

# **BI-LAWS OF THE CHESTNUT RIDGE HORSEMAN'S CLUB**

## **ARTICLE I DUES**

SECTION 1 Dues should be paid by members as follows:

- Family membership- \$18 per year
- Senior membership- \$10 per year
- Junior membership- \$7 per year
- Honorary members pay no dues.
- Lifetime membership- must have at least 5 years continuous memberships – pays no dues
- (Please include date of birth)
- Each has a vote.

SECTION 2:

- New members must pay their dues plus a \$15 initiation fee when applying for membership.
- Starting in the year 2000, renewal of all annual dues must be paid to the membership chair-
- Person between November 1<sup>st</sup> and January 31<sup>st</sup>. After January 31<sup>st</sup>, a \$15 initiation fee will be due.

## **ARTICLE II DUTIES OF OFFICERS**

SECTION 1: The duties of the officers shall be as follows:

### **PRESIDENT**

- Call the meeting to order at the appointed time.
- Preside at all meetings, if possible.
- Announce the business in its proper order.
- State all questions and put them to a vote.
- Announce the result of every vote and the next business in order.
- Be impartial in assigning the floor.
- To protect the rights of each member.

### **VICE-PRESIDENT**

- To assist the President in any way necessary.
- To be general program chairman in charge of all club programs.
- In case the President passes away or resigns, the Vice-President becomes President for the unexpired term.
- To preside at any meeting in the absence of the President.

### **RECORDING SECRETARY**

- To keep a record of the proceedings, the minutes.
- To keep records of the organization.

- To furnish committees with all papers referred to them.

#### CORRESPONDING SECRETARY

- To carry on correspondence for club officers.
- To keep register or roll of members and their attendance.
- To notify officers, committees and delegates of their appointments if they are absent.

#### TREASURER

- To receive and safely keep all funds of the organization and to pay out same on the order of the Board of Directors.
- To make a monthly report of receipts and disbursements.
- Disbursement of funds shall be made on the signature of the Treasurer and President or Vice-President.
- Treasurer's books shall be audited annually by a Committee of (2) appointed by the Board of Directors.

#### FOUR ELECTED DIRECTORS

- Assist in policy formulation of the organization and accept special assignments from the President.
- Aid and promote activities in the interest area in which they are assigned.

### **ARTICLE III NOMINATION OF OFFICERS**

SECTION 1: The nominating committee shall consist of at least three (3) Members, appointed by the President at the meeting preceding the annual meeting or an earlier meeting at the discretion of the President.

SECTION 2: The duties of the nominating committee shall be:

- Select a list of candidates
- Report at the meeting

SECTION 3: Meeting of the nomination committee shall be at a time preceding the annual meeting.

SECTION 4: No restrictions shall be placed on the selection of nominees other than that they shall be members in good standing.

SECTION 5: Nominations for each office will be announced individually. Nominations will then be made from the floor. The individual must be present at the meeting to be nominated (unless unforeseen circumstances prevent his/her attendance) or send a letter accepting the nomination to be presented to the club President before the nominations.

## **ARTICLE IV ELECTION OF OFFICERS**

SECTION 1: Time of election: All elections shall take place at the annual meeting or the organization the meeting to be held the \_\_\_\_\_.

SECTION 2: Manner of Election: All officers shall be elected by receiving the highest number of votes cast for the office at the annual election.

- Voting shall be by secret ballot.
- All members of the club in good standing attending the meeting shall be eligible to vote in accordance with Article III, Section J, of the Constitution.

SECTION 3: Counting Votes:

- Votes shall be counted immediately following the voting.
- Counting of votes shall take place at the place of voting.
- The counting of votes shall be done by the tellers appointed at the meeting.

## **ARTICLE V INSTALLATION OF OFFICERS**

SECTION 1: Time: The officers shall be installed at the meeting following the annual election.

By Whom: The installation of officers shall be made by the Chairman of the nominating committee.

## **ARTICLE VI COMMITTEES**

SECTION 1: There shall be standing committees consisting of at least three (3) members each for membership, publicity, trail master, social activities, youth activities and program committees. There shall be no restrictions on the number of committees on which one may serve.

SECTION 2: The President shall appoint all chairman of standing committees and necessary temporary chairman as the need arises. Members of standing committees shall serve for a period of one (1) year.

SECTION 3: Committee chairman duties: All chairmen may select three (3) or more members to aid in fulfilling the given responsibility of their function for the best interest of the club.

Trail master – shall have complete authority of all horses and riders on club trail rides. The trail master shall plan and see that arrangements are made for all trail rides of the club. The trail master shall notify the corresponding secretary of the dates and locations of all rides.

## **ARTICLE VII MEETINGS**

SECTION 1: Regular meetings shall be held the \_\_\_\_\_ of each month at \_\_\_\_\_ p.m.

SECTION 2: All regular membership meetings shall be conducted in a public place and the Board of Director's meeting place will be determined by the Board of Directors.

SECTION 3: The order of business shall be:

- Call to order
- Introduction of guests
- Reading of the minutes
- Communications
- Report of the Treasurer
- Report of standing committees
- Reports of special committees
- Unfinished business
- New business, including requests from representatives present to be considered by the Board of Directors
- Program for the day
- Adjournment