

SOUTHERN COMFORT GAITED DRILL TEAM, INC.
Doing business as (dba) Southern Comfort Gaited Horse Club

BY LAWS

ARTICLE 1- NAME

The Name of the association shall be the **Southern Comfort Gaited Drill Team, Inc. doing business as Southern Comfort Gaited Horse Club** (Hereafter, the Corporation).

ARTICLE II-PURPOSE

This Corporation is organized exclusively for pleasure, recreation and similar non-profitable purposes. Pleasure and recreational purposes may include the following, but not limited to:

- a. Promote the versatility of all the gaited horse breeds in various activities.
- b. Provide drill activities, if there is an interest.
- c. Sponsor club trail rides and social activities.
- d. Promote good equitation skills thru clinics and education.
- e. Ownership of a horse is not required.

ARTICLE III - MEMBERSHIP

Membership in the Corporation shall be open to all. Any person younger than eighteen must submit, with their application, a waiver of liability signed by their parent or legal guardian on a form to be furnished by the corporation.

Dues: The amount needed for membership dues shall be decided yearly at the November general membership meeting. Membership dues shall be due January first of each year and become delinquent at the February general membership meeting. Members whose dues are unpaid by the March general membership meeting shall be dropped from the role and are ineligible to receive club announcements and attend any activities of the association. Members may rejoin again immediately once dues are paid. Dues of a new member who are elected to join the club after September 1 shall pay prorated dues for the rest of that calendar year.

Application for General Membership: All applications may be mailed to the Secretary of the Corporation or presented at a regular meeting of the Corporation.

Resignation: Any member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges previously accrued and unpaid.

Drill Team: – Any member wishing to participate in the drill team that hasn't previous ridden in the club drills will ride in a practice drill prior to becoming a part of the drill team(s). The Drill Manager will have sole discretion whether the horse and or rider participates. Drill Teams will be a minimum of four rider teams; one Spanish breed and one American breed team. If the drill teams become large, there may be a Drill Manager for each team.

Reinstatement: A member just needs to pay the dues to become a member again.

Transfer of Membership: Membership in this corporation is not transferable or assignable.

Vacancies: Any officer vacancies will be filled as follows: In the event the office of President is vacant, the incumbent Vice President will assume the role of acting President until the next election. All other vacant offices will be filled by nominations and secret ballot elections.

ARTICLE IV - ELECTION OF OFFICERS

The officers of the Corporation shall be elected from and by the membership and shall consist of President, Vice President, Secretary and Treasurer. They shall be elected by secret ballot and serve for a period of one year. At the November meeting, the President shall establish a

nominating committee to collect names of members to run for offices. The members willing to serve will be provided to the Secretary prior to the December meeting. The election meeting shall be the January meeting. The order of election shall be President, Vice President, Secretary and Treasurer.

- a. An absentee ballot may be requested of the Secretary, at least 2 weeks prior to the January meeting and provided by email for those not able to attend the January meeting. The completed ballot must be received by the Secretary via email or mail at least two days prior to the January meeting to be valid vote. The Secretary will bring the ballot to the January meeting with the original ballot and envelope or a hard copy of the email with the ballot.
- b. The newly elected officers shall take office after the January general membership meeting.

Candidate List: At the December meeting of the members, the Nominating Committee shall present to the President and Secretary the names of the candidates nominated by the members.

ARTICLE V - DUTIES OF THE OFFICERS

PRESIDENT: The President shall:

- 1) Shall preside at all meetings of the members and have general charge over the affairs of the association and appoint committee chairs as needed.
- 2) Be an ex-officio member of all committees with the exception of the Nominating Committee
- 3) Be a non-voting member unless there is a tie.
- 4) Coordinate with the Secretary, Treasurer or Insurance Committee Chair, the club annual liability insurance.
- 5) The President is responsible for over-seeing that all riding and non-riding members have filled out the Club hold harmless agreement and it is properly signed. This is a shared responsibility with the Vice President and Secretary
- 6) The President shall be an active riding member.
- 7) The President shall serve no more than two consecutive terms before a new President is elected.

VICE PRESIDENT: The Vice President shall:

- 1) Shall perform the Presidents duties in the case of the absence or disability of the President.
- 2) Assist the President with Club hold harmless agreements to be signed by all riding and non-riding members.
- 3) The Vice President shall be in charge of all club accessories and similar items.
- 4) The Vice President shall be an active riding member.
- 5) The Vice President shall serve no more than two consecutive terms before a new Vice President is elected.

SECRETARY:

- 1) Record and distribute the minutes of all meetings, and shall give notice of such meetings as requested by the President.
- 2) The Secretary shall have custody of all books, records, and papers of the Corporation except those in the custody of the Treasurer.
- 3) The Secretary shall keep attendance for all business meetings.
- 4) The Secretary is responsible for collecting and filing the signed hold harmless agreements for each member, and scrutinizing that they are properly filled out and signed.
- 5) Update the Corporation's liability insurance each year by reviewing any policy changes at regular meetings allowing the membership to vote as to whether or not renewal with existing

agent is needed or an entirely new agent is desired. If a new agent is desired the Secretary will research and present information on new agents to the club. The Secretary will then file the appropriate forms and pay the fees. Contact insurance agent with details for each event.

6) The Secretary shall serve no more than two consecutive terms before a new Secretary is elected.

TREASURER: The Treasurer shall:

- 1) Keep a record of all monies of the Corporation received or disbursed.
- 2) Deposit all monies and valuables in the name of, and to the credit of, the Corporation in such banks and depositories, as the officers shall designate.
- 3) Pay all bills and accounts as authorized by the membership. Any purchase over \$15 by any member must be pre-approved by the club.
- 4) All checks shall be signed by two officers of the Corporation.
- 5) File the "Annual Report" for the Corporation with the Secretary of State's Office for the State of Idaho. Documentation shall be filed with the Secretary's documents. File any federal government forms required.
- 6) The Treasurer shall serve no more than two consecutive terms before a new Treasurer is elected.

ARTICLE VI - BOARD OF DIRECTORS

The Board of Directors shall be the governing body of the corporation and shall consist of the current elected officers and the retiring President. They shall serve for one calendar year or until their successor has been elected and qualified. The Board of Directors shall be required to meet immediately following the election meeting, and shall select one member, by secret ballot, from the Board who shall serve as chairman.

The Board of Directors shall meet by phone, in person or via email communication prior to the monthly general meeting to discuss agenda for the general meeting and carry out duties of the corporation. The Secretary will keep minutes of the Board of Director meetings.

DUTIES OF THE BOARD: The Board of Directors shall be responsible for having the books audited at least once a year and shall report their findings to the general membership. Other duties are as outlined in these By-Laws. The Treasurer's books are to be independently audited before the January meeting.

ARTICLE VII -MEETINGS

The general membership meetings of the Corporation shall be held on the second Monday of each month unless otherwise decided by the members. Special meetings may be called by the President or the Chairman of the Board of Directors upon oral or 3 day written notice to all members prior to the special meeting. (Written notice is required only if all members are not able to be verbally notified.)

Quorum: There must be a quorum of three members and two officers present before a legal meeting can be held. There must be a quorum of five members plus two officers present before elections of officers may be held.

ARTICLE VIII -COMMITTEES

The President shall appoint such committees as may be required to promote the objectives and interests of the corporation. Committee chair is responsible for reporting to the general membership results of committee activities and any guidelines while attending such activities. In the event the committee chair is unable to attend a function he or she is responsible for the President as an ex-officio member of all committees shall appoint another committee chair or

assume control and responsibility for said function. This will ensure the club is protected at all times.

ARTICLE IX - PARLIMENTARY AUTHORITY

Roberts Rules of Order, as outlines in *Parliamentary Procedure at a Glance* by O. Garfield Jones, shall prevail at all meetings of the association.

ARTICLE X - AMENDMENTS

These By-Laws may be amended or new By-Laws may be adopted by a two-thirds majority vote of the members present, provided that no such proposed amendment or new By-Laws shall be voted on until the following procedure has been adhered to:

- 1) All proposed amendments shall be made in writing and submitted to the Secretary for recording.
- 2) The Secretary shall notify all members, in writing, that an amendment to the by-laws is pending.
- 3) All proposed amendments shall be read and subjected to discussion or debate at all regular meetings after submission and until it is accepted or dismissed.
- 4) It will be necessary that the proposed amendments be unchanged for two successive regular meetings before a vote can be taken.

ARTICLE XII CONDUCT

All members of the club shall uphold the dignity and maintain the respect of the club at all times. Any horse or human displaying unsafe actions during club activities may be dismissed by the activity chair person. All members should use good trail riding etiquette as adopted by the club.

ARTICLE XIII SPECIAL PROVISIONS

Be it understood that all members in good standing, whether present or absent at the time of acceptance of these by-laws, shall immediately become subject to the provisions of these bylaws. In the event the club should reach a point of no participation and dissolution of the corporation is discussed as an option it is required to have a unanimous vote by all paid members. It should be unanimous after three consecutive meetings and discussions with no change in the vote. Any and all assets of the corporation shall be sold and all monies donated to another horse related group such as the Idaho Horse Council.

ARTICLE XIV CERTIFICATE OF ADOPTION

The undersigned, being the Directors of the Corporation, hereby certify that the preceding By Laws were regularly adopted by resolution of the Board of Directors of the Corporation on _____,20_____

President _____

Vice President _____

Secretary _____

Treasurer _____