

PIEDMONT DRIVING CLUB – BY-LAWS

1. **Classifications:** The Corporation shall have three (3) classes of members who shall be elected to membership by the Board of Directors and who shall be individuals interested in the stated purposes of the corporation as follows.

Individual Membership - Individual Members are eligible for service on the Board of Directors and are eligible to vote. Each Individual Member shall have one (1) vote.

Family Membership - An entire family may be a member but membership shall be restricted to the immediate family including children under 18 as of January 1. All family members are eligible to elect and vote for the Board of Directors provided that each such family member is at least 18 years old. They shall each have one (1) vote at the membership meetings or at the Board of Directors meetings.

Honorary Member - The majority of the Board of Directors may designate any person as an "Honorary Member" for life. Those given an Honorary Membership status shall have all the privileges of regular membership including voting in elections. Honorary Members shall not serve on the Board of Directors unless they pay regular membership dues.

2. **Dues:** Annual dues shall be determined from time to time by the Board of Directors. Annual dues for all classifications of members shall be payable in January. Only those members who pay dues on time shall be in good standing and eligible to vote and enjoy the other privileges of membership as herein above set forth. Any member who has not paid dues within three (3) months of the date on which dues notice is sent shall be automatically dropped from membership.

3. The purpose of this corporation shall be to promote, help foster and understand carriages, good horsemanship, carriage driving safety, the art and sport of driving, the bygone era that the horse and carriage represent; to promote sociability and competition among its participants; and to manage and conduct entertainments, excursions, clinics, shows and social meetings of all interested in carriages and driving.

4. The majority of the Board of Directors, by vote, has the authority to withdraw membership privileges to any member whom displays excessive mistreatment or cruelty of any animal, practices unsafe conduct thereby endangering others or does not act in a manor in keeping with the corporation.

5. **Annual Meeting:** There shall be an annual meeting of the members of the corporation to be held at such date and at such place designated by the Board of Directors. At least thirty (30) days' notice must be given by mail or email to all members in good standing. The meeting shall be held between November 1 and March 15.

6. **Special Meetings:** Special meetings of membership may be called time to time by President, by the Board of Directors, or by not less than one-tenth (1/10) of the Individual and Family Members of the corporation in good standing. The time and place for such special meeting shall be set forth in the notice of the meeting.

7. **Notice of Meetings:** All members entitled to vote and in good standing shall be notified of the time and place of any meeting in writing or by email at least ten (10) days prior to such meeting. Such requirement for written notice may be fulfilled if published in any bulletin or newsletter circulated by the corporation amongst the membership. The notice of a special meeting shall state the purpose for which the meeting is called. Notwithstanding other provisions of this paragraph, membership meetings may be conducted upon a waiver of notice or consent signed by all members as prescribed by applicable provisions of the Code of Virginia.

PIEDMONT DRIVING CLUB – BY-LAWS

8. **Quorum:** One-fourth (1/4) of the Individual, Family, Farm and Honorary Members present in person or by proxy, shall constitute a quorum for the conduct of any membership meeting. A majority of such quorum shall decide any question that may properly come before the meeting.

9. **Order of Business:** The order of business at annual meetings, and so far as appropriate at special meetings, shall be as follows:

- a. Call to Order by President
- b. Roll call of members present (optional)
- c. Treasurer's Report
- d. Reading of the of the Minutes of last meeting
- e. Reports of officers and committees
- f. Nomination and election of officers
- g. Determination of number of directors for succeeding year(s) and election of such directors
- h. Unfinished business
- i. New business
- j. Adjournment

ARTICLE II - Directors and Committees

1. **Number of Directors** - Election and Qualification. There shall be a Board of not less than seven (7) or more than twelve (12) Directors. The number of Directors for each succeeding year shall be recommended by the Board of Directors to the annual meeting, at which meeting the directors shall be elected by written ballot.

2. **Term of Office** - Subject to section 1, a director shall hold office for two (2) years, but in any event, shall continue to serve until the election of his duly qualified successor; provided, however, that any director will forfeit his position automatically upon failure to attend two (2) consecutive Board meetings unless he presents satisfactory written explanation, such as illness or other pressing reason for his/her absence.

At the expiration of any term, incumbent directors may be re-elected.

3. **Filling Vacancies:** When a director dies, resigns or forfeits his elected position, the vacancy shall be filled by vote of the Board of Directors and the member chosen to fill such vacancy shall hold office for the balance of the term of the directorship vacated.

4. **Meeting of the Board of Directors:** Meeting of the Board of Directors shall be held at such place as may be designated by the Board of Directors. Meetings may be called at any time by the President and must be called by him/her upon the request of any three (3) directors. Notice of any meeting of the Board shall be notified not less than seven (7) days prior to the meeting, except in an emergency.

5. **Quorum:** A quorum at any meeting shall consist of a majority of the membership of the Board. A majority of such quorum shall decide any question that shall come before the meeting.

6. **Committees:** The Board of Directors, from time to time may designate Individual Members to chair various committees. Such a committee shall have the powers of the Board of Directors in the management and affairs of the association as specifically delegated by the Board of Directors. Chairmanship of such committee must be ratified by resolution adapted by the majority of the Board of Directors. Each committee must include at least one member of the Board of Directors.

PIEDMONT DRIVING CLUB – BY-LAWS

7. **Election of Directors:** Candidates for election to the Board of Directors shall be nominated from the membership at least one (1) month prior to the Annual Meeting. The names of those members nominated shall be made available as part of notice of the Annual Meeting and be placed on ballots for members eligible to vote. Additional nominations will be accepted from the floor at the Annual Meeting.

Voting for directors shall be by written ballot and the result shall be ascertained and declared by the Secretary and presiding officer of the annual meeting. Those members receiving the most votes cast for the vacancies to be filled shall thereupon be deemed elected to the Board.

ARTICLE III – Officers

1. **Designation of Officers:** The officers of the Corporation shall be a President, a Vice-President and a Secretary and/or Treasurer, all of whom shall be elected by the Board of Directors. Any vacancy occurring during their term shall be filled by vote of the Board of Directors.

All officers shall hold office for two (2) years. Notwithstanding the above, all officers shall hold office until the election of their duly qualified successors.

2. **Duties of the President:** The President shall preside at all meeting of the Corporation and the Board of Directors. The President shall have general supervision of the affairs of the Corporation and shall sign instruments and writings of the Corporation required to be signed for and on behalf of the Corporation. He/she make reports to the members and directors, and shall perform all such other duties as are incident to his office or are properly required of him/her by the Board of Directors.

3. **Duties of the Vice-President:** In the absence or disability of the President, the Vice-President shall exercise all of the functions of the President and shall perform such other duties as are properly required of him by the Board of Directors.

4. **Duties of the Secretary:** The Secretary shall keep minutes of meetings, shall sign with the President such instruments as may require their signature, and shall make such reports and perform such other duties as are incident to his/her office, or are properly required of him/her by the Board of Directors. The Secretary shall be ex-officio Secretary of the Board of Directors.

5. **Duties of the Treasurer:** The Treasurer shall have custody of all of the funds of the Corporation and shall keep full and accurate accounts of all receipts and disbursements of the corporation, and shall deposit all funds of the corporation in such bank as may be designated by the Board of Directors. He/she shall sign all checks, drafts, notes, and orders for payment of money, which may be countersigned by the President or Vice-President or designated director which may be required for substantial sums, by order of the Board of Directors. He/she shall make a report to the members at the annual meeting of all monies received and expended during the preceding year.

ARTICLE V – Amendments

These By-Laws may be amended, altered or repealed in whole or in part by a majority vote of the Board of Directors.

Amendment # 1: The majority of the Corporation (Piedmont Driving Club) Board of Directors must sanction the use of our club name and services.

Amendment # 2: Rules of the Road – See next page

PIEDMONT DRIVING CLUB – BY-LAWS

RULES OF THE ROAD

As a member of the Piedmont Driving Club these are its rules and protocol you must (abide by) and agree to follow them. It is for the safety of the equines and drivers, passengers and the general public that these rules have been established and adopted.

The following are rules and protocol of the Piedmont Driving Club, (PDC). These safety rules adhere and interface with the American Driving Society Hand Book. They are stated for the safety and reputation of the PDC and to make this Club well respected in the communities we drive in.

Terms:

Horse herein refers to a Horse, Pony, Donkey, Mule or VSE

Driver herein refers to a person controlling the reins, whip and brake

Junior herein refers to a young person under the age of 18 years of age.

Groom herein refers to the person capable of assisting in the event of difficulty

He/His herein refers also to she/her and juniors

Vehicle herein refers to all horse drawn carriages and carts

Drive herein refers to any event sanctioned or scheduled by the PDC

Dismissal herein refers to a situation wherein a person's membership will be cancelled and his dues returned. This person will then be restricted from participating in any PDC Drive for one year.

Rules and Protocol

Cruelty to or the abuse of any animal by any person at a sanctioned PDC event is forbidden and an offender is subject to dismissal from the PDC.

All persons involved at a Drive, drivers, grooms, passengers and spectators should keep safety foremost in their mind. Having a Horse under control at all times not only is a safeguard for a driver and his passengers, but for everyone involved at the drive.

Juniors must wear a protective helmet meeting United States Equestrian Federation (USEF) recommendations and be accompanied by a knowledgeable adult horseman.

It is the responsibility of the driver to insure that his horse(s) is physically fit to fulfill the tasks required of them.

The driver should always be the first person to enter the vehicle and the last to leave. Passengers must never be left on the vehicle while the driver is dismounted unless the passenger has taken control of the reins. When at a stop, a driver or a groom must be seated in the box in control of the horse at all times. Grooms, or a qualified attendee, will head the horses with special attention to multiples to control the horses as to prevent bridles from being removed, and also to prevent horses from getting a leg over traces, pole or singletree, or under yoke.

Drivers shall strive to maintain a safe distance at all times from other vehicles during a drive.

Bridles should be adjusted to fit snugly to prevent catching a vehicle or pieces of harness. **It is "strongly recommended" that a shoe string be threaded through a braid in the equine's mane and be tied tightly to the bridle for additional security.** A bridle with a rein attached and passed through the saddle terrets must be in place whenever a horse is put to a vehicle.

Turn-outs on a PDC picnic drive must have a brake or properly fitted breeching. A bridle shall never be removed from a horse while put to a vehicle. This is forbidden and the offender is subject to dismissal from the PDC.

PIEDMONT DRIVING CLUB – BY-LAWS

The horse must never be left unattended while put to a vehicle. This is forbidden and the offender is subject to dismissal from the PDC.

A style of driving whether one handed driving or two handed driving is acceptable. Common to both methods the elbows and arms should be close to the body.

An appropriate whip shall be carried in hand at all times while driving. The thong on the whip must be long enough to reach the shoulder of the farthest horse.

When a salute is appropriate, a driver is required to salute in a manner where the whip is held in the right hand, in a vertical position, in front of the driver's face. At the salute the whip is moved down and then up to the first position. A gentleman may hold the whip and reins in the left hand if he chooses to remove or tip his hat.

Two grooms are required for 4 in hands or unicorns to assist at times of difficulty. One groom is required for a pair or a tandem to assist at times of difficulty. It is suggested to have two grooms with a tandem but not required and one groom for a single horse. Small ponies and VSE's a groom is not required but suggested if it is not too heavy for the pony.

Drivers with green horses shall not attend drives without an assistant. Drivers with a green horse at drives shall drive to the rear of others with a good distance from any vehicles.

At drives Club members shall adhere to a way of go: 4 in hands, unicorns, tandems, pairs, singles, green horses. Horses in each turnout groups should go before ponies and VSE. An exception will be if the host leads an unmarked head to tail drive. That host is excused from this order of go.

Passing must be completed in a safe manner at drives. If a driver chooses to pass, communication must be made with the driver to be passed. Drivers will drive in a safe manner, single file, except at stops or Reviews.

At no time at Drives will Drivers involve themselves in any form of racing their horses. Likewise, Drivers should not travel 2-3-4 (etc.) abreast. Unless passing, they should drive single file.

It is suggested that a halter and lead line should be carried in the vehicle for each horse you drive.

IF POSSIBLE, a driver should stop or slow if his presence is causing stock, such as horses or cows to run.

Should a driver encounter a person astride, the driver should stop the vehicle, if possible, and allow the person astride to negotiate a pass.

When driving across or around fields please stay on designated trail and don't wander into field or elsewhere as land owner may not want carriage or horse tracks elsewhere, or there may be ground hog holes or other dangers off the trails.

Please remember when you are on a picnic drive (or at home for that matter) you want to leave a favorable impression with the public so be courteous and dress nicely. The PDC requires the driver to wear a hat, gloves and carry a whip; a hat for guests and grooms and sensible safe shoes for everyone. Helmets are encouraged. An apron is suggested for a proper turn-out but may not be suitable with a green horse for safety sake. Please no jeans, shorts, T-shirts, sleeveless shirts or blouses, baseball caps, flip-flops, sneakers or any inappropriate attire not conducive to driving protocol and safety.

All applicable state traffic laws and regulations will take precedent over PDC's rules of the road, but all laws, rules and regulations whether state or PDC's will be observed while driving your equines.