

**PARKER TRAIL RIDERS**

Est. 1962

**CONSTITUTION AND BY-LAWS**

(Revised September 2010)



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## **PREAMBLE**

We, believing that the breeding, training, use and care of pleasure horses is one of the most enjoyable and beneficial forms of recreation, members of the Parker Trail Riders, do hereby bind ourselves together in this club by this Constitution and By-laws.

### **ARTICLE I**

#### ***Name of Club***

The name of this organization, a non-profit corporation, incorporated under the State Laws of Colorado, shall be the Parker Trail Riders.

### **ARTICLE II**

#### ***Objectives***

The objectives of the Parker Trail Riders Club shall be:

1. To promote a greater interest in pleasure horses
2. To promote interest in horsemanship
3. To stimulate the breeding and raising of horses for pleasure
4. To encourage proper and humane handling and care of pleasure horses
5. To encourage good sportsmanship and proper conduct among horseman and horsewomen
6. To foster good fellowship among persons interested in horses
7. To promote and cultivate equestrian games and sports
8. To promote and cultivate the formation, through the club, of friendly relationships with other organizations throughout our community, state and elsewhere

### **ARTICLE III**

#### ***Membership***

##### Section I

1. Membership will be open to anyone interested in pleasure horses.
2. An approved applicant does not become a member until his/her dues are paid.
3. Member(s) with outstanding charges owed to Parker Trail Riders (including, but not limited to membership dues; Pleasure Show entry fees; Gymkhana fees; returned check fees; social activity fees) which have not been paid or for which a financial institution has not honored payment will be considered a "Member Not in Good Standing" and may have privileges suspended or membership terminated if not paid with good funds within 30 days of date of notice given by the Parker Trail Riders Treasurer. *(Amended October 16, 2008)*
4. Members are not required to own horses or participate in activities in order to qualify for membership or to retain their membership.
5. No free or honorary membership may be bestowed. Only paid memberships are proper. Membership shall be free for officers and directors. *(Amended April 4, 2006)*
6. Each member is to receive a copy of these by-laws.
7. Members are not allowed to use the mailing addresses or email addresses from the PTR Directory for personal use. Personal messages sent out to the general membership must be pre-approved by the Newsletter Editor. *(Added October 16, 2008)*

##### Section II

All persons who declared their intention to become members and who paid their dues before February, 1962, shall be known as "Charter Members".

##### Section III

Dues are to be evaluated and set by the Board annually after receiving input from the membership. The amount of the dues will be announced at the November meeting. Dues for the New Year will be accepted after December 1<sup>st</sup>. New members joining after October 1<sup>st</sup> will pay a full year's dues that will carry through the following year.

**ARTICLE IV**  
**Activities**

No activity shall be engaged in, in the name of the club except by majority vote of the Executive Board. All correspondence or communication of any sort concerning activities received by any one individual must be referred to the Executive Board.

**ARTICLE V**  
**Officers**

Section I

The officers of the Parker Trail Riders Club shall be: President, Vice President, Social Director, Recording Secretary, Treasurer, Newsletter Editor and three Directors, one serving as the Gymkhana Chair, one as the Pleasure Chair and the third as the Trail Chair. These officers shall be elected annually and shall have one (1) year terms. ALL Board positions will be considered open positions for nomination purposes by and for any senior member in good standing each calendar year and current Board members, in good standing, may be also nominated for consecutive terms. The annual elections of officers will be held at the regular November meeting of the year. Newly elected officers will succeed to office at the beginning of the January meeting. *(Amended April 4, 2006), (Amended September 21, 2010)*

Section II

All persons nominated for office shall have a minimum of 9 consecutive months' membership in the club, and shall be bondable. *(Amended October 16, 2008)*

**ARTICLE VI**  
**Executive Board**

The Executive Board shall consist of the elected officers as enumerated in Article V. The immediate Past President shall be considered a member of the board for one year only. *(Amended October 16, 2008)*

Duties and Powers

1. The President, or in his/her absence, the Vice President, shall call a meeting of the Executive Board every three months or more frequently, if the business of the club demands it.
2. All decisions between regular meetings must be made by a majority vote of the Executive Board (no club voting during this time is required or proper.)
3. No debts may be incurred by an individual member or group of members of the club without approval of the Executive Board. Such member or members incurring debts without approval is individually liable for such debts.
4. The majority of the Board must fill vacancies in the elective officers within two weeks from the time of vacancy. In case of vacancy in the office of President, however, the Vice President shall succeed to the office of President and the Board shall appoint a new Vice President.
5. All board members shall familiarize themselves with all sections of these By-Laws and also with Robert's Rules of Order, Revised, which rules are adopted by these By-laws as parliamentary procedure for all meetings of this club.

**ARTICLE VII**  
**Duties of the Officers**

1. The PRESIDENT shall have general supervision of the work of the club. Therefore, he/she shall call and preside over all regular and special meetings of the Executive Board; shall appoint members to fill appointive offices, and shall appoint all standing committees; he/she shall perform all functions usually connected with the office of President.

2. The VICE PRESIDENT shall automatically perform the work of the President whenever, for any reason, the latter is unable, either temporarily or permanently, to discharge the duties of the office. Also, the Vice President shall at all times actively assist the President in carrying out his/her duties. The Vice President shall be responsible for coordinating all parades as may be scheduled throughout the year. *(Amended March 1, 2005)*
3. The RECORDING SECRETARY shall keep a record of the proceedings of the club at general and special meetings, and of the Executive Board meetings, in the books provided by the club for these purposes. The minutes of all regular, special and Executive Board meetings must be read to the club at the next regular meeting. The Recording Secretary shall see to it that the Constitution shall be kept up to date and provide copies to the Officers and all members requesting same. The Recording Secretary will keep a special motion book in which all motions passed by the Executive Board or the club will be recorded and dated. The Recording Secretary will enter into the minutes of every meeting the number of members present and the names of the officers present in order to affirm that a quorum existed at the meeting.
4. The SOCIAL DIRECTOR shall handle all correspondence of the club, send out all club notices, publish the club newsletter, and perform all the other duties of a Secretary which are not covered by Section III hereof.
5. The TREASURER shall receive and deposit all moneys due to the club and will deposit all monies received in the bank approved by the Executive Board. The TREASURER shall pay all properly incurred debts of the club. He/she will keep all monies in one General Fund. No special fund or bank account will be earmarked in any way for any special group within the club. The TREASURER will maintain a petty cash fund of \$200.00 to be used for incidental expenses or cost of operation for use by the board. *(Amended October 16, 2008)*
6. Each selected officer shall be required, at the end of his/her term of office, to make a written report of his/her activities that shall be submitted to the incoming officer at the Election Meeting.
7. If any officer or chairperson does not discharge his or her duties, as defined by the Operation Manual for each respective board position, or cannot for any reason perform their duties, or are not a member in good standing, they may, at the option of the Executive Board and through a majority vote of the Executive Board, be removed. The Board may then appoint another member to assume the duties of, and the title of that officer. *(Amended October 16, 2008)*
8. An active officer cannot be removed merely because another member of the Executive Board does not agree with the opinions as to policy or activity.
9. It shall be the duty of the Board to provide a well-balanced and planned program of horse shows, trail rides, and social activities throughout the entire year of their office. They shall also provide social and other entertainment at the regular meetings of the club.
10. The three (3) DIRECTORS shall serve as Chairpersons of the Show and Trail Committees. One Director will be the Gymkhana Chairperson, one will serve as the Pleasure Chairperson and the third will serve as the Trail Chairperson.
11. The NEWSLETTER EDITOR will be responsible for distributing 11 newsletters annually. These newsletters will be monthly January through November. The NEWSLETTER EDITOR will be the primary contact between the website vendor and Parker Trail Riders. *(Added October 16, 2008)*

Each Chairperson will be responsible for organizing a committee of at least two other members with the goal of working for the better interest of the club and its' shows and trail rides. Committee members shall perform the duties outlined in Article XIII, (Committees), Paragraph 2, Show Committee, and Paragraph 4, Trail/Parade Committee.

## **ARTICLE VIII**

### ***Meetings***

1. Regular meetings must be held each month at such place as may be designated by the President.
2. Special Executive Board meetings may be called at the discretion of the President, the time and place being designated by the President. Decisions at such interim times are to be made by a majority vote of the Executive Board. A special meeting of the General Membership however is not duly constituted unless all members have been previously notified in ample time by a personal telephone call, mail or email. Impromptu voting at shows, trail rides or other group activities is prohibited. *(Amended October 16, 2008)*
3. Once a matter is put to a general vote of the club at a regular meeting or special meeting such vote is final and cannot be overridden by the Executive Board or any member thereof.

## **ARTICLE IX**

### ***Quorum***

1. A quorum at a regular or special meeting shall consist of the senior members present and in good standing and five officers. *(Amended October 16, 2008)*
2. Five Officers shall constitute a quorum of the Executive Board. *(Amended October 16, 2008)*
3. No business shall be conducted at any meeting if a quorum is not present
4. Voting at all meetings is restricted to senior members (those eighteen years of age or older).

## **ARTICLE X**

### ***Elections***

1. At the annual meeting, all officers will be elected by a majority vote of the members present providing there is a quorum.
2. At the August meeting, the Executive Board will appoint a Nominating Committee to select nominees for the various offices. This committee shall obtain the consent of persons nominated to perform said duties before making their report. The names of such nominees shall be placed on the ballot to be used in the election of the officers. It shall be the duty of the Nominating Committee to nominate at least one candidate for each office. *(Amended October 16, 2008)*
3. If the Nominating Committee is unable to identify a qualified, senior member in good standing to nominate for any of the above named Board positions; or no other senior member either self-nominates or nominates another senior member for submission to the general membership for voting during the November meeting, the Executive Board may vote to either distribute the duties of that Board member to existing members or may vote to suspend further activities associated with that position until such time as another senior member can be appointed and accept the responsibilities. *(Amended September 21, 2010)*
4. All voting for officers of the club shall be by confidential ballot and plurality vote shall be required to elect. *(Amended October 16, 2008)*
5. Only senior members in good standing, whose dues are paid, will be eligible to vote and must be certified by the social secretary. If a member has outstanding amounts due to PTR either in dues or other fees, they are not in good standing. *(Amended October 16, 2008)*

6. Randomly numbered ballots will be mailed to senior members in good standing no later than October 31<sup>st</sup>. The ballots must be received back by the date of the November meeting, where they will be opened and counted. *(Added October 16, 2008)*
7. To be eligible to vote a member must be a paid member in good standing by September 30<sup>th</sup>. *(Added October 16, 2008)*

## **ARTICLE XI**

### ***Amendments***

These by-laws may be amended at any monthly meeting provided a quorum is present, by vote of two-thirds of the members present at such meeting, and provided that the proposed amendment has been published in writing and has been read to the members present by the Recording Secretary at the previous meeting. If approved as stated above, the amendment will become effective immediately.

## **ARTICLE XII**

### ***Disposition***

No property, moneys or income from this organization shall inure to the benefit of any of its members; and in the event of the dissolution of this organization, any moneys or property shall inure to another tax-exempt organization.

## **ARTICLE XIII**

### ***Committees***

1. Social Committee  
The Social Committee shall be a standing committee. The committee shall be chaired by the Social Secretary and will consist of members in good standing. Each year immediately following the election of officers, the chairperson shall appoint the remaining committee members. The committee shall be responsible for coordinating all non-riding social functions that may be scheduled throughout the year. The Committee shall also be responsible for providing the program following each regular monthly meeting. The chairperson shall report to the general membership at year-end.
2. Show Committees  
The two show committees (Gymkhana and Pleasure) shall be standing committees consisting of at least two members and a Chairperson each. The Chairpersons shall hold a voting position on the Executive Board. The Show Committees shall be responsible for planning, coordinating and conducting all official club shows with the approval of the Executive Board. These committees shall also maintain show records used to determine year-end high/reserve awards. The show committees will also be responsible for selecting and purchasing year-end awards. The show committees shall keep the Executive Board informed as to its activities on a monthly basis. The Committee Chairpersons shall report to the general membership at year-end.
3. Arena Committee  
The Arena Committee shall be a standing committee. The committee shall be chaired by a person appointed by the President and shall consist of members in good standing. Each year immediately following the election of officers, the chairperson shall appoint the remaining committee members. The committee shall be responsible for arena preparation, maintenance and general repairs. The Chairperson shall report to the general membership at year-end.
4. Trail/Parade Committee  
Trail Committee shall be a standing committee of at least two members and a Chairperson. The Chairperson shall hold a voting position on the Executive Board. The Trail Committee shall be responsible for coordinating all trail rides as may be scheduled throughout the year. The Trail

Committee shall keep the Executive Board informed as to its activities on a monthly basis. The Chairperson shall report to the general membership at year-end. *(Amended October 16, 2008)*

#### **ARTICLE XIV**

##### ***Email***

No personal emails will be allowed from the PTR membership list. Club emails are to be used to notify members of Schedule changes, Cancellations, Monthly Newsletters and News related to PTR activities. In the event a member uses email addresses for personal comments, he/she will receive a warning from the board. If a second offense occurs, the person's membership will be revoked. *(Added October 16, 2008)*