

## **CORRAL # 37 Bylaws**

### **BY-LAWS OF THE EQUESTRIAN TRAILS, INC. CONEJO RIDERS-CORRAL NO. 37**

#### **ARTICLE I**

**Section A: The name of this organization shall be “Equestrian Trails, Inc. Conejo Riders, Corral Number 37, “Thousand Oaks, Ventura County California”, hereinafter referred to as the Corral.**

#### **ARTICLE II- PURPOSE**

**Section A: Equestrian Trails, Incorporated, is a non-profit organization dedicated to the acquisition and preservation of trails, safety, good horsemanship and equine legislation.**

**Section B: The corral is a non-profit association. No member will derive any financial or monetary gain. All profits and/or income from any activity will be used to support various activities. All expenses will be recorded by the treasurer as will all income. Checks issued are required to have two signatures. All funds and balances will be verified monthly.**

**Section C: Dedication/Dissolution clause: The property of this corral is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corral shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private persons. Upon the dissolution of the corral, its assets remaining after payment, or provision of payment, of all debts and liabilities of this corral shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which as established its tax exempt status under Section 501 ©(7) of the Internal Revenue Code. This distribution shall be determined by a majority vote of the voting members in good standing at the time of dissolution. Written proof of this transaction shall be forwarded to the E.T.I. corporate office.**

**Section D: There shall be nothing in these By-laws that will in any way conflict with/ or be contrary to the By-laws of the parent organization, EQUESTRIAN TRAILS, INC. In case of conflict the By-laws of the parent organization shall take precedence.**

### **ARTICLE III- MEMBERSHIP**

**Section A: Members of this corporation shall consist of members in good standing with Equestrian Trails, Inc. who have qualified under these By-laws and by any Policies and Procedures that may be established by the Executive Board.**

**Section B: Before being admitted into this corporation as a member, prospective members must submit an application and pay the dues applicable to the membership category for the current year.**

### **ARTICLE IV- DESCRIPTION OF MEMBERSHIP**

**Section A: “Family” memberships: For the purpose of E.T.I. membership, a family shall consist of up to two (2) adults 18 or older and any number of children less than 18 years of age.**

**Section B: “Senior” members shall be those individuals who are 18 years of age or over. Each senior member shall be entitled to one vote provided that the adult has been an active member for a period of 90 days.**

**Section C: “Junior” members shall be those individuals who are under 18 years of age.**

**1. A Junior. member shall *NOT* have the right to vote on corporate matters, hold elective office.**

**2. A Junior member *SHALL* have the right to hold an appointed office provided that the office is not a voting position on the Board of Directors.**

**3. A Junior member may, on the event of their 18<sup>th</sup> birthday, elect to become a senior member by written notification to the Corral and payment of additional dues required for the Senior membership.**

**Section D: Membership is not transferable or assignable.**

**Section E: All membership dues shall be due and payable upon application for membership and annually thereafter on the anniversary date of the initial membership receipt by an E.T. I designated representative. In the event of a lapse of membership over 90 days, a new anniversary date shall be established.**

### **ARTICLE V- MEETING OF MEMBERS**

**Section A: All meetings of the members except as herein otherwise provided, shall be held as directed by the corral or by the Executive Board.**

**Section B: The duly elected secretary shall cause written notice of the Annual or any special meeting to be sent to all active members entitled to vote. This shall be done by sending a copy of the notice through the mail, charges prepaid, to the address of each member as it appears on the record of the corral, or as supplied by a member**

for the purpose of notice. If there is a know E-mail address, notice may be given to that E-mail address. Regular scheduled meeting dates can be indicated on the Corral 37 Newsletter where the Corral scheduled activities and meetings are published, and the Corral 37 web-site.

**Section C:** A special meeting of the members may be called at any time for any reason or purpose whatsoever, by the President or by the Officers of the corral. Notice will be given in accordance with Section “B”. Simple majority of the members of attendees at any meeting may transact business.

**Section D:** At any general meeting of members, 25% of the members shall constitute a quorum to transact any business.

**Section E:** The President shall call the meeting of the members to order, and shall act as the presiding officer. In the case of absence, the Vice-President, the Secretary, or a Chairman elected by the members present, (in that order) shall perform this duty.

**Section F:** The Secretary of the corral shall act as Secretary for all meetings of the members. If the Secretary is absent, the Presiding Officer may appoint any member to sit as Secretary for that meeting. In the case of the Secretary serving as Presiding Officer, then the Secretary may appoint any member to act as Secretary for that meeting.

## **ARTICLE VI OFFICERS AND ELECTION THEREOF**

**Section A:** The officers of this corral shall consist of the following elected officers: (1)President, 2) Vice-President, 3) Secretary, 4) Treasurer, 5) Activities Committee Chairperson, 6) Membership Chairman, 7) Area Delegate, 8) Alternate area delegate (who may also serve as activities chair or membership chairperson). The newly elected officers shall be installed at the regular monthly meeting in December and will assume the duties of that office officially on the 1<sup>st</sup> of January following

**Section B:** The Executive Board will appoint a nominating committee which will consist of a minimum of three members of the corral in good standing. This committee will recommend and nominate at least one member for each elective office of the corral. General Membership will be notified of these nominees within 30 days time to enable an election to be held in the month of December. Each nominee shall indicate to a member of the nominating committee their willingness to accept the office if elected.

**Section C:** The election of all officers shall be held during the month of December. All senior members in good standing shall have a voting right. The definition of “member in good standing” is an active member who has been a member of the corral for a minimum of 90 days prior to the election voting date. All officers shall be elected by secret ballot. A majority of the votes cast shall be required to elect all officers. When there is only one candidate for an office, it will not be necessary to cast a secret allot for his/her election. By a motion duly made and seconded and

carried, the secretary may be instructed to cast the ballot for all members present, electing the candidate by acclamation.

## **ARTICLE VII FUNCTIONS, DUTIES AND QUALIFICATIONS OF OFFICERS**

### **Section A: PRESIDENT**

- (1) No member shall be eligible for the office of President of this corral who has not first been a member of the Board of Directors.**
- (2) He/she shall be Chief Executive Officer of the Corral and shall have general supervision, direction and control of the business and officers of the Corral. He/she shall sign all papers, contract and documents required by the corral, which are proper and necessary to carry on the business of the corral. All powers and duties imposed upon him/her by the laws of the corral or by the By-laws and/or Rules and Regulations of the parent corral may be executed by him/her.**
- (3) It shall be the duty of the President to preside at all regular and special meetings of the corral. It shall also be his/her duty to appoint all standing committees for the year. Such appointments shall be approved by the Executive Board. He/she may appoint special committees from time to time to attend to special duties as seen fit, with full authority to create or discharge said committees at any time.**
- (4) It shall be the duty of the President to report to the board, any financial discrepancies reported to him/her.**
- (5) It shall be the duty of the President to represent the Corral as a Delegate or appoint a delegate to the National meetings of the parent corral.**

### **Section B: Vice-President**

- (1) No member shall be eligible for the office of Vice-President who has not been a member in good standing for a minimum of one full year.**
- (2) In the absence of, or inability of the President to act, he/she is vested with all powers and shall perform all the duties of the President.**
- (3) It shall be the duty of the Vice-President to attend all meetings of the Board of Directors, counsel with them on the business of the Corral and the procedures of the governing body.**
- (4) It shall be the duty of the Vice-President to preside at all meetings in the absence of the President.**
- (5) It shall be the duty of the Vice-President to be an alternate delegate to National in absence of the President.**

### **Section C: Secretary**

- (1) The office of the Secretary can be filled by any member of the Corral in good standing.**

- (2) It shall be the duty of the Secretary to serve as clerk of the Corral and Secretary of all meetings of the Corral. He/she shall attend all Board of Directors meetings, and any special meetings called by the President for the purpose of recording all notes and minutes of their proceedings in a book or books, kept for that purpose.**
- (3) He/she shall prepare and distribute all notices to the membership required by the By-laws of the parent organization and/or on the order of the President, all notices required of meetings of the members.**
- (4) He/she shall account to the Treasurer for all money received by him/her and to turn over such monies to the treasurer at least once a month.**
- (5) The power is hereby vested in the Secretary to purchase or authorize the purchase of mailing and correspondence materials such as the ordering of printed matter, postage, etc. coincident with the office of Secretary. The sum of money authorized shall not exceed \$50.00 during any calendar month without approval of the Board of Directors.**
- (6) He/she shall notify the membership, by card or other means, ten (10) days prior to a regular meeting date, of such meeting and its proposed agenda.**

#### **Section D: TREASURER**

- (1) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings and other special meetings as may be called by the President of the Corral.**
- (2) The office of Treasurer may be filled by any member of the Corral in good standing.**
- (3) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings and other special meetings as may be called by the President of the Corral.**
- (4) It shall be his/her duty to maintain an accurate accounting of all monies received in a bank account designated by the Executive board, issue all checks authorized by motion of the members or by the Executive Board.**
- (5) It shall be his/her duty to prepare and record all State and Federal reports prescribed by law.**
- (6) It shall be his/her duty to make a monthly financial report to the Board of Director. Members may inspect records at any time deemed reasonable.**
- (7) All checks issued by the Corral shall be signed by those authorized by the Executive Board.**
- (8) Any and all expenses involved with this position must receive prior approval from the Executive Board.**

#### **Section E: ACTIVITIES COMMITTEE CHAIRPERSON**

- (1) The office of Activities Committee Chairperson may be filled by any member of the Corral in good standing.**
- (2) It shall be his/her duty to chair a committee of corral members to program and plan the equestrian activities (shows, play days, parades, etc.) for the entire year.**
- (3) It shall be his/her duty to present to the Board of Directors a minimum of one month in advance of the date of a Corral activity the plans for that activity for approval. Information regarding the activity shall be written up and presented to the Corral Secretary with sufficient lead time for inclusion in regular notices of activities to the members.**
- (4) The power is hereby vested in the Activities Committee Chairman to solicit additional assistance from within the corral membership, including the junior membership.**
- (5) He/she shall not expend or authorize the expenditures of corral monies without prior approval of the Executive Board.**
- (6) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings of other special meetings as may be called by the President.**

#### **Section F: MEMBERSHIP CHAIRPERSON**

- (1) The office of Membership Chairperson may be filled by any member of the corral in good standing.**
- (2) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings and other special meetings as may be called by the President**
- (3) He/she shall recruit new members and co-ordinate with the Treasurer for collection of dues and with publicity attending to recruitment.**
- (4) Any and all expenses must receive prior approval of the Executive Board.**
- (5) Shall provide a list of voting members (name only) as required by the Executive Board.**
- (6) He/she shall not expend or authorize the expenditures of corral monies**

#### **Section G: AREA DELEGATE**

- (1) The position of Area Delegate may be filled by any member of the corral in good standing.**
- (2) It shall be the duty of the Area Delegate to attend all area meetings and report back to the Board of Directors.**
- (3) It shall be his/her duty to vote at area meeting as a representative of this Corral. His/her vote is to reflect the majority vote of the Executive Board.**
- (4) It shall be his/her duty to attend all meetings of the Board of Directors,**

**regular meetings and other special meetings as may be called by the President.**

**Section H: ALTERNATE AREA DELEGATE**

- (1) The position of Alternate Area Delegate may be filled by any member of the corral in good standing.**
- (2) It shall be the duty of the Alternate Area Delegate to attend all area meetings wherein the Area Delegate is unable to attend and report back to the Board of Directors.**
- (3) It shall be his/her duty to vote at area meeting as a representative of this Corral. His/her vote is to reflect the majority vote of the Executive Board.**
- (4) It shall be his/her duty to attend all meetings of the Board of Directors,**

**ARTICLE VIII  
VOLUNTEER BOARD**

**The positions filled by the Volunteer Board are approved by the President and confirmed by the Board.**

**Section A: TRAIL COORDINATOR**

- (1) The position of Trail Coordinator may be filled by any member of the Corral in good standing.**
- (2) It may be the duty of the Trail Coordinator to meet with the Area State Coordinator as required to plan, develop and discuss the promotion of riding and hiking trails in the local area.**
- (3) It may be his/her duty to meet with local city, county and park district representatives for the purpose of promoting riding and hiking trails and other equestrian facilities in the area.**
- (4) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings and other special meetings as may be called by the President.**

**Section B: TRAIL BOSS**

- (2) The office of Trail Boss may be filled by any member of the corral in good standing.**
- (3) It shall be his/her duty of the Trial Boss to plan, organize and supervise all trail rides.**
- (3) It shall be his/her duty to attend all meetings of the Board of Directors,**

**Regular monthly meetings and other special meetings as may be called by the President.**

#### **Section C: HISTORIAN**

- (1) The position of Historian may be filled by any member of the Corral in good standing.**
- (2) Maintains an historical account of the year's activity.**
- (3) The power is hereby vested in the Custodian to solicit assistance to accomplish this.**
- (4) Any and all expenses involved with this position must receive prior approval from the Executive Board.**
- (5) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings and other special meetings as may be called by the President.**

#### **Section D: NEWSLETTER-ADVERTISING COORDINATOR**

- (1) The position may be filled by any member of the Corral in good standing.**
- (2) Prepares, has printed and mails the monthly newsletter from input from the membership, with approval by the Board of Directors.**
- (3) Any and all expenses involved with this position must receive prior approval from the Executive Board.**
- (4) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings and other special meetings as may be called by the President.**

#### **SECTION D: WEBMASTER**

- (1) The position may be filled by any member of the Corral in good standing.**
- (2) Maintains the Corral 37 Website with input from the Board of Directors.**
- (3) Any and all expenses involved with this position must receive prior approval from the Executive Board.**
- (4) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings and other special meetings as may be called by the President.**

#### **SECTION E: ARENA MAINTENANCE**

- (1) The position may be filled by any member of the Corral in good standing.**
- (2) Prepares the arenas for all corral shows/activities.**

- (3) Any and all expenses involved with this position must receive prior approval from the Executive Board.**
- (4) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings and other special meetings as may be called by the President.**

#### **SECTION F: CONEJO RECREATION AND PARK DISTRICT LIAISON**

- (1) The position may be filled by any member of the Corral in good standing.**
- (2) Primary person in contact with Conejo Recreation and Park District on behalf of the corral.**
- (3) Any and all expenses involved with this position must receive prior approval from the Executive Board.**
- (4) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings and other special meetings as may be called by the President.**

#### **SECTION G: GYMKHANA CHAIR**

- (1) The position may be filled by any member of the Corral in good standing.**
- (2) Position accomplishes all that is involved in holding the monthly Gymkhanas for the corral.**
- (3) Any and all expenses involved with this position must receive prior approval from the Executive Board**
- (4) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings and other special meetings as may be called by the President.**

#### **SECTION H: HIGHPOINT SHOW CHAIR**

- (1) The position may be filled by any member of the Corral in good standing.**
- (2) Position accomplishes all that is involved in holding the High Point shows for the corral.**
- (3) Any and all expenses involved with this position must receive prior approval from the Executive Board**
- (4) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings and other special meetings as may be called by the President.**

#### **SECTION I: COMMUNITY AWARENESS & CONEJO VALLEY DAY PARADE CHAIR.**

- (1) The position may be filled by any member of the Corral in good**

- standing.
- (2) This person reports to the Board any community information relating to the ETI Purpose Article II. & coordinate the annual CVD, ETI entry.
  - (3) Any and all expenses involved with this position must receive prior approval from the Executive Board
  - (4) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings and other special meetings as may be called by the President.

#### **SECTION J: DRESSAGE SHOW CHAIR.**

- (1) The position may be filled by any member of the Corral in good standing.
- (2) Position accomplishes all that is involved in holding the Dressage Shows. for the corral.
- (3) Any and all expenses involved with this position must receive prior approval from the Executive Board
- (4) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings and other special meetings as may be called by the President

#### **SECTION K: JUNIOR. AMBASSADOR CHAIR**

- (1) The position may be filled by any member of the Corral in good standing.
- (2) This person reports prepares the ETI Jr. membership entries into the corral and ETI National annual competition.
- (3) Any and all expenses involved with this position must receive prior approval from the Executive Board
- (4) It shall be his/her duty to attend all meetings of the Board of Directors, regular monthly meetings and other special meetings as may be called by the President.

### **ARTICLE IX EXECUTIVE BOARD**

**Section A: The Corral's powers, business and affairs shall be exercised, conducted and controlled by the Executive Board. The Executive Board shall consist of the elected officers of the Corral.**

**Section B: The Executive Board shall have the authority to fill any and all vacancies occurring in any office and shall have the power to fill, by an appointee of the majority of the remaining officers, although less than a quorum, any vacancy**

occurring on the Executive board. Such officer so appointed shall hold that office during the remainder of the term for that office only.

**Section C:** Immediately after the election of Officers at the annual meeting of the members, the Executive Board shall meet for the purpose of review of the Corral by-laws and any pending business.

**Section D:** Meeting of the Executive Board shall be held as directed from time to time by the Executive Board.

**Section E:** Four (4) officers shall constitute a quorum and every decision of a majority of the officers present at a meeting at which a quorum is present and duly assembled, shall be valid as an act of the Executive Board.

**Section F:** Any action required or permitted to be taken by the Executive Board under any article in these by-laws may be taken without a meeting if all members of the Executive Board consent to such action.

**Section G:** The Officers of the corral shall serve without compensation except their actual expenses, approved by the Executive Board.

**Section H:** The Executive Board may appoint committees at large and may delegate to such committees any of the powers and authority of the Executive Board except the power to adopt, amend, or repeal the by-laws. Such committees shall be composed of members of the Corral and shall act in the intervals between meetings of the Corral. They shall be subject at all times to the control of the Executive Board.

**Section I:**

The Executive board shall have the summary power by a majority vote of all its members to warn, suspend, expel or terminate the membership of any member which in its opinion disturbs the order, dignity, harmony, popularity, prosperity, welfare, business, or best interest of the Organization. The proceedings of the Executive Board in such matters shall be final and conclusive. Any member who is disruptive and causes a regular or other such meeting to be re-scheduled or not able to conclude Corral business can be asked to leave such meeting. If this behavior continues the membership of that member can be revoked by a quorum of the Board of Directors, and that member prohibited from attending or participating in any Corral function. A written notification stating the cause for such action shall be given to the member by certified, return receipt mail not less than fifteen (15) days prior to the effective date of the termination. The member shall have an opportunity to be heard, orally or in writing, not less than five (5) days prior to the effective date of the termination by the Board of Directors, or by a committee authorized by the Board of Directors, to see whether such action shall be taken.

**Section J: Any person who fails to settle his/her indebtedness to the Corral within thirty (30) days may, after an opportunity to be heard by the Board, be barred from taking part in any E.T.I Area or Corral activity by the Board of Directors and/or may have their membership revoked.**

## **ARTICLE X FINANCIAL ARRANGEMENTS**

**Section A: The fiscal year shall be from January 1 through December 31 of each year.**

**Section B: A checking account shall be maintained that requires a minimum of two (2) signatures, for the purpose of an operating fund. All other monies not required for operating fund must be deposited in some form of savings account. All accounts owned by this Corral will have a minimum of three active members listed on the appropriate signature card at all times.**

**Section C: Within one (1) week of a fund raising event, or show activity, the event chairman must file with the Treasure a profit and expense report along with all monies received.**

**Section D: All accounts and monies of the Corral will be subject to an annual audit by the Executive Board and the findings made available to the membership at large.**

## **ARTICLE XI AMENDMENTS**

**Section A: Amendments of these by-laws must be proposed at any legal meeting. To become effective, they must receive a majority vote of the membership and submitted to the parent Organization for final approval.**

## **ARTICLE XII RESTRICTIONS**

**Section A: Members of the Corral are individually responsible for any legal actions resulting from conduct not authorized or approved by the Board of Directors, Conejo Riders, Corral 37, Equestrian Trails. Inc.**

## **ARTICLE XIII ACTIVITIES**

### **Section A: UNIFORM AND EMBLEMS**

- (1) The emblem of this corral shall consist of a Horse and Rider to the left of the following wording E.T.I. Corral 37-Conejo Riders. Underneath the picture & wording working for Conejo Valley's open space and trails.**
- (2) The riding uniform of the Corral shall consist of hat, shirt, pants, and horse saddle blanket. All items shall be neat, attractive and as inexpensive as possible. The uniform shall have the majority approval vote of the executive board.**
- (3) The uniform and/or emblem of the Corral shall not be worn at anytime except at corral activities or by individuals who are officially representing the Corral.**

### **Section B: PARADES**

- (1) While riding in a parade as a group, members shall all wear the uniform selected by the executive board. Said uniform shall always be well kept. Horses shall be clean, properly shod, fetlocks trimmed and well groomed. All riding equipment shall be clean and orderly. The parade marshal shall have authority to enforce these rules and excuse those members who do not comply with rules. The parade marshal may also excuse any horse that in his/her opinion is either not well groomed or physically sound.**

### **Section C: TRAIL RIDES**

- (1) All members of a trail ride group shall be clean and neat in appearance. All horses must be clean, property shod, well groomed and in sound physical condition. The Trail Boss shall have the authority to enforce these rules and excuse any member and/or horse that does not comply with these rules.**

### **Section D: HORSE SHOWS AND GYMKHANAS**

- (1) All members representing this club in a horse show or gymkhana or other activity, shall conduct themselves in a horseman-like manner; must not mistreat a horse, should be courteous to others.
- (2) High point awards given out at the end of each year may be won by Corral 37 members only. High Point of the Day awards after each show may be won by any participant.

The following signatures, after having read these by-laws, agree to be bound by said by-laws and by signing hereon do charter the Conejo Riders, Corral 37, Equestrian Trials, Incorporated.

<b>OFFICERS</b>		<b>SIGNATURES</b>	
<b>President:</b>	<b>Barbara Kloster</b>	_____	<b>Date</b> _____
<b>Vice-President:</b>	<b>Teri Young</b>	_____	<b>Date</b> _____
<b>Secretary:</b>	<b>Julie Lindberg</b>	_____	<b>Date</b> _____
<b>Treasurer</b>	<b>LuAnn Jones</b>	_____	<b>Date</b> _____
<b>Membership Chairperson</b>	<b>Tammy Sommerhauser</b>	_____	<b>Date</b> _____
<b>Area Delegate</b>	<b>Barbara Kloster</b>	_____	<b>Date</b> _____
<b>Alternate Area Delegate</b>	<b>Christine McQuaid</b>	_____	<b>Date</b> _____
<b>Activities Chair</b>	<b>Christine McQuaid</b>	_____	<b>Date</b> _____