

## V 18 Final 11/07/2013 MCCC Changes

### ARTICLE I:

#### PURPOSE

**Section 1.** The purpose of these Bylaws is to implement the provisions of the Constitution of the Scarlet and Gold Riding Club hereinafter referred to as the SGRC.

**Section 2.** Copies of the SGRC Constitution, Bylaws, Rules and Regulations with all applicable directives, shall be made available to the members for information and compliance. A Memorandum of Agreement (MOA) attesting to receipt of this document will be on file with the SGRC secretary upon acceptance of the member into the club.

### ARTICLE II:

#### Executive Board

**Section 1.** The general management and control of affairs, funds, and property of the SGRC shall be vested in the Executive Board comprised of six (6) members listed in sections 3 through 8. Each member of the Executive Board will receive one (1) free stall so long as there are at least thirty-six (36) horses boarded with the club or for as long as the club can meet all financial responsibilities. At the Executive Boards discretion and if the clubs financials are such that a free stall is given to the membership, it will only be given to horses that have been at the club longer than 6 months.

The Executive Board is responsible for:

- a. Evaluating recommendations received from Members and Committees as to the needs and functions of the SGRC and, if required, establishing such minimum annual attendance and participation requirements necessary for the operation of the SGRC.
- b. Reviewing the provisions of the Constitution and Bylaws at least once during the Board's term of office and make appropriate recommendations to Members relative to proposed amendments.
- c. Directing the update and preparation of a short-term (6 months) and a long-term (1 year) which documents and controls capital improvements and plans for financing requirements to accomplish those improvements. The Capital Improvement Plan shall be continuous and be voted upon and published by September 1 in conjunction with the Budget.

d. Submitting recommendations to the Base Commanding General regarding changes in policies and procedures considered necessary or desirable in the pursuance of the objectives of the SGRC Ensure all reports required by MCIEAST-MCBCAMLEJ O 5760.1 are complete, accurate, and submitted within required timeframes to the Assistant Chief of Staff, MCCS (Attn: Private Organization Coordinator.)

e. Referring to the Membership as appropriate, for approval all matters which the Board is not specifically authorized to act on by the Constitution and Bylaws.

f. Receiving all complaints and comments relative to SGRC activities or individual behavior; providing for an objective and impartial hearing taking appropriate action to rectify problems and forwarding grievances to the Grievance Committee for due process (see ARTICLE VI).

g. Carry out such mandates as voted and approved by the Regular Membership.

h. Take action as necessary to safeguard SGRC property and facilities to include denial of its use when deemed in the best interest of the SGRC.

i. The Executive Board reserves the right to contact the Base Veterinarian, the Base Animal Control, and/or the American Society for the Prevention of Cruelty to Animals (ASPCA) if the owner(s) noncompliance to recommendations poses a threat to their horses' health.

j. The Executive Board consists of five (5) voting members: President, Vice President, Secretary, Maintenance Officer and the Treasurer. The Community Relations Position is a non-voting member of the Executive Board. (See SGRC Constitution) and is not required to have 6 months tenure at SGRC.

k. Specific job descriptions for each executive board member are listed in sections 2 through 8 of this ARTICLE.

**Section 2.** Election of Officers and Voting Procedures

a. Term of Office and restrictions:

1. The Term of Office for all Executive Board Members shall be one year commencing on 1 October and terminating on 30 September.
2. No two (2) members of the Executive Board will be husband/wife or from the same family or household.

3. All voting Executive Board Members must be eligible to be a regular member (See ARTICLE IV, Section 2)
4. Must have been a Regular Member of the club and in good standing for a minimum of 6 months in order to run for the Executive Board
  - a. Must not owe the club money.
  - b. Must not owe the club any documentation for contracts.
  - c. Must not have received more than one rule violation letter during the previous 6 months.
  - d. Must not have received any violation letters for any cause listed under ARTICLE VII Termination of Membership during the previous 6 months.

b. Voting Procedures:

1. Elections for the Executive Board shall be held at the regularly scheduled September meeting of the Regular Membership.
2. Members desiring to run for any position shall make notification to the Election Committee no later than September 1<sup>st</sup>.
3. Voting privileges shall be afforded to all regular members in good standing.
  - a. Does not owe the club money.
  - b. Does not currently owe the club any documentation or contracts.
  - c. Is not currently the subject Procedures of Termination (See ARTICLE VII).

**Section 3.** Duties of the President:

- a. Preside at all meetings of the SGRC and the Executive Board.
- b. Represent or designate another Executive Board member to act for the SGRC at all meetings with officials of MCB regarding matters pertinent to the SGRC.
- c. Appoint chairpersons and perform as the day-to-day liaison with chairperson of Standing and Special Committees of the SGRC except for the Grievance Committee which will be appointed by the Vice President.
- d. Appoint two members from the Regular Membership to sit on the Election Committee with the Vice President.
- e. Hold the Executive Board officers of the SGRC responsible for the duties and activities prescribed for them and have authority to recommend their removal for failure to carry out their duties.

f. Perform, with Executive Board's approval, such needed or appropriate tasks as may be required for the efficient conduct of the affairs of the SGRC.

g. Ensure maintenance and safety rules are adhered to by riders as well as by all personnel in and around the stable area.

h. Call such Special Meetings of the Executive Board, and the Regular Membership as may be necessary to conduct the affairs of the SGRC, which require immediate attention. (See ARTICLE XIV)

1. Sign all written contracts and written obligations of the SGRC.

a. He/she may assign this function for those activities that are routine to other members of the Board.

2. Received and cause to be executed all directives requiring action by the SGRC.

3. Oversee all horse and riding training activities. Ensure that all activities comply with ARTICLE X.

4. Received and process new member contracts. Make notification to the Secretary and Treasurer of all new members.

5. Direct the overall sanitation, cleanliness, and operation of the stables.

**Section 4.** Duties of the Vice President:

a. Assume the Office of the President in the event the office becomes vacant, and shall so serve until the next general election.

b. In the event this office becomes vacant for any reason, a single vacancy election shall be held to backfill the vacated Vice President's Office.

c. Preside at the meetings of the SGRC and the Executive Board as well as perform all other Presidential duties in the absence of the President.

d. Serve on the Election Committee.

e. Preside over the Grievance Committee as a non-voting member.

f. Verify receipt by the Treasurer of all monies of the SGRC and may deposit and sign checks in the name of the SGRC in an authorized banking facility.

g. In coordination with the President, conduct frequent inspections of horses. (See ARTICLE III)

- h. Inform Members of the Rules and Regulations governing the SGRC.
- i. With the help of the Regular Membership and the Executive Board, ensure all Rules and Regulations are followed by all members and make notification of all violations to the Executive Board and the person suspected of the violation.
- j. Hire and discharge, with the approval of the Executive Board, the necessary employees for the operation of the stables and have direct supervision of employees of the SGRC.
- k. Allocate stall and turnout pasture space under the policy approved by the Executive Board. Manage Stall Inspection Sheets.
- l. Establish a rotation plan each month along with a moving schedule.
- m. Ensure all newly arriving horses are cleared through quarantine in accordance with the SGRC Bylaws.

**Section 5.** Duties of Maintenance Officer:

- a. Supervise and facilitate the repair and improvement, of the building, turnout pastures and other structures related to the stable area.
- b. Act as the SGRC Fire Marshal. Refer to the MCB Fire Regulations.
- c. Request and store items and materials necessary for construction.
- d. Ensure appropriate paperwork is prepared and submitted to MCB prior to modification or repairs of government property, riding and grazing areas or riding paths.
- e. Maintain a list of outstanding work orders and other SGRC projects and keep the Executive Board posted of the status of these items.
- f. Serve as the Property Manager and conduct monthly inventories of SGRC property.
- g. Would coordinate HAZMAT Stand Operating Procedures with Base Environmental section and ensure the club is in compliance.

**Section 6.** Duties of the Secretary are:

- a. Establish, in conjunction with the President a calendar of events for the year and submit to the Executive Board for approval and implementation. Publish approved schedule to the SGRC Membership.

- b. Maintain approved Constitution, Bylaws, Rules and Regulations
- c. Keep a record of proceedings of the Regular Membership and the Executive Board meetings and read those minutes at the next meeting.
  - 1. A summary shall also be posted on the SGRC bulletin board with in 7 days following a meeting.
- d. Maintain SGRC Recall Roster.
- e. Ensure a Waiver of Liability Agreement is signed by each club member. Retain the agreement with the club files. Ensure a copy of the signed waiver agreement for each member of the Executive Board is forwarded to the Assistant Chief of Staff MCCS, Attn: Private Organization Coordinator within ten days of the officer assuming his/her position.

**Section 7.** Duties of the Treasurer are:

- a. Receive all monies of the SGRC and deposit in an authorized banking facility.
- b. Disburse all monies of the SGRC as may be approved by the Executive Board or by a majority vote of the Regular Membership.
- c. Maintain a current financial statement of all SGRC monies and other financial assets in accordance with the provisions of applicable Marine Corps directives regarding the administration of private organizations.
- d. At each regular SGRC meeting, make a statement of the financial condition of the SGRC with a written copy of the statement made available to the Executive Board.
  - 1. A financial state shall also be posted on the SGRC bulletin board within 7 days following a meeting.
- e. A monthly statement will be filed with the club Secretary. The monthly statement will include:
  - 1. The previous months cash balance
  - 2. Receipts and sources
  - 3. Disbursements and obligations
  - 4. Present cash balance
  - 5. Outstanding accounts receivable and payable.
  - 6. Current net worth.
- f. Maintain all financial records necessary to the operations of the SGRC

- g. Act as custodian of all SGRC funds and follow to MCIEAST MCB CAMLEJO 5760.1 for the handling of funds.
- h. Recommend to the Executive Board termination of SGRC member privileges for financial delinquency.
- i. Obtain a yearly independent audit.
- j. Maintain a list of hay and sawdust assigned to the SGRC and issue the items as they become available to members.
- k. Annual review of the “Club Deactivation Plan” identifying all creditors to the SGRC with a plan for payout to the regular members.
- l. In coordination with an accountant the Treasurer will file SGRC income taxes on yearly basis NLT May 15<sup>th</sup>.
  - 1. Responsible for filing an extension if the income taxes will be filed after May 15<sup>th</sup> for any reason.

**Section 8.** Duties of the Community Relations Advocate:

- a. Receive all internal and external contacts regarding public affairs, events and or community service requests at SGRC.
- b. Design, develop and otherwise maintain advertisements and propaganda for open and widest distribution.
  - 1. To regularly update, manage and or supervise content on the SGRC website.
  - 2. To regularly update the SGRC Tri-fold and to maintain supply.
- c. Lead and or supervise external events such as but not limited to: community parties, battalion events, and educational field trips at the SGRC.
- d. Organize educational and social activities to actively integrate and liaise within the SGRC community.
  - 1. Provide the SGRC one educational seminar, talk, clinic, activity etc bi-monthly (minimum of 6 times per year)
  - 2. Provide the SGRC with minimum of two fund raising events per twelve months.
  - 3. Support Regular Members in their individual activities as necessary.
- e. Annually act as Secretary to the Bylaws Committee

## **ARTICLE III**

### **RESPONSIBILITY FOR HORSES**

**Section 1.** Horse stables at the SGRC facilities will be the specific responsibility of the boarding member of the SGRC. This rule does not preclude shared responsibility within a family or among the owners' agent(s)/representative(s).

a. Each family/member is limited to 4 horses. This may be waived by a majority vote of the Regular Membership. The member or the authorized family member must be owner of the horses stabled under the membership. Horses may be leased, rather than owned by the members of SGRC under the following conditions:

1. If the horse is owned by a Regular Member currently residing at the base stables, the horse will remain listed with SGRC as belonging to the owner.
2. Lease arrangements with the leasee, whether they are a full or associate member, shall be between the owner and the leasee. Responsibility for the horse, the stall and all associated fees shall remain with the owner.
3. The horse shall remain counted as one of the owners' allotted four horses.

b. If the horse is owned by a non-member of the SGRC and therefore leased by a member of the SGRC, the Regular Member shall provide proof of legal responsibility for the term of the lease via a written lease agreement to the SGRC.

1. The Regular Member shall be responsible for the horse, the stall and all associated fees.
2. The horse shall count as one of the members' four allotted horses during the term of the lease.

**Section 2.** It is the responsibility of every member to report to the Executive Board any instances of neglect or abuse of a horse.

- a. Neglect of a horse is defined as irregular or insufficient feeding resulting in substantial weight loss, insufficient watering, stall cleaning, or non-treatment of wounds or illnesses.
- b. Abuse or mistreatment of a horse is defined as whipping or other blows resulting in bleeding or lameness or other obvious physical damage.



**Section 3.** The Executive Board will take the following action on every report:

- a. The Vice President and at least one additional Executive Board member will inspect the horse for any signs of abuse and neglect.
- b. The Vice President will submit the findings to the Executive Board and the reporting member(s) via email or written correspondence.
- c. If there are signs of abuse or neglect the Vice President or another designated Executive Board member will notify the Base Veterinarian.
- d. Based on the finds of the base veterinarian, the Executive Board will take any one or a combination of the following actions.
  1. Notify the reporting member(s) that there was not enough evidence to support abuse or neglect
  2. Send a formal letter to the owner of the horse or pony recommending changes in behavior that will prevent abuse or neglect.
  3. Start the procedures for the termination of the owner's club membership. (See ARTICLE VII)
  4. Report the abuse or neglect to the American Society for the Prevention of Cruelty to Animals (ASPCA).
- e. The horse owner will have 7 days to comply with any recommendations or file a rebuttal with the Grievance Committee. (See ARTICLE VI)

## **ARTICLE IV**

### **MEMBERSHIP**

**Section 1.** Individuals seeking membership in the SGRC shall complete the required documentation, present qualifying identification, and will not be discriminated against on the basis of MCB CAMLEJO 5760.1 states: No person shall be discriminated against because of race, color, creed, sex, age, disability, or national origin, sexual orientation, or otherwise subjected to unlawful discrimination.

- a. No stallions will be boarded with the SGRC.
- b. All colts will be gelded not later than 1 year of age.
  1. Should the colt exhibit dangerous aggressive behavior before 1 year of age, SGRC retains the right to require gelding before 1 year retains the right to require gelding if deemed unsafe to horses or members.

2. Both the owner of the colt and the SGRC may refer to the veterinarian for advice and recommendation regarding any colt boarded at SGRC.

c. Membership in the organization shall be open to valid DOD ID card holders.

1. Active component and active reserve component service members and their legal dependants.
2. Retired military ID card holders.
3. Military Reservist and National Guard Members in a drilling status with valid DOD ID cards (e.g. members of the selected Marine Corps Reserve) and their legal dependants.
4. DOD, MCCS, or MCB civilian employees.
5. Immediate family members (husband, wife, father, mother, son, daughter and guardian) may share a membership.
6. Must live within 50 miles of the SGRC or be stationed aboard Camp Lejeune or New River Air Station.
7. ID card holding dependants age 18 or older.

**Section 2.** The types of Membership, include:

- a. Regular: Person executes a Regular Membership contract pays the membership fee, and boards a horse(s) with the SGRC.
  1. May be elected to office and are entitled to vote in meetings and elections, if in good standing. Member's immediate family has the same privileges and rights as regular members. One membership has one vote.
  2. Regular Membership will be based on space availability. A waiting list will be maintained and posted in the club office by the Vice President. Approved waiting list procedures will be posted on the club information board.
  3. A non-member eligible for Regular Membership, desiring to purchase a horse already boarded with the SGRC and requesting to continue boarding said horse will be eligible for Regular Membership but cannot bring in additional horses until the new member wait list procedures have been followed.
    - i. If for any reason this eligible member is denied membership, the purchased horse will have to be removed from the SGRC facility within a period of time set by the Executive Board, not to exceed 30 days.
- b. Associate: Horse enthusiasts, who executed a contract, paid the Associate Membership fee and desire to share in SGRC activities and functions.
  1. May not be elected to office or vote at meetings or elections, but are encouraged to attend and be heard.

2. Need not be escorted or other wise supervised by a regular member while in the club area and may care for, exercise, or ride a Regular Member's horse.
3. Subject to the same requirements for safety, courtesy, and conduct as Regular Members.
4. Allowed to bring horses to the SGRC facilities but must abide by all rules and regulations governing the activity. Associate members with horses not boarded at SGRC are only permitted to use the riding areas, cross country course and trails and are not permitted to take their hors(s) inside any barn or turnout.
  - i. Horses brought into the SGRC facility must have current vaccination records and coggins on file with the Executive Board.
- c. Honorary: Honorary memberships may be awarded by majority vote of a quorum of members at the Club meeting.
  1. Honorary members may not be elected to office or vote at meetings or elections, but are encouraged to attend and be heard.
- d. Guests: Guests are defined as any non-member visiting the SGRC Facility.
  1. A member must accompany all guests at all times. Guests are not permitted to receive any formal riding instruction.
  2. All members are responsible for their guest's behavior and well being.

**Section 3.** Application for membership:

- a. To become a Member, applicants shall apply and execute a contract with the SGRC.
  1. Regular member contracts must be renewed on June 1<sup>st</sup> of each year.
  2. Associate member contracts must be renewed on June 1<sup>st</sup> of each year if the associate member joins prior to January 1st. If the associate member joins after January 1<sup>st</sup> their membership due are due the following June 1st.
- b. All members shall execute a liability release form.
- c. The memberships will be reviewed prior to acceptance of application. Approval of membership shall be based on the following criteria:
  1. Prior cause of termination if applicable.
  2. If a membership was terminated, new membership approval will be contingent upon a 3 month trial period.
  3. Base Veterinarian recommendations.
  4. Any additional information brought to the attention of the Executive Board.
- d. The SGRC reserves the right to deny membership for any reason not listed in section 1 of this ARTICLE.

1. Denial of membership requires a majority vote of the Executive Board at a Regular or Special Meeting.
  2. A reversal of the Executive Board's decision to deny membership requires a majority vote of the Regular Membership at a regular or special meeting.
- e. If a Regular Member leaves SGRC on good terms they remain eligible for future membership. The remaining portion of their current membership will be converted to an Associate Membership with the appropriate associate membership paperwork.

## **ARTICLE V**

### **QUARANTINE GUIDELINES**

**Section 1.** All members will adhere to the approved quarantine procedures. Quarantine Procedures will be based on requirements set by the Base Veterinarian, the SGRC Bylaws and Quarantine procedures approved by the Regular Membership.

- a. The current approved procedures will be posted on the SGRC bulletin board.
- b. Wait list procedures and an isolation paddock may be used as an emergency quarantine area for incoming horses.
- c. All quarantine procedures have been met and there must be at least one isolation paddock separating the temporary quarantine/isolation area.
- d. No herd shall be next to the emergency quarantine area until given notice. It will be at the discretion of the Executive Board for acceptance.

## **ARTICLE VI**

### **GRIEVANCE PROCEDURE**

**Section 1.** Provides for a means to equitable settle differences, which may arise between members of the club.

- a. The Grievance Committee will consist of a chairperson elected at any regular or special club meeting by a majority vote and two members not on the Executive Board.
- b. The Vice President presides over the board as a non-voting member.

**Section 2.** Any Member bringing a situation to the attention of the Grievance Committee for action or resolution must do so in writing.

- a. Members pursuing a matter must provide a signed letter detailing the situation in question to the Grievance Committee for consideration.
- b. A committee representative will gather pertinent information from all available sources present their findings of fact to the Grievance Committee for discussion and recommendation.
- c. The Grievance Committee must take on of the following actions.

1) Dismiss the matter entirely if no basis is found for the grievance or the grievance is withdrawn in writing

2) Discuss the matter with all parties involved in an effort to mediate an equitable resolution.

3) If an equitable resolution is not found, discuss the matter among the committee members, consult the bylaws for direction and vote on the best course of action. A majority vote is required.

d. The Grievance Committee must notify all parties involved of the final ruling within 3 days.

e. The President of the Executive Board will approve or disapprove the recommended decision of the Grievance Committee.

## ARTICLE VII

### TERMINATION OF MEMBERSHIP

**Section 1.** The SGRC Executive Board may terminate any Regular or Associate membership when a specific violation of the SGRC Constitution, Bylaws, Base Orders, or rules and regulation can be proven against that individual. The Executive Board will follow the procedures set forth in Section 3.

**Section 2.** Causes for termination of membership include, but are not limited to the following:

- a. Physical or verbal abuse toward employees or fellow members of the SGRC.
- b. Neglect or abuse of a horse (See ARTICLE III)
- c. Recurring non-compliance with rules and provisions stated in SGRC Constitution, Bylaws or Rules and Regulations.
- d. Failure to pay dues and fees per the Bylaws and contracts.
- e. Any act prejudicial to the good order or welfare of the SGRC and its members.

**Section 3.** Procedure of Termination

- a. When the Executive Board has cause for termination it will be reviewed during an Executive Board meeting, either Special or Regular.
  - 1. The Vice President will notify the subject member in review in writing that the termination process has been put into action and the cause.
- b. Within 5 days of the notification, the member may appeal to the Grievance Committee. (See ARTICLE VI).
  - 1. If no appeal is made within 5 days the ruling of the Executive Board will be final.
- c. The Executive Board may then take appropriate action to rectify the matter with said member or vote to terminate membership.
- d. The subject member has the right to respond to each of the allegations in writing, and/or make a statement on their behalf to the Executive Board.
- e. If the Executive Board votes to terminate membership, a termination letter will be presented to the member within 2 days of ruling, giving such notice with the required time frame for removal of their horse(s) and all personal property from the SGRC grounds.
  - 1. Any personal property left on SGRC grounds after the date specified for removal will become property of the SGRC.

**ARTICLE VIII**

**FINANCES**

**Section 1.** Fees

- a. All Regular Members will be required to pay an initial membership fee of \$50 with an annual renewal fee of \$10.
- b. All Associate members will be required to pay an annual membership fee of \$50. The fee is non-refundable and must accompany the application for membership.

**Section 2.** Payments:

- a. Membership application must include a \$50 security deposit per stall.
  - 1. The stall deposit will be held for the duration of the time the boarder keeps a horse(s) at the SGRC.
  - 2. The deposit will be refunded provided 30 days notice is given prior to the departure and the stall is returned in the condition it was given to the member.

- i. Upon leaving the Vice President must approve the stall inspection sheet.
- 3. Less notice prior to departure will be accepted if orders are involved.
- 4. Prorated board and stall deposit will be returned no earlier than 14 days after turning over the stall.
- 5. Boarding fees are payable in advance and will be prorated for periods less than a month.
- b. Stall fees are due on the 1<sup>st</sup> day of the month. If payment has not been received by the 15<sup>th</sup> day of the month, it will be considered late, and a penalty of \$25 late fee per stall will be enforced.
- c. If payment is not received by the 1<sup>st</sup> of the following month the member will lose SGRC privileges to include the use of SGRC facilities, voting rights and participation in SGRC activities, (member and horse(s) will only be allowed to use stall and pasture), and will be brought to the attention of the Executive Board for further action. (See ARTICLE VII)
- d. Members dropped from membership rolls for cause may be charged monthly fees. The member will have 15 days to remove their horse(s) from the SGRC facility.
- e. Deposits, if collected, will not be returned to members until all payments are paid in full.
- f. Checks with insufficient funds (no funds available- NFA) all fees incurred will be billed to member of NFA Check 1<sup>st</sup> and 2d time, if a 3<sup>rd</sup> NFA Check is received fees incurred will be billed to member of NFA Check and member will lost privilege of wiring personal checks to SGRC. Money orders, bank draft will be accepted.

**Section 3.** The SGRC will not engage in fundraising events on the installation without the Commanding General's prior approval.

**Section 4.** SGRC will not sell, distribute, or possess alcoholic beverages aboard unless authorized to do so in advance by the base Commanding General or his designated representative. Requests will be submitted to the Assistant Chief of Staff, MCCA (Attn: Private Organization Coordinator.)

**Section 5.** SGRC will not compete with MCCA revenue generating businesses or engage in retail activity except with the express written consent of the installation Commanding General or his/her designated representative.

## **ARTICLE IX**

### **INSURANCE**

**Section 1.** All Members and the SGRC are required to have private insurance.

- a. Individual members boarding a horse are required to carry at a minimum \$100,000 personal liability insurance to cover damage caused by their family and horse(s).
  1. This liability insurance need not be equine specific but may be a general liability insurance such as homeowners or renters insurance that covers the individual and all members of the family for personal liability.
  2. Members must provide proof of renewal to the records keeper annually when membership dues are renewed.
- b. The SGRC will carry a minimum of \$1,000,000 per occurrence insurance coverage and a minimum of \$2,000,000 aggregate coverage as required by MCB.

## **ARTICLE X**

### **INSTRUCTION USE OF FACILITIES**

Section 1. The Scarlet & Gold Riding Club is a family-oriented community of horse lovers that enjoy sharing the experience of horsemanship. We welcome all disciplines of instruction to broaden our experience, understanding, and appreciation of horses and horsemanship. The following guidelines define the SGRC's policies toward cultivating a safe and enjoyable learning environment.

- a. An instructor is defined as an individual who provides horse-related instruction to another for the exchange of money.
- b. Any instructor, who is not already a Regular Member of the SGRC, must become an Associate Member, thus binding him/her to adhere to the SGRC bylaws, rules and regulations, and constitution. Becoming an Associate Member also requires that the Club's Liability Release Form be signed, thus releasing the SGRC, MCB Camp Lejeune, the Commanding General, it's owners, agents and employees, officers, members, premises owners, insurers, and affiliated organization from legal liability (Enclosure 4)
- c. All instructors must sign the instructor liability waiver.
- d. All instructors must obtain their own instructor's insurance.
  1. The insurance must name the Scarlet and Gold Riding Club as an Additional Insured on the instructor's policy (thereby



providing the club with a defense and paying claims up to the insurance policy limits).

2. Instructors must provide a Certificate of Insurance showing that they have a policy in force and that the SGRC has been named as an Additional Insured.

e. A student is defined as anyone receiving horse-related instruction from another for the exchange of money.

1. Any student, who is not already a Regular Member, must become an Associate Member thus binding him/her to adhere to the SGRC bylaws, rules and regulations, and constitution. Becoming an Associate Member also requires the Club's Liability Release Form be signed, thus releasing the SGRC, MCB Camp Lejeune, the Commanding General, it's owners, agents and employees, officers, members, premises owners, insurers, and affiliated organization from legal liability.

f. Instructors may not set instruction fees in excess of the locally accepted rates. In the event of a discrepancy, the instructor may submit three quotes from local instructors with similar qualifications (years' experience, applicable certifications, etc.) to the Executive Board for review and approval.

g. The SGRC Executive Board reserves the right to deny an instructor teaching privileges at SGRC if the Board has evidence that the instructor failed to follow the SGRC Bylaws, Rules and Regulations, and constitution, to include, charging excessive fees as described above.

## **ARTICLE XI**

### **COMMITTEES**

**Section 1.** A Committee will be composed of at least one Executive Board Officer and other members of the SGRC. Committees, standing or special, deemed necessary to carry on the work of the organization shall be appointed by the President with the approval of the Executive Board.

a. The President shall be an ex-officio member of all committees except the Election Committee. The committees will carry out such other actions as the President may direct.

**Section 2.** The Standing Committee are:

- a. Election Committee: The Vice President will head this committee. The President will appoint two members from the Regular Membership during August.
  - 1. The Election Committee will accept the candidate's notice to run by September 1<sup>st</sup> and compile a ballot.
  - 2. These ballots shall be posted no less than 5 days prior to the September meeting.
  - 3. The Election committee will accept one vote per Regular Membership. The committee will ensure that the voting process remains anonymous and conducted by secret ballot.
  - 4. The Election Committee will count the votes and the Vice President will make notification of the results to the President.
  
- b. Audit Committee:
  - 1. The President will promptly elect an Audit Committee.
  - 2. It shall be the duty of this committee to schedule an annual audit for the fiscal year beginning October 1 and ending September 30. A qualified individual with no connection to the SGRC will perform the audit.
    - a. The audit results will be presented for evaluation during the November meeting.
  - 3. The Audit Committee will have access to the bank statements.
  - 4. The Committee will receive the accounting books and records once a month for review. At this time the committee will balance the books to the bank statement and evaluate that the books are in compliance with base regulations and SGRC policies.
  - 5. Should any discrepancies be identified it is the responsibility of the committee to bring them to the attention of the Treasurer and report findings to the President.
  - 6. Should the committee find signs of embezzlement it is their responsibility to immediately notify the President of the SGRC to review the findings. The President will initiate a criminal investigation if needed.
  - 7. The committee's final audit of the SGRC accounting records will be used for the preparation of financial statements for the year.
  
- b. Budget Committee: The Treasurer will oversee the Budget Committee.
  - 1. The committee will be made up of no more than 3 regular members and will hold an initial meeting in July.
  - 2. It is the responsibility of the Budget Committee to prepare a budget for approval by the Executive Board and the regular membership by September 1.

3. The budget will cover a 1 year period from October 1 through September 31.
  4. The Budget Committee will publish an update to the budget in March making adjustments as needed.
- c. Maintenance Committee: Works with the Maintenance Officer to make sure the SGRC buildings and grounds are in good repair.
1. The Maintenance Committee will prioritize projects and research costs for submission to the Budget Committee.

## **ARTICLE XII**

### **RULES AND REGULATIONS**

**Section 1.** All club members are expected to abide by and help enforce all policies set forth in the Constitution, Bylaws, Rules and Regulations or procedures that govern specific courtesies and safety will be maintained as annexes to the Bylaws in separate documents.

**Section 2.** Changes to the Rules and Regulations can only be made at a regular meeting of the Regular Membership by a two-thirds vote provided that notice of the rule change is given five (5) days prior to the regular meeting.

- a. Notification will be in the form of a written announcement detailing the date and time of the meeting and the rule to be changed.
  - b. The announcement will be posted on all information board located on the SGRC grounds.
- c. The Secretary will also send the announcement to all members via email or written notification.
- d. Each change to the Rules and Regulations must be submitted to the Base Representative for approval prior to taking affect as outlined in the agreement with the base.

**Section 3.** Violations of Bylaws, other than those listed in ARTICLE VII, Rules and Regulations or SGRC procedures will result in a formal written letter from the Executive Board mailed to the member suspected of the violation.

- a. A copy will be maintained in the Member's club file for the duration of the membership. All letters in this category will explain the violation and the list of Rules and Regulations, Procedures or Articles of the Bylaws that were violated.
- b. Three (3) violations letters within a 12 month period will be considered recurring as stated in ARTICLE VII, Section 2, Paragraph C.

- c. For a violation within a twelve (12) month period, the member will receive a letter of caution.
- d. For a second violation with in twelve (12) month period, the member will receive a letter of warning and will be subject to a \$25 fine.
- e. For a third violation within a twelve (12) month period, the Executive Board will follow the procedures set forth in ARTICLE VII, Section 3. The Member will also be subject to a \$50 fine.

## **ARTICLE XIV**

### **MEETINGS AND QUORUMS**

**Section 1.** Regular Membership meetings will be conducted at a minimum of quarterly.

- a. Minutes of these meetings will be posted at Barn 1.
- b. Special meetings, as defined in Section 4 of this ARTICLE can be called when needed.

**Section 2.** A quorum consists of the majority of voting members present at any given meeting (special or general) provided that the purpose, date, time and place of the meeting have been announced to all members a minimum of five (5) days in advance. Written votes will be accepted if a voting member is unable to attend.

**Section 3.** The Executive Board will meet as required on the call of the President.

- a. A quorum of this committee will consist of the President and a minimum of two (2) other Executive Board members.
- b. Five (5) days notice must be given.
- c. All Executive Board meetings will be open to the Regular Membership. The Executive Board can recognize Regular Membership voices; however, general members do not have a vote at the Executive Board meetings. Written votes will be accepted if an Executive Board member is unable to attend.

**Section 4.** Special meetings may be convened as follows:

- a. Regular Membership.
  - 1. The President will call a special meeting of the Regular Membership upon the request of not less than six (6) regular members.
  - 2. Two (2) days notice is required prior to convening the meeting with no more than five (5) working days having gone past.

- b. Executive Board.
  - 1. The President will call a special meeting of the Executive Board upon the request of no less than two (2) members of the Executive Board.
  - 2. One (1) day notice is required prior to convening the meeting. Written votes will be accepted if unable to attend.

## **ARTICLE XV**

### **ACTIVITES**

**Section 1.** The primary activity will consist of recreational riding of privately owned horses.

**Section 2.** Riding may involve the use of any club arenas and or equipment belonging to the club.

**Section 3.** Additional individual or group activities may include professional instruction (See ARTICLE X), gaming shows, horse shows and gymkhanas, riding and horse management clinics or seminars, breakfast ride, barbecues, and other special events.

## **ARTICLE XVI**

### **AMENDMENT OF BYLAWS**

**Section 1.** These Bylaws can be amended at any regular meeting of the SGRC by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

**Section 2.** Each amendment to the Bylaws, approved by the membership, shall be submitted to the Base Representative for approval as outlined in the agreement with the base.

## **ARTICLE XVII**

### **DEACTIVATION**

**Section 1.** Deactivation of the club may be accomplished by the vote of two-thirds of the regular membership or per MCB Commanding General request.

**Section 2.** In the event of deactivation:

- a. Once MCB sets date for deactivation

1. Notify all members of date. Any members depart prior to the MCB deactivation date given will NOT be entitled to payout of assets.
2. Ensure all creditors are paid and closed accounts.
3. Cease money collection unless SGRC has insufficient funds to cover creditors.
4. Return borrowed equipment (MCCS, Facil....)
5. Equipment owned by SGRC sold at market value or transferred to current member with deduction in payout.
6. Cash assets payout to current regular member in the following formula example:

Balance of CASH funds at the time of deactivation

**\$26,458.4**  
**5**

Members Name	# of stalls	# Months as regular member	Total paid months	Payout
Dasher	2	14	28	\$1,248.80
Dancer	1	24	24	\$1,070.40
Prancer	3	3	9	\$401.40
Vixen	2	96	192	\$8,563.20
Comet	1	48	48	\$2,140.80
Cupid	1	24	24	\$1,070.40
Donder	2	42	84	\$3,746.40
Blitzen	1	36	36	\$1,605.60
Rudolph	1	36	36	\$1,605.60
Santa	2	54	108	\$4,816.80
Buddy Elf	1	3	3	\$133.80
			<b>592</b>	<b>\$26,403.2</b>
			<b>Per Month</b>	<b>0</b>
			\$44.60	
			44.693327	

7

**Section 3 Membership Liability:** Members are personally liable, as provided by law, if the assets of the PO are insufficient to discharge liabilities.

## ARTICLE XVIII

### HERD NUMBERS

**Section 1.** Herd Capacity Procedures:

- a. SGRC herd capacity is 40 will alter based on acreage
- b. Waiting list procedures are to be followed.
  1. The numbers per turnout below should be used as a guideline and should not be exceed except in extreme circumstances.
  2. Our total number of rentable stalls currently is 66 with two mare foal stalls that should not be rented but can be used by mares and foals.
    - i. With our capacity to 40, we will always have 7 unused stalls.

**Section 2.** At no time should any new horses be allowed to come in if we are at 40 or higher with the following exceptions.

- a. Numbers fall to 38 or lower and the new member or Regular Member that is next on the list has more than 1 horse which will cause us to exceed our capacity.
  1. All horses owned by the member bringing in horses will be allowed in even if it takes our numbers above 40.
  2. No one else will be allowed to bring in a horse until the number s fall back below 40.
- b. If a mare is pregnant: When the foal is born, a foaling stall will be shared by the mare and foal provided one of the two foaling stalls are available.
  1. This will be determined on the first come first serve basis.
  2. Upon weaning, the foal would be placed in a separate stall and full board will be shared.
  3. Regardless if the SGRC is at or above 40, there are 7 extra stalls not rented. This would prevent any need to plan for the foals or require the owners to have to start renting a stall before it is needed.
- c. All mares with foals will be placed in an isolation pad.

1. If all isolation pads are taken, a sick pad will be used until an isolation pad comes available or the foal is weaned, whichever comes first.

Turnout Max Horses

Turnout 1 8 Horses	Turnout 2 4 Horses	Turnout 3 4 Horses	Turnout 4 5 Horses	Turnout 5 5 Horses
Turnout 6 7 Horses	Turnout 7 8 Horses	Turnout 8 Under Construction	Turnout 9 Under Construction	Turnout 10 2 Horses

**ARTICLE XIX**

**WAIT LIST PROCEDURES**

**Section 1.** SGRC Waiting List Procedures

a. To help manage stall assignments with the Scarlet & Gold Riding Club (SGRC), it is necessary to have waiting lists for new horses to be brought into our facility. Below are the procedures that will be followed in order to be fair and efficient.

1. Anyone desiring to bring in a horse to the SGRC facility will be required to send their name, phone number, email address and the number of horses to the Vice President in writing.

i. It is the responsibility of persons on the waiting list to ensure that their contact information is current at all times.



2. SGRC Regular Members will be placed on a Member's waiting list and non-regular members will be placed on a New Member's waiting list.

i. These two lists will be drawn from in a 1:1 ration.

3. The names on either list will be in order from the date the person requested to be placed on the list.

4. When a stall comes available, the Vice President will contact the first person on the waiting list by phone and email (if provided).

i. Two (2) days will be allowed for the stall to be accepted before the Vice President moves to the next person on the list.

5. Board fees for the stall will begin 3 days after the stall is accepted or when the horse arrives, whichever happens first.

i. Quarantine procedures must be followed.

6. A stall will be offered 1 time to the most senior person on the waiting list; if declined they will be removed from the list and will start the process all over.

7. Should a person have more horses on the list than they are offered stalls and they accept the stall that they are offered, no one else can be offered a stall until all of their horses have been offered stalls.

**Section2.** In-house stall movement: A waiting list for Regular Members to move their horses around from stall to stall.

1. If a Regular Member desires to move their horse from their current stall to a different stall, they must put their request in writing to the Vice President.

2. When the stall comes available, the member will have two (2) days to move their horse an turn in their current stall.

All waiting lists will be updated and posted in the club office.