

Hollywood Hill Saddle Club Bylaws

Revision Date: November 29, 2011



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Revisions to Hollywood Hill Saddle Club Bylaws:

Date	Summary of Revisions	Approved by
June 1, 2010	<ul style="list-style-type: none"> • Created cover sheet, revision sheet with Directors & Officers sheet with term expiration dates and numbered pages. • In Article II Section 1, added “and website” after the word “newsletter”. • Removed “Revised November 28, 2004” from the last page. • Corrected spelling typos <ul style="list-style-type: none"> ○ (Article 3, Section III- REGUALR) • In Article IX, Section 1, Added the full, correct reference to the 10th edition of Robert’s Rules of Order Newly Revised (RONR)\ • Added 3rd paragraph to Article III, Section I regarding Ex-Officio Board Members 	
December 7, 2010	Updated new Directors and Officers	
November 29, 2011	Updated new Directors and Officers	

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2012 Board of Directors and Officers with Term Expiration Dates

Position	Name	Term expires
President	Ruth Ann Stark	12/1/2012
Vice President	Julie Winkler	12/1/2012
Past President	Lynda Shipway	12/1/2012
Secretary	Casey DeBardi	12/1/2012
Treasurer	Judi Bailey	12/1/2012
Board Position	Shari Crichton	12/1/2013
Board Position	Helen Lay	12/1/2013
Board Position	Janet Capps	12/1/2012
Board Position	Amy Perkins-McKenna	12/1/2012
Junior Board Position	Isabelle Schwager	12/1/2012

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BYLAWS OF THE HOLLYWOOD HILL SADDLE CLUB

ARTICLE I

MEMBERS

Section 1. The members of the corporation may be any individuals directly or indirectly interested in horsemanship or other recreational project and whose membership dues are not delinquent. The interest of each incorporator and member shall be equal to that of any other and no incorporator or member may acquire any interest, which will entitle the incorporator to any greater voice, vote, authority, or interest in the corporation than any other member.

Section 2. The Board of Directors in accordance with the objects and purposes for which the corporation was formed shall determine the duties and responsibilities of the members.

Section 3. Membership in this organization is not transferable or assignable.

ARTICLE II

MEETINGS

Section 1. ANNUAL MEETING. An annual meeting of the members shall be held at the annual awards banquet in November of each year for the purpose of installing directors and officers, for the transaction of such other business as may come before the meeting, and for receiving of the annual reports of the retiring officers. Election of directors and officers shall be by ballot. Names of those running for office will be announced in the HHSC newsletter and website at least four (4) weeks prior to the annual meeting and absentee ballots may be obtained from the secretary until three (3) weeks prior to the annual meeting. To be counted, absentee ballots must be returned no less than one (1) week before the annual meeting.

Section 2. PLACE OF MEETINGS. The Board of Directors may designate any place for the annual meeting or for any special meeting called by the Board of Directors. If no designation is made or if a special meeting was otherwise called, the place the meeting shall be the registered office of the corporation in the State of Washington.

Section 3. QUORUM. At any meeting of the members of the corporation, the voting members present in person constitute a quorum. Each voting member so present shall be entitled to one (1) vote. Each voting member must be Sixteen (16) years of age or older and a member in good standing for six (6) months.

ARTICLE III

BOARD OF DIRECTORS

Section 1. NUMBER AND TERMS. The number of directors shall be at least five (5) and not more than nine (9). Only voting members are eligible for the Board of Directors and such members shall have been in good standing with the corporation for at least six (6) months prior to his or her election.

The President's term of office shall be for two (2) years, including one year as the President and one year as Past-President. The Vice President, Secretary, and Treasurer shall serve for one (1) year. The remaining four (4) Directors, if any, shall serve for two (2) years, but their election will be staggered so that only half of such directors shall be elected in any one year.

Up to an additional five (5) ex-officio board members from the chairmen of the five major divisions (Games, English/Western, Dressage, Trail and Hunter/Jumper) may participate as full board members with the following requirements: 1) They are members of HHSC in the current year. 2) Their appointment is approved by a majority vote of the membership-elected board. 3) Their appointment is terminated when they are no longer performing their chairmen position. 4) If a chairman is already on the board of directors, he/she will not be an ex-officio board member until such time as their elected board position expires. 5) Only one person can hold any single ex-officio board position. Co-Chairmen may not share an ex-officio board position.

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Section 2. ANNUAL MEETING. The regular annual meeting of the Board of Directors shall be held without other notice than this Bylaw, immediately after and at the same place as the annual meeting of the members.

Section 3. REGULAR MEETINGS. Regular meetings of the Board of Director shall be held not less than once a month, at a time and place for the holding of such regular meetings to be set forth in a resolution by the Board of Directors.

Section 4. SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by or at the request of the President or any two other directors. Notice of any special meeting of the Board of Directors shall be given at least two (2) days previous thereto, in writing, by telephone, or in person, unless notice of such meeting is waived by the entire membership of the Board. If notice is given by mail, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed with postage prepaid.

Section 5. QUORUM. One half (1/2) of the members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board, but if less than one half (1/2) are present at said meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

Section 6. PROXIES. Voting by proxy shall not be allowed; voting is to be confined to those directors personally present at the meeting of the Board of Directors in all matters requiring the action of the Board, Each director shall have one vote.

Section 7. VACANCIES. Any vacancy occurring in the Board of Directors by reason of death, resignation, or removal of the director shall be filled by a majority vote of the Board of Directors. Any person so appointed shall serve until the next annual meeting of the members of the corporation, at which time the balance of the term shall be filled by nomination and election in the manner prescribed by these Bylaws.

ARTICLE IV

OFFICERS

Section 1. OFFICERS. The officers of the corporation shall be President, Vice President, Secretary, Treasurer and Past-President. The Board of Directors may elect or appoint such other officers as it so deems desirable and such officers shall have the authority to perform the duties prescribed from time to time by the Board of Directors. No officer shall hold more than one position.

Section 2. ELECTION AND TERM OF OFFICE. The officers of the corporation shall be elected annually by the voting members of the corporation by ballot at the annual meeting as discussed in Article II, Section 1. Each officer shall hold office for one (1) year and shall have been a member of the corporation in good standing for at least six (6) months prior to his or her election. Officers shall be limited to no more than two (2) consecutive terms in any one position. All officers of the corporation shall be members of the Board of Directors.

Section 3. PRESIDENT. The President must have been a Board member the year prior to occupying the President's position. The President shall be the principal executive officer of the corporation and shall, in general, supervise all of the business and affairs of the corporation. The President shall preside at all general meetings of the members. The President may co-sign, with the Secretary or Treasurer, any legal documents that the Board of Directors has authorized to be executed; The President shall be authorized to co-sign all checks. In general, the President shall perform all the duties incident to the Office of President and such other duties as may be prescribed by the Board of Directors from time to time.

Section 4. VICE PRESIDENT. In absence of the President, or in the event of the President's inability or refusal to act, the Vice-President shall perform the duties of the President and, when so acting, shall have all the powers of, and be subject to, all of the restrictions of the President, He or she shall be authorized to co-sign checks. He or she shall perform such other duties as from time to time may be assigned to him or to her by the President or by the Board of Directors.

Section 5. SECRETARY. The Secretary shall keep the minutes of the meetings of the members and the Board of Directors. Such minutes shall be kept in one or more permanent books and shall follow the office. The Secretary shall see that all notices are duly

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given in accordance with the provisions of these Bylaws or as required by law. The Secretary shall be the custodian of the corporate records and the seal of the corporation, if one is obtained. The Secretary shall be responsible for receipt, distribution, and the answering of all correspondence directed to the corporation, The Secretary shall perform all such other duties as may be assigned to him or her by the President or the Board of Directors. He or she shall be empowered to co-sign checks.

Section 6. TREASURER. It shall be the duty of the Treasurer to keep accurate books of accounts pertaining to the funds of the corporation. All funds of the corporation shall be deposited in such regular state or national banks as the Board of Directors may select.

Section 7. PAST-PRESIDENT. The duties of the Past-President shall be to oversee the Board of Directors and to obtain a financial reporting for the previous fiscal year, November 1st to October 31st. The Past-President shall also carry out such duties as are assigned by the Board of Directors.

Section 8. PROHIBITIONS. If two or more members of the same family are officers, only one member shall be empowered to sign checks.

Section 9. REMOVAL OF OFFICERS AND DIRECTORS. Any officer who neglects or fails to perform his or her duties or fails to attend meetings may be removed by a two-thirds (2/3) majority vote of the entire Board of Directors. In such event, the Board of Directors shall appoint a new officer to fill the vacancy until the end of the current term of office.

ARTICLE V

FINANCES

Section 1. The treasurer shall give a full financial report and all the records shall be opened for any member's inspection at the annual meeting. The Past-President shall be responsible for obtaining an examination of the books, culminating in a fiscal year end report to the President, and it is to be presented to the membership no later than the annual meeting.

Section 2. Each division committee shall be responsible for financial accountability of their respective division. Financial accountability shall include management of revenue and expenses associated with show management including the purchase of additional properties/equipment. All revenue generated through regular shows and fund raisers will be subject to a deposit to the General Fund which will be a percentage of the net revenue for the event*. The percentage will be established by the Board of Directors at the beginning of each new calendar year of operation and will be dependant upon the projected earnings and expenses of the club as a whole. All deposits to the General Fund are managed by the Board of Directors for the overall welfare of the club and expenses for upkeep and maintenance of the grounds.

Each committee chair must submit to the Board of Directors for approval an annual budget to reflect estimated expenditures and revenues for their respective division. Any additional expenses beyond the approved budget must be re-submitted for Board approval. Emergency expenditures may be approved by a majority vote of the quorum and will be reported at the next Board meeting. All receipts for expenditures must be submitted to the Treasurer within 45 days of transaction expense.

*Per rider arena fees are not considered part of the net revenue for an event and must be considered a separate line item that will be deposited in whole to the General Fund for maintenance of the grounds.

ARTICLE VI

DUES

Section 1. Membership dues shall be determined and payable at the beginning of each annual year by the Board of Directors.

ARTICLE VII

COMMITTEES

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Section 1. MEMBERSHIP COMMITTEE. There shall be a Membership Chairperson appointed from the membership by the President, whose duty it shall be to prepare membership applications and to distribute them to those requesting such applications.

Section 2. OTHER COMMITTEES. The Board of Directors shall be authorized to establish such other committee's, as they deem necessary for the carrying on of the business of the corporation.

ARTICLE VIII

AMENDMENTS TO THE BYLAWS

Section 12. These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority vote of the members at any regular or special meeting, provided the notice requirements of these Bylaws are complied with.

ARTICLE IX

ORDER OF BUSINESS

Section 1. All meetings of the board of Directors, Officers, or Committees shall be held in accordance with and subject to the rules of procedure set forth in current edition of Roberts Rules of Order Newly Revised (RONR). As of the revision date of these bylaws, the current edition of RONR is the 10th edition.

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