

BY-LAWS

OF

THE NORTHWESTERN

RIDING AND DRIVING

CLUB, INC.

Updated July 2009

ARTICLE I

Name

Section 1. The name of this association shall be The Northwestern Riding and Driving Club, Inc. The association is a non-profit 501 organization.

ARTICLE II

Objective

Section 1. The objective of this association shall be to promote good fellowship and to provide recreation among and for horse-lovers young and old.

ARTICLE III

Members

Section 1. (Amended) March 2006.

The area of membership shall be comprised of both residents and non residents of Vermont.

Section 2. (Amended) March 2006. **Application for membership.**

Membership shall be affected by written application accompanied by the appropriate fee presented to any officer or member.

Section 3. (Amended) July 1978, January 1993, March 2007, July 2009. **Dues.**

Annual membership dues, shall be due at the regular meeting succeeding the Annual Meeting. Dues shall be reviewed and set annually by a majority vote of the Board of Directors. Applicants seventeen (17) and under may be covered by a Family membership or an Individual membership. Applicants eighteen (18) and over must have their own membership.

Section 4. (Amended) July 2009 **Removal from Grounds/Suspension of Membership.**

The event committee, by majority vote, has the ability to prohibit further participation at any event in any form by participants, judges, officials, committee members and spectators due to inappropriate conduct and request immediate removal from the grounds if deemed necessary. The Board of Directors maintains the right to suspend any member due to inappropriate conduct at meetings, trail rides, open shows, gymkhanas, peewee gymkhanas, races or other activities, without refund of dues. Reinstatement after suspension will be accomplished by written application to be voted upon at the next regular meeting, the secret ballot to be carried by a simple majority of members in good standing who are present.

ARTICLE IV

Officers and Elections

Section 1. (Amended) February 1970, March 2006. **Officers.**

The officers of this association shall be comprised of a President, Vice President, Secretary, Treasurer and five (5) Directors.

Section 2. (Amended) March 1979, July 2009. **Elections.**

All officers and those Board Members up for election shall be elected at the annual meeting and installed effective January 1st following. Banquet, election, and annual meeting are to be held in the month of November.

Nominations from the floor will be accepted at the annual meeting. In order to be nominated for an officer or director position, you must be a member in good standing for at least one year and over the age of 18. Nominees must be able to attend most monthly meetings. Only members age 18+ are eligible to vote.

Results of all positions will be announced once all voting is completed. Majority vote is required for an election. A tie will require a re-vote. Two, (minimum) Board of Directors that are not in contention for any position up for election, will be responsible for counting the ballots cast.

Section 3. (Amended) February 1970, March 2006, July 2009. **Term of Office.**

The term of office for the president, vice-president, secretary and treasurer shall be for one year each. The term for each of the five directors shall be three (3) years, not to all expire in the same year.

ARTICLE V

Duties of Officers

Section 1. (Amended) March 2006, July 2009. **President.**

The President shall preside at meetings of the Association and shall perform such other duties as generally pertain to his/her office under the laws of the State of Vermont and the by-laws of this Association. He/She shall appoint such committees as may be required to carry out the affairs of the Association and shall act as an ex-officio member of all such committees.

Section 2. (Amended) July 2009. **Vice-President.**

The Vice-President shall carry out the functions of the presidential office in the temporary absence of or the incapacity of the President, not to exceed 3 months. At other times the Vice-President shall assist the President in the conduct of the affairs of the Association. See Article V, Section V for vacancies.

Section 3. (Amended) February 1970, July 2009. **Secretary.**

The Secretary shall be the legal clerk of the Corporation under the laws of the State of Vermont and shall prepare and submit all reports required by law to be submitted to the Secretary of State, and shall retain and certify for permanent record copies of all such reports. The said officer shall maintain records of membership, record and keep the minutes of all regular and special meetings of the Club, read for approval minutes of previous meetings not yet approved by the membership. The Secretary shall send out notices to members no less than two weeks prior to regular or special meetings or other activities of the Association, maintain affairs and activities. All records and files maintained by the said officer for the Association shall be delivered by the retiring officer to the person succeeding to the office or to the President at the Annual Meeting.

Section 3A. (Amended) February 1970. **Treasurer.**

The Treasurer shall be the custodian of the Associations finances; shall conduct and record all financial transactions of the Association as herein prescribed; shall account for all such transactions to the Association in writing at its Annual Meeting and on such other occasions as may be directed by the President or Board of Directors. The said officer shall be bonded. All funds collected in the name of the Association shall be recorded by the said officer, deposited in the name of the Association in a bank specified by the Board of Directors, and disbursed by check only. Checks shall be drawn in the name of the Club by the Treasurer for such bills as are approved for payment by the Board of Directors. No bills shall be paid without such approval, except that the said officer may maintain a Petty Cash Fund, not to exceed an amount set by the Board of Directors to be disbursed by check, which may be used without prior approval. The record of the Treasurer, including an inventory of all Association property showing location and estimated value, shall be prepared and presented to the President during the Annual Meeting.

Section 3B. (Amended) March 2006, July 2009. **Absence.**

The offices of Secretary and Treasurer will assume the responsibilities of each other's duties in the temporary absence of either officer, not to exceed 3 months. See Article V, Section V for vacancies.

Section 4. (Amended) August 1982, September 2001, March 2006, July 2009. **Board of Directors.**

The Board of Directors shall have its own chairman not a member of the executive board. The Board of Directors shall review all of the bills presented and may authorize payment of such bills; shall select a bank for depositing Association funds; select an internal auditor to audit the Association books as deemed necessary; otherwise provide council and assistance to officers and committee-members. All action by the Board of Directors requires a meeting be held by the Board of Directors shall be held and attended by all Directors and shall require support of a majority of the Board. The Board of Directors meetings are held as often as deemed necessary. A minimum of 3 meetings per year is required. Board of Director meetings are not open to the general membership. Suggestions or concerns must be submitted in writing to the Board of Directors for review. Results will be presented to the membership at a monthly meeting. See Article V, Section V for vacancies.

Section 5. July 2009 **Vacancies.**

At the resignation of any officer or Board of Director, an interim position can be held for 3 months. At the expiration of 3 months a special election will be held to fill the vacant position. A warning to the members will occur no less than two weeks prior.

ARTICLE VI

Meetings

Section 1. (Amended) March 1979, July 2009.

The meetings shall be the second Tuesday of each month with the Annual Meeting in November. Special meetings may be called by the Presidents and or the Board of Directors with two-week notice given the membership. Special meetings shall be called when requested by a member presenting a petition to the Directors.

ARTICLE VII

Amendment

Section 1. (Amended) July 2009.

Amendments to these by-laws may be moved at a regular or special meeting of the Association so directed by the Board of Directors or a petition of the members. Proposed amendments may be carried by a two-thirds vote of the members (adult) who are present. No amendments to the by laws may be made without a two week warning to all members. A By-Law committee can be appointed at any regular monthly meeting as deemed necessary to review the by-laws.

ARTICLE VIII

Reimbursements

Section 1. (Amended) March 2006.

Any club member shall be reimbursed from the club treasury for expenses, when pre-approved by the Board of Directors.

ARTICLE IX

Alcohol

Section 1. January 1984. (Amended) January 2002.

The Northwestern Riding and Driving Club, Inc. prohibits the use of alcoholic beverages in any form by participants, judges, officials, committee members and spectators during any Horse Show, Gymkhana, Race or Trail Ride held on the club grounds. Committees of other activities held on the club grounds will decide what beverages will be allowed.

ARTICLE X

Use of Race Track

Section 1. (Amended) March 2006.

Any horse or pony may use the race track for driving purposes only. Track may also be used to warm-up driving horses prior to ring competition. Trail classes can also be held on the race track. There shall be no horses allowed to canter on the track, other than the area marked for the Trail Course.

Revised January, 1984

Revised January, 1994

Revised September, 2001

Revised March, 2006

Revised March, 2007

Revised July, 2009