

**PROPOSED BYLAWS OF THE  
TRI-STATE RIDING CLUB, INC.**  
Amended January 2009

**ARTICLE 1. PURPOSE OF THE TRI-STATE RIDING CLUB**

The purpose of the Tri-State Riding Club (Tri-state) is to instruct and educate our membership in order to promote safe and enjoyable equestrian sport, and to promote the welfare of horses and ponies.

**ARTICLE 2. ORGANIZATIONAL STRUCTURE**

The Tri-State Riding Club will be a non-profit corporation as described in Section 501 (c) (7) of the Internal Revenue Code.

**ARTICLE 3. MEMBERS**

*Section 3.1 Eligibility*

Any person over the age of twenty-one (21) without regard to sex, color, nationality or religion, shall be entitled to membership in the Tri-State Riding Club. No person shall be denied membership in the Tri-State Riding Club due to the fact that they do not own a horse. A member may be ejected from Tri-State only for those disciplinary reasons, which may from time to time be established by the Executive Committee of the Club, or for failure to pay their dues and other fees.

*Section 3.2 Dues and Fees*

The Executive Committee of the Tri-State Riding Club shall, on a yearly basis prior to the Special Elections meeting, establish the amount to be paid as dues and fees.

*Section 3.3 Privileges of Membership*

Members in good standing are entitled to participate in all activities of the Tri-State Riding Club.

*Section 3.4 Membership Applications*

Membership runs from January 1 through December 31 of the calendar year. Open membership will be from January 1 through November 1. No new members will be accepted between November 1 and December 31.

*Section 3.5 Renewal membership Applications*

Renewing member's applications will be accepted anytime after the Special Election Meeting has concluded.

*Section 3.6 Lifetime Honorary Membership*

Any member who receives a Lifetime Honorary Membership will not be responsible for Membership Dues for the remaining amount of time that Tri-State Riding Club is in existence. The Executive Committee will decide on when and who may receive this type of membership.

**ARTICLE 4. PARTICIPATION IN ACTIVITIES**

*Section 4.1 Responsibility of Participation*

Members who participate in activities sponsored by Tri-State are doing so with the understanding that it is the Members' responsibility to ride and participate at the proper level of instruction based on their own personal skill and knowledge. Any member who decides to participate in an activity will not hold

Tri-State, the Executive Committee, the instructor(s) or other members responsible for any adverse consequences.

#### *Section 4.2 Mounted Activities*

Only members of the Tri-State Riding Club may participate in mounted club activities, with the exception of participants in events organized for and advertised to the general public by the club.

#### *Section 4.3 Hold Harmless*

Members using facilities and grounds made available to the Tri-State Riding Club are using the facilities or property at their own risk and by using said facilities or property agree to hold harmless the property owners, the Tri-State Riding Club, its officers and members for any injuries they or their animals may sustain.

#### *Section 4.4 Safety and Welfare of Horse and Rider*

Safety is a strong concern of the Tri-State riding Club. All members must, when mounted, wear shoes or boots with heels and a helmet approved for equestrian sports by ASTM (SEI). Members must file a copy of the medical information form along with their membership application and must carry on their person, in an armband holder, a summary of emergency medical information. Attachment of the medical information to the horse or tack is not acceptable.

Tri-State Riding Club reserves the right to deny any member, horse, or horse/rider combination from participating in any TSRC riding event in cases where the President of the Club, the Technical Delegate of the event, or the Instructor deems there to be a valid health or behavioral concern in regards to the horse and/or the rider.

In all Tri-State Riding Club events, the President of the Club, the Technical Delegate of the event, or the Instructor shall have the ultimate authority to excuse any member or participant. The decision to excuse the member or participant shall be based on the skills possessed by the horse and rider as a unit at that time. The decision shall be conclusive for that event.

#### *Section 4.5 Veterinary Compliance*

Members will be required to provide copies of valid, negative Coggins tests to Tri-State Riding Club before being allowed to participate in any club-sponsored riding event. In addition, members are required to comply with any health certification required by the State Veterinary Department in which events are held. Furthermore, members are required to comply with any health certification that may be requested by any facility in which any riding event is held.

### **ARTICLE 5. WELFARE OF HORSES AND PONIES**

Tri-State Riding Club is dedicated to the welfare of horses and ponies. No member of Tri-State shall engage in, or permit others to engage in on their behalf, training or management practices deemed harmful to horses and ponies.

## **ARTICLE 6. MEETINGS**

### *Section 6.1 Regular Meetings*

Tri-State Riding Club will, from time to time, hold regular member meetings to assist in the general running of the club. The Regular Meetings date, time and location will be announced to the current members and to potential new members via the club's website located at [www.tristaterc.org](http://www.tristaterc.org).

### *Section 6.2 Special Election Meeting*

A Special Election Meeting will be held for the sole purpose of electing the Executive Committee. The meeting shall be held each year at such time and place as may be designated by the President, but not later than December 30th in each year. No individual shall be allowed to become a member of Tri-State from November 1 through the end of the calendar year. Notice of this Special Election Meeting will be considered proper if letter or email has notified members, or if the meeting notice has been posted prominently on the club's web site at [www.tristaterc.org](http://www.tristaterc.org) and has been announced at 2 meetings prior to the Special Election.

### *Section 6.3 Executive Committee Meeting*

The Executive Committee is authorized to meet and make decisions. Any Executive Committee Member may request an executive committee meeting from time to time.

### *Section 6.4 Quorum*

At any meeting of the general membership, a quorum is required for the transaction of business. The formula for determining the quorum will be the number of the current Board of Directors times two plus one. This number includes any proxy authorities presented. If less than a quorum is present, the members present may vote to adjourn the meeting for the purpose of re-scheduling the meeting at a time when a quorum may be present.

### *Section 6.5 Proxy*

A proxy is a person who is empowered, or the instrument by which a person is empowered to act or vote for another. In the event, a member is unable to attend a regular meeting, a written proxy will be accepted in their place.

## **ARTICLE 7. BOARD OF DIRECTORS**

An Executive Committee, in lieu of a Board of Directors, shall govern the Tri-State Riding Club.

## **ARTICLE 8. OFFICERS AND COMMITTEES**

### *Section 8.1 Officers and Executive Committee*

The officers of Tri-State Riding Club shall be the President, a Vice-President/Membership Director, a Secretary, a Treasurer and Training Director(s). The President, Vice-President, Secretary and Treasurer shall be elected by the general membership of the club. The Training Director(s) shall be appointed positions by the Executive Committee. Terms of office for elected officers shall be for two years. The elections for the President and the Treasurer shall be held in years alternate to those of the Vice-President/Membership Director and the Secretary.

### *Section 8.2. Elections of Officers and Executive Committee*

The general membership, at the Special Election Meeting, shall elect the officers of Tri-State Riding Club. The Officers shall constitute the Executive Committee and shall execute the day-to-day business of the club.

### *Section 8.3 Committees*

The Executive Committee or the President may establish other committees and appoint committee heads as needed for the operation of the organization's events.

### *Section 8.4 President*

The President of the club shall oversee all club meeting, activities and the club treasury. The President will ensure the club's policies and bylaws are in compliance. The President will be the Public Relations Contact for other clubs and other interested parties. At the President's discretion, responsibility for correspondence on Tri-State Riding Club matters may be delegated to the Vice President, Secretary or Treasurer. At the President's discretion, responsibility for execution of fiscal matters can be delegated to the Treasurer.

### *Section 8.5 Vice President/Membership Director*

The Vice President shall assume the duties of the President at any time that the President is not available to perform those duties. As the Membership Director, the Vice President shall receive membership applications and maintain an accurate record of the club membership roster. The Vice-President shall coordinate actions with the Treasurer to ensure that all membership dues and membership forms have been properly collected. The President may, in his or her discretion, delegate to the Vice President the responsibility for correspondence on the Tri-State Riding Club matters.

### *Section 8.6 Secretary*

The Secretary shall keep a true record of all meeting minutes and members in attendance. The Secretary will give notice of all meetings (except that in the event of the Secretary's absence, incapacity or failure to act, notice may be given by the President or by anyone or more of the members who have made the request for the calling of the meeting). Any written proxy presented at a regular meeting will be collected and accounted for by the Secretary. The President may, in his or her discretion, delegate to the Secretary the responsibility for correspondence on the Tri-State Riding Club matters. A temporary Secretary shall be appointed by the President to perform the duties of the Secretary at any meeting of the members at which the Secretary is not present.

### *Section 8.7 Treasurer*

The Treasurer shall have general charge of Tri-State Riding Club funds. The Treasurer shall keep a full and accurate record of all receipts and payments pertaining to the Club. He or she shall report the same at each meeting of members and, upon written request, make these records available to any member of the club. The President may, in his or her discretion, delegate to the Treasurer the responsibility for correspondence on the Tri-State Riding Club matters. The Treasurer may not serve as the President on either an interim or permanent basis.

### *Section 8.8 Training Director(s)*

The Training Director(s) will be appointed annually by the Executive Committee and shall have general charge of Tri-State Riding Club's Riding Improvement Program(s). Duties shall include

locating riding facilities, retaining qualified instructors and collecting lesson fees for all such club activities. The Training Director shall coordinate actions with the Treasurer to ensure that all lesson fees have been properly collected and that instructors and facilities have been paid for services rendered.

#### *Section 8.9 Vacancies*

If, at any time, any office is vacated, the Executive Committee will appoint a Member to serve out the remaining term until the next elections have taken place.

#### *Section 8.10 Elections*

The Process of Electing the Executive Committee shall be as follows:

1. Vacating positions will be announced to the general membership during, or prior to, the October meeting.
2. Any member in good standing may be nominated by another member for an Executive Committee position.
3. The nominated member will be contacted by the Vice-President or the President (on years where the Vice-President is to be elected) and may decide to accept or decline the nomination.
4. Ballots containing the accepted nominations will then be mailed via US Mail or E-mail to the general membership. Absentee Voting forms with instructions will be available for any member unable to attend the Special Election Meeting.
5. At the Special Election Meeting voting forms will be collected and counted by a 3-5 person committee appointed by the Executive Committee.
6. The results of the counting will be announced at the Special Elections Meeting.
7. Newly elected officers will commence their activities beginning January 1 of the coming year.

This election process may be adopted, amended, repealed or revised by the Executive Committee; however, changes must be voted on by the general membership at a Regular Meeting where a quorum is present.

### **ARTICLE 9. EXAMINATION OF RECORDS**

Any member shall be entitled to examine the Bylaws, the records of the meetings, the current membership listing and/or the financial records of Tri-State Riding Club. A request to examine any of the above items shall be directed to the Secretary or to the President and a reasonable opportunity for such examination shall be provided without delay.

### **ARTICLE 10. DISPOSITION OF ASSETS**

In the event of the dissolution of the Tri-State Riding Club or other termination of its activities, all of its assets, after settlement of debts, shall be distributed to the Equine Rescue League of Leesburg Virginia (PO Box 4366, Leesburg, VA 20177). The ERL meets the IRS guidelines for disposition of assets as specified in IRS Code section 501(c).

The above reference to section 501(c) shall be interpreted to refer to the corresponding section of any Internal Revenue Code or other Revenue Law hereafter in effect.

### **ARTICLE 11. FISCAL YEAR**

The fiscal year of Tri-State Riding Club shall end on December 31 of each year.

## **ARTICLE 12. AMENDMENTS**

The Bylaws may be amended at any regular or special meeting of the members. Notice of proposed Bylaw amendments must be given to all general members fourteen days prior to said meeting. A majority of the membership (including proxies) must be present in order to vote on proposed amendments.

Once a majority of membership has been assembled, voting will commence. A majority vote of members present (including proxies), will determine the outcome of the proposed change.

Updated copies of the Bylaws will be published on the Tri-State Riding Club's website at [www.tristaterc.org](http://www.tristaterc.org).