

PIEDMONT DRIVING CLUB Inc. – BY-LAWS

Revised by Board September 1, 2017

Classifications: The Corporation shall have four (4) classes of Members who shall be approved for Membership by the Board of Directors and who shall be individuals interested in the stated purposes of the Corporation as listed below.

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

Family Membership - Membership shall be restricted to the immediate family. 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.

Farm Membership – Farm members shall be the duly employed person/s of a Member (Individual, Family or Honorary) and shall be allowed to drive with the Club only after all requirements have been met. They shall have submitted the required evidence of competency, plus they shall have completed all requisite forms (application, waiver) before being allowed to take the reins at any Club event. Persons designated as Farm Members shall not have voting privileges, nor shall they be eligible for election or appointment to the Board of Directors.

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

1. **Dues:** Annual dues shall be reviewed and adjusted as necessary once each year 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 set forth. Any Member who has not paid dues within three (3) months of the date on which the dues notice is sent shall be automatically dropped from Membership rolls.

2. The **purpose of this Corporation** shall be to promote safe and pleasurable carriage driving events, to enhance the public's understanding of carriages and harness horses as a modern day means of transport, to further the knowledge and skill of Club Members through clinics, to enjoy the carriage trails and roads that have been made available to the Club, and to promote good will within the carriage driving community as well as within the many venues in which we drive. Members of the Corporation shall strive to be good ambassadors for the art and sport of carriage driving and agree to participate with good will in picnic drives, excursions, exhibitions, clinics, shows and meetings.

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3. The majority of the Board of Directors, by vote, has the authority to withdraw Membership privileges from any Member who displays mistreatment or cruelty toward any animal, practices unsafe conduct thereby endangering others, or who refuses to act in a manner consistent with the positive culture of the Corporation.

4. **Annual Meeting**: There shall be an annual meeting of the Members of the Corporation to be held on such date and at such place designated by the Board of Directors. At least two weeks' notice must be given by mail or email to all Members in good standing. Every effort will be made to hold the meeting between November 1 and March 15.

5. **Special Meetings**: Special meetings of the Membership may be called by the President, by the Board of Directors, or by not less than one-tenth (1/10) of the Individual, Family or Honorary 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.

6. **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 two weeks (14) days prior to such meeting. Such requirement for written notice may be fulfilled if published in any bulletin, email 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.

7. **Quorum**: One-fourth (1/4) of the Individual, Family, 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. Ultimate inclusion, amendments or changes to any portion of the Corporation By-Laws and/or Amendments thereto, however, must be approved by the Board of Directors.

8. **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 (by signature)
 - 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

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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 prior 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/her position automatically upon failure to attend two (2) consecutive Board meetings unless he/she 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 resigns or forfeits his/her 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.

4. **Meeting of the Board of Directors**: Meetings of the Board of Directors shall be held at such place and time 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. Members of the Board shall be notified not less than seven (7) days prior to a meeting, except in an emergency. The Secretary shall distribute the minutes of every Board Meeting to the Membership, via email, within 10 days of such meeting but only after review and approval by the Board Members who were present at that meeting.

5. **Quorum**: A quorum at any Board meeting shall consist of a majority of the Directors serving on the Board. 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.

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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 the 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. In the case of a tie vote between candidates, the winner shall be decided by another vote by the existing Board of Directors.

ARTICLE III – Officers

1. **Designation of Officers**: The Officers of the Corporation shall be a President, a Vice-President, a Secretary and a 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. Upon election to the Board, each Officer of the Board must agree in writing to preserve all records that were received, initiated or developed during his/her term of office, to include all emails, lists, correspondence and hard copy documents. At the end of such Officer's term, he/she shall forfeit to the Club such records in their entirety. Specifically, this shall apply to the President, Vice President, Secretary and Treasurer, or to any person who – however briefly – takes on the responsibilities of any PDC Officer on an interim basis.

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/her 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/her by the Board of Directors. In addition, the Vice President shall have primary responsibility to research and prepare documentation that shall enable the Corporation to achieve 501C (3) status under the U.S. Tax Code. Such paperwork shall be filed only after review and approval by the Board. Once the appropriate tax status is achieved, it shall be the duty of the Vice President to monitor Club operations to ensure compliance with the applicable laws. Should legal assistance be required, the Vice President shall immediately bring this to

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the attention of the Board and the Board shall review and authorize funds as necessary. The Vice President shall have the responsibility to review the Club's Policy for Liability Insurance each year and shall make recommendations to the Board if it needs to be enhanced, changed or upgraded to ensure adequate coverage. Upon a request for proof of liability insurance by any land owner or corporation on whose property the Club shall meet, it shall be the responsibility of the Vice President to ensure that such documentation is provided in a timely manner. In the absence of the Vice President, this shall be the responsibility of the President.

On February 1 of each year, he/she shall forward all information regarding PDC taxes and insurance to the President, who shall retain these on file.

4. Duties of the Secretary: The Secretary shall keep minutes of meetings, shall sign with the President such instruments as may require their signatures, 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 develop a current list of the Members and Friends of the (PDC) to include e-mails, postal addresses and phone contact information for distribution to the Board of Directors. This shall be up dated with additions and deletions within ten days of any changes. When using this list, the Board of Directors shall engage "Blind Carbon Copy" (BCC) when distributing information to the Membership via email and therefore protect the confidentiality of the list.

The Secretary shall record minutes of meetings and shall distribute these to the Membership via e-mails only after review and approval of said minutes by the Board Members who were present at the meeting. Whenever the Board adopts any change in the By Laws or other official Club documents, it shall be the responsibility of the Secretary to notify the Membership, via email, that the website has been edited to include such changes.

The Secretary shall distribute Information concerning the work of any Committee to the Members only after the Chairman of the initiating Committee (i.e., Safety, Social and/or Picnic Drive Committee) reviews and approves the document. This shall include notices of Coming Events or other written communications to the Club. However, fliers describing events and venues for Picnic Drives shall be prepared and distributed to the Club ONLY by a Chair or Co-Chair of the Picnic Committee who shall ensure that such fliers are distributed to the Membership via the "Blind Carbon Copy" (BCC) email list.

On February 1, he/she shall forward copies of minutes from all meetings, current Membership contact information and the group email list of the Membership to the President, who shall retain these on file.

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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, as 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. The Treasurer, upon receipt of all Membership documents (applications, waivers, etc.) shall send the originals directly to the Secretary. As deemed necessary, the Treasurer will prepare a spread sheet detailing the Member's contact information for distribution to the Board. He/she shall forward all banking records from the previous year to the President, who shall retain these on file.

Amended by vote of the PDC Board on 9/1/17:

Duties of the Correspondence Secretary: (aka "Sunshine" Person) He/she shall forward names and addresses of Landowners, non PDC Hosts, and Friends of the PDC to the President, who shall retain these on file. The Correspondence Secretary shall be responsible for writing Thank You notes to land owners or other friends of the Club as appropriate. He/She shall also prepare and send the invitations to guests for the Christmas party.

Safety Committee Chairperson: He/She shall forward all documentation concerning new member evaluation requirements to the President, who shall retain these on file. These shall include either the two recommendations (hard copy or email) sent on behalf of the new Member OR the Evaluator's recommendation (hard copy or email) concerning the subject's suitability to drive with the Club.

Picnic Committee Chairperson: He/she shall forward the list of venues and event locations for all PDC activities within the previous year to the President, who shall retain these on file. Additionally, he/she shall provide the President with the list of all potential venues that have been screened for future drives.

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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, Inc.) Board of Directors must sanction the use of our Club name and services.

Amendment # 2: Rules of the Road – See the attached

Amendment #3: Proficiency of Members Requirement- See the attached

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RULES OF THE ROAD

Amendment #2

As a Member of the Piedmont Driving Club these are the rules and protocol by which Members must abide and agree to follow. It is for the safety of the horses and drivers, passengers and the general public that these rules have been established and adopted by the Board.

First and foremost, no Member shall bring any horse to a PDC event, or to any property on which the PDC meets, without a duly signed current and negative Coggins document on site and readily available for inspection by any Board Member, designee or official of the State.

The following 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 in which we drive.

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, carts and farm implements **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 at least 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.

Members shall make the welfare of any horse being driven or brought to any PDC

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event under any circumstance a priority. The Member shall ensure that he provides water for the horse and shall be responsible for tying the horse, when appropriate, to a secure fixture with a well fitting halter and strong rope.

Juniors must wear a protective helmet meeting United States Equestrian Federation (USEF) recommendations and be accompanied by a knowledgeable adult horseman who is a driving Member of the PDC.

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

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 is qualified to take control of the reins. When at a rest 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. This is to control the horses, to prevent bridles from being removed, bits being caught on anything, and also to prevent horses from getting a leg over traces, pole, singletree, or under yoke.

Drivers shall strive to maintain a safe distance at all times behind other vehicles during a drive. It is the opinion of the Board that a safe distance is defined at “at least 16 feet.”

Bridles should be adjusted to fit snugly to prevent catching on part/s of a vehicle or pieces of harness. It is strongly recommended that a shoe string or yarn be threaded through a braid in each horse’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 at any PDC event must have a brake or properly fitted breeching. Neither bridle nor reins shall be removed from a horse while put to a vehicle. This is forbidden and the offender is subject to dismissal from the PDC.

The horse must never be left unattended while put to a vehicle, nor should a horse that is put to a vehicle be tied by any means to any object. This is forbidden and the offender is subject to dismissal from the PDC.

Either 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.

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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 up and then back down 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. One groom is required for a pair or a tandem. It is recommended to have two grooms with a tandem, and one groom for a single horse, although this is not required. While a groom is not required for a single turn-out of a small pony or VSE, it is suggested UNLESS the weight would be too much of a burden for the animal.

Drivers with green horses shall not attend drives without at least one groom capable of providing assistance. Drivers with a green horse at drives shall drive to the rear of others with a good distance from any vehicles. Persons bringing a green horse to any PDC event shall notify a Board Member prior to departure so that others can be informed of the horse's status.

At all drives Club Members should 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 a drive or if prior arrangements have been made with the person organizing the drive.

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.

At no time 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. Drivers should use caution while passing, being careful to pass at a speed which is comfortable for the vehicle being overtaken.

It is suggested that a halter and lead line should be carried in the vehicle for each horse. It is suggested that a collapsible water bucket, a towel and fly spray be kept in the vehicle for use at rest stops.

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.

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When driving across or around fields please stay on designated trails. Avoid travelling on any grass or pathway where a land owner may not want carriage or horse tracks. Use caution when travelling through any field where there may be ground hog holes or other hazards.

Please remember when on a picnic drive (or at home for that matter) to leave a favorable impression with the public. Be courteous and express your appreciation to persons driving motor vehicles who pull over or stop for you to pass. Dress nicely and ensure that your horse, harness and vehicles are clean. The PDC requires that each driver wear a hat, gloves and carry a whip. Encourage your guests to wear proper hats and sensible shoes. It is your responsibility to ensure that your grooms are properly trained and attired correctly for your turn out. Helmets are always acceptable, although not encouraged for exhibition drives where the public would expect to see a more traditional turn out. An apron is suggested for a proper turn-out but may not be suitable with a green horse for safety's sake. Please remember, and advise your guests, that jeans, shorts, T-shirts, shirts or jackets with written advertisements, sleeveless shirts or blouses, baseball caps, flip-flops, high heeled or open-toed shoes, sneakers or scanty attire is neither conducive to driving protocol nor advisable for safety purposes.

All applicable State traffic laws and regulations will take precedence over PDC's Rules of the Road, and all laws, rules and regulations whether State or PDC's will be observed while driving your horses.

Policy of the PDC regarding conducting events in excessive HEAT. It is the opinion of the Board that the Club should not drive carriages during times when the Heat Index is 99 degrees or above. This is to protect the welfare of our horses as well as the reputation of our Club. The Heat Index shall be determined by referencing the National Oceanic and Atmospheric Administration's chart which uses a formula to combine the temperature and relative humidity and which yields information relative to the likelihood of heat disorders with either prolonged exposure or strenuous activity for horses.

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Amendment #3

Effective July 1, 2015 all members of the Piedmont Driving Club (PDC) who have not driven with the Club prior to July 1, 2015 shall be evaluated for ability and safety before these New Members participate as a whip at a PDC carriage drive. Maryalice Matheson Thomas (or another appointed Board Member) is the designated Member to conduct this evaluation. The cost will be \$200.00 paid at the time of the evaluation pass or fail. This cost will be paid to the person completing the evaluation. This evaluation will be two phase: one evaluation of driving proficiency as a lone turnout and then one in company of carriage(s).

Juniors are required to drive accompanied with an approved Club adult and will be exempt from the evaluation until they are 18 years of age.

New driving Members can be waived from the evaluation if two letters of sponsor and recommendation (from Club members) are presented to the PDC Board.

New driving Members will be waived from the evaluation upon proof the Member has passed a Driving Proficiency Program, Level 2, of the Carriage Association of America.

The Safety Chairman will monitor new Members and keep records on evaluations. Results of evaluations pass/fail shall be forward to the Picnic Committee Chairman and Secretary.

The mission and goal of this requirement is to ensure a safe environment for all Members and spectators at our Club drives. Our mission is to be inclusive and should a Member fail the evaluation the Club will give guidance to assist a Member to reach a proficiency of driving at our drives and functions.