

## **CAPITAL CITY HORSE AND PONY CLUB BYLAWS**

Changes sent to members 3/17/23, unanimous vote to approve April 2<sup>nd</sup>, 2023. All members, riders, and families are expected to read and abide by all bylaws and rules set forth by CCHPC. See rules for each series also.

### **MEMBERSHIP – Ages are as of January 1st of the current year**

- A. Annual membership dues shall be set by a resolution of the members at any membership meeting. These dues are subject to change by a majority vote at any membership meeting.
- B. There shall be five types of membership and are discounted \$5 if renewed by midnight, March 31<sup>st</sup> each year:
  - a. *Family* - includes two adults and unmarried children of the adults listed on membership application. Children must be 18 years of age or younger and living in the same household. - \$40.00
  - b. *Individual Adult* - for single persons at least 19 years old - \$35.00
  - c. *Individual Youth* - for persons 18 and under and not included in a family membership - \$30.00
  - d. *Committee Member for each series* – A \$10 discount will be applied for a chair person and/or each participating committee member.
  - e. *Note:* Lifetime members prior to 2023 will continue as lifetime members.
- C. Submitting of membership form can occur three ways:
  - a. Online by March 31<sup>st</sup> of each year (includes \$5 discount)
    - i. Requires payment by card or Paypal
  - b. By mail with current year paper membership form and check
  - c. At a show with current year paper membership form and check
    - i. Membership fees cannot be paid with the same check as show fees, a separate check must be submitted with the membership form
  - d. No cash accepted for membership fees
- D. All membership forms will be accepted upon payment of appropriate dues and are renewable as of January 1<sup>st</sup> each year.
- E. The board reserves the right to revoke membership subject to the provisions of these Bylaws.
- F. Membership dues will not be refunded for any reason.
- G. All members must abide by the general policies of the Club as set forth in these Bylaws as well as the show rules for each series. Ownership of a horse is not required to maintain or continue membership.
- H. It is the duty and obligation of all members of the Club to exhibit personal conduct in a manner that does not discredit the Club.
- I. Loss of membership:
  - a. Any member may present a specific complaint against any other member at any membership or Board of Directors meeting
  - b. Upon presentation of such a complaint, the Board shall investigate the complaint, and if, in the opinion of the Board, there are sufficient grounds, the member in question shall be given an opportunity to defend him/herself.
  - c. If the Board determines that further action is warranted, the Board shall, by secret ballot, vote on whether the membership of the individual in question shall be terminated.
  - d. If said member is dismissed from membership, dues will not be refunded.

- J. No member or group of members shall, in the name of Capital City Horse and Pony Club, contract agree verbally or otherwise, to support, sponsor, or take part in any activity, commercial or otherwise, outside this organization without the consent of the Board of Directors.

### **OFFICERS, BOARD OF DIRECTORS AND ELECTIONS**

- A. The Board of Directors consists of Officers, Board Members, and Youth Board members.
- B. The leadership of the organization shall be the Board of Directors whom all must have a current membership in good standing.
  - a. All positions will be elected yearly at the annual meeting for a term of 1 year and may be reelected for an unlimited number of years.
  - b. Elections will be done by written ballot
    - i. Ballots will be counted by any two individuals from the Board of Directors. One may be a youth board member.
  - c. The Officers shall consist of a President, Vice President, Secretary, and Treasurer.
  - d. The Board shall consist of:
    - i. Six (6) adult board members
    - ii. Three (3) youth board members who are at least twelve (12) and not more than nineteen (19) years old by January 1
- C. To be eligible for nomination of President and Vice President, the individual must have served previously as a board member.
- D. A new member must be a paid member by July 15 of the current year and attend three meetings to be eligible for election to a board of director position.
- E. Each year at the meeting preceding the annual meeting, nominations will be taken for the following year Board of Directors. Nominations can be taken at the annual meeting with the nominee being present and in agreement.
- F. Absent a meeting of the membership, the Board of Directors shall be empowered to act on behalf of the organization.

### **DUTIES OF OFFICERS AND MISCELLANEOUS PROVISIONS RELATING TO OFFICERS**

- A. The retiring officers in each year shall transfer to their respective successors before January 1 all keys, books, funds, records, and papers belonging to the Club. This includes any club website account information including passwords.
- B. The president, vice president and the treasurer-elect shall immediately establish their signatures at the bank which carries the Club's account and credit card and coordinate all credit card usage monthly.
- C. All books and records of the Club shall be available at all times for examination by any member in good standing.
- D. The president-elect shall, before the first meeting of his/her tenure:
  - a. Appoint a committee to audit the treasurer's accounts and examine all books and records of the Club if deemed necessary
  - b. Shall report or cause to be reported, the state of the Club's affairs at the first regular Board meeting over which he presides.

- E. The president:
  - a. Shall preside at all meetings.
  - b. Shall appoint necessary committees and committee chairpersons.
  - c. Shall be responsible for providing agenda items for general membership and Board of Directors meetings.
- F. The vice president:
  - a. Shall conduct meetings in the absence of the president.
  - b. Shall act as parliamentarian
- G. The secretary:
  - a. Shall keep legible and accurate records of the proceedings in the form of minutes for all meetings.
  - b. Shall act as reporter, historian, and correspondent.
  - c. Shall keep a file of all correspondence.
  - d. Shall keep a record of attendance at all meetings.
  - e. Shall keep an accurate list of current members.
  - f. Shall notify members of special meetings.
  - g. Shall publish a monthly meeting minutes.
- H. The treasurer:
  - a. Shall have custody of all funds of the corporation, as set forth herein.
  - b. Shall keep legible and accurate records of all monies received and disbursed
  - c. Shall deposit all corporate funds in the Club's account at a bank selected by the Board of Directors.
  - d. Shall pay out no money belonging to the corporation except with approval of the Board of Directors or the membership, and/or pre-approved expenses.
- I. Board members shall:
  - a. Attend regular monthly board and special meetings.
  - b. Serve on special project committees.
- J. Youth Board Representatives shall:
  - a. Attend regular monthly board and special meetings.
  - b. Serve on special project committees.
  - c. Present the views, opinions, and concerns of the youth membership
- G. Any elected officer may be removed from office by the Board of Directors for failure to execute the duties of the office in a satisfactory manner, at a meeting at which a quorum is present.
- H. If an elected board member should miss more than 3 board meetings within a calendar year, the President should contact that member to see if resignation is necessary.
- I. A Vacancy occurring in any office except president, for any reason including when an office is not filled at the annual election, shall be filled by the Board of Directors at a meeting at which a quorum is present. A vacancy in the presidency shall be filled by the vice president.
- J. The Webmaster will be appointed by the board if necessary. All pertinent information will be posted on the website and social media including the calendar of events. All website account information should be made available to the Board of Directors including passwords.

## **CHAIRPERSONS AND/OR COMMITTEE MEMBERS**

- A. The Play Day chairperson or committee shall:
  - a. Propose, plan, and organize play day procedures including points and showbills
  - b. Give an accurate, legible itemized record of all receipts and disbursements to the treasurer
  - c. Update show points no less than two (2) times per show season and final points after the awards banquet.
  - d. Keep entry forms and results until after awards banquet
- B. The Speed Series chairperson or committee shall:
  - a. Propose, plan, and organize speed series procedures including points and show bills.
  - b. Give an accurate, legible itemized record of all receipts and disbursements to the treasurer
  - c. Update show points no less than two (2) times per show season and final points after the awards banquet.
  - d. Keep entry forms and results until after awards banquet.
- C. Barrel Series chairperson or committee shall:
  - a. Propose, plan, and organize Barrel procedures including points and order of events
  - b. Give an accurate, legible itemized record of all receipts and disbursements to the treasurer
- D. Update show points no less than two (2) times per show season and final points after the awards banquet.

## **MEETINGS AND VOTING**

- A. All meetings and business pertaining to CCHPC must be conducted in an agreed location in Nebraska designated by the Board of Directors.
- B. Meeting notices will be given via the club social media which is also viewed on the club website at least five (5) days prior to a meeting.
- C. An annual meeting shall be held each year after close of the show season. During the annual meeting, the Board of Directors shall be elected as set forth in these Bylaws as well as any other business of a normal meeting.
- D. Regular membership meetings shall be held on a monthly basis and is open for all members to attend.
- E. Special General Membership meetings may be called by the president or by the Board or by any five (5) members. Notice of such meeting must be given no less than five (5) days prior to such meeting.
- F. A special Board of Directors meetings may be called by any three members of the Board of Directors. Notice of any Board of Directors meeting shall be given orally or in writing to all Directors and officers at least five (5) days prior to the meeting.
  - a. The Board of Directors may request the special meeting to be closed session. During closed session, all non-Board members will be asked to step out of the room. Any closed session minutes will be confidential and available only to board members upon request.
- G. General Membership Quorum requirements:
  - a. Consist of ten (10) members present and in good standing and at least three (3) must be current officers.
  - b. A majority vote of the quorum shall carry any motion.

- c. All voting will be by show of hands unless any member present requests a secret ballot.
- d. Those present at any meeting that is less than a quorum, may adjourn the meeting to a later date to be designated in the motion to adjourn.
- H. Each adult member (age 19 or over) is entitled to one vote on all motions or resolutions presented at any membership meeting.
- I. Youth members may nominate and vote for incoming youth board members only. Youth will not vote on adult held positions.
- J. Youth members may nominate an individual for adult held positions.
- K. Board of Directors Quorum: Voting rights during Board of Directors meetings will be privileged to the Board of Directors only, including youth directors. Quorum for any Board of Directors meeting shall consist seven (7) board members. A majority vote of the quorum shall carry any motion

### **ORDER OF BUSINESS FOR MEMBERSHIP MEETINGS**

- A. President
  - a. Call meeting to order
- B. Secretary
  - a. Record attendance and count for quorum.
  - b. Read minutes of last meeting. If there are no additions or corrections, the minutes will be approved as read.
- C. Treasurer
  - a. Report on receipts, disbursements, and balance. If there are no additions or corrections, the report will be approved as read.
- D. Event Chairpersons:
  - a. Report on events, issues that arose during events, and items for board consideration.
- E. President:
  - a. Old business
  - b. Secretary report on correspondence and related issues
  - c. Standing and appointed committee reports
  - d. Treasurer report on outstanding bills for approval as necessary
  - e. Other old business
- F. President: New business
  - a. Discussion of proposed or future events
  - b. Other new business
- G. Adjournment

### **EQUINE LIMITED LIABILITY**

The following notice will be posted at various locations on Capital City Horse & Pony Club grounds as required by LB 153: UNDER NEBRASKA LAW, AN EQUINE PROFESSIONAL IS NOT LIABLE FOR AN INJURY TO OR THE DEATH OF A PARTICIPANT IN EQUINE ACTIVITIES RESULTING FROM THE INHERENT RISKS OF EQUINE ACTIVITIES, PURSUANT TO THIS ACT.

## **HORSES AND EQUIPMENT**

The horses and equipment of all persons taking part in horse activities shall comply with the following rules:

- A. All horses shall be serviceable and sound, have acceptable manners, be of reasonable riding type, and suitable for horse activities. Horses showing dangerous or repeatedly unacceptable behavior, e.g. kicking, biting, striking, or the like, may be asked not to participate upon the discretion of a board member and/or the event chairperson.
- B. No horse may take part in or be present at horse activities while obviously suffering from, or if known to be a carrier of, contagious diseases.
- C. All riders and participants shall treat their animals in a humane manner. Any Officer, Board Member or Chairperson has the authority to address this issue as deemed necessary. Violations may result in an immediate request to leave the grounds and may be subject to further action by the Board.
- D. All riders, participants, and spectators shall conduct themselves in an appropriate manner, and shall at all times exhibit good sportsmanship. Violations may result in an immediate request to leave the grounds and may be subject to further action by the board.
- E. All saddles, rigging, bridles, and other tack used in horse activities shall be adequately strong and in safe condition.
- F. Enforcement of these rules shall be the responsibility of the Board of Directors and/or Chairpersons.

## **AMENDMENT**

These Bylaws may be amended at any regular or special membership meeting by a vote of the majority in attendance, provided that notice of such amendment has been discussed at one previous regular membership meeting and notice of the Bylaws change has been emailed and posted to social media to all members at least (ten) 10 days prior to the meeting at which the vote is to be taken.

## **ADOPTION**

When adopted, these amended Bylaws shall supersede all prior Bylaws of the Club and will be voted on during a membership meeting where approval will be recorded in the meeting minutes.

## ***Revision History***

<b>APPROVED DATE</b>	<b>CHANGES MADE</b>
4/2/23	<ul style="list-style-type: none"><li>• Formatting updates and duplicate verbiage removed</li><li>• Updated posting of points to minimum twice per year</li><li>• Change criteria for annual meeting to after close of show season</li><li>• Memberships: Lifetime membership removed, add chairperson/committee discounted membership, add how memberships payments will be accepted</li><li>• Change criteria for officer positions to president and vice president only must have served as previous board member</li><li>• Added a revision history for future documentation of changes</li></ul>