

SCOTTSDALE SADDLE CLUB BY-LAWS HANDBOOK

PO BOX 71425
Phoenix, AZ 85050

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CLUB HISTORY

In 1974, an idea sparked to form an organization of and for horsemen in Scottsdale and the North Phoenix area. Sponsored by the City of Scottsdale, the group worked diligently to raise funds and gather materials to construct Scottsdale's first "horse park and arena" on ground that had previously been set aside for a police shooting range. Upon completion of the arena, a grand opening ceremony was held and the facility was dedicated back to the City of Scottsdale to maintain. For seven years, we shared the park with snakes, spiders and other assorted desert dwellers, including vandals who decided this "far-out desolated area" was perfect for beer parties and the so-called boon-dockers, which were so popular then. The city did their best to patrol the park, but one night, our announcer's stand made a great bonfire.

Progress and civilization eventually caught up with us (the north end of Scottsdale Airport's newest runway passes through where our arena was), necessitating the 1981 dismantling of the facility. In November of 1982, we excitedly participated in the city's ground breaking ceremony, and finally in May of 1983, the dedication of what has now become Horsemen's Park at Westworld. Unfortunately, the Bureau of Land Reclamation, landlord of this property, could not allow the Club to use the facilities free of charge nor to pay a reduced rental fee. Thus, the Club lost its home in Scottsdale. We presently use Horse Lovers' Park in Phoenix for our gymkhanas and shows.

Until 2006 when the City of Scottsdale relieved us of trail patrol, SSC helped patrol and save dedicated trails through Scottsdale and establish new ones. We worked with the City of Scottsdale on a "Trail Patrol Program." We are members of the Arizona Equine Coalition, the Reach 11 project in Phoenix, and the Arizona State Horseman's Association.

Most of our members own their own horses, but this is not a requirement for membership. All club activities are planned to include all family members. Living in the "Valley of the Sun" gives us vast and varied opportunities for enjoyment and with just a suggestion followed by a few phone calls, we can get a function organized and off we go.

MISSION STATEMENT

S.S.C. is a family oriented volunteer organization of equine enthusiasts.

To provide horse related events, activities, and opportunities for volunteers within the local community.

To protect the equestrian lifestyle in the State of Arizona and the promotion of responsible horse ownership.

To commit ourselves to the productive cooperative resolution of sensitive equestrian and environmental issues.

To offer organized equestrian events that are open to the public.

To encourage and promote equestrian related events of the Scottsdale area, while contributing to the formation of a social club.

To promote fun, family oriented horse activities in the State of Arizona.

The Scottsdale Saddle Club is an organization of families and individuals desiring to promote horse-related activities for both its members and the community through service, recreational, social and educational activities.

SSC strives to provide an environment for equestrian enthusiasts and families to enjoy the outdoors as well as quality equestrian events such as horse shows, gymkhanas, trail rides, and social events (for those who do not ride).

VISION STATEMENT

As Scottsdale becomes more populated, (less open area), to support the dedication of trails and horse parks within the City.

GOALS FOR 2008

. The club hopes that the 2008 year improves with more people getting involved and volunteering to help with all activities planned by SSC. Also seeing positive growth within the horse shows with all the new changes for 2008.

. To continue to provide schooling gymkhanas and horse shows that emphasizes fun and family from the beginner to the advanced rider.

. To schedule educational activities that benefit club members.

REGULAR CLUB EVENTS

GYMKHANAS

Gymkhanas are usually held on the second weekend of the month at Reach 11 (Horse Lover's Park). There are five different age groups, and four novice classes. Leadline, Beginner, Novice and Pee Wee are considered novice. There are four different events plus 4D Speed Barrels.

HORSE SHOWS

Western shows and English shows both with schooling classes. All breeds. All ages. Especially geared toward the competitor just starting out.

TRAIL RIDES/POKER RIDES

Trail rides, moonlight rides, and breakfast rides. These are held at various locations throughout Arizona.

MEMBERSHIP MEETING

These are held two times a year.

PARADES

The Drill Team participates in various parades around the state of Arizona. All members are welcome to ride in the parade along with the Drill Team. Anyone interested should contact the Drill Team in advance to find out info on parking, meeting area and attire. Members must also meet the parade guidelines.

NEWSLETTER

A monthly newsletter with a calendar of events is sent to all members via email.

YEAR-END AWARDS

As a SSC member, you can earn points towards year-end awards when you participate in gymkhanas and horse shows. You must attend a pre determined number of gymkhanas and or horse shows and also volunteer a pre determined number of hours. These awards are presented at our annual Awards Banquet in December.

BY-LAWS

SCOTTSDALE SADDLE CLUB, INC.

Revised October 2007

ARTICLE 1 – PROPERTIES

Sec. 1 All properties purchased or otherwise obtained shall belong to Scottsdale Saddle Club, Inc.

Sec. 2 Inventory needs to be done annually by the Chairpersons and turned in to the Secretary by December 31.

ARTICLE 2 – EXECUTIVE BOARD

Sec. 1 The Executive Board shall be comprised of the elected officers and appointed Standing Committee Chairs.

Sec. 2 Each member of the Executive Board shall have one vote on all matters requiring a vote. Ad Hoc chairs shall not have Executive Board voting privileges.

ARTICLE 3 – FEES AND DUES

Sec. 1 Dues for new members joining the club after September 30th shall be good through the following year. No assessment shall be levied or collected at any time.

Sec. 2 The fiscal year will be from January 1st to December 31st.

ARTICLE 4 – MEMBERSHIP

Sec. 1 Membership shall consist of families and individuals who are interested in horse activities and horsemanship.

Sec. 2 A family consists of husband and/or wife and is inclusive of all family members living at the same address.

Sec. 3 The status of family memberships changing due to single members getting married shall not require additional dues until the next calendar year.

Sec. 4 Single membership consists of individuals not covered in family membership.

Sec. 5 Honorary and life memberships may be approved only by a unanimous vote of the Board. Lifetime may be considered for members who have made long-term outstanding contributions to the club.

Sec. 6 Any member going into the armed services shall be retained as a member in good standing with all fees waived until the club's next calendar year after discharge.

Sec. 7 The Board may refuse or revoke membership status only upon reasonable grounds relating to horse activities or inhumane treatment of an animal at any time. Also for any misconduct (foul/abusive language, threatening of another club member, verbal or physical confrontations of one member or board member to another etc.) that reflects negatively in any way upon the club and its members. Please refer to the SSC Code of Conduct. Membership status cannot be denied because of age, race, color, religion or sex.

Sec. 8 The Treasurer or Membership Chair shall generate renewal notices to be sent to those who have not renewed by March 1st.

Sec. 9 Individuals or families may join the Club on a temporary basis for a period of one (1) event. Membership will be a nominal fee set by the Board. Temporary members will be eligible to participate as a member in gymkhanas, Trail rides, Horse shows, and other club activities.

Temporary members will not accumulate points toward year-end awards for either the Gymkhana or Horse Show.

Temporary members will not be eligible to run for a club office nor will they be eligible to vote.

Sec. 10 Proceedings may be brought against any member for misconduct that reflects negatively in any way upon the club. Upon charges being presented to the Board in writing, the offending member shall be notified by registered letter of the charges brought and shall be given ten (10) days in which to answer said charges. Said charges are to be heard in a regular or special meeting of the Board and a majority vote required to cause expulsion.

Sec. 11 Charges can be brought and membership revoked or refused against any member of the club who is exhibiting inappropriate behavior or has been using abusive language at any stated meeting or social affair. Please refer to the SSC Code of Conduct.

ARTICLE 5 – OFFICERS

Sec. 1 The officers of the club shall include a President, First Vice-President, Second Vice-President, Secretary and Treasurer. Additional officers may be authorized by the Board.

Sec. 2 Officers must have been members in good standing, and shall serve for a period of one (1) year. This section shall be waived for Charter Officers.

Sec. 3 The President shall not succeed himself after serving two (2) full terms in office. However, after one (1) year out of office he/she may hold that position again.

Sec. 4 An officer may be removed from office for non-compliance with the Constitution or By-Laws, or by failing to fulfill his/her duties in an efficient, acceptable manner. A warning shall be provided, giving specific factual details of the poor performance, and an opportunity given for the officer to improve his/her performance to an acceptable level and the timeframe to do so. This letter shall be signed by a minimum of three of the other four officers. If acceptable performance is not evident, as demonstrated by objective, factual information, the officer shall receive notice of his/her failings by certified mail and shall have an opportunity to refute the allegations at a board meeting called for this purpose. A quorum of remaining Executive Board members must be present at the meeting. The meeting shall be posted and open to the general membership. The meeting shall be presided over by the highest-ranking officer not subject to removal. After both sides of the issue have been presented, a roll call vote of the remaining Executive Board will be taken to determine if the officer should be removed from office. A majority vote shall decide the issue. The resulting decision will become effective immediately.

Sec. 5 A vacancy in the office of the President shall be filled by the First Vice-President.

Sec. 6 Any officer vacancy, with the exception of the President that occurs during a term will be filled by Executive Board appointment. A majority vote of a quorum of the Executive Board shall be required to appoint a replacement officer.

Sec. 7 The term of office for any replacement officer shall be the remainder of the term of the officer replaced.

ARTICLE 6 – COMMITTEE CHAIRS

Sec. 1 The Standing Committee Chairs shall include Communications, Gymkhana, Horse Show, Drill Team, Trail Rides, Trail Patrol and Social Events.

Sec. 2 Ad Hoc Chairs (Created for a special purpose and disbanded upon completion) will include; Nominations and others as necessary.

Sec. 3 Committee Chairs must have been members in good standing for at least five (5) months and shall serve for a period of one (1) year. Committee Chairs shall be filled by appointment by the Executive Board.

Sec. 4 A Committee Chair may be removed from office for non-compliance with the Constitution or By-Laws, or by failing to fulfill his/her duties in an efficient, acceptable manner. A warning shall be provided, giving specific factual details of the poor performance, and an opportunity given for the officer to improve his/her performance to an acceptable level and the timeframe to do so. This letter shall be signed by a minimum of three of the officers. If acceptable performance is not evident, as demonstrated by objective, factual information, the Committee Chair shall receive notice of his/her failings by certified mail and shall have an opportunity to refute the allegations at a Board meeting called for this purpose. A quorum of Executive Board members must be present at the meeting. The meeting shall be posted and open to the general membership. The meeting shall be presided over by the President. After both sides of the issue have been presented, a roll call vote of the remaining Executive Board will be taken to determine if the Committee Chair should be removed from office. A majority vote shall decide the issue. The resulting decision will become effective immediately.

Sec. 5 A vacancy in any Chair position shall be filled by appointment of a new Chair by Executive Board appointment. A majority vote of a quorum of the Executive Board shall be required to appoint a replacement Chair.

Sec. 6 The term of office for any replacement Chair shall be the remainder of the term of the Chair replaced.

ARTICLE 7 – MEETINGS

Sec. 1 Regular membership meetings can be held anytime, meeting date and time to be determined by the Board. At least two (2) regular membership meetings shall be held annually. The meeting agenda shall, as a minimum, cover all items listed in Appendix C.

Sec. 2 Special membership meetings or board meetings may be called by any Board member.

Sec. 3 Only members in good standing shall be eligible to vote. In family memberships, each adult over the age of 18 shall have one (1) vote.

Sec. 4 Board meetings may be called by a Board member with notice to all Board members at least one (1) week prior to such meeting.

Sec. 5 Board meetings must be attended by a quorum. (Reference Roberts Rules of Order)

Sec. 6 Purpose of Meetings

To provide, for the contribution of, valuable suggestions, criticism and input of individual members.

Provides an opportunity for social get-together.

General business.

ARTICLE 8 – ELECTIONS

Sec. 1 A Nominating Committee shall be appointed by the Board to form a slate of prospective officers.

Nominations for officers may be made from the floor at a regular meeting of the club, or in writing.

Sec. 2 Nominations shall be held in October. The Nominating Committee will mail ballots by November 1. The ballots must be received back by November 21. Terms of office shall be from January 1 through December 31.

Sec. 3 Eligible voters are as specified in Article 7, Section 3.

Sec. 4 The officers shall be installed at the regular December meeting (Awards Banquet) of the club. The term of office for all officers shall be the calendar year. The retiring President shall preside and shall install the newly elected officers as the concluding act of his/her administration.

Sec. 5 Any vacancies in other offices of the board shall be filled for the unexpired term by an appointment by the board for the remainder of the term.

ARTICLE 9 – DUTIES OF OFFICERS

Sec. 1 Duties of the Officers of the club are as listed in Appendix A, and such other duties, which may be designated from time to time by the Board. The duties of the Committee Chairs shall be as listed in Appendix B.
Sec. 2 The Board shall have the power to settle all member disputes and direct the management of the club at its regular meetings and in case of emergency.

Sec. 3 The Treasurer shall be supplied with a bond paid for by the club.

Sec. 4 Any Board member finding it necessary to miss three (3) consecutive regularly scheduled Board meetings shall be subject to removal from office in accordance with Article 5, Section 4.

ARTICLE 10 – CONTRACTING AND SECURING

Sec. 1 The Board may contract for building materials and any other needs of the club. The Board may secure supplies and all other materials for club activities through regular or special channels. No purchase shall be made in the name of the club by any person without approval of the Board.

Sec. 2 Any person or committee delegated to carry out any club project shall keep accurate records of any monies spent or collected. A detailed report shall be submitted upon culmination of the project. The report shall be presented to the Board.

ARTICLE 11 – INDEBTEDNESS

Sec. 1 The highest amount of indebtedness or liability, direct or contingent, to which the club may at any time subject itself, is \$4,000.00.

ARTICLE 12 – DISSOLUTION

Sec. 1 In case of dissolution of the club, being voted at a membership meeting, no property or money belonging to the club shall be distributed to, or inure to the benefit of any member, but shall be donated to a charity designated by a majority vote in a membership meeting. All members in good standing shall be notified at least four (4) weeks in advance of the meeting by a registered letter stating the purpose of the meeting.

ARTICLE 13 – TABLING

Sec. 1 No matter properly brought before the club for discussion shall be tabled for more than one (1) meeting, action on same to be brought up at the next stated business meeting. Otherwise, all meetings shall follow Roberts Rules of Order in conducting meetings.

ARTICLE 14 – AMENDMENTS

Sec. 1 Additions or revisions to these By-Laws can be made by a majority vote at any membership meeting, and must be read at two (2) membership meetings before they are adopted, or by mailed ballot, provided that the amendments be in writing and printed. Amendments shall be approved at the Article and Section level, and are not approved as “all or none.”

ARTICLE 15 – FINANCIAL REPORT

Sec. 1 All financial reports shall be done in established standard procedure and carried forth from year to year. The calendar year shall be used for financial reports.

President

Date

APPENDIX A

SCOTTSDALE SADDLE CLUB BOARD MEMBERS

OFFICERS: RESPONSIBILITIES AND AUTHORITY

PRESIDENT

Preside over all SSC activities.

Schedule, organize and run Board meetings and General Membership meetings.

Post meeting notices as required, and prepare written meeting agenda.

Keep SSC members informed of City activities and club’s responsibilities as a City club.

Authorize other members to carry out specified duties.

Appoint committees when needed to look after the interests of the club.

Keep track of dates for different events.

Attend Board meetings.

Attend SSC functions.

Represent the club’s interests and promote the club whenever and wherever possible.

Advocate club goals.

FIRST VICE-PRESIDENT

Ad Hoc member of Gymkhana Committee.
Board liaison to Gymkhana Chair.
Assist the President when needed.
Assume President's responsibilities and area of authority when President is absent.
Attend Board meetings.
Attend SSC functions.
Represent the SSC's interests and promote the club whenever and wherever possible.
Advocate club goals.

SECOND VICE-PRESIDENT

Ad Hoc member of Horse Show Committee.
Board liaison to Horse Show Chair.
Assist the President and the first Vice-President.
Attend Board meetings.
Attend SSC functions
Represent the SSC's interests and promote the club whenever and wherever possible.
Advocate club goals.

SECRETARY

Record in a book, and present if requested, the minutes of all Board meetings and General Membership meetings.
Maintain club historical records.
Handle written correspondence involving club business or functions.
Handle social correspondence as needed.
Attend Board meetings.
Attend SSC function.
Represent the SSC's interests and promote the club whenever and wherever possible.
Advocate club goals.

TREASURER

Keep financial record of the club's income and expenses.
Pay bills and distribute funds as needed, with authorization by the board.
Prepare financial statements (income statement, balance sheet, and cash flow statement) at the end of each year.
Prepare budgets for the next coming year.
Send the Arizona Corporation Commission Certificate of Disclosure by April 15th and have a copy delivered to the Club President.
Provide a current list of new members to the Club Membership Chair.
Distribute membership forms to each Committee Chairperson for their events.
Attend Board meetings.
Attend SSC functions.
Represent the SSC's interests and promote the club whenever and wherever possible.
Advocate club goals.

APPENDIX B

COMMITTEE CHAIRS: RESPONSIBILITIES AND AUTHORITY

COMMUNICATIONS

Compile, edit, and circulate monthly SSC Newsletter to members of the club.
Maintain SSC website, ensuring that current and accurate information is posted.
Circulate business notices, special announcements, and other information to membership, via e-mail, as needed.
Attend Board meetings.
Attend SSC functions.
Represent the club's interests and promote the club whenever and wherever possible.
Advocate club goals.

GYMKHANA

Schedule, organize, and oversee gymkhanas (date, time, location).
Publicize the event.

Create list of gymkhana duties to ensure smooth operations (volunteer sign-in sheet, sign-up desk, judge, gate, pattern set-up, time keeper, ribbon writer, and announcer).

Secure assistance to fulfill duties.

Order ribbons, trophies, prizes, and equipment, as needed.

Maintain gymkhana equipment.

Generate paperwork needed for gymkhanas, including pattern sheets, sign-up sheets, entry form, point tally, etc.

Maintain balance sheets to account for gymkhana funds/deposits.

Prepare a detailed report of each gymkhana to be presented at the next coming board meeting.

Write a summary of the event for the newsletter.

Arrange and prepare for year-end gymkhana awards.

Represent the club's interests and promote the club whenever and wherever possible.

Advocate club goals.

HORSE SHOW

Schedule, organize and oversee horse shows (date, time, location).

Publicize the event.

Create list of horse show duties to ensure smooth operations (volunteer sign-in sheet, sign-up desk, judges, gate, ring steward, ribbon writer/runner, and announcer).

Have checks ready for the judges.

Secure assistance to fulfill duties.

Order ribbons, trophies, prizes, and equipment, as needed.

Maintain horse show equipment.

Generate paperwork needed for horse shows, including sign-up sheets, entry forms point tally, etc.

Maintain balance sheets to account for horse show funds/deposits.

Prepare a detailed report of each horse show to be presented at the next Board meeting.

Write a summary of the event for the newsletter.

Arrange and prepare for year-end horse show awards.

Represent the club's interests and promote the club whenever and wherever possible.

Advocate club goals.

DRILL TEAM

Schedule, organize and oversee drill team practices and demonstrations.

Order/create drill team equipment.

Maintain drill team equipment.

Generate paperwork needed for drill team entries.

Represent the club's interests and promote the club whenever and wherever possible.

Advocate club goals.

TRAIL RIDES

Schedule, organize and oversee trail rides (time, date and location).

Publicize the event in the newsletter.

Prepare reports to Board on trail rides and potential trails.

Make the preparations for the event:

Emergency equipment that might be needed

For a cookout; organize who brings what

Have a sign-up list ready for the riders

Write a summary of the event for the newsletter.

Represent the club's interests and promote the club whenever and wherever possible.

Advocate club goals.

SOCIAL EVENTS

Arrange facility, food and decorations for identified social events, including the Year-End Awards Banquet.

Oversee sale of event tickets.

Maintain balance sheet of ticket sales and proceeds.

Provide treasurer with an event financial report (with deposit slips, invoices, etc.)

Represent the club's interests and promote the club whenever and wherever possible.

Advocated club goals.

APPENDIX C

STANDING AGENDA

Call to order.

Old business.

Reports from:

President

First Vice-President

Second Vice-President

Secretary

Treasurer

Membership Chairperson

Gymkhana Chairperson

Horse Show Chairperson

Drill Team Chairperson

Trail Rides Chairperson

Communications Chairperson

Social Events Chairperson

Other special Ad Hoc Committees (nominations, etc.)

New business:

Mail

Upcoming events, etc.

Questions or Open Discussion

Adjourn