

BY-LAWS OF TWAIN HARTE HORSEMEN, INC.

ARTICLE 1. NAME

Section 1. This club shall be known as TWAIN HARTE HORSEMEN, INC.

ARTICLE 2. PURPOSE

- Section 1.
 - a. This club is a non-profit, non-political, non-sectarian club.
 - b. This club is formed to promote interest in fine horses, good riding, and with other horse organizations, to sponsor and promote good fellowship and horsemanship.
 - c. To receive and hold property of all kinds necessary to carry out the purposes of the Club.
 - d. To convey, exchange, lease, mortgage, transfer upon trust or otherwise profitably dispose of all property, real or personal, in connection with the purpose and objectives of this club.

ARTICLE 3. MEMBERSHIP

- Section 1.
 - a. Any person 18 years of age or older of good moral standing, with horses and transportation or access to same and a genuine interest in good horsemanship, is eligible for membership.
 - b. *Persons under 18 must be part of a family membership*
 - c. When a name is proposed for membership, the sponsoring member first gives the name to the membership chairperson. The Membership Chairperson then provides the sponsor with an application packet. When the completed form is returned, the membership chairperson presents the *application* to the Board and gives a brief account of the person's qualifications. A majority of the voting Board members must approve the candidate for membership. *The candidate must then attend* at least two (2) meeting and one (1) horse related function to meet the membership requirements. After completion of the attendance requirements, candidate will be voted on at the earliest opportunity. Two thirds (2/3) of the voting members present must approve the candidate for membership. Upon acceptance as a member and payment of dues, candidate will be given the By-Laws.
 - d. Applications for married couples shall be voted on as a single application.
- Section 2
 - a. In order to maintain ACTIVE MEMBERSHIP in Twain Harte Horsemen, Inc. and to realize benefit of discounts at *certain* activities, *all* members must attend and work at a minimum combination of five (5) workday/functions. Events and Committee Chair people to be exempt from the preceding requirement. Active members must attend a minimum of three (3) general meetings *per year*. Members failing to meet these criteria will be declared inactive and may not exercise membership rights, other than voting, and must pay guest rates at all events. (Life members to be excluded from these requirements). Any other exceptions to these requirements would be based on physical and/or mental health, and/or personal necessity.
 - b. A member in good standing can submit a written request for temporary suspended membership to the Board of Directors. Upon consideration, said membership may be placed on suspension, due to duress, change of address, illness or hardship. Membership must be picked up within one (1) year or written request for extended suspension be made to the Board of Directors for a specified length of time. Former members in good standing that have exceeded a one (1) year absence without further request shall re-apply for membership as a new member. Family members, regardless of reason for absence, will be automatically approved to re-join.
 - c. Any out of county person who becomes a member (to be limited to a total of thirty (30%) per cent of the membership) shall have full membership privileges.

- d. After one (1) year membership, a member may sponsor only one (1) candidate per year for membership.
- e. There shall be a six (6) month probationary period for all new members, during which time they are ineligible for membership discounts.
- f. *In county membership will consist of residents or property owners residing in Tuolumne, Calaveras and Mariposa counties.*

- Section 3.
- a. **LIFE MEMBERSHIP:** A candidate must be a continuously active member for at least fifteen (15) years and at least fifty (50) years of age. Qualifying members must have a club member sponsor. The sponsor must submit to the Review Committee the qualification of the candidate in writing. Qualifications must include: this member has met the minimum age and/or required years of service. The resume must be by year of member's activities in the Club. Sponsor should submit copies to each committee member. The standing committee shall consist of seven (7) members: the current president, three (3) life members and three (3) members chosen from the voting membership and approved by the Board of Directors. In the event of a vacancy occurring, volunteers approved by the Board may fill the vacancy. For the purposes of this enactment, a standing committee is one which is appointed for an indefinite period of time. A quorum of five (5) committee members will be necessary to conduct any business of the committee. Two (2) of these must be Life Members. Findings by committee should be unanimous. Re-voting on the same candidate may be made yearly. Nomination for Life Membership may be made annually for any candidate.
 - b. *AFFILIATE MEMBERSHIP: Affiliate members shall pay the same dues as in-county members, and may be comprised of in-county or out-of-county residents. Affiliate members shall have limited rights and privileges, to include the following: Receipt of Club Newsletter and Club Roster; and allowed attendance at all club rides and club events with payment of full cost. Affiliate members shall have no requirement to attend club meetings, club workdays and/or other club activities and functions. Affiliate members shall have no vote. Affiliate membership shall be open to out-of-county individuals, even if the club quota of 30% maximum out-of-county membership has not been met.*

ARTICLE 4. DUES & INITIATION FEES

- Section 1.
- a. The initiation fee is fixed at twenty-five (\$25.00) per member for residents or property owners in Tuolumne County *and the bordering counties of Calaveras and Mariposa*, or forty dollars (\$40.00) per couple, if applications are made simultaneously. Out of area fee is fixed at fifty dollars (\$50) per member or seventy-five dollars (\$75) per couple, if applications are made simultaneously.
- Section 2
- a. All dues *are to be paid in the month of January* and/or other indebtedness shall become delinquent on or after 30 days have expired. After notification by the Treasurer and if said dues and indebtedness are not paid within thirty (30) days of notification, delinquent membership will terminate.
 - b. *Reinstatement of members after termination for any reason will be at discretion of the Board of Directors.*
 - c. A member/family shall pay in advance his/their dues for at least 1 year.

Dues to be as follows:

18 and older	\$30 per person per year
6 thru 17	\$15 per person per year

- d. Any member in good standing, upon entering the Armed Forces of the United States, shall have his/her dues waived while he/she is in the Armed Forces and for thirty (30) days after discharge.

ARTICLE 5. MEETINGS & GENERAL INFORMATION

- Section 1
- a. The Twain Harte Horsemen, Inc. shall not hold less than twelve (12) meetings per year.
 - b. A quorum shall be necessary to conduct all business of the Club and shall consist of at least four (4) members of the Board of Directors and six (6) voting members-at-large.
 - c. There are no meeting requirements for members under the age of 18.
 - d. Twain Harte Horsemen, Inc. will not accept any claim of injury or liability from any member of the Club.
- Section 2
- a. Children must be accompanied by and under the supervision of at least one (1) parent/guardian member at all events.
 - b. Said parent/guardian member assumes the full responsibility of minor's welfare and conduct at all times.
 - c. Any member violating this constitution and By-Laws of the Twain Harte Horsemen, Inc. or is guilty of offensive conduct at any function of the Club, shall be called before the Board of Directors to be heard, and show cause why he/she shall not be ejected from the membership.
 - d. Upon written request, signed by 2/3 of the voting membership, any undesirable shall be removed from the membership roll by action of the Board of Directors.
 - e. Only members and their invited guests shall have access to the Club House or grounds. Any member having guests shall be responsible at all times. Members may be issued keys to the Club House and grounds for their exclusive use, at the discretion of the Board of Directors. Keys may not be duplicated or loaned, and must be returned upon termination of membership.
- Section 3.
- a. It shall be the responsibility of:
 - Chair people: (events/work days)
 1. Be responsible for setting up and keeping track of a sign up sheet.
 2. Determine when work has been done. (May use own discretion).
 3. Be responsible for getting completed sign-up sheets to Secretary.
 - Secretary:
 1. Record contents of sign-up sheets in Club attendance ledger.
 2. Maintain sign-up sheets for one (1) year.
 - Members:
 1. Sign attendance sheet at each workday event.
 - b. *Special rates at club activities are for members only and shall be approved by the Board of Directors.*

ARTICLE 6. OFFICERS AND THEIR DUTIES

- Section 1.
- a. The officers shall consist of a President, Vice President, Secretary and Treasurer. The officers of this club shall be elected for a term of one (1) year or until a successor is qualified and elected.
- Section 2.
- a. **PRESIDENT:** It shall be the duty of the President to preside at all meetings of the Club and of the Board of Directors; to call such meetings as are herein provided and to see that the By-Laws, rules, regulations and policies as may be adopted are rigidly enforced. *Meetings will be conducted according to "Roberts Rules of Order"*.
 - b. He/she shall appoint chair people of all standing and working committees as are deemed necessary.
 - c. He/she shall see that all meetings are conducted in a business-like manner and that all questions presented are given logical debate. He/she shall ascertain the will of the majority of the members of the Club and will govern all decisions made. He/she will not use his office as a means of influencing the debate/decision in any matter.
 - d. He/she will sign jointly with at least one (1) other elected officer, all contracts and other instruments of club business.
- Section 3.
- a. **VICE PRESIDENT:** In the absence of the President or his inability, the V. P. shall preside at all

- meetings of the Board of Directors and of the members and shall perform the duties of the President.
- b. He/she shall assist the President in supervising all committees.
 - c. He/she shall have charge of the real properties of the Club.
 - d. He/she shall select the Installation Officer and contact same. He/she shall offer an outline of duties of club officers, as stated in the By-Laws, to the installing office.
- Section 4.
- a. **SECRETARY:** In the absence of both the President and Vice President, the Secretary shall preside at all meetings of the Board of Directors and of the members. He/she shall keep a record of all the meetings. All records shall be open to inspection by any member at a reasonable time.
 - b. He/she shall have at each meeting a list of all standing committees and such special committees as are in existence at the time, as well as a copy of the "Roberts Rules of Order".
 - c. He/she shall keep a register of the roll of members and call the roll at each meeting. He/she shall notify officers, committees and delegates of their appointments and furnish them with all papers referred to them.
 - d. He/she shall notify all Directors of the meeting at least three (3) days in advance of the meeting.
- Section 5.
- a. **TREASURER:** all monies paid to the Club shall be turned over to the Treasurer. He/she shall keep and maintain the books and records of accounts of the Club. Said books of accounts shall be open to inspection at all times to any Director. He/she shall cause the funds of the Club to be collected and deposit them in its name. He/she shall disburse the funds at the order of the Club by check, signed by him/her and one (1) other of the Officers.
 - b. He/she shall submit the calendar year budget at the first Board of Directors meeting after installation.
 - c. He/she shall budget for expenditures and accounting of funds collected or disposed for special events or functions of the Club (i.e. gifts, trophies, fees, food, decorations, hay, etc.).
 - d. He/she shall obtain three (3) estimates of expenditures over one hundred dollars (\$100) on any non-budgeted item to be considered whenever possible.
 - e. He/she shall review and evaluate financial estimates submitted by standing or working committees.
 - f. The Treasurer's books shall be audited at the end of the election year and approved by the B of D.
- Section 6.
- a. **DIRECTORS:** The Board of Directors shall consist of eight (8) members as follows: President, Vice President, Secretary, Treasurer and three (3) Directors who serve respectively a term of three (3) years each, one (1) to be elected each year. In the event the President is re-elected to office, the immediate past President shall continue as Director for one (1) additional year.
 - b. The powers and duties of the Directors are: to direct, conduct and manage the affairs and business of the Club and to make such rules and regulations as are consistent with the By-Laws of this club and in conformity with the vote of the majority of the (voting) members present.
 - c. In the absence of the President, Vice President, Secretary and Treasurer, the senior member of the Board of Directors shall preside at the membership meeting (seniority being length of time served as Director).
 - d. The Board of Directors shall approve the calendar budget submitted by the Treasurer at the first Board meeting after installation.
 - e. The Board of Directors shall fill all vacancies in office during the Club year. In the event of a vacancy on the Board, said Board of Directors shall choose a Director to act as such until the term of the vacancy expires.
 - f. The Board of Directors shall state the amount to be allowed to the various committee chair people for expenditures. Only the authority of the Board of Directors can exceed this amount.
 - g. The Board of Directors shall appoint a committee of three (3) to audit the Treasurer's books the last calendar month of Twain Harte Horsemen, Inc.'s calendar year.
 - h. Any Director missing three (3) consecutive meetings of the Club shall be declared out of the Directorship and a new Director appointed by the Board unless such absence be caused by circumstances beyond his/her control. Such circumstances to be investigated and passed by the Board.
 - i. The Board of Directors shall hold no less than one (1) meeting per month.

ARTICLE 7. ELECTIONS

- Section 1. a. All Officers and one (1) Director are to be elected annually. Any officer may be re-elected. Officers should be nominated and elected to hold office from January 1 to December 31.
- Section 2. a. At the first meeting in October, the Club shall appoint a Nominating Committee of at least three (3) members and not to exceed five (5) members. Said committee shall present their ballot at the last meeting in November. This ballot is to have one nominee for each office. Nominees to be contacted and to accept the nomination from the Nominating Committee before their name is presented to the membership.
- b. At the first meeting in December, there shall be called nominations from the floor. Following this, each office shall be voted upon separately and by written ballot. These officers thus elected shall be installed at the first meeting in January.

ARTICLE 8. PARADES, UNIFORMS AND EQUIPMENT

- Section 1. a. At all parades, shows, etc. open to the public when the Club is participating, transportation of Club stock or equipment shall be at Club's expense, only if approved by the Board of Directors. The Club will reimburse no other transportation charges.
- Section 2. a. Only Club members may participate in parades or events in which the Club decides to enter. All members taking part shall wear the official uniform, keeping equipment and uniform in presentable condition.
- b. The official Club PARADE UNIFORM is as follows: green club jacket, white shirt, blue jeans, natural gloves and straw cowboy hat.
- c. *Other parade attire* may be determined by committee and approved by the general membership. Said uniform thus designated for a reasonable period of time. This *attire* to be separate from the official club uniform.
- d. Any member not conforming to the plan and orders of the event chairperson, or whose actions are detrimental to the appearance of the Club as a unit, shall be refused permission to parade or take part in any event at the discretion of the event chairperson.

ARTICLE 9. AMENDMENT OF BY-LAWS

- Section 1. a. An amendment to the By-laws shall be submitted in writing at a regular meeting and read to the members of the club. It shall be re-read at the next regular meeting and voted upon. Notification to be sent by the Secretary to each member that the matter is to be voted upon and include an absentee ballot to be returned prior to the next regular meeting by mail.
- Section 2. a. If said amendment is carried by a 2/3 majority of the membership voting, it shall be incorporated into these By-laws.

ARTICLE 10. NON-CLUB ACTIVITIES AT CENTER CAMP

- Section 1. Any non-club activity, which is put on by at least one (1) member of the Club, will charge non-member participants of said activity a fixed fee per head, per day, for use of Club grounds. This applies to more than six (6) non-member participants. The Board of Directors must approve any such activity. A minimum fee of two dollars (\$2) per head each day if kitchen is not used; additional one dollar (\$1) per head if kitchen is used. Any use of gas is one dollar (\$1) per head per day. Maximum charge ten dollars (\$10) per day per person. Club member who initiates said activity is responsible for said activity and solely responsible for collection of said fee(s).
- Section 2. Any group (non-members) wishing to use the Center Camp facilities shall pay a forty (\$40) minimum per day up to forty (40) people; one dollar (\$1) per head fee for all over the forty (40) number. This rate includes: the use of the grounds, barbecue pit and toilets. It excludes: use of the cook shack, clubhouse

and shed. If the clubhouse is to be used, the charge will be an additional ten dollars (\$10) per day. Twain Harte Horsemen, Inc. may furnish guides. Club members do not pay for rides out of Center Camp with outside groups and may not be excluded by outside users of the facility. *The Board of Directors shall determine any change of fees.*

ARTICLE 11. CLUB POLICIES

The following are determined to be Board policies until such time as the Board deems otherwise: