



Buffalo Bill Saddle Club Bylaws

MISSION STATEMENT

The Buffalo Bill Saddle Club is dedicated to preserving and protecting our western heritage through our horse and equine companions by providing opportunities through family friendly trail riding, camping, and various educational and social activities. Members of the BBSC hereby bind together in the club to enrich our individual lives and build community through our trail rider guidelines, code of conduct, and our bylaws.

ARTICLE I. PURPOSE

- A) The Buffalo Bill Saddle Club (BBSC) is an organization of equine enthusiasts which encourages its members to participate in a variety of riding activities; promote a greater interest in pleasure horses; and encourage their proper and humane handling, promote care and training through club sponsored meetings, rides, clinics and speakers. We also promote good sportsmanship and proper conduct among horse enthusiasts to foster fellowship through contact with other members at horse related activities and social activities for the enjoyment of BBSC member.
- B) The BBSC is a non-profit organization and any profits realized from its activities are to be used in the course of normal operating expenses of the membership.

ARTICLE II. MEMBERSHIP

- A) BBSC membership is open to anyone interested in equines and equine related activities.
 - 1) Application for membership in the BBSC may be made at any BBSC event , and is to be accompanied by a non-refundable initiation fee.
 - 2) A vote by membership shall be taken by members present for the applicant to qualify as a member.
 - 3) Prospective BBSC members are encouraged to attend the next regular meeting or activity after the application has been submitted.
 - 4) Membership will be recognized upon payment of all appropriate dues and presentation of a completed application form.
- B) Children, grandchildren or stepchildren including any child under legal guardianship of family members under the age of 18 are considered Junior Members of the BBSC without payment of initiation fees or annual dues.
 - 1) Dues are covered by the Family Membership.
- C) Individuals under 18 years of age and who are not part of a family membership may become Junior Members of the BBSC by payment of \$5.00 annual dues.
 - 1) Must be sponsored by a BBSC adult member.
 - 2) Junior Members are not eligible to vote.
 - 3) The Junior Member's legal guardian will sign a form granting authorization to initiate emergency medical treatment. The sponsor will obtain and carry this form and be with the Junior Member during participation in all BBSC events.
 - 4) Junior Members may not ride with BBSC unless accompanied by their parents, legal guardian or sponsor.



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- D) All BBSC members must have a signed release statement on file indicating that they will not hold BBSC liable for any accident which may occur during BBSC sponsored activities. A release must be signed for each Adult or Junior Member.
- E) Removal or Suspension
- 1) Any member not adhering to the Code of Conduct is subject to membership revocation.
 - 2) The trail boss is an extension of the board and can suspend a member's participation at an event.
- F) Membership voting.
- 1) Any eligible voting member must be current with all applicable membership fees paid or their vote is null and void.
 - a) The Treasurer will make the determination of null and void votes.
 - 2) Only one vote per individual adult membership shall be allowed.
 - 3) Each family member over 18 is allowed to vote.
 - 4) The President is not allowed to vote, but may vote on matters only to break a tie. The President may vote on a motion if the President relinquishes the chair prior to the vote taking place. In that event the Vice-President must agree to chair the remainder of that motion and is not allowed to vote on that motion unless as a tie breaker.
 - 5) No votes may be cast by proxy.
 - 6) All motions must be voted on in person at regular club meetings as per meeting procedures, either by show of hands or by secret ballot if requested.
- G) Annual dues must be paid on or before the meeting in February of the current year.
- 1) A reinstatement fee of \$10.00 will be required for members who pay after the February meeting.
- H) Members who have completed 25 cumulative years shall not be required to pay annual dues.
- I) Members must abide by the BBSC bylaws, code of conduct, and trail ride guidelines.
- 1) The code of conduct and trail ride guidelines will be reviewed yearly and approved by membership in November..
- J) Guest participation.
- 1) Guests are always welcome at any meeting.
 - 2) A guest may attend one 1st ride as a guest.
 - 3) Guests may not ride in a parade.
 - 4) Guests must sign the Hold Harmless Release prior to any ride.
 - 5) No fee will be collected for the guest's 1st ride, unless it is a "fee" ride for the general membership.
 - 6) Occasionally the club may have "a member only ride" in that event, participant must be a member in good standing.
 - 7) Guests must have a BBSC member sponsor. If they do not know anyone in the club, a BBSC officer may sponsor them.
 - a) Sponsor is responsible to ensure that the guest has read and understands the code of conduct and the trail ride guidelines.
 - b) Sponsor is responsible for making sure the guest has properly signed the hold harmless release, and is responsible for turning it in to the trail boss or club officer prior to the start of the ride.
 - c) In regard to a guest minor child, not accompanied by parent or legal guardian, sponsor is responsible for proper signing of the hold harmless release, carry medical emergency information for the child, and ride with the child at all times.
 - 8) Prior to any 2nd ride or a parade, a guest will be required to be a member in good standing with all membership dues and fees paid.



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ARTICLE III. MEETINGS AND MEETING PROCEDURE

Regular meetings are held on a monthly basis to be held on the 2nd Wednesday, with a meeting time and place to be determined at the previous month meeting.

- A) While all BBSC meetings are generally informal, for the purpose of order they will follow parliamentary procedures of Robert's Rules of Order.
- B) All votes will be by a show of hands of members unless a secret ballot is requested by any member.
- C) Motions may be passed by a simple majority of members present at the meeting.

ARTICLE IV. OFFICERS AND DUTIES.

- A) President - shall have general supervision of the business of the club. Shall preside over and conduct orderly meetings of the BBSC and executive board. Coordinates the work of officers and committees. Shall sign all contracts and other instruments in the name of BBSC.
- B) Vice-President - to assist the President. To assume the President's responsibility in the event of the Presidents absence. Chair the activities committee. Responsible for the calendar of events and trail boss duties.
- C) Secretary - to record the minutes of BBSC meetings and to read and present them at the next regular meeting. To appoint an alternate in the event of their absence from a meeting. To complete and send out cards and/or flowers to ill members and their families as designated by the President. To send out "thank you" letters to sponsors and to special speakers/guests. Is responsible for recording the results of all votes.
- D) Treasurer- to keep all financial records of the BBSC. Collect annual dues and initiation fees. Receive and dispense BBSC funds as authorized by the membership and the executive board. It is the treasurer's responsibility to present a detailed financial report of the previous month's financial activity in the form of a hard copy to be viewed by the membership and to be published with the minutes of the meeting.
- E) Publicity Chairman- arrange for all BBSC publicity by informing local papers, radio stations and other media of public BBSC activities. To stimulate interest in the BBSC. To prepare and distribute posters, etc. To keep a file of all publicity relating to BBSC and its activities.

ARTICLE V. ELECTION OF OFFICERS AND TERMS OF OFFICE

- A) To be eligible for election to a BBSC office an individual must be a member in good standing.
- B) Individuals running for an elective office in the BBSC must be nominated at the regular November meeting. A vote of membership at the December meeting will be taken. A simple majority is required for successful election.
- C) The new officers will assume their duties on January 1st of each year and will terminate on December 31st of that year.
- D) The term of office for all BBSC officers will be one calendar year. Any officer appointed by the Executive Board to fill vacancies will hold office for the remainder of that calendar year.



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- E) Officers missing 3 consecutive meetings during their term may be removed from office by a two-thirds (2/3) vote of the members.
 - 1) Action may be taken by officers and membership at the 4th meeting.
 - 2) Vote to be taken for removal.
 - 3) Nominations and vote may be taken for the vacant position at that time.
 - 4) If a nomination or vote fails to succeed then the Executive Board may appoint to fill the position as outlined in "D" above.

ARTICLE VI. EXECUTIVE BOARD

- A) The Executive Board will consist of the immediate past President and the present officers of the BBSC. It will meet at the call of any board member. In the event the past president is a current board member the immediate prior president shall be on the executive board.
- B) The duties of the Executive Board are to present a plan to the membership and oversee BBSC activities for the year, to appoint committee chairpersons, and to appoint any new temporary officers in the event of a resignation or removal from office.

ARTICLE VII. COMMITTEES

- A) Each committee shall consist of a chairperson and at least 2 members appointed by the Executive Board.
- B) Special Committees- consist of the chairperson and other members as necessary to accomplish special tasks.
 - 1) The duties of the special committees are specified by the Executive Board.
 - 2) The term of appointment varies according to the Executive Board.

ARTICLE VIII. DUES AND FEES

- A) Individual member (18 years and older). New members or members who did not renew by the February meeting pay a fee of \$10.00 (1 vote).
- B) Family members -husband/wife, man and/or woman, or single parent, and all children under the age of 18 New members or members who did not renew by the February meeting pay a fee of \$10.00 (1 vote). (1 vote per each adult member).
- C) Junior member (under age of 18) (no vote).
- D) An initiation fee is not required of individual or junior members who were family members during the prior year.
- E) Dues and ride fees for the upcoming calendar year to be decided by majority vote of the membership present at the preceding November meeting.
- F) New members on or after July 1st shall only pay 1/2 of the annual dues.
- G) New members on or after November 1who pay their fees in full will be considered to have paid through the following year.



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ARTICLE IX. INSIGNIA AND COLORS

- A) The official BBSC insignia is the Buffalo Bill Crest. The club logo is the crest with the club name.
- B) The official BBSC colors are blue and gold.
- C) Recommended parade attire is a yellow shirt with the club logo and a blue Buffalo Bill Saddle Club scarf unless otherwise determined by the trail boss for the event. Horses should have an official BBSC saddle blanket cover obtained from the club with the logo.

ARTICLE X. BYLAWS

- A) Whereas it has been determined by the BBSC membership the Bylaws in effect prior to these Bylaws are null and void. These Bylaws are declared to replace and take precedence over any and all others. Bylaws remain permanent.
- B) Any changes to these Bylaws must be proposed by a motion of any member during a regular meeting. After being discussed, no ballot shall be taken until the next regular meeting when the members, after having been informed in advance that a ballot will be taken, will decide upon a motion by a two-thirds (2/3) majority vote of the membership present.

ARTICLE XI. CODE OF CONDUCT/TRAIL RIDE GUIDELINES

- A) The code of conduct and the trail ride guidelines shall be reviewed yearly by November and voted on with or without changes for the upcoming calendar year.

ARTICLE XII. CLUB REPRESENTATION

- A) No member or groups of members will claim or attempt to represent the BBSC at any activity or any manner unless officially designated to do so by the Executive Board.