



**WOMEN'S SURFACE CREEK SADDLE CLUB
BY-LAWS**

(Revised February 2020)

ARTICLE I. The name of this organization shall be the WOMEN'S SURFACE CREEK SADDLE CLUB.

ARTICLE II. Membership:

- A. Regular members of the WSCSC must be 18 years of age or over.
- B. Junior members of the WSCSC will be those under 18 years of age, and shall enjoy all the privileges and responsibilities with the exceptions of voting and holding an elective office.
- C. Longtime contributing members of the WSCSC that have been approved by the membership will become honorary members entitled to participate in Club meetings and special functions. Dues will be waived.
- D. To be eligible for membership in the WSCSC a woman must share equine related interests as reflected in our Mission Statement.
- E. Annual dues of the WSCSC will be set at the January meeting of each year. Dues are payable by February 1 of each year.
- F. Duties of the members:
 - 1. It shall be the duty of the members to be acquainted with the Club's by-laws, to attend meetings regularly; to perform such duties of office or committees as may be required of her, and to make meetings worthwhile.
 - 2. When planning to terminate membership, the member shall relinquish to the Club any club property she may have in her possession.
- G. Voting rights: Only regular members as defined above shall be eligible to vote, and each regular member in good standing shall be entitled to one vote on each matter submitted to the vote of the members.

ARTICLE III. Officers: Officers of the Organization shall be President, Vice President, Secretary and Treasurer. The Secretary and Treasurer position may be combined into a single member's responsibility but not required.

- A. Elections shall be held at the first meeting of the year in January.
- B. The President shall be a member of the club in good standing. President shall serve for a single year and be reelected for up to three years. If the Club President leaves office before her term

expires she shall be replaced by the vote of the membership at the next available meeting for the completion of the term.

C. The Club President shall preside at as many meetings as possible. If she is unable to attend a meeting the Vice President will preside. If the Vice President is also unavailable the President will select a member to preside over the meeting.

1. The President appoints committees, call special meetings, preserve order, and perform such duties as are for the best interest of the Club. This shall include preparing and emailing an agenda to members prior to the club's monthly meetings.
2. The President shall appoint a nominating committee in November. The President may act as this committee. This committee shall submit a slate of officers for the consideration of the membership at the January meeting of the following year.

D. Vice President: The Vice President is a member of the club in good standing. Vice President may serve for a single year and be reelected for up to three years. If the Vice President leaves office before her term expires she shall be replaced by the vote of the membership at the next available meeting for the completion of the term.

1. Shall conduct any meeting where the President is unable to preside.
2. The Vice President's primary responsibility is to organize and schedule programs for club meetings.
3. Shall provide the Program Information to the President to be included with the agenda, sent to members prior to the meetings.
4. Programs are not limited to Equine related activities.

E. Secretary: Shall keep the minutes of each meeting, carry on all official correspondence of the Club, and keep a correct enrollment of the members of the Club.

1. Shall periodically provide membership with updated roster of club members with address, phone, and email information of each paid member.
2. Shall remind members who are delinquent on annual dues until March 15.
3. Shall electronically send meeting minutes to members and mail hard copies to those w/o access to email.
4. Shall assure that all members receive a copy of the Members Handbook for the current year. The Membership Handbook shall include, WSCSC's Mission Statement, By-Laws, Calendar of Events and Membership list.
5. Shall serve as email coordinator for general announcements from club to the membership
6. Shall verbally contact members not having access to email if something changes in a club sponsored event that was not covered in the minutes or Membership Handbook.

F. Treasurer

1. Shall receive and keep safely all funds of the organization, write checks and make deposits as needed.
2. Shall keep a record of all receipts and expenditures.
3. In addition to making a report of receipts and disbursements at each regular meeting, she shall prepare an annual report of the previous year to be presented at the January meeting.

4. Shall provide the President, Secretary, Treasurer and Sunshine Committee a list of members in good standing by March 15 and new memberships as they occur.
5. Shall have co-signing privileges on all accounts with the President or their designee.

ARTICLE IV. Standing Committees:

A. STS (Sumeral Therapy System)

1. Maintain unit
2. A saving account for the STS has been established should repair of the STS be required. The STS savings account is managed by the club's treasurer.
3. Shall alert members to the location of the unit. The person handing off the Unit should send an email out to all members advising club where the STS is located.
4. Shall provide instruction for members in the use and care of the unit.

B. Entertainment: Shall select and determine venue, make reservations, deliver deposits, plan games, decorate venues for Fun Night, Ladies Night Out and Christmas Dinner.

C. Equipment: Shall be in charge of and keep an inventory of the Club property other than that which is used in parades.

D. Public Relations:

1. Responsible for sending articles to appropriate newspapers relating meeting events, upcoming functions and report on events sponsored by WSCSC.
2. Keep the WSCSC Facebook page updated with photos and positive information about the club.

E. Historian: Keep a scrapbook of clippings, pictures, or items of interest concerning club activities.

F. Parade:

1. Organize and supervise practices and preparations for participation in parades as planned by membership.
2. Maintain inventory of parade equipment.

G. Sunshine:

1. Shall send Cards, flowers/donations as appropriate the notified of member's illness or death including member's immediate family.
2. Shall reach out and personally welcome new members and provide them a Member's Manual.

H. Ad Hoc committees shall be formed by the President in consultation with members as needed.

ARTICLE V. Meetings

A. They shall be conducted according to Robert's Rules of Order in all cases to which they are not inconsistent with the bylaws of this society.

B. Meetings shall be held regularly on the day of the month as designated by a vote of the membership.

C. Meetings shall be held in the homes of the members or at other locations as the membership shall see fit.

D. Quorum shall consist of members

E. Order of business

1. Introduction of Guests
2. Reading and approval of minutes
3. Treasurers Report
4. Correspondence
5. Reports of Committees
6. Old Business
7. New Business
8. Announcements

ARTICLE VI Attire: Attire for parades and other public appearances shall be as decided by the current club membership, using the club colors of turquoise black and white.

ARTICLE VIII Amendments/Changes to these by-laws: Amendments or changes to these by-laws may be made on recommendation of the officers in consultation with the membership. Member shall be notified of proposed changes in writing at least 14 days prior to the meeting at which the changes will be put forth for approval. Approval requires a two thirds majority of the voting members present at that meeting.