

THE KITSAP SADDLE CLUB

**1470 SADDLE CLUB ROAD SE
PORT ORCHARD, WA. 98366**

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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 nineteen (19) thru twenty-three (23) enrolled in school (eg: 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 or volunteer service fee, 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.
 - 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 or volunteer service fees.
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. 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 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.
 - 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. 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.
- * See Appendix C: Non-Profit Lease Agreement.
9. 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 acts/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 - INDEMINIFCATION 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 and 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.
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. This list shall include the volunteers hours members have completed for the current year (to date) along with the year the member/family joined KSC.
 - 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 / 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.
* See 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.
* See Appendix B - Rental Agreement
* See Appendix C - Non-Profit Lease Agreement
* See Appendix D - Stall Assignment/Maintenance Agreement
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.
 - b. To oversee any construction done on the Club grounds.
 - c. To ensure that the Club grounds and buildings are safe for use.
 - d. To see that the grounds are ready prior to all shows held on the grounds.
 - e. Is responsible for winterizing the Club facilities.
 - f. To Chair the Development committee.
 - g. To maintain and inventory of clubhouse furnishings (tables, chairs, etc.), tools and maintenance equipment.
 - h. 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

6. The duties of the Publicity chairperson shall be:
 - a. To furnish newspapers with all the publicity concerning the Club's activities.
 - b. To insure 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 Liasion 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.
 - 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.
*See 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 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 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.

* See 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 7:00 pm. 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 Monday prior to the general membership meeting at a time to be determined by the board and announced to the membership.
 - 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-LAW

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 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.

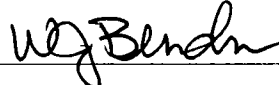
ARTICLE XVII - LIST OF APPENDICES


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 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	Daily Stall Rental Agreement

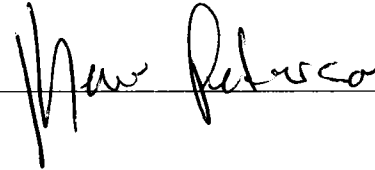
ARTICLE XVIII - BOARD OFFICERS APPROVAL

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

KSC President:  Date 3-6-19

KSC Vice-President:  Date 3-6-19

KSC Secretary:  Date 3-6-19

KSC Treasurer:  Date 3-6-19

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 / 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.

APPENDIX A
KITSAP SADDLE CLUB STANDING RULES
SHEET 2 OF 2

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 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, A Washington non-profit corporation, the Clubhouse at 1470 Saddle Club Rd. 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 to any 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 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 club grounds with the following restrictions:

- * **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.
- * **Bathroom:** The bathrooms are to be left in a clean and sanitary condition.
- * **Tables and chairs:** All tables and chairs are to be returned to their original location.
- * **Floors:** All floors need to be swept free of debris and spills mopped.
- * **Garbage:** Tenant agrees to remove any and all garbage and debris left by his/her use of premises, including The kitchen.
- * **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

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

Kitchen Area (if used)

- o Wipe counters and microwave.
- o Wipe sinks and faucets.
- o Remove garbage.
- o Sweep floors.
- o Make sure coffee pot is unplugged and rinsed out including the grounds basket.
- o If grill/oven is used, please clean it.
- o 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, the Clubhouse located at 1470 Saddle Club Road, Port Orchard, WA. On the day(s) _____ time _____ (AM)(PM) to _____ (AM)(PM) upon the following terms and 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 (play days, 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 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 or property damage that occurs during the rental period. Proof of insurance shall be submitted with this agreement. KSC shall not be liable for any damage or injury to Tenant guests, or any other such persons, or to any property, occurring on the premises, any part thereof, unless such damage is proximate result of negligence or unlawful act of KSC, their agents or employees. Tenant agrees to hold KSC harmless from any claims for damage no matter how caused, except for injury or damages caused by gross negligence or intentional misconduct of KSC.

PREMISES: This Lease agreement pertains to the clubhouse and use of the adjacent parking areas with the following restrictions: The tenant is to inspect the premises to insure lights are off and doors are locked before leaving the grounds.

- * **Kitchen:** Tenant may use the kitchen facilities, but may not use the kitchen grill or perishable goods belonging to the Club, including but not limited to : paper products, plates, Styrofoam cups, towels and condiments. When used, the kitchen area, including sinks, counters and tables shall be cleaned. Any and all kitchen utensils used by Tenant shall be washed, dried and put away.
- * **Bathroom:** The bathrooms are to left in a clean and sanitary condition.
- * **Tables & Chairs:** All tables and chairs are to be returned to their original place.
- * **Floors:** All floors are to be swept free of debris and spills mopped up.
- * **Garbage:** Tenant agrees to remove any and all of their garbage and debris.
- * **Parking:** Parking is limited to areas immediately adjacent to the clubhouse. Caretaker residence parking is to be kept clear.

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.

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.

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

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

Kitchen Area (if used)

- o Wipe counters and microwave.
- o Wipe sinks and faucets.
- o Remove garbage.
- o Sweep floors.
- o Make sure coffee pot is unplugged and rinsed out including the grounds basket.
- o If grill/oven is used, please clean it.
- o 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