

# The Bylaws of the Fox Valley Trail Riders, Inc.

October 17, 2005

## ARTICLE 1: NAME

This club shall be called the Fox Valley Trail Riders, Inc., a non-profit corporation.

## ARTICLE 2: PURPOSE

The purpose of this club shall be to promote interest in horses and to bring its members together for trail rides.

## ARTICLE 3: MEMBERSHIP

1. All members shall be primarily interested in horses.
2. All members over 16 years shall be entitled to vote.
3. If for any reason a member or guest is guilty of conduct unbecoming of a lady or gentleman, the executive board shall have the power to suspend or expel said member from the club and to bar the guest from any future rides.

## ARTICLE 4: MEETINGS

1. Meetings to transact business may be called by the president or executive board at any time during the year. The purpose of said meeting shall be stated in the call.
2. The final meeting of the year shall be held after November 15 but no later than December 15 of the year.

## ARTICLE 5: REVENUES / DUES

1. Monies for the operation of this club shall be obtained from membership dues, added assessments on dinner reservations, registration fees, and the sale of refreshments, arm insignia, emblems, etc. Such monies should not be in excess of the operational needs of the club.
2. The annual dues shall be determined annually by the executive board.
3. Application for membership shall be accompanied by the required dues, along with the full name and proper address of the applicant. All changes of address shall be reported to the secretary as soon as possible. A membership card signed by the secretary will be issued at the time the dues are paid.

4. (Amended Nov. 2011) Dues must be paid by the first of March of each year for a member to be in good standing. All members who have not paid their dues by June 1 will be dropped from the mailing list.

## ARTICLE 6: OFFICERS

1. The officers of the club shall be a president, vice president, secretary, and treasurer.
2. All officers shall be elected by ballot at the final meeting of the year. They shall neither take over their duties of office before January of the following year, nor relinquish them before December 31 of the same year.
3. All officers must be current members of the club.

## ARTICLE 7: DUTIES OF THE OFFICERS

1. **PRESIDENT:** The president shall preside at all meetings of the club and of the executive board. He/she exercises general supervision over the affairs and activities of the club and shall see that the articles of the constitution and the bylaws are upheld at all times.
2. **VICE PRESIDENT:** The vice president shall assume the duties and responsibilities of the president in his/her absence.
3. **SECRETARY:** The secretary shall be custodian of all records and properties of the club.
  - a. The secretary shall give notice to all members of meetings of the club, to the executive board of all board meetings, and to all members of trail rides and other activities.
  - b. The secretary shall keep minutes of all meetings, which shall be an accurate and official record of all business transacted.
  - c. The secretary shall conduct all correspondence of the club.
4. **TREASURER:** The treasurer shall be the custodian of all funds of the club. A record shall be made of all receipts and expenditures. A monthly report is to be made to the executive board and a full yearly report at the final general meeting of the year.
  - a. All bills are to be paid by check, all checks bearing the signature of two officers—either the treasurer, vice president, or president. All three of these officers need to be registered as signers on the account. All checks are to be entered in a cashbook on the day and month they are issued. Checks covering more than one purchase are to be itemized in the cashbook.
  - b. All receipts are to be deposited in the bank. The only cash kept on hand should be the amount that is kept as a change fund by the treasurer. All checks issued to be petty cash are to be listed in the cashbook and itemized. The amount of money in the change fund and petty cash are to be decided by the current executive board.
  - c. The book balance at the end of the month should agree with the bank balance plus any change and the petty cash fund. When the bank statement is received, it should be

reconciled with the checkbook balance according to the instructions on the back of the statement.

## ARTICLE 8: EXECUTIVE BOARD

1. The executive board shall consist of all club officers and six directors elected by the club. The directors shall be elected three annually, each to serve a term of two years.
2. The executive board shall meet once a month throughout the year to promote and transact business of the club, subject to the approval of the membership. All decisions of the executive board affecting the members or policies of the club shall be made known to the members at the earliest possible date.
3. In the case of the death or resignation of an officer or director, a successor to serve out his/her unexpired term shall be appointed by the executive board.
4. Any director or officer who misses more than two consecutive meetings without just cause shall be dropped from the board and notified at once. Another member appointed by the executive board shall take his/her place and serve the balance of his/her term of office.

## ARTICLE 9: COMMITTEES

1. The president, with the approval of the executive board, shall appoint all committees.
2. AUDITING: An auditing committee composed of three members shall audit the books annually prior to the start of the new term in January.
3. NOMINATING: A nominating committee, composed of three club members shall be appointed by the executive board no later than September of the current year in order to consider the qualifications and willingness of club members to serve as officers and directors of the club. Names of nominating committee members shall be made known to all club members, so that club members may make known to the committee suggested or preferred nominees for each office prior to the final meeting of the year when elections are held.
4. All committees are to serve for the current year only.

## ARTICLE 10: QUORUM

1. The quorum at a general club meeting to transact business of the club shall be fifteen (15) members.
2. The quorum to transact business of the executive board shall be five (5) members.

## ARTICLE 11: RULES OF ORDER

*Roberts' Rules of Order* shall be the authority for conducting meetings of the both club and executive board.

## ARTICLE 12: TRAIL RIDES

1. When the executive board plans a trail ride for a specific date and location, a committee appointed by the board shall have charge of marking rails and roads leading to the ride, accommodations for horses and riders, length of ride, starting time, leader, charges, and any ride-specific rules and regulations.
2. The appointed leader shall lead each ride, and it shall be his/her responsibility to follow the outlined trail. All members are requested to remain behind the leader.
3. A drag rider shall be appointed to bring up the rear, close proper gates, and assist where needed.
4. For the safety of all riders, stallions shall be barred from all rides.
5. Riders of known kickers shall be required to have a red ribbon braided in the tail of their horse, so that other riders may keep a safe distance.
6. Any horse that is a nuisance on any ride may be barred from future rides.
7. Reckless riding shall be strictly prohibited for the safety of all riders.
8. The rider of a horse that injures another horse or rider shall stop at the scene of the accident for as long as needed. The accident should be reported to a member of the executive board as soon as possible. First aid kits will be carried on the beverage truck for the use of horses and riders.
9. Riders will dismount, leave their horses secure, and approach the beverage truck on foot. No horses will be permitted near the beverage truck.
10. Refreshments on all rides shall be paid for by the members. No alcohol shall be sold or served to minors. No beverage containers other than canteens shall be permitted on a ride.
11. Food will be purchased only for members who have made reservations before the deadline. Members are obliged to pay for reservations whether they attend trail rides or parties or not.
12. This club and its officers shall not be responsible for any accident or property damage to the public nor to its members.

## ARTICLE 13: AMENDMENTS

In order to amend these bylaws, one month's written notice of any proposed amendment shall be forwarded to each member, stating the proposed amendment. All amendments must be approved by a two-thirds majority at the next general meeting.