

BY-LAWS – DOTHAN BOOTS AND SADDLE CLUB, INC.

ARTICLE I – NAME

The name of this organization shall be DOTHAN BOOTS AND SADDLE CLUB, INC. a not for profit corporation chartered under the laws of the STATE OF ALABAMA.

ARTICLE II – OBJECTIVES

The objectives of this organization shall be to promote interest in all breeds of horses Through educational programs, competitive horse shows and team activities, and to take action as necessary to protect the rights of the members.

ARTICLE III – MEMBERSHIP

Section 1 – Qualifications for Membership

- a. Membership in this organization will be extended to those applicants who:
 1. Complete the membership application form
 2. Satisfy the Executive Board or other authorized membership committee of their willingness to actively support this organization and abide by its bylaws.
 3. Pay current dues
- b. Membership shall become effective after the applicant has been notified of acceptance of his application and his dues have been received by the Treasurer

Section 2 – Classes of Membership

- a. There shall be four (4) classes of membership – Individual, Family, Lifetime and, Youth.
- b. A Family membership shall be entitled to a maximum of two (2) votes, which may be cast by any two adult members. Member is defined as a parent, guardian and unmarried children less than eighteen (18) years of age and be living in the same household.
- c. An Individual membership shall be entitled to one (1) vote. Individual must be 18 years of age or older.
- d. A Lifetime membership shall be entitled to one (1) vote. Lifetime member must be 18 years of age or older.
- e. A Youth membership shall not be entitled to any votes. Youth must be accompanied by a parent or guardian at all meetings and events.
- f. Any membership whose dues and/or assessments have not been paid for a period of one (1) year is automatically terminated, and the membership must apply as a new applicant.
- g. Life Time Membership selection shall be limited to one per year and must meet the following minimum requirements:
 1. Must have been active members for 5 years.
 2. Must have significantly contributed to the growth and prosperity of the club.
 3. A committee shall be established with the senior life-time member as a chairman. Each newly elected life-time member shall automatically become a member of the committee.

ARTICLE III – MEMBERSHIP (continued)

Section 3 – Rights and Obligations of Members

a. Members are entitled to:

1. Receive a copy of all notices, bylaws, and standing rules (proposed amendment)
2. Inspect the organization's records, at a reasonable time, upon request.
3. Vote in organization elections, subject to limitations under "Elections" in the bylaws
4. Vote on all matters brought before the membership except those in which they have a direct or pecuniary interest.
5. Have a hearing in case of suspension or expulsion for any cause other than non-payment of dues/and or assessments.
6. To nominate or be nominated for office.

b. Members have an obligation to:

1. Be loyal to the organization and its elected officers.
2. Accept majority rule on decisions.
3. Pay dues and assessments as approved by the membership
4. Attend meetings, participate in discussions and club activities submit proposals for action, and participate in voting (however, they cannot be required to vote).
5. Promote the objectives of the organization
6. Invite potential new members
7. Resign from any office or appointment that they cannot carry out in good faith with the organization's objectives
8. Insist on enforcement of these bylaws and the rules of Parliamentary law

ARTICLE IV – EXECUTIVE BOARD

Section 1 – The direction and supervision of the affairs of this organization shall reside in its Executive Board, subject to the following limitations.

- a. A. Expenditures of or commitments to spend, any amount not previously addressed by the board prior to each show shall require approval of the Board. The President or Vice President and Treasurers signature are both required on checks over the amount of \$500.00

Section 2 – The Executive Board shall be composed of the following (12) elected officers.

President
Vice President
Secretary
Treasurer
8 Directors

Section 3 – Meetings of the Executive board will be called and presided over by the President, or they may be called by any six (6) members of the Board with reasonable notification to all the others.

Section 4 – A quorum for meetings of the Executive Board shall be six (6). A majority of the legal votes cast at an Executive board meeting with a quorum present shall be sufficient to pass any measure properly brought before the meeting.

Section 5 – Any officer may be replaced by the Executive Board for failure to attend three (3) consecutive meetings of the organization or Executive Board.

ARTICLE V – ELECTIONS AND TERMS

Section 1 – The Officers shall be elected for a term of one (1) year or until their successors are elected. Terms will begin on the first (1st) day of January following election.

Section 2 – Regular elections shall be held during December of each year with due notice to members and the date and place to be decided by the Executive Board.

Section 3 – The Executive Board shall select a Nominating Committee in November of each year. This committee shall consist of three (3) members, of which no more than one (1) may be from the present Executive Board. The President shall not be a member of the Nominating committee nor shall he interfere with their search for able, willing candidates.

Section 4 – Election shall be by the Australian ballot (all officers and nominees on one (1) ballot). In offices with more than two (2) candidates, a majority of the legal votes cast shall elect. In case of a tie vote, or when no majority can be attained, then balloting shall continue until it appears that there is a deadlock, in which case, the membership may vote to recess or hold an adjourned meeting in an attempt to secure more voting members, or they may vote to decide the election to that office by casting of lots by the candidates involved.

Section 5 – Only members whose dues have been paid as of September of the current year shall be eligible to vote in elections. The Secretary shall have at the election meeting an accurate list of the paid up members for verification.

Section 6 – No absentee ballots shall be allowed.

Section 7– All nominees for elected office shall have paid their dues and/or assessments by September 1 of the current year, shall have been a member of the organization and participated in club activities since September 1 of the preceding year, shall have attended at least three (3) regular meetings within the twelve (12) months prior to election date, and shall have attained at least nineteen (19) years of age by the time of assuming office.

Section 8 – If a vacancy should occur in the Executive Board, the balance of the term shall be filled by appointment of the President with approval of the Executive Board.

ARTICLE VI – DUTIES OF OFFICERS

Section 1 – President – The duties of the President are:

- a. To call and preside over all meetings of the Executive Board and the membership.
- b. To administer the operation of the organization as directed by the charter bylaws, and other actions of the Executive Board and the membership.
- c. To appoint such committees and task forces as necessary to carry out actions.
- d. To act as ex-officio member of all committees except the Nominating committee
- e. To co-sign checks
- f. To possess a master set of organization bylaws to be passed on to his successor.
- g. To maintain a current list of members in good standing.
- h. To perform such other duties as are customary to the office.

ARTICLE VI – DUTIES OF OFFICERS (continued)

Section 2 – Vice President – The duties of the Vice President are:

- a. To act as President in the absence of the President, except that the Vice President cannot modify or change rules or customs established by the President.
- b. To become President automatically upon the death or resignation of the President. In case of the President's extended absence or suspension, the Executive Board shall meet and authorize the Vice President to the position of Acting President until (1) the President returns, (2) the annual election, or (3) a special election is called by the Executive Board to fill open positions.
- c. To co-sign checks
- d. To perform such other duties as may be assigned from time to time.

Section 3 – Secretary – The duties of the Secretary are:

- a. To make and maintain a permanent record of minutes of all membership and Executive Board meetings (including motions and their disposition, important actions taken, and reports) and to furnish copies promptly to the President and Vice President.
- b. To have available at every meeting an updated copy of the minutes, bylaws, standing and special rules, current membership list, list of committees and committeemen, and a copy of the Parliamentary authority specified in these bylaws.
- c. To maintain a current list of members in good standing and to furnish a copy to the President.
- d. To tabulate and publish point standings and year-end award winners in newsletter and website.
- e. To coordinate with Web Master all communications to be posted to the website and insure website is kept up to date.
- f. To supervise the publishing and mailing of the monthly newsletters and periodic membership rosters.
- g. To maintain correspondence and permanent file of letters with Headquarters of the AQHA, as well as other correspondence of a permanent policy nature.
- h. To maintain a master set of organization's Charter of Incorporation, bylaws and standing special rules in a special binder.
- i. To pass on all records of the office to his successor by the end of his term of office.
- j. To call any meetings to order in the absence of the President and both Vice Presidents and to hold an election for a temporary chairman, then relinquishing the chair to the new chairman pro tem.
- k. To prepare prior to each meeting an agenda for the President showing in exact order all matters expected to come up.
- l. To furnish proper notice of meetings to the members or Executive board as appropriate.
- m. To notify applicants for membership of the acceptance or rejection of their applications and other information deemed necessary or desirable.
- n. To send out all official notices.
- o. To co-sign checks if authorized.
- p. Prepare and copy show bills upon approval by board

Section 4 – Treasurer – The duties of the Treasurer are:

- a. To be custodian of the organization's funds in a bank authorized by the Executive Board.
- b. To maintain up to date financial statement and make it available for inspection at any reasonable time upon request of any member.
- c. To pay bills authorized by the Executive Board or the membership.
- d. To make an abbreviated report of assets and liabilities at each meeting of the membership and the Executive Board with copies to the President and the Secretary.
- e. To co-sign checks

ARTICLE VI – DUTIES OF OFFICERS (continued)

- f. To secure new signatures on the bank's authorized signature cards whenever there is to be a change in the signatories.
- g. To cooperate with the President in the annual December audit and January report of the financial accounts of the organization. A non-member auditors may be utilized when authorized by the Executive Board of the membership.
- h. To turn over all financial records to his successor by the end of his term.
- i. To call any meeting to order in the absence of the President, Vice President, and the Secretary and to hold an election for a chairman pro tem, then relinquishing the chair to the new temporary chairman.

Section 5 – Directors – The duties of the Directors are such as may be assigned from time to time by the members of the Executive Board.

ARTICLE VII – MEMBERS

Section 1 – Regular meetings shall be held quarterly.

Section 2 – Regular meetings shall consist of any necessary business, committee reports and educational programs.

Section 3 – Special meetings may be called by the President or the Executive Board. The purpose of these meetings shall be stated in the call and only this stated business may be transacted at the special meeting. Except in cases of emergency, at least three (3) days notice shall be given.

Section 4 – A quorum for any regular or special meeting of the membership shall be at least ten (10) members entitled to vote.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

Section 1 – The four basic principles of Parliamentary law are:

Courtesy and Justice for all;
Consider one thing at a time;
The minority must be heard!
The majority must prevail!

Section 2 – The rules contained in Roberts's Rules of Order Newly Revised 1970 Revision shall govern this organization in all cases not covered by the Charter of Incorporation, these bylaws, and any standing rules of order adopted by the organization.

- a. Standing rules are those operating procedures of a semi-permanent nature established by the membership or the Executive Board and can be adopted at any meeting by majority of legal votes cast. (They may be suspended for a meeting by majority of legal votes cast). To amend or rescind them requires a two-thirds (2/3) vote at a meeting or majority vote if previous notice is given.

Section 3 – The advice of a non-member certified or registered Parliamentarian may be engaged at the discretion of the President or the membership.

ARTICLE IX – AMENDMENT OF BYLAWS

Section 1 – These bylaws may be amended by two-thirds (2/3) of the legal votes cast by members in good standing at any regular or special meeting provided that the proposed amendment has been presented, openly discussed and a motion has been made to vote on said amendment in a general membership meeting.

Section 2 – Bylaw amendments adopted shall be published on the organization website as soon as possible after adoption.

Section 3 – Two permanent master copies of the bylaws shall be maintained by the President, and the Secretary and passed forward to their successors.

Section 4 – When copies of the entire set of current bylaws are issued to members, they shall bear the date of the last amendment.

ARTICLE X – MISCELLANEOUS

Section 1 – Under no circumstances will any person and/or family live or use the land at 1347 E Saunders Rd, Dothan Alabama as a place of residence

Section 2 – There will be no boarding of horses or any other livestock or animals at anytime

Section 3 – No animals are to be left on the ground unattended at any time.

Section 4 – This organization allows no abusive treatment of animals on the show grounds. Abusive acts to animals are grounds for an individual to be barred from competition and the show grounds for that day. Abuse of any animal will not be tolerated and is grounds for organization membership to be revoked and for permanent barring from the club grounds at the discretion of the President and Board Members.