

**Mission Statement:** The White Mountain Riding Club is a family oriented organization that promotes an interest in equines, with the high standard of humane and ethical treatment of equines at all times.

WHITE MOUNTAIN RIDING CLUB BY-LAWS  
Updated January 14, 2024

**ARTICLE I - Objects and Policy**

**Section 1: Objects** The objects of the organization shall be to promote an interest in equines through educational activities, individual and family equine activities, sportsmanlike competition, good horsemanship, and safety in a fun and supervised format for all adults and youth with the high standard of humane and ethical treatment of equines at all times.

**Section 2. Policy** The policy of the Organization shall be to cooperate and assist local organizations in their respective efforts in all phases of equine activities without interference or participation in any problem or controversy within that organization.

**ARTICLE II - Members**

**Section 1: Membership Eligibility and Responsibility**

**1.1** Any person may become a member of the White Mountain Riding Club upon completion of member application and payment of dues.

**1.2** Membership runs from January 1 to December 31 each year.

**1.3** Members are responsible for a working knowledge of WMRC and its by-laws.

**1.4** All members are responsible for notifying the Organization of any changes in contact information.

**Section 2: Membership Types**

**3.1** Individual - an individual of any age

**3.2** Family - includes two adults and any children who have not reached their 18<sup>th</sup> birthday as of January 1<sup>st</sup> of the year, who are living at one address. Any members of the household wishing to be a member of the Organization must be listed on the membership form.

**3.3** Lifetime - At this time, the Organization does not offer a lifetime membership. Any members who previously purchased a

lifetime membership will be considered members until their passing.

**Membership fees are not transferable or refundable once paid.**

**ARTICLE III - Officers and Directors**

**Section 1: Duties and Responsibilities**

**1.1** No officer or board member shall possess individual authority to act or make decisions independently on behalf of the organization. The power to make decisions collectively is a fundamental aspect of board governance. All decisions are subject to board deliberations and require a majority vote among board members to be valid. Individual board members act within the framework of the board's decisions, policies and established procedures.

**1.2** At the retirement of any officer or director, they shall immediately hand over any and all Club/Organization property to their successor or the current president.

**1.3** Prior to taking office, any elected official must pay dues by January 1<sup>st</sup>.

**1.4** The officers of the organization shall consist of a President, Vice President, Secretary, Treasurer, Web Master and Social Media Coordinator.

**1.5** No officer shall engage in disagreements or disputes that could be detrimental to the reputation of the Organization, either online or in person.

**Section 2: President**

**2.1** The President shall have general charge of the affairs of the Organization. It shall be his or her duty to preside at meetings of the Organization.

**2.2** The President shall be the authorized second signer on the bank accounts in the event the treasurer is unavailable. In any event, all financial transactions must be approved by the membership.

**2.3** The President may appoint a member to fulfill any officer vacancies. That appointment must be voted upon at a meeting by the present and currently paid members.

**2.4** The President cannot concurrently hold the position of treasurer.

**2.5** The President shall perform other such duties as pertain to their office.

### **Section 3: Vice President**

**3.1** It shall be the duty of the Vice President to preside at the meetings of the Organization in the absence of the President, and to perform such duties as ordinarily pertain to their office.

**3.2** In the event of the vacancy of President, the Vice President shall assume the office of President for the remainder of the current presidential term.

### **Section 4: Secretary**

**4.1** It shall be the duty of the Secretary to keep records of membership, and record and preserve minutes of all Organization meetings.

**4.2** The Secretary shall also send out notices of the meetings of the Organization and its various committees and activities.

**4.3** The Secretary shall provide agendas and meeting minutes to current membership at least one week prior to next meeting.

**4.4** The Secretary shall carry out all Organization correspondence.

**4.5** Meeting minutes shall not include, nor shall be published with details of the finances of the Organization.

**4.6** The Secretary shall hold the primary responsibility of handling the Organization's email account.

**4.7** The Secretary shall perform other such duties as ordinarily pertain to their office.

### **Section 5: Treasurer**

**5.1** It shall be the duty of the Treasurer to have custody of all funds.

**5.2** The Treasurer cannot concurrently hold the position of President.

**5.3** The Treasurer shall provide a report of accounting at each meeting.

**5.4** The Treasurer shall perform other such duties as pertain to their office.

### **Section 6: Webmaster**

**6.1** The Webmaster shall be responsible for ensuring that the website is maintained and working systematically. Core responsibilities shall include: the regulation and management of access rights of different users of the website, the appearance and set up of website navigation, and content placement.

**6.2** The Webmaster shall update the website with current meeting minutes, horse show information and other pertinent information for the membership.

## **Section 7: Social Media Coordinator**

**7.1** The Social Media Coordinator shall oversee the Organization's online presence.

**7.2** The Social Media Coordinator shall create engaging content, maintain brand consistency, and interact with the online community.

**7.3** The Social Media Coordinator shall promote events, analyze analytics, and ensure adherence to policies.

**7.4** The Social Media Coordinator office can be held concurrently with the Webmaster office.

## **Section 8: ELECTION OF OFFICERS**

**8.1** At the November meeting, the presiding officer shall ask for nominations by the members of the Organization for President, Vice President, Secretary, Treasurer, Webmaster, and Social Media Coordinator; dependent upon which offices are up for re-election.

**8.2** The nominations may be presented by the nominating committee or by members from the floor, either, or both as the Organization may determine.

**8.3** Potential candidates must be paid members in good standing in order to be nominated for an office.

**8.4** Paid members wishing to vote in the election of officers shall vote in person at the December meeting.

**8.5** Absentee ballots will be available upon request. Requests for absentee ballots must be made by December 1<sup>st</sup> and must be returned to the club by December 7<sup>th</sup>.

**8.6** The candidates for President, Vice President, Secretary, Treasurer, Webmaster and Social Media Coordinator receiving the greatest votes shall be declared to their respective offices. All elected officers will serve a two year term. The President, Treasurer, and Social Media Coordinator will be nominated and elected in one year, and the Vice President, Secretary, and Webmaster being nominated and elected the following year.

**8.7** Elected officers will take office on January 1<sup>st</sup>. Transfer of hard copies of documents will take place at the first meeting of the year.

## **Section 9: BOARD OF DIRECTORS**

The Board of Directors shall be the governing board of the Organization, and in all respects shall have the authority to act for and on behalf of the organization. The only restriction on their actions shall be that they shall not take any action contrary to specific direction voted by the members at any meeting. The Board shall also act as the executive committee or officers if needed.

**9.1** The Board of Directors shall consist of seven members.

**9.2** The Board of Directors shall be elected by members of the Organization. The Chairman of the Board shall be elected by the members of the board. These elected directors shall serve for a term of three years.

**9.3** Nominees for the Board of Directors shall be elected from the current membership with paid dues. Should no member desire to become a director when there is a vacancy, any officer may be appointed to the board by the Chairman of the Board and the President.

**9.4** The Board of Directors has the authority to terminate any officer or director engaging in inappropriate and/or aggressive behavior. This shall be decided after a formal grievance procedure has been completed.

**9.5** The duties of the Board of Directors shall be to exercise general supervision over all officers and business interests pertaining to the Organization. **FOUR MEMBERS SHALL CONSTITUTE A QUORUM** to act at a regular or special meeting in the absence of any of the other board members. The Board shall meet annually in the month of November, and as needed.

**9.6** A director may not miss two consecutive meetings within a calendar year without informing the Chairman of the Board in advance.

**9.7** Any officer or director missing two consecutive meetings without notification may be terminated. Notice of termination shall be documented in meeting minutes and shall be sent to the officer or director via electronic communication.

Vacancy of a director shall be put to a vote by the remainder of the Board of Directors to appoint a successor to fill the unexpired term.

**9.8** Any resignation of an officer or Director shall be submitted in writing to the Board of Directors.

**9.9** If the office of any director becomes vacant, the remaining directors shall elect a successor by majority vote. This successor shall hold office until the next annual meeting.

**9.10** Meetings of the Board of Directors may be called by the President or by any two directors by notice served on each director. A majority of the voting board members shall constitute a quorum for the transaction of business. If a quorum is not available, those directors present may conduct business on a tentative basis, which may be ratified later by the absent directors. The Board of Directors may act by the resolution of quorum thereof although not formally convened. If any director cannot attend a regular meeting, s/he must notify the President at least 24 hours in advance, thus permitting the President to know, in advance, whether a quorum will be present.

## **ARTICLE IV - MEETINGS**

### **Section 1: General Information**

**1.1** All meetings shall be conducted by the latest version of Robert's Rules of Order

**1.2** Meeting notices shall be posted on the Organization's website, social media accounts and emailed to current membership.

### **Section 2: Annual Meeting**

**2.1** The annual meeting of the Organization shall be held during the month of January. Time and location for the annual business meeting shall be set by the current Board of Directors. Thirty day notice of meeting shall be sent to the members by email and social media and put on the official website of the Organization.

### **Section 3: Additional Meetings**

**3.1** Additional Membership meetings may be called by the President, in which case the Secretary shall duly inform the membership three days in advance of the meeting.

## **ARTICLE V - DUES**

### **Section 1: Annual Dues**

**1.1** Annual membership dues to the Organization shall become due and payable by October 1 each year in order to be eligible to vote for officers and directors for the following year.

**1.2** Dues are for one calendar year, due annually.

**1.3** Dues shall be proposed by the presiding Board of Directors, and voted on by the paid membership at the annual meeting.

**1.4** Unpaid members shall lose all club privileges and be removed from the club mailing list.

## **ARTICLE VI - FUNDS AND FINANCIALS**

### **Section 1: Distribution of Funds**

**1.1** The funds of the Organization shall be distributed under the direction of and by order of the paid membership vote.

**1.2** The Treasurer shall be authorized to pay such bills as necessary for the basic operation of the organization.

These bills include insurance premiums, taxes, auditor fees, reimbursement to the Secretary for postage, and other similar expenses. The Treasurer shall report such disbursements to the membership at each regular meeting.

**1.3** Any special expenditure shall have the prior approval from the membership of the Organization.

**1.4** The executive committee shall have the right to approve unforeseen expenditures if there is a time restraint with no time to call a meeting of the members.

**1.5** All bills shall be paid upon submission of a written bill by the Treasurer or other authorized person.

**1.6** Any request for reimbursement by a paid member shall be submitted with receipts and an expense form to the Treasurer. The Treasurer shall then present the request to the membership for a vote at the next meeting.

### **Section 2: Security of Funds**

**2.1** The Treasurer shall deposit all funds of the Organization in a financial institution to be named and voted upon by the Organization.

### **Section 3: Audits**

A thorough audit by a Certified Public Accountant or the Board of Directors shall be made once a year of all the Organization's financial transactions.

### **Section 4: Fiscal Year**

The fiscal year for the Organization shall be a calendar year. An annual financial report shall be made available to paid members at the annual meeting.

## **ARTICLE VII - AMENDMENTS**

### **Section 1: Amendments to the By-Laws:**

**1.1** Amendments to these By-Laws may be proposed at any regular or special meeting of the Organization by majority vote of paid members at such meeting.

**1.2** No proposed amendment shall be acted upon at a regular or special meeting unless a copy of such proposed amendment has been provided by the secretary to each paid member of the Organization. This shall be provided at least two weeks before the date of such regular or special meeting.

## **ARTICLE VIII - CONFLICT OF INTEREST POLICY**

### **Section 1: Purpose of Policy**

**1.1** The Officers and Directors of the White Mountain Riding Club owe a duty of loyalty to the Organization, which requires that in serving the Organization they act, not in their personal interests or in the interests of others, but rather solely in the interests of the Organization. Officers and Directors must have undivided allegiance to the Organization's mission and may not use their positions, information they have about the Organization, or the Organization's property, in a manner that allows them to secure a pecuniary benefit for themselves or their relatives.

**1.2** The conduct of personal business between any officer or director and the Organization is prohibited. Business transactions of the Organization in which an officer or director has an interest shall not be prohibited, but they shall be subject to close scrutiny.

**1.3** Such proposed transactions shall be reviewed carefully to determine that they are in the best interests of the Organization, and that they will not lead to conflict of interest. For the purposes of this policy, an officer or director has an interest in a proposed transaction if s/he has a substantial financial interest in it, or has a substantial financial interest in any Organization involved in the proposed transaction, or holds a position as director or officer in the Organization. Officers and directors are expected to make full disclosure to the best of their knowledge of any dual interest in a proposed transaction by submitting a report to the President supplying any reasons why the transaction might not be in the best interest of the Organization. In matters requiring prior approval of the Board of Directors, the President shall forward copies of this disclosure report to the board before its approval.



**1.4** Any officer or director with a dual interest in a proposed transaction shall not vote on the matter and, depending upon the circumstances, may be excluded from any discussion of the matter.

**1.5** An officer or director shall not use inside information of the Organization for his/her personal benefit. They shall not use such inside information or his/her position as officer or director to the detriment of the Organization. Inside information is information obtained through the officer's or director's position that has not become public information.

**1.6** Each officer and director has a duty to place the interests of the Organization foremost in any dealings involving the Organization and has a continuing responsibility to comply with the requirements of this policy.

**1.7** On an annual basis, each officer and director shall be required to complete a Conflict of Interest Disclosure Statement.

## **ARTICLE IX - INTERNET AND SOCIAL MEDIA POLICY**

### **Section 1: Purpose of the Policy**

**1.1** This policy exists to guide members when using social media and the internet. Failure to adhere to this policy may lead to investigations and disciplinary action being taken against a member, which may include suspension or termination of membership from the Organization.

**1.2** White Mountain Riding Club recognizes the importance of the internet and social media sites such as Facebook, Twitter, LinkedIn, TikTok, home webpages, sites, chat rooms, and all other forms of electronic communication and the role social media and the internet plays in the day to day lives of its membership.

**1.3** The organization shall make random internet searches to identify postings which include references to White Mountain Riding Club, judges or members.

### **Section 2: Responsibility of Members in Regards to the Policy**

**2.1** All members must ensure that any material that is transmitted or posted on social media is clearly stated to be a personal view and not the view of the Organization.

**2.2** The content posted or transmitted must not contain any information which could damage the name or reputation of the organization, its current or former members, committees, judges

past and present, or which is derogatory to the character of, or prejudicial to, the interests of the Organization.

**2.3** All members who are identified as members of the Organization must not post or transmit any material that is, or can be considered abusive, threatening, defamatory, liable to incite racial hatred, discriminatory, pornographic or in breach of the laws governing sexually explicit material.

**2.4** Posts may not breach the club's confidentiality regarding finances or Organization activities. Members are further reminded to respect individuals' right to privacy.

**2.5** Any post that encourages or incites conduct that would constitute a criminal offense has serious consequences, including legal response.

**2.6** Requests by law enforcement, safeguarding agencies, or any other regulatory or government authority investigating suspected illegal activities will be fulfilled with no warning to the individual or prior permission to do so; as long as that request is within the meaning of the Data Protection Act 1984.

**2.7** Any breach of this code of conduct will constitute a breach of Organization policy and may also lead to civil and/or criminal proceedings being brought against the individual.

**2.8** The Organization-produced images should not be copied or used on social media without written consent from the Organization. All members should use caution using images of children online.

### **Section 3: Dealing with Member Infractions**

**3.1** Any member may file an official grievance regarding the conduct of another if they are able to produce screenshots or actual postings to support their concerns. Please refer to the grievance policy for more information.

**3.2** The board will view the images and will decide if the complaint is true and accurate. The Secretary will then invite the alleged perpetrator to explain the post and, dependent upon the response, may call a meeting of the board to respond to the alleged offense. If the individual does not cooperate, or attend the meeting, then their membership may be suspended or terminated.

### **Section 4: Dealing with Non-Member Infractions**

**4.1** The Organization acknowledges that the Organization has no control over non-members on social media. However, the Organization also acknowledges that this is an area that needs to be policed effectively to protect the Organization, membership

and judges past and present. Should a violation occur, the Organization shall work closely with any club the offending party may be part of, to ensure the offender is dealt with by their respective club's own code of conduct or policy.

## **ARTICLE XI - GRIEVANCE POLICY**

### **Section 1: Purpose of the Policy**

**1.1** The grievance process is designed to resolve problems or perceived problems.

**1.2** Because of the nature of the internet, the Board of Directors of White Mountain Riding Club has a very firm stance on taking any precipitous actions based on unsubstantiated allegations, defamation or general mudslinging, particularly when it is apparent that it is being generated or incited by one individual.

**1.3** The Executive Committee of the Organization shall serve as the Grievance Committee to privately and fairly evaluate the validity of any grievances and to consider appropriate action. Official action will only take place when a formal grievance has been received.

### **Section 2: Types of Grievances**

**2.1 Informal Complaint** If a member feels there is an error on a registration, a transfer, show points or any other day-to-day business type issues, the member is to first contact the Organization's Secretary. Most of these types of complaints may be simple errors or misunderstandings and can be easily resolved. If this type of issue is not able to be resolved by the Secretary, it may be escalated to the President for review. If the grievance cannot be resolved, then it may become a formal grievance.

**2.2 Formal Grievance** A formal grievance is an issue that has not been able to be resolved with the Secretary or President, or it may be an ethics grievance, or other serious grievance requiring the attention of the Executive Committee.

**2.3** A formal grievance must be filed within thirty days of the offending incident.

**2.4** The person making the grievance shall complete and submit a grievance form along with the grievance investigation fee and any current or additional documentation to the President. In the case of a grievance with the President, submission may be sent directly to the Chairman of the Board of Directors.

**2.5** Should a grievance be submitted against any member, officer or director of the board, that member may not participate as a member of the grievance committee hearing that complaint.

**2.6** The recipient of the grievance will contact the Executive Committee and provide them with any documentation and information already accrued regarding the grievance.

**2.7** The Secretary, or designee, will send a copy of the grievance to the person(s) about whom it was written, giving them the opportunity to respond and resolve it informally with the sender, if possible.

**2.8** If the person about whom the report was written resolves the matter with the sender, s/he may submit that information to the grievance committee. The committee shall appropriately file the information but will take no further action. The report and any informal resolution of the matter will remain on file.

**2.9** If, at any time, the sender of the grievance feels the matter is fully resolved, they may request that the grievance be withdrawn. In this case, the committee will file the grievance without further review.

**2.10** Based on the content of the responses and the response of the accused, the committee shall determine whether additional investigation or action is necessary. If the complainant(s) fails to provide adequate substantiation to refute the allegations, the committee will meet to vote on response.

**2.10.1** No further action to be taken due to insufficient evidence OR

**2.10.2** No further action to be taken due to the nature of the grievance OR

**2.10.3** The Executive Committee shall then decide the course of action to be taken by a 2/3 vote.

**2.11** If the issue is voted on the side of the complainant(s) the grievance fee will be refunded 100%.

**2.12** The investigation process will be completed within ninety days and the complainant(s) will receive a written (or emailed) notice from the committee as to the action taken.

**2.13** Grievance committee investigative reports are confidential. Reports may be reviewed in person, but not distributed outside the committee.

## **ARTICLE VIII- DISBURSEMENT OF FUNDS**

Upon dissolution of the Organization, the funds and property of the Organization shall be distributed, after payment of all outstanding legal obligations, evenly between Becky's Gift Equine Relief and Tomten Farm and Sanctuary.