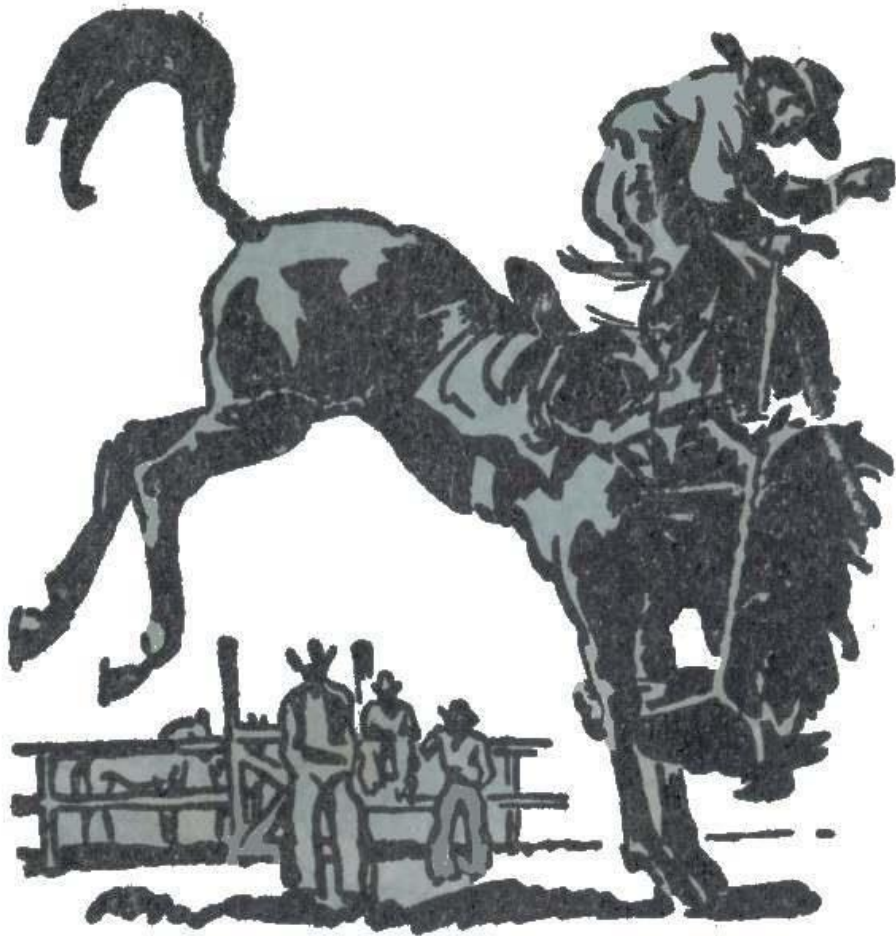


# **By-Laws of the San Joaquin Valley Rangers**



Incorporated November 7<sup>th</sup>, 1946

Revised 2022

## **Article I: Purpose**

SECTION I – Name: San Joaquin Valley Rangers.

SECTION II – Place of Business: Stockton, San Joaquin County, California.

SECTION III – Objects:

- a. To promote all horsemanship.
- b. To sponsor horse shows, rodeos, race meets, and/or a combination of these entertainments.
- c. To promote Club organized events.
- d. To participate in activities pertaining to the welfare of the community.

## **ARTICLE II: Officers**

SECTION I – Officers

The officers shall consist of a President, Vice-President, Secretary, Treasurer, Parade Marshall, Horse Event Representative, Custodian, Senior Advisor to the Juniors and four club Directors. These officers shall constitute the Board of Directors.

The immediate Past President shall also be a member of the Board of Directors having no vote, but having a voice in all matters presented.

SECTION II – Terms of Office

The officers shall be installed at the installation dinner which will be held prior to December 31<sup>st</sup>. All Officers and Board Members shall hold office for a period of two years but not limited to two years.

SECTION III – Filling Vacancies

If in the event an officer or committee chair position cannot be filled, a board approved presidential appointed interim board member shall be selected from the most recent election starting at the highest position available. If none is available, selection from General Membership may be made.

## **ARTICLE III: Nominations and Elections**

### SECTION I – Nominations

- a. A Nomination Committee consisting of three active members shall be appointed by-annually. The Board shall appoint one of its members, the President shall appoint one member and the general membership shall appoint one member. Neither the President's appointee nor the general membership's appointee may be a current member of the Board of Directors.
- b. It shall be the duty of the Committee members to seek out and screen members as potential nominees. This process shall occur from January through September in an election year.
- c. The Committee shall present its nominations at the October and November meetings. Nominations shall also be accepted from the floor. No nominations will be accepted at the December meeting in an election year.
- d. No member whose effective date of membership was after July 1 of the current year shall be eligible to be nominated for an office during that year.
- e. A member must have previously been elected to and served a full term as a member of the Board of Directors to be eligible to be nominated for the office of President.
- f. Any qualified member may submit a written Declaration of Candidacy to the Committee prior to either the October or November meeting in an election year.
- g. A member may submit a Letter of Nomination in favor of a qualified member. However, the nominee, if not present at the meeting at which his name is placed in nomination, must notify the Nomination Committee of his/her willingness to accept the nomination. Said notification can be made either in writing or in person.

### SECTION II – Elections:

- a. The election of all officers shall be held on the day of the December business meeting. Time for balloting will be announced in the November newsletter in an election year.
- b. All officers shall be elected by a secret ballot. A majority of votes cast shall be required to elect.

- c. All votes shall be cast on a pre-printed ballot. One ballot shall be given to each senior member. No member shall be allowed to cast a ballot for another member. The ballots shall list all candidates in alphabetical order by their last name, directly under the office for which they are running. Only members in good standing as of September 1<sup>st</sup> shall be eligible to vote in the current year's elections.
- d. Absentee ballots will be accepted only from those members who are bedridden, hospitalized or on active military duty.
- e. Ballots will be collected and tallied by the Nomination Committee. Neither any nominee nor any member of their immediate family may be involved in either the ballot monitoring or tallying.
- f. The club Secretary is to be there to verify only members in good standing are eligible to vote. If Secretary is not available the nomination chairperson shall designate a member to step in to verify membership.
- g. The election results shall be announced during the Special Business portion of the December meeting in an election year.
- h. Ballots cast for "write in" candidates will not be honored.
- i. The following procedure shall be followed when a nominee is not secured for an office prior to the election.
  - 1. After the results of the regular election are announced, nominations for the vacant office shall be declared open and nominations shall be taken from the floor.
  - 2. A special election shall be held and results announced prior to the end of the meeting.
  - 3. If more than one nominee is secured, the voting shall be by secret ballot. If only one nominee is obtained, the Secretary may cast a white ballot.

## **ARTICLE IV: Duties of Officers**

### SECTION I – President:

- a. It shall be the duty of the President to preside at all regular, special and Board of Directors meetings. It shall also be his/her duty to appoint all standing

committees for the year. Such appointments to be approved by the Board of Directors. She/he shall appoint special committees from time to time to attend to special duties as he/she sees fit, with full authority to create or discharge said committees at any time

- b. To appoint a Board of Trustees consisting of three members. It shall be the duty of the trustees to audit the books of the club at least semi-annually and report their findings to the President. It shall be the duty of the President to report any financial discrepancies reported to him/her by the trustees to the Board of Directors within five (5) days of such notice to him/her.

#### SECTION II – Vice-President:

- a. To acquaint himself/herself with the business of the club and the procedures of the governing body
- b. To preside at meetings in the absence of the President.
- c. To handle all facility rentals.
- d. To be in charge of membership renewals by:
  1. Verifying membership renewal notices are mailed to each current member prior to December 31<sup>st</sup> of each year.
  2. Personally contacting any member whose dues have not been paid by February 15<sup>th</sup>.
  3. Keeping a log of the members who do not renew their membership and the reason for the non-renewal. It shall further be his/her duty to make a report of the non-renewals at the April meeting.

#### SECTION III – Secretary:

- a. To keep a written record of the minutes of any and all official meetings.
- b. To keep records of the membership and issue membership cards.
- c. To handle all correspondence.
- d. To select and appoint one or more assistants to aid him/her in his/her duties provided, however, that such appointments receive the approval of the Board of Directors. Any assistant appointed by the Secretary will be under the complete jurisdiction of his/her office and will be responsible to the Secretary for their acts.
- e. The power is hereby vested in the Secretary to authorize the purchase of mailing matter, the maintenance of the PO Box, the ordering of printed

matter, the purchasing of postage and all such incidental expenses as are necessary in conducting the duties of the office.

#### SECTION IV – Treasurer:

- a. To receive all club monies from the Secretary, to keep accurate records of such monies received, to deposit all such receipts in the bank account designated by the Board of Directors, to issue all checks authorized by motion of the membership or by the Board of Directors, provided, however, he/she shall not pay out a sum totaling more than the current monthly bills, without authorization from the Board of Directors.
- b. To prepare and record all State and Federal reports as prescribed by law.
- c. To make a monthly and annual financial report. Said reports are to be in written form and a copy provided to the President and Secretary and to the Board of Directors upon request.
- d. It shall be within the power of the Treasurer to select and appoint one or more assistants to aid him/her in his/her duties provided however, that such appointment received the approval of the Board of Directors. Any assistant appointed by the Treasurer will be under the complete jurisdiction of his/her office and will be responsible to the Treasurer for their acts.

#### SECTION V – Horse Event Representative:

- a. Horse Event Representative shall plan and carry out or appoint a person to carry out all horse event functions for the club.

#### SECTION VI – Parade Marshal:

- a. To direct all parades and safeguard the welfare of the association in all of its activities.

#### SECTION VII – Custodian:

- a. Custodian shall have charge of all the physical properties of the club including flags, keeping an accurate inventory of said properties.
- b. Order general maintenance and/or custodial supplies as needed.
- c. Custodian shall be responsible for scheduling and organizing work days, and maintaining list of current jobs needing to be completed.

## SECTION VIII – Senior Advisor to the Juniors

- a. Shall be a senior member in good standing.
- b. Shall direct all activities, including meetings, of members under the age of eighteen years.
- c. At Board of Director’s meetings, represent all members under the age of eighteen years.

# **ARTICLE V: Duties of the Board of Directors**

## SECTION I – Meetings:

The meetings of the Board of Directors shall be called by the President, or in his/her absence, the Vice-President. Six members shall constitute a quorum. The President, through the Secretary, shall notify the members of the Board of the time and place of the meeting. The Board shall meet at least quarterly.

Members of the Board of Directors shall be required to attend all general membership and Board of Directors meetings. Any Board member who misses three consecutive meetings can be dismissed from the Board. Decision for dismissal shall be the authority of the majority of the full Board, excluding the member in question. Should the member be dismissed, the President, with the approval of the Board, shall appoint a replacement.

## SECTION II – Duties:

It shall be the duty of the Board of Directors to resolve any referred business transaction.

The Board of Directors shall have the authority to make the final decision on policy and planning for the club.

The Board of Directors shall be empowered to approve payment of any normal operational bill. The Board may also approve any requests up to \$500 received from a committee chairman for the prepayment of expenses for an event which has been approved by the general membership. It shall be mandatory that all expenditures,

other than normal operating expenses which exceed the total sum of \$100, shall be presented to the Board of Directors for their review and recommendations. Said presentation must occur before the expenditure is presented to the general membership for its approval.

### SECTION III – Hearings

The Board of Directors shall, when occasion arises, sit as a judicial board for the purpose of hearing complaints or charges of moral misconduct or malicious acts made against any member or the club. At such a hearing the procedure shall be as follows.

The President, sitting as presiding officer, shall call on the complaining witnesses to state their charges. Charges may be made in writing, if written; the charges must be read by the Secretary and be signed by two or more members in good standing. When all evidence of the complaining witnesses has been heard, the accused member or members are to be given an opportunity to answer the charge(s). If necessary, a reasonable amount of time, not to exceed fourteen (14) days, must be given the accused to produce any evidence necessary to his/her defense. On hearing the testimony and evidence on both sides, the Board will retire to discuss the evidence and arrive at a conclusion. The Board may then call in the principals and announce their findings or they may choose to dismiss the principals and notify them in writing of their decision.

If the Board finds in favor of the complaining witnesses, the Board shall be empowered to impose a reprimand or revocation of membership. If the accused member does not agree with the Board's decision, the member shall have the right to appeal the decision at the next general membership meeting. The accused member must submit, to the President, a written Notice of Intent to Appeal. Said notice must be received by the President no later than five (5) days prior to the general membership meeting date.



## **ARTICLE VI: Membership**

### **SECTION I – Members:**

In all instances where age is indicated, the age shall be determined as of January 1<sup>st</sup> of the current year.

Members from nine (9) years of age, but under eighteen (18) years of age, shall be known as Junior Members.

- a. All members shall:
  1. When riding as part of the club's parade unit, ride with western equipment and club uniform. Said equipment and club uniform shall be clean and in good repair. The Parade Marshall shall have the authority to enforce this rule.
  2. Be granted a lifetime membership after the member has attained their sixty-fifth (65) birthday and has fifteen (15) consecutive years paid membership. Permanent lifetime membership cards shall be presented to all qualified members at the installation dinner in the year they become eligible.
- b. Members under 18 years of age have no vote, but have a voice in all matters.
- c. The club membership roll shall be available to the Board of Directors and committee chairman only.

### **SECTION II – Dues:**

- a. The annual dues for membership shall be determined annually. All annual dues shall pay membership through December 31<sup>st</sup> of the current year.
- b. Any child under nine (9) years of age whose parent, grandparent or legal guardian is also a member shall pay no dues and no vote is needed for membership.
- c. Any child nine (9) through seventeen (17) years of age must have a parent, grandparent or legal guardian that is a club member and must pay the annual junior dues.

- d. The Secretary and the Treasurer shall be free from all dues for the term of their office.
- e. All applicants pay full years dues unless they have joined after the September general meeting. All applications received after the September general meeting must be accompanied by the following year's dues. These applicants will be social members until December 31<sup>st</sup>.
- f. Dues are due and payable on January 1<sup>st</sup> of each year. If dues are not paid by the April general meeting, it shall be mandatory that you resubmit your applications for membership.
- g. The Board is empowered to approve a hardship extension of the dues deadline day for any member who submits a written request for the extension. The request must be received prior to the April general membership meeting date.
- h. If membership is revoked due to non-payment of dues, the member shall be notified in writing by the Secretary.
- i. Members returning from the Armed Services are considered as having paid their dues in the year of their discharge.

### SECTION III – Applicants:

- a. A two-thirds (2/3) majority of votes cast is needed to reject an application.
- b. Child under the age of (17) shall apply for membership with their parent, grandparent or legal guardian's application. If parent is unable or unwilling to present membership application, child may apply on the membership of another family member or friend with the written consent of parent, grandparent or legal guardian. A release of liability will also be signed by the parent or legal guardian.
- c. Applicants may present his/her membership application with dues attached at any membership meeting, give to any board member or mail to SJVR.
  - 1. An applicant shall be introduced to the membership at the next regular Membership meeting and the application voted on at the following Membership meeting.
    - A. In the event a prospective member is unable to attend a general membership meeting for reasons beyond their control, the vote for their membership shall be presented to the Board of Directors for approval or disapproval by a majority vote.

2. A SJVR membership application form may be completed at any SJVR sponsored Horse Show, Gymkhana, Schooling Show or other equestrian event. Full payment of dues must accompany the application.
- d. A member may make a motion requesting that a white ballot be cast for the applicant by the Secretary.
  1. A two-thirds majority of votes cast is needed to reject an applicant
- e. All successful applicants shall be so notified and be issued a membership card.

## **ARTICLE VII: Membership Meetings**

### SECTION I – Meetings:

- a. The regular business meeting shall be held on the first Friday of each month at 7:30 pm except where the meeting falls on a holiday.
- b. The President or any two members of the Board of Directors may schedule a special meeting of the general membership. Written notification of any such meeting must be sent to each member household at least ten (10) days prior to the meeting date.
- c. No activity or events shall be held simultaneously on club grounds or on a meeting night unless approved by the board of directors.

### SECTION II – Orders of Business:

- a. President or highest ranking officer present shall preside over the meeting.
- b. Roll call of officers.
- c. Reading of minutes of previous meeting.
- d. Introduction of new members.
- e. Introduction of guests.
- f. Bills and communications.
- g. Report of standing committees.
- h. Unfinished business.
- i. New business.
- j. Financial report.
- k. Special business, (balloting of applications, nominations or elections, and installation of officers).
- l. Good and Welfare of Club.
- m. Adjournment.

### SECTION III – Non-Members

Members may bring their guests to the meetings, but in no instance may a guest enter into the discussion of the business of the Club, except by invitation of the President.

All Speakers or visiting dignitaries, invited by the proper authorities, shall be the guests of the Club and all costs of dinners of such shall be borne by the Club treasury.

The San Joaquin Valley Rangers, being a tax free organization, upon disbanding, assets must be distributed to other tax free organizations. Beneficiaries selected by majority of votes cast are: Children’s Home, Pilgrim Street, Stockton, California or the Crippled Children’s Fund.

## **ARTICLE VIII: By-Laws, Amendments**

### SECTION I – Revisions

These By-Laws shall not supplant the original By-Laws of the “San Joaquin Valley Rangers, Inc.”, but shall be considered as a revision of those By-Laws. In all instances where the revised By-Laws are in contradiction to previously made sections of By-Laws, amendments to By-Laws or motions in the minutes, these By-Laws shall invalidate all other sections, amendments or motions.

### SECTION II – Amendments

1. Any member in good standing may submit a written resolution to amend the By-Laws.
2. To receive consideration for the next year, the resolution must be presented to the By-Laws chairman by July 1 of the current year.
3. All Resolutions submitted by individual members must include the member’s signature.
4. The By-Laws Committee shall meet no later than July 20<sup>th</sup> of each year. This meeting shall be open to all members. The meeting date shall be announce at the June general membership meeting and published in the June newsletter.

- At the meeting, all submitted resolutions must be considered. At the meeting, the committee shall also review the current By-Laws and draft resolutions.
5. The By-Laws chairman shall present all resolutions at the September general membership meeting. The resolutions shall be published in the September newsletter.
  6. Adoption voting shall occur at the October general membership meeting. A majority of the members present shall be required for adoption.
  7. All amendments to the By-Laws become effective January 1<sup>st</sup> of the following year unless the amendment specifies an effective date.
  8. All adopted amendments shall be published in the October newsletters.
  9. The Board of Directors may pass resolutions recommending amendments to the By-Laws but in no instance may the board change the By-Laws either by addition or deletion.
  10. The By-Laws are to be printed in booklet form and a copy given to each member. Additional copies to each member will be available for the cost of printing.
  11. Whenever a motion amending the By-Laws has been duly passed, the Secretary shall make a record of the change separately from that of the minutes.
  12. The By-Laws book shall be revised whenever amendments are adopted.
  13. Upon approval of their membership and payment of their initial dues, a current By-Laws book shall be given to each member.

## **Article IX: Conflict of Interest Policy**

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Officers and members are obligated to always act in the best interest of the organization. This obligation requires that any officer or member, in the performance of organization duties, seek only the furtherance of the organization mission. At all times, officers and board members are prohibited from using their job title or the organization's name or property, for private profit or benefit.

1. The officers and members of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.
2. No officer or member of the organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
  - a. The officer or member;
  - b. Any member of their immediate family;
  - c. Their partner;
  - d. An organization in which any of the above is an officer, director or employee;
  - e. A person or organization with whom any of the above individuals is in negotiation with or has an arrangement concerning prospective employment.
3. Disclosure – Any possible conflict of interest shall be disclosed by the person or persons concerned.
4. Board Action – When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under considerations. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Trustees, excluding the person(s) concerning whose situation the doubt has arisen.
5. Record of Conflict – The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion and did not vote on the matter.

## **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern San Joaquin Valley Rangers where they are applicable and where they are not inconsistent with these By-Laws and any special rules of order SJVR may adopt.

## **Policy and Procedure Manual**

Policy and procedure manual will be amended by the Board of Directors or general membership by majority vote. The manual is meant to be a guiding document for additional officer duties, events, and facility maintenance and repair. The policy and procedure manual shall not contradict or supersede SJVR By-Laws.

## **Officer's Pledge**

I (state your name) pledge upon my honor to full fill the duties of the office to which I have been elected. To obey the By-Laws of the San Joaquin Valley Rangers. I will not knowingly harm a fellow member, but will strive for harmony. I accept this pledge upon my honor, under God.