to committee members at least three (3) days prior to the meeting. The notice shall state the date, time and location of the meeting and a brief description of the topics to be discussed.
 - b. The chair of each committee is responsible to provide meeting minutes to the Secretary. The minutes shall include an attendance list

ARTICLE X - ORDER OF BUSINESS

1. Board Meeting
 - a. Call to order.
 - b. Roll call of Board members.
 - c. Minutes of previous meeting.
 - d. Communications.
 - e. Treasurer's report.
 - f. Committee reports.
 - g. Unfinished business.
 - h. New business.
 - i. Adjournment.

2. General Membership Meeting.
 - a. Call to order. Presentation of colors and have Vice-President read the Club Pledge.
 - b. Introduction of guests and new members.
 - c. Approval/correction of minutes of previous general meeting will only be made from the official copy of the Hoofbeats.
 - d. Communications.
 - e. Treasurer's report.
 - f. Detailed reports from committee chairpersons.
 - g. Unfinished business.
 - h. New business.
 - i. Good of the order.
 - j. Selection of hosts for next meeting.
 - k. Raffle.
 - l. Adjournment.
3. All Board/General meeting business shall be conducted under the guidance of the President and governed by standard parliamentary procedure.

ARTICLE XI - PARLIAMENTARY AUTHORITY

1. Robert's Rules of Order, current revision, shall be used as guidance. Any problems requiring referral to Roberts Rules of Order shall be proposed in amendment format and presented at the next general meeting.

ARTICLE XII - VOTING

1. All members in good standing, eighteen (18) years of age and over are entitled to one (1) vote.
2. All Club questions will be settled by majority vote of the members present at the meeting, except as otherwise provided for in these by-laws.
3. Mail in or proxy votes shall not be counted.

ARTICLE XIII - RIDING REGULATIONS

1. As a condition of membership, each member expressly agrees to defend, indemnify and hold harmless the Club from any injuries that they may suffer on club grounds or during Club activities.
2. Non-members are not allowed on Club grounds except during public event days for which insurance is provided and liability releases are signed.

ARTICLE XIV - AMENDMENTS/REVISION OF BY-LAWS

1. Three (3) members, in good standing, may submit at any time, in writing, a proposed amendment to the by-laws. ~~at any time.~~

2. Proposed By-Laws amendments/revisions are to be read at the general meeting, published in the next issue of the "Hoofbeats" and then voted on at the next general meeting to become effective immediately.
3. When presented at the general meeting for discussion, a proposed by-law **change** may be amended by a majority of the voting members present, as long as the amendment does not change the intent of the original proposal.
4. The presented by-law(s) may be amended by two-thirds (2/3) vote of the regular members present at a designated meeting. If defeated, amendment/revision may not be presented again for one (1) year.
5. By-Laws should be reviewed every two (2) years and more often when deemed necessary.
6. Appendices shall be used to establish general guidelines for Club functions.
 - a. An appendix can be adopted by a majority vote of members in attendance at a regular meeting without previous notice and will remain in effect until rescinded by majority vote of the membership present.

ARTICLE XV - CLUB DISBANDMENT

1. Should the Club ever disband, all assets of the Club shall be given to the college of Veterinary Medicine for Equine Research at Washington State University, Pullman, after all liabilities are paid.

ARTICLE XVI - NON-PROFIT

1. This shall be a non-profit corporation.

ARTICLE XVII - LIST OF APPENDICES

Appendix A	Kitsap Saddle Club Standing Rules. Appendix B Rental Agreement.
Appendix C and C-1	Non-Profit Lease Agreement/4H Lease Agreement.
Appendix D	Stall Assignment/Agreement.
Appendix E	Royal Court Representative Information Sheets.
Appendix F	Reserved for Youth Program.
Appendix G	Show Forms.
Appendix H	Grievance Judgment Guidelines.
Appendix I	Lifetime Membership.
Appendix J	KSC scholarship application
Appendix K	Volunteer Hours Worked Log
Appendix L	Penny A Mile
Appendix M K	Daily Stall Rental Agreement

ARTICLE XVIII- BOARD OFFICERS APPROVAL

We the Board officers certify by signature and date that the above by-laws are the latest revision.

KSC President: _____ Date: _____

KSC Vice-President: _____ Date: _____

KSC Secretary: _____ Date: _____

KSC Treasurer: _____ Date: _____

APPENDIX A
KITSAP SADDLE CLUB STANDING RULES
SHEET 1 OF 2

1. Members may use the arenas and equipment, unless the grounds have been rented or a club event planned. Event scheduling will be the responsibility of the Club Finance Chairperson.
2. No Club junior member, under age 18, is allowed to ride alone on club grounds.
3. Equipment is to be put away after use and arena gate to be latched closed when leaving the arena.
4. All members are expected to contribute to the betterment of the Club by participating in, and assisting with, regular maintenance and club events or committees, etc.
5. Inappropriate behavior on the Club property (i.e.: Offensive language and behavior) shall be grounds for removal from the facility. (Offensive is defined as lewd or obscene behavior as interpreted by a reasonable person.)
6. Fun Day is for members only.
7. No alcoholic beverages allowed on Club grounds during equine events when the public is invited. Alcohol may be allowed at specific, non-equine events, as approved by the host of the event for personal consumption only. Failure to comply will result in forfeiture of entry fees and removal from grounds.
8. Any un-sportsman like conduct or cruelty to animals is cause for removal from club grounds. (Conduct or cruelty shall be defined as behaviors/actions as interpreted by a reasonable person.)
9. No lunging or warm ups will be conducted outside the round pen or arenas.
10. No running horses outside the arenas.
11. No tying horses to any fences, rails, stalls or paddocks.
12. No horses allowed inside fenced area around announcer I entry booth.
13. No horses or horse trailers allowed in parking area behind announcers/entry booth.
14. No riding double or without bridles on Kitsap Saddle Club grounds with the exception of approved events sponsored by the club.
15. Horses must be under their owners' supervision (or designee) at all times. Horses may be turned loose in the main arena only as long as no others are riding or during an open event.
16. Parking adjacent to stalls is reserved for use of stall owners. Parking of all ~~other~~ vehicles is to be with front of vehicle facing the main arena.
17. Competitors at Club Play Days may wear a sleeveless or collarless/sleeveless top. No tube tops allowed. Long pants or split skirts, heeled boots and appropriate rigging required. Double rigged saddles must have connecting strap on cinches.
18. Children 6 years and under shall be required to compete as lead-line riders.
19. Approved protective headgear is strongly recommended for all riders and required for hunt attire and riders under (6) six years of age.
20. Exhibitors are responsible to be ready to enter the arena when the entry gate is opened for the class exhibitor is entered in.
21. The in-gate paddock is reserved for the gate person and entrants for the next class. Minors may have assistance if needed.
22. Stallions are to be shown by senior exhibitor, 18 or older, at KSC Play Days. Exhibitor is responsible and accepts full liability for control of the stallion at all times.
23. Games competitors shall be fully prepared with proper equipment in good repair. Equipment breakage does not automatically entitle competitor to a re-ride; re-rides are at the discretion of the judge.
24. No property will be reset until the rider has completed the games course.
25. In the event of a tie, duplicate ribbons will be given
26. 2 or more contestants will be required in a class to qualify for high point with the exception of Buckaroo or Lead-line.
27. Decision of the judge is final. Any discourtesy to the judge or show officials is cause for removal from the grounds with no refund of fees.

28. Dogs must be on leash when horses are present and under control at all times. Dogs must be kept 3 feet away from any arena railing/paddock area while in use.
29. No drawing of water from outlets along arena fence while classes are being worked.
30. No leaning on arena fence or loud or disruptive noises while classes are being worked.
31. In accordance with USEF/WSH Therapeutic Substance Rule: usage of substances considered "Performance enhancers". Natural or otherwise, will not be allowed on KSC grounds or **at** KSC sponsored events.
32. No use of illegal substances will be allowed. Failure to comply will result in law enforcement being called.
33. The Club reserves the right to remove anyone from the club grounds for any purpose other than observing or participating in the event.
34. A \$35.00 fee along with any applicable bank fees will be charged for all NSF checks.

APPENDIX B - RENTAL AGREEMENT

The undersigned tenant agrees this _____ day of _____, 20____ to rent from the Kitsap Saddle Club (KSC), a Washington non-profit corporation at 1470 Saddle Club Road, Port Orchard, WA, on _____, for a period of _____ days, upon the following terms and conditions: **RENT** \$ _____ per day, payable in advance. **NON-REFUNDABLE RESERVATION FEE:** Tenant shall provide a Non-Refundable Reservation Fee in the amount of \$ _____ (equal to 50% of the total rental fee) at the time of reservation to secure the dates. This fee is non-refundable if the rental is cancelled or the dates unused, however it shall be applied to the total rental cost upon completion of use of the facility.

DAMAGE DEPOSIT: Tenant shall pay a damage deposit \$ _____ which shall be returned after a board member of the Club has visually inspected the premises to ensure the premises have been returned to the condition it was in prior to this rental and that the Tenant has complied with the other terms and conditions herein. Owner may withhold from this deposit only what is reasonably necessary to cover damages to the premises, and to extraordinary cleaning following this rental. **LAWFUL USE:** Tenant agrees that he/she will not engage in any illegal activity on the premises nor will he/she allow others to engage in any illegal activities on the premises insofar as he/she has the power to stop such activities. Tenant agrees that if any alcoholic beverages are to be served during this rental period, any necessary licenses will be obtained and posted at the premises during the rental period. **INSURANCE:** Tenant will obtain insurance to cover liability for any personal property damage that occurs during the rental period. Proof of such insurance shall be attached to this rental agreement prior to rental period. Owner shall not be liable for any damage or injury to Tenant or guests, or any other person, or property, occurring on the premises, any part thereof, unless such damage is the proximate result of the negligence or unlawful act of Owner, his agents or employees. Tenant agrees to hold Owner harmless from any claims for damages no matter how caused, except for injury or damage that is directly due to Owner's gross negligence or intentional misconduct.

PREMISES: This rental agreement pertains to the clubhouse, the use of the adjacent parking areas and the club grounds with the following restrictions:

1. Kitchen: Tenant may use the kitchen facilities, but may not use the perishable goods belonging to the Owner, including but not limited to: Paper products, plates, cups, condiments and towels. Any and all utensils used by Tenant shall be washed, dried, and put away. If used the kitchen area, including sinks, counters, tables and floor shall be cleaned.
2. Bathroom: The bathrooms are to be left in a clean and sanitary condition.
3. Tables and chairs: All tables and chairs are to be returned to their original location.
4. Floors: All floors need to be swept free of debris and spills mopped.
5. Garbage: Tenant agrees to remove any and all garbage and debris left by his/her use of premises, including the kitchen.
6. Parking: Parking shall be limited to the areas adjacent to the clubhouse. ~~Caretaker residence parking is to remain clear.~~

Tenant and his/her guests shall not damage and plantings or lawn areas. In the event of a dispute concerning this Agreement, the prevailing party shall be entitled to recover their reasonable attorneys' fees and costs. Any dispute shall be heard in the appropriate court of Kitsap County, Washington and all parties consent to jurisdiction therein.

ADDITIONAL CONDITIONS: No pets or animals are allowed in the clubhouse kitchen with the exception of service dogs. All animal waste must be cleaned up.

Tenant hereby acknowledges that they have read this agreement, understand it, and that he/she agrees to all of the terms and conditions contained herein.

Tenant: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Kitsap Saddle Club Representative: _____

General Building Checklist

- Wipe all counters and any tables used down and stack tables along the wall.
- Stack chairs in designated area.
- Sweep floors, collect all debris in dust pan and place in a trash can.
- Make sure heat is set at 54 degrees.
- Make sure toilets are not running after being flushed.
- If garbage cans are near full, combine into large trash can and place outside front door of building.
- Make sure lights are off except the porch light.
- Make sure both front and back doors are locked as well as kitchen (if used).

Kitchen Area (if used)

- Wipe counters and microwave.
- Wipe sinks and faucets.
- Remove garbage.
- Sweep floors.
- Make sure coffee pot is unplugged and rinsed out including the grounds basket. ○ If grill/oven is used, please clean it.
- Make sure instant hot water switch near the sink is turned off.

REMEMBER: Please leave the building as clean and tidy as you found it.

THANK YOU

APPENDIX C - NON-PROFIT LEASE AGREEMENT

The undersigned tenant agrees this _____ day of _____, 20____ to lease from the Kitsap Saddle Club (KSC), a Washington non-profit corporation at 1470 Saddle Club Road, Port Orchard, WA. On the day(s) _____ (AM/PM) to _____ (AM/PM) upon the following conditions.

LEASE: The lease fee shall be \$ _____. Said fee shall be paid in advance on the first day of the month prior to the start of use. A fee of 1% per month / 12% per annum will be applied to any late payments. Groups (4H, Horse Organizations, other), having use of the KSC facilities at no charge (NC), are requested to provide assistance to the Club in the following manner: participate in KSC work parties, assist with KSC scheduled events (playdays, horse shows or clinics) when asked.

DAMAGE DEPOSIT: _____ Tenant shall pay a damage deposit, which shall be returned after a KSC board member has inspected the premises and made sure the premises have been returned to the condition it was in, prior to this lease activity. Tenant is responsible for cost of repairs for damage that occurs during group use. **LAWFUL USE:** Tenant agrees that they will not engage in any illegal activity on the premises nor will they allow others to engage in any illegal activities on the premises insofar as they have the power to stop such activities. Tenant may not use the facilities for fund raising purpose except when invited by KSC to participate in KSC scheduled events. **INSURANCE:** Tenant will obtain insurance to cover liability for any personal property damage that occurs during the rental period. Proof of such insurance shall be attached to this rental agreement prior to rental period. Owner shall not be liable for any damage or injury to Tenant or guests, or any other person, or property, occurring on the premises, any part thereof, unless such damage is the proximate result of the negligence or unlawful act of Owner, his agents or employees. Tenant agrees to hold Owner harmless from any claims for damages no matter how caused, except for injury or damage that is directly due to Owner's gross negligence or intentional misconduct.

PREMISES: This rental agreement pertains to the clubhouse, the use of the adjacent parking areas and the club grounds with the following restrictions:

1. Kitchen: Tenant may use the kitchen facilities, but may not use the perishable goods belonging to the Owner, including but not limited to: Paper products, plates, cups, condiments and towels. Any and all utensils used by Tenant shall be washed, dried, and put away. If used the kitchen area, including sinks, counters, tables and floor shall be cleaned.
2. Bathroom: The bathrooms are to be left in a clean and sanitary condition.
3. Tables and chairs: All tables and chairs are to be returned to their original location.
4. Floors: All floors need to be swept free of debris and spills mopped.
5. Garbage: Tenant agrees to remove any and all garbage and debris left by his/her use of premises, including the kitchen.
6. Parking: Parking shall be limited to the areas adjacent to the clubhouse. ~~Caretaker residence parking is to remain clear.~~

Tenant and his/her guests shall not damage and plantings or lawn areas. In the event of a dispute concerning this Agreement, the prevailing party shall be entitled to recover their reasonable attorneys' fees and costs. Any dispute shall be heard in the appropriate court of Kitsap County, Washington and all parties consent to jurisdiction therein.

ADDITIONAL CONDITIONS: No pets or animals are allowed in the clubhouse kitchen with the exception of service dogs. All animal waste must be cleaned up.

Tenant hereby acknowledges that they have read this agreement, understand it, and that he/she agrees to all of the terms and conditions contained herein.

Tenant: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Kitsap Saddle Club Representative: _____

General Building Checklist

- Wipe all counters and any tables used down and stack tables along the wall.
- Stack chairs in designated area.
- Sweep floors, collect all debris in dust pan and place in a trash can.
- Make sure heat is set at 54 degrees.
- Make sure toilets are not running after being flushed.
- If garbage cans are near full, combine into large trash can and place outside front door of building.
- Make sure lights are off except the porch light.
- Make sure both front and back doors are locked as well as kitchen (if used).

Kitchen Area (if used)

- Wipe counters and microwave.
- Wipe sinks and faucets.
- Remove garbage.
- Sweep floors.
- Make sure coffee pot is unplugged and rinsed out including the grounds basket. ○ If grill/oven is used, please clean it.
- Make sure instant hot water switch near the sink is turned off.

REMEMBER: Please leave the building as clean and tidy as you found it.

THANK YOU

APPENDIX C-1 - 4-H LEASE AGREEMENT

The undersigned tenant agrees this _____ day of _____, 20____ to lease from the Kitsap Saddle Club (KSC), a Washington non-profit corporation at 1470 Saddle Club Road, Port Orchard, WA. On the day(s)

_____ (AM/PM) to _____ (AM/PM) upon the following conditions.

LEASE: The lease fee shall be \$ _____. Said fee shall be paid in advance on the first day of the month prior to the start of use. A fee of 1% per month / 12% per annum will be applied to any late payments. Groups (4H, Horse Organizations, other), having use of the KSC facilities at no charge (NC), are requested to provide assistance to the Club in the following manner: participate in KSC work parties, assist with KSC scheduled events (playdays, horse shows or clinics) when asked.

DAMAGE DEPOSIT: _____ Tenant shall pay a damage deposit, which shall be returned after a KSC board member has inspected the premises and made sure the premises have been returned to the condition it was in, prior to this lease activity. Tenant is responsible for cost of repairs for damage that occurs during group use. **LAWFUL USE:** Tenant agrees that they will not engage in any illegal activity on the premises nor will they allow others to engage in any illegal activities on the premises insofar as they have the power to stop such activities. Tenant may not use the facilities for fund raising purpose except when invited by KSC to participate in KSC scheduled events. **INSURANCE:** Tenant will obtain insurance to cover liability for any personal property damage that occurs during the rental period. Proof of such insurance shall be attached to this rental agreement prior to rental period. Owner shall not be liable for any damage or injury to Tenant or guests, or any other person, or property, occurring on the premises, any part thereof, unless such damage is the proximate result of the negligence or unlawful act of Owner, his agents or employees. Tenant agrees to hold Owner harmless from any claims for damages no matter how caused, except for injury or damage that is directly due to Owner's gross negligence or intentional misconduct.

PREMISES: This rental agreement pertains to the clubhouse, the use of the adjacent parking areas and the club grounds with the following restrictions:

7. Kitchen: Tenant may use the kitchen facilities, but may not use the perishable goods belonging to the Owner, including but not limited to: Paper products, plates, cups, condiments and towels. Any and all utensils used by Tenant shall be washed, dried, and put away. If used the kitchen area, including sinks, counters, tables and floor shall be cleaned.
8. Bathroom: The bathrooms are to be left in a clean and sanitary condition.
9. Tables and chairs: All tables and chairs are to be returned to their original location.
10. Floors: All floors need to be swept free of debris and spills mopped.
11. Garbage: Tenant agrees to remove any and all garbage and debris left by his/her use of premises, including the kitchen.
12. Parking: Parking shall be limited to the areas adjacent to the clubhouse. ~~Caretaker residence parking is to remain clear.~~

Tenant and his/her guests shall not damage and plantings or lawn areas. In the event of a dispute concerning this Agreement, the prevailing party shall be entitled to recover their reasonable attorneys' fees and costs. Any dispute shall be heard in the appropriate court of Kitsap County, Washington and all parties consent to jurisdiction therein.

ADDITIONAL CONDITIONS: No pets or animals are allowed in the clubhouse kitchen with the exception of service dogs. All animal waste must be cleaned up.

Tenant hereby acknowledges that they have read this agreement, understand it, and that he/she agrees to all of the terms and conditions contained herein.

Tenant: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Kitsap Saddle Club Representative: _____

General Building Checklist

- Wipe all counters and any tables used down and stack tables along the wall.
- Stack chairs in designated area.
- Sweep floors, collect all debris in dust pan and place in a trash can.
- Make sure heat is set at 54 degrees.
- Make sure toilets are not running after being flushed.
- If garbage cans are near full, combine into large trash can and place outside front door of building.
- Make sure lights are off except the porch light.
- Make sure both front and back doors are locked as well as kitchen (if used).

Kitchen Area (if used)

- Wipe counters and microwave.
- Wipe sinks and faucets.
- Remove garbage.
- Sweep floors.
- Make sure coffee pot is unplugged and rinsed out including the grounds basket. ○ If grill/oven is used, please clean it.
- Make sure instant hot water switch near the sink is turned off.

REMEMBER: Please leave the building as clean and tidy as you found it.

THANK YOU

APPENDIX D – STALL CONTRACT / MAINTENANCE AGREEMENT

THIS SECTION APPLIES ONLY TO THOSE MEMBERS WHO HAVE OBTAINED "PURCHASED" STALL ASSIGNMENTS ~~PRIOR TO DECEMBER 31, 2015. Stall assignments prior to December 31, 2015 have been issued on a "purchase/lease" basis to Club members. The stalls materials were "purchased" by the member, at a rate set by the Club or former owner of the materials. The ground the materials are on is "leased" by the owner from the Club on a yearly basis. The following agreement applies to those grandfathered in prior to December 31, 2015.~~ **who own stall lots.**

A member may "own/lease" up to two (2) stall lots. Stall assignment/agreement will be renewed on an annual basis, by the January meeting, at a ~~\$15.00~~ **\$30.00** fee per lot/~~stall~~, or stalls will be forfeited at the close of that meeting. Membership dues and any stall mowing fees must be paid in full prior to the ~~stall lot /stall~~ renewal. A member may ask to move to another set of stalls, if available, by contacting the Finance chairperson to request the change. Owners may choose to sell their stall assignments to another club member, or allow them to revert back to the club, prior to the end of their membership.

Stalls are to be built to KSC design standards of treated wood, sealed with a preservative not painted, and must be maintained in a safe condition by the stall owner. The Buildings and Lands chairperson may inspect the stalls for safety. Horses are not to be tied to stalls, for safety reasons. All replacement stalls are to be built of "square stock" (i.e. dimensional lumber). Existing stalls may be repaired to their existing standard until stalls need to be replaced. Alterations to design standards must be requested in writing to the KSC Board for approval, and may be presented by the stall owner or Finance Chair.

KSC STALL STANDARDS: 4 rails of 2"x6"x10ft. Posts- 4"x6"x8ft. Stall height 70". Gates 4ft wide with 2-3 6 to 8" strap hinges.

New locks on stalls must be combination type, with the combination given to Buildings and Lands for maintenance purposes. Members allowing use of their stalls for club events may provide the event chair with the combination or have the stalls unlocked the day before the event. The event chair will inspect stalls after the event, ensuring no damage and that they have been cleaned and locked.

Stall owners not renewing membership by the close of the January General Meeting lose right of ownership, with stalls reverting to the Kitsap Saddle Club.

Stalls owners are required to mow their stalls by 7pm of the Thursday prior to the events, during the months of April through September. Mowing includes the trimming of vegetation, to be maintained 4 inches or below in heights, in and around stalls and assigned parking area, from the arena to the road, or road to the woods. Mowing inspections will be conducted on Thursday by 7:30pm before events, by the Buildings and Lands ~~or Finance Chair or Caretaker~~. The Board may authorize Finance Chair to bill stall owners for maintenance fees at the rate of \$15.00 per month. ~~If previous mowing arrangements have been made for mowing times than the Caretaker will not be responsible for mowing the unmaintained stalls however, if the stalls are not mowed by the agreed upon time than the members will be charged the maintenance fees.~~ If mowing bills are not paid, the member will not be allowed to register and compete at any KSC show events until the bill is paid in full. If the bill remains unpaid stall renewal will be held until the member is in good standing.

Parking adjacent to stalls is reserved for stall owners. Vehicles may not extend in to the roadway, obstruct traffic or interfere with access to neighboring stall parking. Parking adjacent to the arena, in-gate paddock and arena exit is to be forward, with loading/off-loading away from these areas. Parking in front of the clubhouse shall not interfere with traffic flow. No horse or horse trailers are allowed west of the main entry road or behind the entry/announcers booth. These areas will be reserved for spectator and event official's parking.

Generators are to be turned off one hour before the start of event so they do not interfere with calls and announcements.

We ask that manure be moved from the stalls and placed IN, not in front of, the manure bin by the lower arena. Please remember to clean your parking area before leaving the grounds.

Please complete the Stall Agreement/Maintenance Agreement and return with appropriate fees:

SITE# _____ MOWING DUE _____ TOTAL _____

I have read the above stall assignment/agreement and I agree to abide by all of the stated rules.

Signature: _____ Printed Name: _____ Date: _____

Address: _____ Phone: _____

Finance Chair: _____ Date: _____ Phone: _____

Signature: _____ Assigned Stall: _____ Fee: _____ CASH / CHECK

APPENDIX D (Section 2) – STALL LEASE / MAINTENANCE AGREEMENT

~~THIS SECTION APPLIES ONLY TO THOSE MEMBERS WHO HAVE OBTAINED "LEASED" STALL ASSIGNMENTS AFTER APRIL 1, 2015.~~

A member may "lease" one set of two (2) stall lots. Stall assignment/agreement will be available annually, beginning January 1, at the cost of \$100 per set. Membership dues must be paid in full at the time this Agreement is accepted. A member may request a particular set of stalls; however, the Finance Chair will assign on a first-come, first serve basis.

Stalls owners are required to mow their stalls by 7pm of the Thursday prior to the events, during the months of April through September. Mowing includes the trimming of vegetation, to be maintained 4 inches or below in heights, in and around stalls and assigned parking area, from the arena to the road, or road to the woods. Mowing inspections will be conducted on Thursday by 7:30pm before events, by the Buildings and Lands, Finance Chair or Caretaker. The Board may authorize Finance Chair to bill stall owners for maintenance fees at the rate of \$15.00 per month. If previous mowing arrangements have been made for mowing times than the Caretaker will not be responsible for mowing the unmaintained stalls however, if the stalls are not mowed by the agreed upon time than the members will be charged the maintenance fees. If mowing bills are not paid, the member will not be allowed to register and compete at any KSC show events until the bill is paid in full.

All damages to the assigned stalls are the responsibility of the lease holder. Finance or Buildings and Lands will review the stalls prior to assignment and note any existing damages. At the conclusion of the year the stalls will again be checked for damages. Any damages not repaired and not noted at the beginning of the contract will be repaired by the Club and billed to the lease holder at the cost of materials plus 15% for time and labor. If damage bills are not paid, the member will not be allowed to register and compete at any KSC show events until the bill is paid in full.

Parking adjacent to stalls is reserved for stall owners. Vehicles may not extend in to the roadway, obstruct traffic or interfere with access to neighboring stall parking. Parking adjacent to the arena, in-gate paddock and arena exit is to be forward, with loading/off-loading away from these areas. Parking in front of the clubhouse shall not interfere with traffic flow. No horse or horse trailers are allowed west of the main entry road or behind the entry/announcers booth. These areas will be reserved for spectator and event official's parking.

New locks on stalls must be combination type, with the combination given to Buildings and Lands for maintenance purposes. Members allowing use of their stalls for club events may provide the event chair with the combination or have the stalls unlocked the day before the event. The event chair will inspect stalls after the event, ensuring no damage and that they have been cleaned and locked.

Generators are to be turned off one hour before the start of event so they do not interfere with calls and announcements.

We ask that manure be moved from the stalls and placed IN, not in front of, the manure bin by the lower arena.

Please remember to clean your parking area before leaving the grounds.

Please complete the Stall Agreement / Maintenance Agreement and return with appropriate fees:

I have read the above stall assignment/agreement and I agree to abide by all of the stated rules.

Signature: _____ Printed Name: _____ Date: _____

Address: _____ Phone: _____

Finance Chair: _____ Date: _____ Phone: _____

Signature: _____ Assigned Stall: _____ Fee: _____ CASH / CHECK

APPENDIX E – COURT REPRESENTATIVE INFORMATION SHEETS

COURT TRYOUT INFORMATION (SHEET 1 of 13)

Please read all information carefully. If you have any questions you may contact the Vice President or Court Advisor.

Complete and return the enclosed application with the \$25 application fee, a 5" x 7" head & shoulders photo of yourself, and your written essay to the Vice President or Court Advisor before the start of the September general meeting.

You will ~~present your speech~~ **give a brief introduction of yourself** to the general membership at the September KSC general meeting.

The tryout will take place ~~at the September Member Fun Day.~~ **The Second Saturday in September.**

The interview and judged speech portion of the pageant will be held at the KSC at 10:00 am. You will be judged on the following categories: written essay, speech, horsemanship, interview, personality, and appearance.

The riding portion will follow the interview/speech with sufficient time to prepare allowed. In the case of inclement weather or the arena is deemed unusable the location may be changed. In that event all contestants will be notified.

If you have any questions, please contact the Vice President or Court Advisor.

APPENDIX E – COURT REPRESENTATIVE INFORMATION SHEETS

COURT ADVISOR RESPONSIBILITIES & DUTIES (SHEET 2 of 13)

The Court Advisor shall be a member at least eighteen (18) years of age. He/she must be a member of the Kitsap Saddle Club for at least six (6) months prior to the appointment as the Court Advisor. The Court Advisor shall be recommended by the Vice-President and then approved by the general membership. The Court Advisor may serve with the Court in consecutive years, however; the Court Advisor should not normally be a parent/guardian of any of the serving court members. The Court Advisor may only serve on one court at a time.

The Court Advisor is responsible for the orderly running of Court business. The Court Advisor will be expected to have the Court prepared for events that are listed on the events calendar along with all club general meetings. The Advisor is expected to fully understand flag etiquette both ground presentation and horseback presentation. The Advisor will be expected to resolve all parental and child conflicts in a timely manner; if the problems cannot be corrected by the Advisor than the issue will be forwarded to the Court Committee for mitigation and then presented to the board for resolution. All conflicts shall be handled professionally and in private. At no time will the public witness outbursts that may be viewed as unprofessional and associated with the Kitsap Saddle Club Royal Court. The Court Advisor is expected to dress appropriately and to conduct herself/himself in a respectable manner: no foul language, unsportsmanlike conduct, improper acts, substance abuse or alcohol use while representing the Court. Such acts are cause for immediate expulsion from the Court and grounds for a formal grievance.

DUTIES:

1. To attend KSC meetings, ensure the Court is dressed appropriately.
2. To host the February KSC general meeting with the Royal Court.
3. To make a monthly Court report to the board, ensure a written report has been submitted to KSC "Hoofbeats".
4. To attend the KSC events calendar meeting and maintain a current Court calendar.
5. To assist with club functions (parties, potlucks, shows, play days, fund-raisers, etc.) as required.
6. To represent KSC and the Royal Court at all parades and events specified on the events calendar.
7. To designate a parent or designee to act as Advisor at functions/events the Court Advisor is unable to attend. Designee must be announced at the Board Meeting prior to the function/event and the name of the Designee placed in the Board Meeting Minutes.
8. To coordinate work on parade banners and decorations.
9. To choreograph and rehearse wall runs for arena events and ensure an acceptable brief biography of Court Members' and their mounts are provided to the event announcer.
10. To coordinate photograph sessions for the Royal Court.
11. To coordinate the design, development, and fitting of the Court attire.
12. To coordinate all Court fundraisers and provide a detailed breakdown of expenses and profits to the Treasurer for tracking of Court Funds.
13. Expense of Court funds will be made with the approval of the majority of the Court Representative and their parents/family member. If the decision is not made by the majority the tie will be decided upon with a vote from the President for final decision.
14. To coordinate Royal Court tryouts.
15. To accept applications for the following years Royal Court.
16. To ensure proper announcement of the upcoming years royal court tryouts and application deadlines.
17. To provide a detailed list of all court expenses to the Treasurer monthly.

Remember above all else that your primary duty as the Advisor is to make the time that the children serve on the royal court as meaningful, educational, and enjoyable as possible. Not to say that they should not work for the privilege of being the Royal Court, but that they should not have to deal with conflicts between parent/guardians during the time that they are serving on the court. You should always protect them from the public and from any negative reinforcement that may be taking place inside the club environment.

APPENDIX E – COURT REPRESENTATIVE INFORMATION SHEETS

COURT ADVISOR CONTRACT (SHEET 3 of 13)

It is required that the following set of rules be thoroughly understood and agreed to by every contestant and their parent(s) or family member(s). the Court Advisor.

1. Court Advisor must be a member of the Kitsap Saddle Club for six months prior to appointment. If you are selected to serve as a Court Advisor, you will be expected to help with club activities.
2. ~~No facial or tongue jewelry will be allowed for Court Advisor when representing KSC. Ears may be pierced; however, earrings must be tastefully selected.~~
3. The Advisor is expected to be on time for all events and ensure the Court is on time and prepared.
4. Court Advisor shall reside, on only one court, for one full year beginning January 1st.
5. The Court Advisor shall coordinate scheduled events in addition to the monthly general meetings.
6. The KSC will purchase the Sash for the oncoming court annually. However, the Club does not guarantee financial assistance for any other Royal Court expenses.
7. The Court Advisor will designate appropriate attire for each appearance and whether the mount is suitable for the tasks required.
8. The Court Advisor is required to remain at events until the event is completed or the Court is no longer required at the event.

I have read the Court Advisor contract and agree to abide by the KSC rules as presented in this contract and in the KSC bylaws. I understand that if I become the KSC Royal Court Advisor I will be required to sign a KSC Court Advisor contract before my appointment will be accepted.

Court Advisor Signature: _____ Date: _____

VP / President Signature: _____ Date: _____

APPENDIX E – COURT REPRESENTATIVE INFORMATION SHEETS

SENIOR/JUNIOR COURT REPRESENTATIVE RESPONSIBILITIES & DUTIES

(SHEET 4 of 13)

The Senior Court shall be made up of members between the ages of fourteen (14) ~~to~~ and eighteen (18) years of age as of January 1st of the reigning year. He/she must be a member of the Kitsap Saddle Club for at least six (6) months prior to the pageant. The Queen/King will be chosen from the Senior Court applicants. A member may serve on the Court in consecutive years, however; the reigning Queen/King may not run for Queen/King the following year unless there are no other Senior applicants for the Court.

Try-out information will be announced in the July edition of the KSC "Hoofbeats".

Parents, adult family member or approved chaperone are responsible to provide transportation, attend Court functions and support the activities of the Court. Court members are asked to be prepared for events, without distraction from friends that may interfere with Court duties. Court members and their parents, family member or adult chaperone are expected to dress appropriately and to conduct themselves in a respectable manner: no foul or abusive language, unsportsmanlike conduct, improper acts, substance abuse or alcohol use while at court functions. Such acts are cause for immediate expulsion from Court.

DUTIES:

1. To attend KSC meetings, in Court outfit unless arrangements are made with Court Advisor.
2. ~~To host the February KSC general meeting in Court outfit.~~
3. To make a monthly Court report, with written report submitted to KSC "Hoofbeats" as requested.
4. To assist with club functions (parties, potlucks, shows, play days, fund-raisers, etc.) as requested.
5. To present awards at KSC events as requested by event chairperson.
6. To represent KSC at parades, either in vehicles, on foot, or on horseback.
7. To work on parade banners and decorations as requested.
8. To do wall runs at arena events.

The Junior Court shall be made up of junior members between the ages of eight (8) ~~to~~ and thirteen (13) years of age as of January 1st of the reigning year. He/She must be a member of the Kitsap Saddle Club for at least six (6) months prior to the pageant. Junior members may serve on the Junior Court in consecutive years.

Try-out information will be announced in the July edition of the KSC "Hoofbeats".

~~Parents are responsible to provide transportation, attend Court functions and support the activities of the Court.~~ **Parents, adult family member or approved chaperone are responsible to provide transportation, attend Court functions and support the activities of the Court.** Court members are asked to be prepared for events, without distraction of friends that may interfere with Court duties. Court members and their parents are expected to dress appropriately and conduct themselves in a respectable manner: no foul or abusive language, unsportsmanlike conduct, improper acts, substance abuse or alcohol use while at court functions. Such acts are cause for immediate expulsion from Court.

DUTIES:

1. Attend KSC meetings, in court outfit unless arrangements are made with Court Advisor.
2. ~~Co host the February KSC general meeting in Court attire.~~
3. Assist with club functions (parties, potlucks, fund-raisers, etc.) **as requested**
4. Represent KSC at parades, as requested by Court Advisor.
5. Work on parade banners and decorations as requested.
6. Present awards at KSC events as requested by event chairperson.

**APPENDIX E – COURT REPRESENTATIVE INFORMATION SHEETS
COURT TRYOUT APPLICATION (SHEET 5 of 13)**

The Court Tryout will consist of these three parts: Written Essay, Speech, **Interview**, and ~~Riding ability~~
Horsemanship

Written Essay: See Appendix E Sheet 8 of 12

Speech: See Appendix E Sheet 8 of 12

Interview: See Appendix E Sheet 11 of 12

Senior/Junior Horsemanship Pattern: See Appendix E Sheet 8 of 12

Name: _____

Age: _____ (as of Jan 1, reigning year)

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Do you wish to be considered for King / Queen YES NO

If I am selected to be a Court Representative, I agree to abide by the rules and regulations as established by the Club for Court members and will do all in my power to fulfill the duties and responsibilities of a Court member.

I have read all of Appendix E of the KSC Bylaws: YES NO

Applicant Signature: _____ Date: _____

I give my consent for my son/daughter to participate in the Kitsap Saddle Club Court Representative try-outs. If he/she should be selected as a member of the KSC court, I agree to abide by the rules and regulations as established by the Club and do here further agree to provide transportation and support the activities of the Court.

I have read all of Appendix E of the KSC Bylaws: YES NO

Parent / Guardian Signature: _____ Date: _____

Please complete and return application with a nonrefundable \$25 application fee to the Vice-President or Court Advisor by the start of the September KSC general meeting.

APPENDIX E – COURT REPRESENTATIVE INFORMATION SHEETS
COURT CONTESTANT CONTRACT SHEET (6 of 13)

It is required that the following set of rules be thoroughly understood and agreed to by every contestant and their parent(s) or family member(s).

1. Parents/guardians and contestant must be members of the Kitsap Saddle Club for six months prior to the pageant. If you are selected to serve as a Court member, you and your parents will be expected to help with the club activities.
2. Contestants must be single ~~and living with their parent/guardian~~. Those who have been married, ~~are living with someone other than their parent/guardian~~, or have children or are pregnant are not eligible to compete.
3. ~~No facial or tongue jewelry will be allowed for Court members while at court functions. Ears may be pierced; however, earrings must be approved by the Court Advisor.~~
4. Contestants for Junior Court must be 8 to 13 years old by January 1st of the reigning year. Contestants for Senior Court must be 14 to 18 years old by January 1st of the reigning year.
5. Contestants will be judged on their essay, the presentation of the essay, a personal interview with the panel of judges and the horsemanship pattern. They will be judged on appearance and personality throughout the pageant. During your interview, you will be asked questions about yourself, your horse, why you would like to serve on the Court and an impromptu question.
6. Contestants must compete in western attire and use western equipment on their horse. Any contestant excessively whipping or spurring their horse or abusing their horse in any way will be disqualified. Practice good horsemanship.
7. ~~You~~ **Senior Court** will be asked to ride a pattern course, for the horsemanship portion of the try-outs. You will be judged on appearance, personality and horsemanship. Clean tack and a well-groomed horses are important during riding. No stallions may be used for Court try-outs or Court activities. Junior contestants may participate in-hand ~~or mounted~~.
8. There will be no coaching of contestants during any portion of the try-outs. Coaching may be grounds for disqualification.
9. Contestants will be disqualified if they miss any portion of the try-outs. Contestants are expected to be on time for all events.
10. The Queen/King title will be filled by the Senior contestant with the most points overall at the end of the tryouts.
11. The points will be scored by the judges, given to the appointed auditors for verification and then given to the KSC Vice-President. The results of the judging will be announced at the ~~November General meeting~~. Coronation of the Court will be held **in December**, at the KSC Christmas Party.
12. Court members shall reign for one full year beginning January 1st
13. Court members will participate in scheduled events in addition to the monthly general meetings as requested by the Court Advisor.
14. The KSC will purchase the Sash for the oncoming court annually. However, the Club does not guarantee financial assistance for any other Royal Court expenses.
15. Court members may be asked to participate in flag presentation, parades or other public events that will require a suitable mount. The Court Advisor will designate appropriate attire for each appearance.
16. Court attire is not to be worn for anything other than official Court activities and functions.

**APPENDIX E – COURT REPRESENTATIVE INFORMATION SHEETS
COURT CONTESTANT CONTRACT (SHEET 7 of 13)**

- 17. Parents, adult family member or approved chaperone must provide transportation for the horse to all required events and remain on premises while court member is riding.
- 18. Court members are required to remain at events until released by the Court Advisor.
- 19. Parent, **adult** family member or ~~appointed designee~~ **approved chaperone** may provide transportation for court member to all required events.

I have read the Contestant Contract and agree to abide by the KSC rules as presented in this contract and in the KSC bylaws. ~~I understand that if I become a member of the KSC Court. I will be required to sign a KSC Court contract before my membership on the Court will be accepted.~~

Contestant Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

VP / President Signature: _____ Date: _____

APPENDIX E – COURT REPRESENTATIVE INFORMATION SHEETS

WRITTEN ESSAY AND SPEECH (SHEET 8 of 13)

1. Written essay items:
 - a. Introduction.
 - b. Personal interests.
 - c. Personal history.
 - d. Achievements.
 - e. Reasons for Court interest (including what you intend to do for the Club).
 - f. Future plans.
2. Speech items:
 - a. Introduction.
 - b. Personal interests.
 - c. Personal history.
 - d. Achievements.
 - e. Reasons for Court interest (including what you intend to do for the Club).

HORSEMANSHIP PATTERN

Junior Court contestants may ask for assistance when mounting and dismounting. Junior Court contestants will not be required to do a wall run or lope their horses. Junior contestants may participate in-hand.

Mounted Pattern:

1. Open gate, enter arena and close gate.
2. Mount and walk to the out-gate.
3. Lope on correct lead to announcer's booth.
4. Jog to center of arena and end facing the announcer's booth.
5. Lope a figure 8 using a simple lead change.
6. Stop and back-up four steps.
7. Dismount for inspection.
8. When asked, remount and walk to out-gate. Senior Court contestants will begin and end your wall run at the out gate.
9. Stop and acknowledge judges before leaving the arena.

In-Hand Pattern:

1. Open gate, enter arena and close gate.
2. Walk to the out-gate.
3. Trot to announcer's booth.
4. Walk to center of arena and end facing the announcer's booth.
5. Stop and back-up four steps.
6. Prepare for inspection.
7. When asked, walk to out-gate.
8. Stop and acknowledge judges before leaving the arena.

**APPENDIX E – COURT REPRESENTATIVE INFORMATION SHEETS
JUDGES’ SCORE SHEET (SHEET 9 of 13)**

Written Essay

Description	Comments	Points	Score
Content		10	
Reason for Court Interest		10	
Achievements		10	
Future Plans		10	
Spelling, Punctuation, & Capitalization		10	
Neatness, Organization & Clarity		10	

TOTAL SCORE 60

APPENDIX E – COURT REPRESENTATIVE INFORMATION SHEETS

JUDGES’ SCORE SHEET (SHEET 10 of 13)

Speech

Description	Comments	Points	Score
Overall Content		10	
Reason for Court Interest		10	
Achievements		10	
Future Plans		10	
Contestants’ plan to balance duties of Court with other responsibilities		10	
Presentation of Speech		10	
Interesting & Smooth Flowing		10	
Confident & Projected Voice appropriately		10	
Friendliness, Poised, & Relaxed		20	

Total

100

APPENDIX E – COURT REPRESENTATIVE INFORMATION SHEETS

JUDGES' SCORE SHEET (SHEET 11 of 13)

Horsemanship Mounted

Description	Comments	Points	Score
Gate		5	
Lope		10	
Figure 8		10	
Stop & Back		10	
Dismount		5	
Inspection		5	
Remount		5	
Walk		10	
Wall Run		10	
Body Position / Equitation		25	
Demonstrated Control of Mount		30	
Friendly & Projects Personality to Crowd		25	

TOTAL 150

APPENDIX E – COURT REPRESENTATIVE INFORMATION SHEETS

JUDGES' SCORE SHEET (SHEET 12 of 13)

Horsemanship In-Hand

Description	Comments	Points	Score
Gate		5	
Trot		10	
Stop & Back		10	
Inspection		5	
Demonstrated Control of Horse		25	
Friendly & Projects Personality to Crowd		25	

TOTAL 80

APPENDIX E – COURT REPRESENTATIVE INFORMATION SHEETS

JUDGES' SCORE SHEET (SHEET 13 of 13)

Interview

Description	Comments	Points	Score
Able to Converse & Clear Projection of Voice		25	
Clothing & Hat Clean, Neat, Well Fitting & Stylish		25	
Clear, Confident, & Appropriate Responses		25	
Friendly, Relaxed, Poised & Projects Personality		25	

Total

100

APPENDIX F – RESERVED FOR YOUTH PROJECT

APPENDIX G – SHOW FORMS

Type of show: _____ Date: _____

DEBITS:

- 1. Judges Fees: _____
- 2. Insurance: _____
- 3. Advertising: _____
- 4. Printing Costs: _____
- 5. Kitchen Tab: _____
- 6. Miscellaneous (itemize below): _____

TOTAL DEBITS: _____

CREDITS:

- 1. Entry fee, Cash _____
- 2. Entry fee, Check _____
- 3. Miscellaneous (itemize below): _____

TOTAL CREDITS: _____

TOTAL CREDITS: MINUS TOTAL DEBITS: _____

TOTAL PROFIT OR LOSS: (this may be a negative number) _____

PROFIT OR LOSS: _____

PLUS START-UP MONIES: _____

GRAND TOTAL: _____

MISCELLANEOUS DEBITS:

MISCELLANEOUS CREDITS:

Show Steward Signature: _____ Printed: _____

Witness Signature: _____ Printed: _____

LIST OF DAILY HIGH POINT WINNERS:

ENGLISH

WESTERN

APPENDIX H - GRIEVANCE JUDGMENT GUIDELINES

(SHEET 1 OF 4)

Purpose: This appendix has been developed to provide guidelines for the Board to make fair and unbiased decisions toward the judgment awarded to a formally filed grievance. These guidelines in no way are binding and should be considered just that, guidelines. If a grievance has been deemed so grievous that it should be dealt with in a harsher manner, the Board has the power and responsibility to award judgment as they see fit for the grievance filed and considered.

The following is provided as guidance in handling the grievance process. This is not to be considered the only judgments that may be awarded.

Grievances shall not be limited to only items that may be "deemed to be detrimental to the Clubs good name and standing in the community." The Club and the Board are not qualified to determine whether a member has unlawfully harassed, assaulted or committed an illegal act against another member. If these are the charges that are being brought forward they will be returned to the filing member for pursuit in criminal or civil court. A grievance may be filed against any member for actions in violation of club by laws or standing rules. The following list of items that may warrant a grievance is provided below. This list is not all inclusive and is provided as an example only:

1. Aggressive physical behavior to another member or guest on club grounds.
2. Aggressive or inflammatory verbal behavior to another member or guest on club grounds.
3. Unwanted physical contact, of any type, that may be interpreted as inappropriate by the "rational person."
4. Inflammatory emails or any other media that are aimed at the destruction of the Club or its member (s) by another club member (s).
5. Behavior in the general public that is deemed to be detrimental to the clubs good name and standing in the community. (i.e.: public drunkenness while representing the Saddle Club, scandalmonger).
6. Any form of media that is found inappropriate by the "rational person" that references or is addressed to the Kitsap Saddle Club ~~that's~~ whose contents may be deemed detrimental to the Club or its members.

A grievance may be filed against any member (s) for actions in violation of club by laws or standing rules.

- a. The member (s) bringing charges shall state their concern or charges in writing and attend the next board meeting at which time said charges shall be considered in closed session by the board.

If the charges are against a member (s):

1. At this time the member will bring all evidence to the Grievance Committee Chair and the Board for consideration. Any statements provided by minor children shall be considered, however it is the policy of the Club to not involve minor children in questioning or testifying.
2. The member will read the grievance, provide any evidence, and answer any questions that the Board may have pertaining to the grievance.
3. At this time there will be no deliberation over the grievance by the Board.

**APPENDIX H - GRIEVANCE JUDGMENT GUIDELINES
(SHEET 2 OF 4)**

If the charges are against the Board:

1. At this time the member will bring all evidence to the Grievance Committee Chair and the Board. Any statements provided by minor children shall be considered, however it is the policy of the Club to not involve minor children in questioning or testifying.
 2. At this time there will be no deliberation over the grievance by the Board. The President and the Grievance Committee Chair will select a panel of (3) unbiased persons. These persons shall be selected from professional people (i.e.: law enforcement, fire fighters, teachers, military) and not affiliated with the Kitsap Saddle Club to deliberate over the grievance.
 3. The member will read the grievance, provide any evidence, and answer any questions that the Panel may have pertaining to the grievance.
- b. The charged person must be notified in writing, stating charges, and signed by the Grievance Committee Chair and the President fifteen (15) days in advance of a hearing. The charged member will be requested to attend the meeting where charges will be considered by the board. If the member fails to schedule an acceptable meeting time, the Board will assign a date and time to consider the charges. At that time the Board will determine any judgments to be awarded, whether the accused member attends the meeting or not. If the grievance is against the board, the accuser will be notified of the time and place that the unbiased panel will meet so as to provide the opportunity to explain the grievance and answer any questions the panel may have. The Board and Chairs will be notified of the time and place that the unbiased panel will meet as to provide the opportunity for rebuttal of the charges. At this time the panel will deliberate and determine disposition of the grievance.
1. Normally the accused member will be notified within five (5) business days of the grievance filed against them.
 2. In the notification it will include a letter from the Board, a copy of the official signed grievance letter, and copies of all evidence/statements provided to the board.
 3. If possible, the grievance shall be dealt with in the same calendar month as it was filed. The Grievance Chair will arrange a time with the accused to present their rebuttal to the accusations. If the accused is unable to attend and cannot provide an adequate time for the meeting than the Board will convene at the originally scheduled date.
 4. At this meeting all of the evidence will be presented and considered. At the completion of this Board meeting the grievance judgment will be determined and the Grievance Chair will carry out the direction of the Board for resolution of the grievance and report the completion to the President.

APPENDIX H - GRIEVANCE JUDGMENT GUIDELINES

(SHEET 3 OF 4)

- c. The grievance judgment will be determined using guidelines identified in Appendix H. Once the judgment has been finalized, the grievance is closed. The original grievance cover letter will be retained and all supporting evidence is to be destroyed.
- d. Unless exonerated at the board meeting, the charged member may request membership vote at the next general meeting. A 2/3 vote of members present is required to uphold the board's recommendation. Notification by newsletter or special mailing ten (10) days prior to the general meeting is required.
 - 1. Notification is to be conducted only if challenging the Board's decision. This notification may be conducted one of four (4) ways. The secretary under the direction of the Grievance Chair will take one of the following actions: publish the notification in the Hoofbeats, send a special mailing out to all members, send a traceable email to all club members, or contact via telephone.
- e. Any dues paid shall be non-refundable to expelled members.

All offenses shall be handled privately, in a closed board meeting. It is the responsibility of the Board to ensure that all discussions and evidence brought forward in the closed board meeting are held in confidence. If information from the closed board meeting is leaked to the general membership or discussed openly in public than the Board member determined to be responsible shall be removed from the board immediately. However, in the event that the Club, the Board or any individual board member is legally required to disclose information in any subsequent civil or criminal case pursuant to a validly issued subpoena, this shall not be considered an improper disclosure and no penalty shall be imposed. Closed Board meetings are exactly what they sound like CLOSED. That information is sensitive enough that it may cause undue hardship for the members involved or provide embarrassing facts to the general membership or public that may cause irreparable damage to the Club or its membership.

The following is provided as guidance for determining appropriate judgments against a member. Judgments should be handled in an escalating manner. A member should not normally be expelled for a first-time offense unless the offense has been deemed so grievous that it is not in the best interest of the Club to maintain this individual as a member.

All grievances and judgments, except expulsion, only stand for one calendar year.

These sanctions are not binding in the grievance process. It is provided for clarification of the grievance process and some suggestions of judgments. Ultimately, the decision lies with the Board as to the outcome of the formally filed grievance.

- a. Verbal warning from the Grievance Chairperson and documented in a members file as to the action taken.
- b. Written warning from the Board to be delivered via registered return receipt mail.
- c. If sitting a board position, removal from the Board.
- d. Loss of the member use day for that calendar year.
- e. Loss of the use of the club grounds except during public events for that calendar year.
- f. Expulsion from the club for that calendar year.
- g. Permanent expulsion from the club.

APPENDIX H - GRIEVANCE JUDGMENT GUIDELINES

(SHEET 4 OF 4)

KITSAP SADDLE CLUB GRIEVANCE

DATE: _____

I, _____ (accuser), am filing a formal grievance against
_____ (accused) for events that occurred on
_____ (date of offense). _____ (accused), was in
violation of the following by-laws / standing rules:

(List the by-law / standing rule by Article or Rule Number)

Description of the Offense:

Accuser Signature: _____

Grievance Committee Chair Signature: _____

Disposition of Offense:

Grievance Committee Chair Signature: _____ Date: _____

President's Signature: _____ Date: _____

**APPENDIX J – KSC SCHOLARSHIP APPLICATION
(SHEET 1 of 4)**

~~The Kitsap Saddle Club wishes to announce the opening of the~~ Kitsap Saddle Club SCHOLARSHIP application for one \$500.00 scholarship. This scholarship is open to active KSC members or active members of 4H/FFA programs. This scholarship will be awarded to High School students entering College I University, Apprenticeship Programs, Technical Schools, as a full time student, or a undergraduate currently enrolled in a open major. A person may receive the \$500.00 Scholarship only once. The applicant must submit the following requirements:

1. Acceptance to a recognized accredited College I University, Apprenticeship Program, or Technical School.
2. A copy of High School grade transcript and if applicable a College I University, Apprenticeship program or Technical School transcript must be submitted with application.
3. Obtain at least two letters of character reference (one preferable from profession you are majoring in).

SCHOLARSHIP PANEL

1. The scholarship Selection Panel will consist of at least three persons. Two professionals and one other individual.
2. The people on the panel should have knowledge of the scholarship application process.
3. The Scholarship Selection panel will review the applicants and paperwork. An interview will be used to determine final selection. Interview may include questions dealing with applicants' future aspirations.

SCHOLARSHIP COMMITTEE

FUNDING AND DISBURSEMENT RECOMMENDATIONS:

1. Each year have an annual fundraiser that specifies the earned monies will benefit the Scholarship Fund.
2. Announcement of Scholarship winner will be at the August Kitsap Saddle Club General Meeting.
3. Payment will be made to the individual upon proof of enrollment.
4. Each year the scholarship Committee will make a recommendation on the number if any to be awarded that year.

**The deadline for the scholarship application
must be postmarked no later than June 1st .**

APPENDIX J – KSC SCHOLARSHIP APPLICATION
(SHEET 2 of 4)

This form and the completed nomination guidelines may be photocopied. This form, by itself, IS NOT a complete nomination package. This form must be fully completed, if the applicant has no information to complete a section, place (none) in space provided. This scholarship will be granted to you or the school of your choice. To be eligible for this scholarship: (1) You must be a resident of Washington State and an active KSC member or active in 4HIFFA. (2) You must have a cumulative Grade Point Average of 3.0 or above. (3) It is preferred that your education be in the professional field. To be considered, your application and all supporting information must be postmarked no later than June 1st. Each applicant's materials must be mailed in a 9" x 12" envelope.

Name: _____

Address: _____

Phone: _____ Birthdate: _____

Parents Names & Occupations:

Father: _____ Occupation: _____

Mother: _____ Occupation: _____

School Activities:

Community Activities:

Interest / Hobbies:

What career do you plan to follow? _____

What colleges, apprenticeship programs, or technical school do you anticipate applying to?

**APPENDIX J – KSC SCHOLARSHIP APPLICATION
(SHEET 3 of 4)**

Essay:

This essay is your opportunity to let us get to know you. We hope that you will tell us something we might not learn from the rest of your application. For example, use the essay for something that is important to you. Inform us about people who have influenced you, significant experiences, your values and goals. Please limit your essay to two pages, but no less than one page, single spaced, **size 10 font**.

ACADEMIC INFORMATION (Complete all statements that apply.)

High School: _____

High School Address: _____

If not in high school – highest grade completed: _____

College: _____ # of years: _____

Major: _____

College Address: _____

National Testing Scores (only if you are applying as a Senior):

SAT Verbal _____ SAT Math _____ Date Tested: _____

ACT: Verbal _____ ACT Math _____ Date Tested: _____

Field in which you are majoring or plan to major and your plans:

Other Data Required:

1. A profile style photograph, black and white or color (2' minimum, 4'x5' maximum) for promotional purposes only.
2. Please mail your application and all required supporting information by June 1st to

Kitsap Saddle Club

PO Box 1042

Port Orchard, Wa 98366

Please have your high school counselor or principal complete the following section:

**APPENDIX J – KSC SCHOLARSHIP APPLICATION
(SHEET 4 of 4)**

Cumulative Grade Point Average: _____ ACT / SAT Composite Score: _____

Class Ranking: _____ out of _____ graduating class.

I verify that the above information and data are correct.

Signature: _____ Date: _____

Title: _____

By my signature I certify that all responses to the above questions are truthful and original. I further authorize the Kitsap Saddle Club to hold a copy of my transcript and other records, and to share this application with scholarship donors and committee members.

Signature of Applicant: _____ Date: _____

~~APPENDIX L KITSAP SADDLE CLUB~~

~~Penny A Mile~~

~~Rules SHEET 1 OF 2~~

~~Every 15 minutes of riding time equals 1 mile. Miles are calculated on one rider/one horse combination. If you are going to sign up and ride multiple horses then each rider/horse combination needs separate enrollment, tracking and payment. Miles count from the day you sign up. Miles are counted from October 1st to September 30th. All fees must be paid by the November general meeting to qualify for Penny a Mile awards. Enrollment is not automatic, you must re-enroll each year you participate in Penny a Mile. You are responsible to track your own miles and pay all fees on time.~~

~~MOUNTED DIVISION:~~

~~All riding counts, including arena, pleasure, trail, driving, lessons and showing. Please note that only your actual riding time counts, ground work, grooming, saddling, lunging, and all non riding activities do not count for Penny a Mile.~~

~~IN HAND DIVISION:~~

~~Every 15 minutes of active work equals 1 mile. All active work counts. i.e. ground work, lunging, ground driving, in hand competition, trail in hand, etc. Grooming, saddling, etc. does not count.~~

~~There shall be no cross entry allowed between Mounted and In Hand Divisions~~

~~APPENDIX L KITSAP SADDLE CLUB~~

Penny A Mile

~~Rules SHEET 2 OF 2~~

APPENDIX K – Daily Stall Rental Agreement

Stall Number(s): _____

Date: _____

Kitsap Saddle Club (KSC) rents stalls on a daily basis for a fee of \$_____ per day or

\$_____ per event. These stalls are owned by members of this organization who choose to make them available for the convenience of guests of the Club. At the end of the day, these stalls need to be returned to the condition in which they were originally rented. By signing this agreement, you agree to collect and remove all manure and trash and to close and lock gates.

You also agree to deposit \$_____ to cover any possible damages. This fee will cover materials and labor required to repair any damages caused by your horse(s) to these structures. If there are no damages as agreed to by a member of the KSC Show Staff, this fee will be returned in full upon sign off of this form.

Renter's Name: (print name) _____

Signature: _____ Date: _____

Please describe below any damages that you observe before taking occupancy of these stall(s):

Witnessed by KSC Show Staff: _____ Time: _____

To receive a full refund, a representative of the KSC Show Staff must inspect and sign off on this form.

Comments by KSC Staff: _____

KSC Show Staff Sign Off: _____ Time: _____

Note: Kitsap Saddle Club reserves the right to refuse service based on former non-compliance with these rules or failure to pay rental fees or damages

