

**Mission Statement:** The White Mountain Riding Club is a family oriented organization that promotes an interest in horses through educational activities, individual and family horse activities, fair competition, good horsemanship, and safety in a fun and supervised format for all adults and young people with the high standard of humane and ethical treatment of horses at all times.

## WHITE MOUNTAIN RIDING CLUB BY-LAWS

Updated — April 17, 2017

### ARTICLE I – Objects and Policy

Section 1. The objects of the organization shall be to promote an interest in horses through educational activities, individual and family horse activities, fair competition, good horsemanship, and safety in a fun and supervised format for all adults and young people with the high standard of humane and ethical treatment of horses at all times.

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

### ARTICLE II – Members

Section 1. Any person may become a member of the White Mountain Riding Club upon completion of member application and payment of dues.

### Article III – Officers and Directors

Section 1. The officers of the association shall consist of a President, Vice President, Recording Secretary, Corresponding Secretary, Treasure and Web Master.

Section 2. **PRESIDENT:** The President shall have general charge of the affairs of the Association. It shall be his or her duty to preside at meetings of the Association and to perform such duties as ordinarily pertain to his or her office.

Section 3. **VICE PRESIDENT:** It shall be the duty of the Vice President to preside at meetings of the Association in the absence of the President and to perform such duties as ordinarily pertain to his or her office.

Section 4. **Recording Secretary:** It shall be the duty of the Secretary to keep records of membership, and to record and preserve minutes of all Association meetings, and perform such other duties as usually

pertain to his or her office. Upon his or her retirement from office, he or she shall turn over to his or her successor, or the President all records kept during his or her tenure and any Association property in his or her possession.

Section 5. Treasurer: It shall be the duty of the Treasurer to have custody of all funds, accounting for same to the Association at its annual meeting and at the regular monthly meetings, and to perform such other duties as pertain to his or her office. Upon his or her retirement from office, he or she shall turn over to his or her successor, or the President all funds, books or accounting or any Association property in his or her possession.

Section 6. Corresponding Secretary: It shall be the duty of the Corresponding Secretary to send out notices of the meeting of the Association and any of its various committees and activities, to carry out any Association correspondence. To maintain an updated membership mailing list and to perform such other duties as usually pertain to his or her office. Upon his or her retirement from office, he or she shall turn over to his or her successor, or the President all records kept during his or her tenure and any Association property in his or her possession.

Section 6.5. WEBMASTER: The Webmaster is responsible for ensuring that the website is maintained and working systematically. Core responsibilities of the Webmaster will include the regulation and management of access rights of different users of the website, the appearance and setting up website navigation and content placement.

Section 7. ELECTION OF OFFICERS: At the November meeting, the presiding Officer shall ask for nominations by the members of the Association for President, Vice President, Recording Secretary, Corresponding, Secretary, Treasurer and Webmaster . The nominations may be presented by the nominating committee or by members from the floor, either or both as the Association may determine. Potential candidates must be members in good standing in order to be nominated to an office. The nominations duly made shall be placed on the ballot in alphabetical order under each office and shall be voted on by numbered, written ballot. Ballots shall be mailed two weeks prior to December deadline. The candidates for President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Webmaster receiving the greatest votes shall be declared elected to their respective offices. All elected officers will serve a two year term with the President, Recording Secretary and Webmaster all being nominated and elected in one year and the Vice President, Treasurer and Corresponding Secretary being nominated and elected in the following year. Paid members, twelve years of age and older shall have a right to vote. The elected officers shall be installed at the Annual Meeting.

Section 8. BOARD OF DIRECTORS: The Board of Directors shall consist of seven members. The duties of the Board of Directors shall be to exercise general supervision over all Officers and business interests pertaining to the Club. 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. If a Director misses two consecutive meetings (special or annual meeting)

without informing the Chairman of the Board in advance, it will be determined that director's seat becomes vacant if he/she has an unexcused absence, and the board does not grant approval for an additional absence or absences, which approval must be reflected in the minutes of the second missed board meeting.

The members of the Board of Directors shall be elected by the members of the Association. The Chairman of the board will be elected by the members of the Board. These elected Directors shall serve for three years. Nominees for the Board of Directors should be elected from the current general membership with dues paid for the coming year. Should no member desire to become a Director or there is a vacancy, any Officer may be appointed to the Board by the Chairman of the Board and the President.

#### ARTICLE IV – MEETINGS

Section 1. ANNUAL MEETING: The annual meeting of the Association shall be held during the month of February at a city or town within New Hampshire as stipulated by the Officers.

Section 2. SPECIAL MEETINGS: Special meetings may be called by the President in which case the Corresponding Secretary shall duly inform the membership three days in advance of the meeting.

#### ARTICLE V – Dues

Section 1. The annual membership dues in the Association shall become due and payable by December 31<sup>st</sup> each year in order to be eligible to vote.

Section 2. The annual membership dues shall be \$5.00 per year for individual membership and \$10.00 per year for Family Membership. Family Membership shall consist of parent(s) and their children under 18 years of age.

Section 3. Members with current dues unpaid shall lose all club privileges and be dropped from the club mailing list.

#### ARTICLE VI – FUNDS

The funds of the Association shall be distributed under the direction and by order of the club vote. The treasurer shall be authorized to pay such bills as necessary for the basic operation of the Association. These bills include monthly fuel and utility bills, reimbursement to the Correspondence Secretary for postage, insurance premiums, taxes, auditor fees, and other similar expenses. The Treasure shall report such disbursements to the membership at each regular meeting. Any special expenditure shall have the prior approval of the membership of the Association.

## ARTICLE VII – COMMITTEES

Section 1. The President shall appoint such committees or heads of committees as he or she may deem necessary. The president shall be ex-officio member of all committees.

Section 2. Each committee shall transact business as is delegated to it in the BY-LAWS and such additional business as may be referred to it by the President. Except where special authorization is given by the President, such committee shall not take final action until a report has been made to the Club and approved.

## ARTICLE VIII – FINANCES

Section 1. The Treasurer shall deposit all funds of the Association in some bank to be named by the Association.

Section 2. All bills shall be paid upon submission of a written bill or receipt only by check signed by the Treasurer or other authorized person. A thorough audit by a Certified Public Accountant or Board of Directors shall be made once a year of all of the Associations financial transactions.

Section 3. The fiscal year of this Association shall end as of December 31<sup>st</sup> (thirty-first). An annual financial report shall be made available to paid members in February.

## ARTICLE IX – AMENDMENTS

Section 1. Amendments to these By-Laws may be made at any regular or Special meeting of the Association by majority vote of those present at such meeting, provided that no proposed amendment shall be acted upon at a regular or special meeting unless a copy of such proposed amendment shall have been mailed out by the Corresponding Secretary to each member of the Association at least two weeks before the date of such regular or special meeting. A quorum shall consist of the majority of the clubs members present.

## ARTICLE X – DISBURSEMENT OF FUNDS

Section 1. Upon dissolution of the Club, the funds and property of the club shall be distributed, after payment of all outstanding legal obligations, to the Weeks Memorial Library.