

Saddle Club Bylaws

ARTICLE I

1. The name of the organization shall be known as the Woodland Park Saddle d.b.a Ute Pass Saddle Club, and hereinafter referred to as “Saddle Club.”
 - a) The name Board of Directors shall be hereinafter referred to as the “Board”
2. The Principal office of the Saddle Club shall be in Teller County, Colorado
3. The Saddle Club Seal shall have inscribed thereon the name of the Saddle Club.
4. The purpose of the Saddle Club shall be consistent with the purposes set forth within the Articles of Incorporation of the Saddle Club filed June 22nd, 1948. The purpose for which the corporation is organized are as follows:
 - a) to advance the educational, civic, social and charitable interests of Teller County, Colorado and the general welfare and prosperity of the Ute Pass and Woodland Park region; and
 - b) to engage in all types of activities not prohibited by law which shall promote and foster educational, recreational, physical, and social activities of its members and visitors to the region; and
 - c) to purchase, or otherwise acquire, mortgage, sell, assign and transfer, or otherwise deal in real and personal property of every class and description solely and exclusively for strictly charitable purposes and to accomplish the purpose of the Saddle Club; and
 - d) to do any and all things necessary in the interest of furnishing said activities and advertise and promote said social interaction among ourselves and associates therein, so far as the power to do shall be rightfully granted under and by virtue of the law of the State of Colorado; and
 - e) to provide a multi-use facility to serve members, guests and the general public; and
 - f) to endeavor to promote community organizations and corporations.

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ARTICLE II

Management of the Saddle Club, shall be entrusted by a Board duly elected by the general membership of the Saddle Club.

1. The Board shall consist of eleven (11) members, which shall include four (4) Officers and seven (7) Directors. Board members shall be elected at the annual February membership meeting.
2. Board members shall be elected each election cycle. The term of Officers shall be a two (2) year term and Directors shall be a three (3) year term. They shall be a member in good standing for period of one (1) calendar year and be elected by the general membership by a ballot vote at the February General Membership meeting. Inauguration of newly elected Officers and Directors shall occur immediately following the election.
3. In the interesting of maintaining continuity as a staggered population of the Board, the Board reserves the right to the following options.
 - a) Filling of a vacated position until the following February membership meeting or;
 - b) filling of the vacated until the original term is fulfilled, or;
 - c) reserves the right not to fill the vacated position if the duration of the vacancy is six (6) months or less from the February membership meeting.
- d) General membership meetings will be held no less than three (3) times during the fiscal year with the first membership meeting being held in February.
- e) A quorum, at any meeting of the Board, shall consist of no less than a majority of existing members of the Board. The President shall not vote on matters before the Board, unless necessary to constitute a quorum or to break a tie. A majority of the Board will be considered to carry when it is a majority vote for those Board members present and voting. In the event of an unbreakable tie at a meeting of the Board, it shall be considered continued until a quorum vote can be achieved.
- f) Regular meeting of the Board shall be held on the first Thursday of each month. An exception may be granted if said Thursday falls on a holiday. Meeting will then be moved to the following Thursday.
- g) At any time, the President may call a special meeting of the Board. The Secretary shall make notification of the special meeting of the Board not less than three (3) days prior to such meeting. A notice of special meetings shall state the purpose thereof.
 - a) Special meetings of the general membership may be called at any time by resolution of the Board. The general membership must be notified by the Secretary not less than ten (10) days prior to such meeting and shall state the purpose thereof.

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- h) Compensation for any Board member or immediate family member for incidental work performed for the Saddle Club shall be by a majority vote of the Board. Any continual compensation for services by the Saddle Club of a Board member or their immediate family member shall be by advanced approval of a majority vote of the general membership. In the event of an employment position whether they are a spouse or an immediate family member will be addressed by the Board in an appropriate manner.
- i) The Board shall have the power to remove any Board member with just cause by a majority vote of the Board.
 - a) Any Board member having missed three (3) regular, general membership and/or special meetings of the Saddle Club may be dismissed.
 - 1. All Board members shall be required to sign a Confidentiality Agreement.
 - b) All Board members will be required to participate in various Saddle activities.
 - c) All Boards members may be assigned to a committee.
 - d) Any Board member may be recalled in conformance with the following procedures:
 - 1. A petition requesting the recall shall be presented to the Board stating reason(s) for the recall and must be signed by ten percent (10%) of the general membership. The Secretary shall then validate the said petition.
 - 2. Upon finding the petition valid, a special general membership meeting shall be call by the Board and a recall vote taken with thirty percent (30%) of the general membership being in attendance.
 - a) The recall vote shall carry if a majority of the membership in attendance a vote in favor of a recall.
 - e) Any Board member may resign his/her position at any time by either presenting a letter of resignation to the Board or announce the he/she will be resigning at a regular or special call board meeting so that it may be recorded in the minutes.
 - f) The Board may fill vacancies of Board members. (Refer to Article II. Para. 3).

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ARTICLE III

1. The President, or person he/she designates, shall:
 - a) preside at all meetings and have general supervision of the affairs of the Saddle Club.
 - b) sign all membership cards, certificates, contracts, and other instruments of the Saddle Club, only as authorized by the Board.
 - c) have the privilege of appointing workable committee members or dismissal of such.
 - d) have the privilege, at any time during a meeting of the Board, to call for a vote on any question before the Board, said question having first been duly motioned and seconded.
 - e) make reports to the Board at regular meetings. Committee Chairs shall be responsible for making presentations to the Board and shall act as spokesperson for his/her assigned committee to the Board and matters of such Committee.
 - f) present a report of activities and transactions of the Saddle Club at the general membership meeting and election.
 - g) appoint a nominating committee on or prior to the election meeting of each calendar year, to present a slate of qualified candidates for open Board positions to the general membership at the annual election meeting in February.
2. In the absence or disability of the President, the Vice-President shall exercise all functions of the President as authorized by the Board.
3. The Secretary shall hold all of the following responsibilities of organization unless otherwise recommended by the Secretary and determined by the Board to assign said responsibilities to a member of the organization. The Secretary's book shall be open to inspection by any other Board member at all times. The Secretary shall:
 - a) keep minutes of all meetings.
 - b) have charge of the Seal, shall sign, with the President, membership cards and such instruments as requires the Secretary's signature as authorized by the Board.
 - c) have charge of blank membership cards and approved applications and
 - d) keep a record of the names and address of each member and current status of dues.
 - e) attend to all correspondence.
 - f) submit all special event permits and verify approval of such. The Secretary's book shall be open to inspection by any other Board member at all times.

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- g) Shall ensure all documents required to be in compliance with the Open Records Act requirements are updated and posted where necessary.
4. The Treasurer shall hold the following responsibilities.
- a) Overseeing the management and reporting of an organization's finances.
 - b) Being knowledgeable about who has access to the organization's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable.
 - c) Developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget.
 - d) Overseeing the development and observation of the organization's financial policies
 - e) Keeping the Board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the Board and to the membership.
5. The election meeting of the general membership shall be held in Teller County, Colorado.
- a) Notice of three (3) general membership meetings and special meetings of the general membership shall be prepared by the Secretary and mailed to the last known physical address or email address of each member of record, not less than two (2) weeks before the annual meetings, and in case of special meetings, not less than ten (10) days before such meeting. Special meetings notices shall state the purpose thereof.
 - b) The election of Board members shall take place at the time of the February general membership meeting. The election shall be by ballot vote and each member of record, in good standing, who is present, shall be entitled to cast one ballot. Proxy voting will not be allowed in the election.
 - c) Absentee voting will be available to eligible voters of the Saddle Club, by requesting a ballot from the Secretary on or before January 7th and returning it postmarked no later than January 20th.
 - d) Two (2) members at large and one (1) Board member who are not seeking reelection, selected by the Board, shall conduct the counting of all ballots cast (including absentee ballots.) A recount shall be conducted if the results of any race are within two percent (2%) or less of the total number of ballots
 - e) In the event of a tie, the tie shall be broken immediately following the election by a coin toss.

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5. It will be required that any incumbent Board member or member wishing to be elected/re-elected to the Board, be an active member in good standing for one (1) year prior to the February General Membership meeting with the understanding that full and unbiased attention shall be given to all matters coming before the Board, and that all regular meeting and functions of the Saddle Club shall be attended consistently to the best of their ability.
6. Any incumbent Board member, who is wishing to be elected to the Office of President, Vice-President, Secretary or Treasurer and is unsuccessful, shall retain his/her position providing that said term does not expire immediately following the February election.
7. The Secretary shall ensure all current member are notified of an "Annual Dues Notice" on or before December 10th each year. The notice shall state the amount due, location of remittance and a due date of the current year and a delinquent date of January 20th of the following year. (Refer to Article IV, paragraph 1 of these bylaws.)
8. The authority is given to the four (4) elected Officers of the Saddle Club to sign all checks. The signatures of two (2) Officers are to be required on all checks at all times.
9. Removal of any monies from a financial investment account (not the principle account) held in the name of the Saddle Club must be requested in writing by the highest ranking Office in office at the time of need. The letter will require signatures of all Officers in office at that time.
10. The order of business of any meeting of the general membership shall be as follows:
 - Roll call of Officer and Directors
 - Reading of the minutes of the previous meeting
 - Report of the President
 - Report of the Treasurer
 - Election of Officers and then Board members. *Into the Future!*
 - Special business
 - Adjournment
11. The order of business of regular and special Board meeting shall be as follows:
 - Roll call of Officer and Directors
 - Reading of the minutes of the previous meeting
 - Correspondence (Secretary)
 - Treasurers report
 - Applications for membership

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- Unfinished Business
- New business
- Adjournment

ARTICLE IV

Membership Definitions:

Family:

Can be up to two (2) adults per household and includes any minor children under the age of 18. Family membership entitles the household to two (2) votes only, cast by members over 18 years of age.

Single:

Any individual eighteen (18) years of age and older. Single membership is entitled to one (1) vote only.

Lifetime:

Can be either purchased for an amount determined annually by the Board or awarded upon a recommendation and evaluation by the Board and presented to the general membership for a vote. Lifetime memberships are entitled to one (1) vote only.

Youth:

Can be granted on a case by case basis with the approval by the Board. Youth membership is not entitled to vote.

Member in good standing:

Any member whose dues are current for the fiscal year and has no official sanctions or pending/current disciplinary actions against them. A member not in good standing will not have voting privileges until the sanctions or disciplinary actions have been resolved.

1. Membership in the Saddle Club and membership cards signed by the President and Secretary may be issued upon payment of the membership fee, as established by the Board. Annual dues will be due and payable no later than January 20th and considered delinquent for voting purposes after January 20th. Delinquency will result in membership not being in good standing. Reinstatement shall be by application and payment of the initial membership fee, the same as new membership, when membership has lapsed. Any new memberships received and accepted after November shall be in effect until January of the following year after the next annual election meeting.
 - a) Any member, including Board members, acting in a disruptive manner, not consistent with the best interest of the Saddle Club, will be asked to turn in his/her membership card. A hearing date will be scheduled by the Secretary and the

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member(s) will be notified no later than ten (10) days prior to the hearing. The hearing will be before a quorum of the Board and a majority ballot vote by the same. If member is found to be in violation of acting in a disruptive manner, not consistent with the best interest of the Saddle Club, their membership may be suspended or revoked. Membership fees will not be refunded.

2. Membership applications and initial membership payments shall be presented and voted upon by the Board at any regular meeting or special meeting by a majority vote of the Board. The Treasurer shall refund the initial membership payment should the application be rejected.
3. Any person whose application for membership to the Saddle Club is accepted by the Board may receive a membership card showing expiration date of such dues.
4. All said monies collected as membership fees are to be used only as the Board may direct in the purchase or property, improvement or maintenance of same, on in the accomplishment of any legal purpose of the Saddle Club. The payment of dividends in any form being specifically excluded here.

ARTICLE V

1. The Saddle Club is organized for exclusively religious, charitable, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under said Section 501(c)(3) of the Internal Revenue Code of 1986.
2. Notwithstanding and other provisions of these Articles, the organization shall not carry on any activities not permitted to be carried on the an organization exempt from the Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
3. No substantial part of the activities of the Saddle Club promote propaganda, or otherwise attempting to influence legislation and the organization shall not participate in, or intervene in (including the publication and distribution of statements), any political campaign on behalf of any candidates for public office.
4. No part of the net earnings of the Saddle Club shall inure the benefit of, or be distributable to its members, trustees, Board members or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. (Refer to Article II. Para 7)

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5. Upon dissolution of the Saddle Club, the Board shall, after paying or making provision for payment of all liabilities of the Saddle Club, dispose of the residual assets of the Saddle Club exclusively for exempt purposes on the Saddle Club in such a manner, or to one (1) or more organizations which themselves are exempt as organizations described in Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 or corresponding sections of any future Internal Revenue Code. Any such assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of the Saddle Club is then located, for such purposes or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

ARTICLE VI

These bylaws may be amended, repealed or allowed in whole or part, by a majority vote of the members of the Saddle Club in good standing and who are present at a regular or special call meeting of the general membership, following the second publication of the amendments to the membership. To vote for bylaw amendments, members must be present at said general membership or special call meeting. First and last publication of the amendment may be made by publishing the amendment in the newsletter in the Saddle Club or by direct mail to the general membership.

ARTICLE VII

1. Robert's Rules of Order (latest revised edition) will govern the bylaws. Where conflict occurs between the bylaws of this organization and Robert's Rules of Order, the bylaws will take precedence. Should the organizations bylaws conflict with its Articles of Incorporation, the Articles of Incorporation shall take precedence.

Signatory block:

Approved and accepted this _____ day of _____, _____ by a majority vote of the general membership of the Saddle Club.

By: _____
President

By: _____
Vice -President

By: _____
Secretary

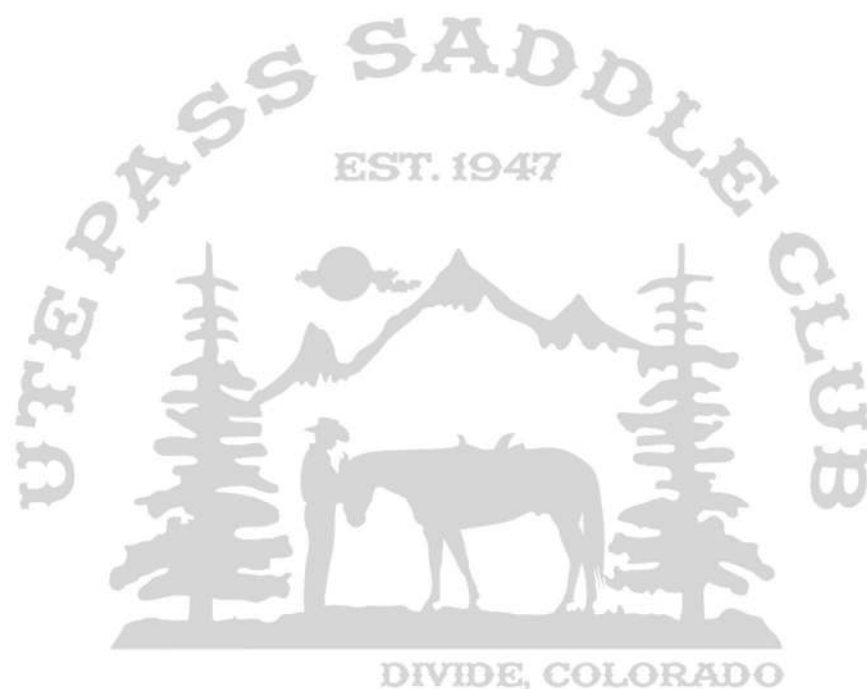
By: _____
Treasurer

By: _____
General Member

By: _____
General Member

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These amendments to the bylaws of the Saddle Club including the above added signatory block, with a first and second reading of the bylaws before the Saddle Club general membership, are approved and accepted the 20th day of February, 2016 by a majority vote of those members of the Saddle Club general membership in attendance.



Roping Our Past and Riding Into the Future!