




Sierra Vista Riding Club, Inc.  
By Laws  
August 2006 Revision

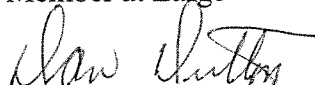
Approved By:


  
Daniel Knodle  
President

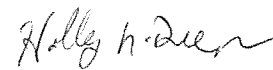
  
Howard Mangum  
Facilities Chairperson

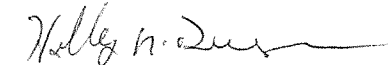
  
Gail Knodle  
Events Chairperson

  
Vicki Keenan  
Member at Large

  
Dan Dutton  
Past President

  
Tom Borer  
Vice President

  
Holly Dryer  
Secretary

  
Holly Dryer  
Acting Treasurer

Pat Durkit  
Member at Large



PART ONE

BY LAWS

## SECTION 1

### ARIZONA CORPORATION COMMISSION DATA

1. INCORPORATION. The Sierra Vista Riding Club (SVRC), Inc. was incorporated on November 19, 1968. A copy the original By Laws are on file at the Cochise County Courthouse in Bisbee, Arizona, on Docket 565, pages 333 through 339, File No. 19797 dated 25 November 1968, as a non-profit corporation. The SVRC Articles of Incorporation were amended in August 2006 and they are on file with the Arizona Corporation Commission as required by state law. Both the Articles of Incorporation and By Laws will be recorded in Cochise County for historical purposes.
2. INCORPORATORS. The individuals filing as the original Incorporators were Howard Green, J. O. Griffing, and Charles Cox of Sierra Vista. The amended Articles were filed by Daniel Knodle of Hereford Arizona.
3. PURPOSE OF INCORPORATION. The Purpose for which the corporation is organized is: to provide the community of Sierra Vista AZ and the surrounding area equestrian activities and preserve the heritage of the horse as part of our history. Other purposes are to operate a food and beverage booth and tack shop to sell tack, grain, hay, feed, and medicine on the grounds.
4. PERIOD OF INCOPORATION. The incorporation was for an initial 25 year period, expiring November 19, 1993. The incorporation was renewed for an additional 25 years, expiring November 19, 2018. A renewal privilege was included.
5. CHARTER MEMBERS. Original Charter members were: Howard Green, Charles Cox, Omalene Cox, Terry Parker, Dorothy Geer, and J. O. Griffing.
6. LIMITATION ON LIABILITY OF DIRECTORS. No person who is or was a director of the corporation shall be personally liable to the corporation or to any members of the corporation for monetary damages for breach of fiduciary duty as a director of the corporation; provided that the foregoing provision shall not eliminate or limit any such liability to the extent otherwise imposed by law upon a director (a) for any breach of the director's duty of loyalty to the corporation or its members, (b) for acts or omissions which are not in good faith or which involve intentional misconduct or a knowing violation of law, (c) for authorizing the issuance of shares of stocks or the payment of dividends or the distribution of income or profits in violation of A.R.S 10.1026, (d) for any transaction from which the director derived an improper personal benefit, or (e) for any violation of A.R.S. 10-1097. The foregoing provisions of this Article shall be applicable, notwithstanding any amendment or repeal thereof, with respect to any and all acts or omissions occurring prior to the effective date of such amendment or repeal
7. NON-DISCRIMINATION. The Sierra Vista Riding Club Inc., prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The Sierra Vista Riding Club

also affirms its commitment to providing equal opportunities and equal access to Equestrian facilities, related events, scholarships and grants sponsored by the SVRC.

## SECTION 2

### MEMBERSHIP CLASSIFICATION

1. All applicants for membership will contact the current Vice President or Facilities Director who will assist the applicant by providing the applicant with a copy of the Club By-Laws, Rules and Regulations, and highlighting the fees and other conditions of membership as pertinent to such things as meeting attendance, prompt payments, member and horse removal, duties, facilities maintenance, work details, etc.
2. There shall be three (3) types of membership, as follows:
  - a. Non Boarding Member  
Subject to terms and conditions of the SVRC rules and regulations. Required to perform a minimum number of hours of SVRC club services, semi annually as determined by the Board of Directors for the class of membership. Use of facilities (all arenas, round pen, pasture) permitted. Reduced rate for Club sponsored events. Mandatory attendance at quarterly SVRC meetings. One vote per membership.
  - b. Boarding Member  
Subject to terms and conditions of the SVRC boarding contract and SVRC rules and regulations. Required to perform a minimum number of hours of SVRC club services, semi annually as determined by the Board of Directors for the class of membership in order to keep Boarding Member status the next cycle. Use of facilities (all arenas, round pen) permitted. Reduced rate for Club sponsored events. Mandatory attendance at quarterly SVRC meetings. One vote per membership.
  - c. Lifetime Member  
Designated by Board vote. Has privileges as a full member. Pays no dues. Can be nominated by any full club member. Given for extended service to SVRC, Inc.

In all cases, the registered member must be an adult (18, as recognized by the State of Arizona).

## SECTION 3

### MEETINGS

1. Regular membership meetings will be held as determined by the Board of Directors. Meeting time, dates and location will be published. Attendance by 51% of the voting membership present constitutes a quorum
2. As stated in Section 2, Membership Classification, memberships are restricted to adults, 18 or over. An adult member from each family must attend. If an adult member of the family is not present, the Secretary will mark the family as being absent.
3. Special meetings may be held at the discretion of the President or by a majority request of the Board of Directors or the general membership.
4. Motions on the floor can be passed at a legally constituted meeting with a 51% majority vote of the full members present, unless otherwise specified in these by-laws
5. Board of Directors meetings:
  - a. Shall meet on a monthly basis to transact club business.
  - b. Attendance by a majority of the BOD shall constitute a quorum.
  - c. Members may attend the Board meetings, but cannot make a motion or vote.
  - d. Shall provide a time period in the meeting open for comments from the general membership.

## SECTION 4

### OFFICERS

1. GENERAL

The officers of the SVRC, Inc. shall be the President, Vice-President, Secretary, and Treasurer. The standing chairmen shall be the Facilities Chairman, Activities Chairman, the two members at large and the past president.

2. ELECTIONS

Elections shall be held at the regularly scheduled fourth quarter meeting. A Nominating Committee slate shall be presented to the membership and open nominations will also be received from the general membership. Election shall be by secret ballot. Absentee votes are permitted for elections. Absentee vote must be sealed and signed and presented by a full member to the nominating committee at the membership meeting during which the election is scheduled to take place. Term is for one year, unless otherwise specified.

3. RECALL

Recall petitions shall be considered valid when signed by 51% of the active membership (one signature per family). The recall action shall be voted on at the next regularly scheduled membership meeting, provided at least 7 working days have elapsed between submission of petition to President or other Board member and said meeting. Decision to recall shall be by secret ballot Board vote only.

4. CONFLICT OF INTEREST

The SVRC shall implement a Conflict of Interest Policy and procedures to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to the Riding Club, or result in personal financial, professional, or political gain on the part of such persons at the expense of the SVRC or its Members, supporters, and other stakeholders. This policy is detailed in Part Two, Rules and Regulations.

5. DUTIES OF OFFICERS

a. President

- i. Ensure total continuity of all functions as approved by either the Board or membership-at-large.
- ii. Conduct all meetings in a proper and business-like manner.
- iii. Provide notification of meetings and special requirements to general membership.
- iv. Sign all treasury checks in absence of Treasurer and ensure all bills are current. Must be on bank signature card.
- v. Appoint special committees as required.
- vi. Present awards.

- vii. Audit financial records through independent review by a qualified disinterested non-Board Club member on an annual basis.
- viii. Enforce, with the assistance of all members, proper safety and security practices.
- ix. Ensure that all expenditures are pre-approved by the Board of Directors and ensure that expenditures/commitments in excess of current assets are approved by the general membership.
- x. Maintains a set of keys to SVRC equipment and facilities.
- xi. Ensure a quorum (51% of membership) on voting issues. (one vote per family membership)
- xii. Serves as a member of the Board of Directors.

b. Vice-President

- i. Perform all duties above in the absence of the President.
- ii. Act as a reviewer for all proposed by-law and rules changes, prior to their submission to the Board. Any proposed change shall be legible written and signed by the individual proposing the change before submitting the change to the Vice-President
- iii. Provide membership applications and corresponding instructions to each individual seeking membership, including a copy of the by-laws and rules and regulations.
- iv. Chairs Membership Committee
- v. Chairs nominations for elections
- vi. Maintains a set of keys to SVRC equipment and facilities.
- vii. Serves as a member of the Board of Directors.

c. Secretary

- i. Keep detailed and accurate records of meetings.
- ii. Provide written minutes of meetings
- iii. Maintain all record copies of Club files, and pass them on to successor when required.
- iv. Execute all correspondence involving Club activities. Send social notes (thank yous, get well cards, etc.) when required.
- v. Keep up-to-date membership records for all types of membership. Provide a membership list as required.
- vi. Coordinates with event chairman for administration of all required paper work (sign-up for gymkhanas, horse. shows, etc.).
- vii. Working with the Newsletter person, ensure publication of the newsletter.
- viii. Serves as a member of the Board of Directors.

d. Treasurer

- i. Promptly pay all bills for approved expenditures.
- ii. Ensure by constant review that no member's dues, fees, fines, etc. are delinquent. Issue a delinquent notice when necessary. Provide statements to any member upon request



- iii. Deposit all monies within 5 working days into appropriate accounts
- iv. Collect dues, fees, etc., prior to each meeting.
- v. Provide auditable records upon demand through the Board of Directors.
- vi. Provide monthly written Treasurer's Report at membership meeting as to status of Club's funds and usage, in detail, to become an enclosure to the Minutes.
- vii. Ensure all bills are backed up by detailed statements.
- viii. Balance all books monthly.
- ix. Promptly advise the President and the Board of Directors of any members whose dues and fees are not up to date; i.e., paid as of the 10th of the current month
- x. Coordinates with event chairman for all Club-sponsored activities to ensure collection of fees
- xi. Serves as a member of the Board of Directors.

e. Facilities Chairman

- i. Responsible for all areas inside the boundaries of the SVRC, Inc. for cleanliness, weed and grass control, trees being trimmed, corral inspections, arena condition, painting and repair, and overall condition of all SVRC, Inc. facilities.
- ii. Performs monthly corral inspections and writes up all deficiencies in accordance with standard SVRC, Inc. Inspection Sheets.
- iii. Performs follow-up inspections within 10 days and if deficiencies are not corrected, directs the member to attend the next Board meeting to show justification for retaining membership.
- iv. Schedules work details for area clean-up, as required. Provide roster of workers and hours worked to the Member at Large
- v. Responsible for installing new members in pens and keeping track of current facilities assignments
- vi. Ensures all facilities are in a state of good repair and properly maintained.
- vii. Maintains a set of keys to SVRC equipment and facilities.
- viii. Must be a resident boarder.
- ix. Serves as a member of the Board of Directors.

f. Activities Chairman

- i. Coordinate with each appointed chairman for shows, rodeos, gymkhanas, ropings, etc. to ensure programs are properly scheduled.
- ii. Ensure that insurance that Release of Liability is on file.
- iii. Provide verbal reports to the Board and/or general membership as to the status of all activities, changes in. schedules, requirement for help or assistance, etc.
- iv. Prepares annual draft of proposed activities for. review by membership. Coordinates with other equestrian organizations for event scheduling.

- v. Responsible for collecting all fees for non Club-sponsored events and turned over to the Club Treasurer within 2 working days.
  - vi. Post notices of upcoming events at least 7 days in advance.
  - vii. Serves as a member of the Board of Directors
- g. Members at Large
- i. Acts as liaison between members and the Board of Directors.
  - ii. Actively solicits input from members
  - iii. Assists other board members and chairs with posting information
  - iv. Coordinates membership participation points (hours) with other chair persons.
  - v. Document attendance of Board and general meetings for membership participation and provide the list to the Secretary for historical reference.
  - vi. Coordinates notification to remind members of meetings, upcoming events and any other information.

SECTION 5

BOARD OF DIRECTORS

1. COMPOSITION OF THE BOARD OF DIRECTORS (BOD)

- a. The Board of Directors shall conduct the official affairs of the Corporation. The Board shall consist of members in good standing, some of which are automatically appointed to the Board by virtue of their election as an officer, while others serve on the Board automatically through their elected positions.
- b. The Board shall be composed of the following:
  - President.....Chairman, Board of Directors
  - Vice-President.....Alternate Chairman
  - Secretary.....Board Secretary
  - Treasurer.....Board Treasurer
  - Immediate Past President.....Member
  - Facilities Chairman.....Member
  - Activities Chairman.....Member
  - Two elected members-at-large.....Members

2. FUNCTIONS OF BOARD OF DIRECTORS

- a. The BOD shall meet at least once monthly. A 51% of the Board must be in attendance in order for an official meeting to be declared and to hold a legal vote on any matters.
- b. The BOD shall act on all membership applications
- c. The BOD shall determine fees for membership, rentals, sales, arena use, and any other requirement for the income or outlay of funds.
- d. The BOD shall act on all removals of members for cause. In the event the BOD determines just cause, membership shall be terminated and member will then be responsible for removing his horse(s) and all equipment within seven (7) days from BOD notice.
- e. The BOD shall determine facility standards.
- f. The BOD shall act on all complaints, provided they are submitted in writing and signed prior to regularly schedule BOD meetings.
- g. Each elected Board member has a single vote regardless of family status. In matters of General Membership votes, they will have only one family vote.

- h. The BOD shall conduct the functions/business of the SVRC, Inc. according to sound and proper business practices in a routine manner.

## SECTION 6

### COMMITTEES

1. Separate committees shall be appointed for each Club activity in order to involve as many members as possible to share responsibilities.
2. Each committee will have its own Chairman responsible for that activity. That Chairman will coordinate with the Club Activities Chairman on all functions where the arena is intended for use.
3. The Committee Chairman will keep separate data on their activities; e.g., Gymkhana Chairman will maintain records of all gymkhanas for use in determining year-end awards, etc. All other chairmen will do the like thing in their specific areas.
4. Committees will render reports upon request.

## SECTION 7

### CHANGES TO BY-LAWS

1. Any proposed changes to the By-Laws of the SVRC, Inc. must be submitted in writing to the BOD, along with a cover letter explaining the reason(s) for the desired change.
2. Proposed changes must be signed and submitted by one of the adult members of the family.
3. Proposed changes will be reviewed by the BOD and then presented to the general membership at the next general membership meeting.
4. Approval shall be by 2/3 majority of those present at a legally constituted meeting (i.e., 51% of the membership is present).

PART TWO

RULES AND REGULATIONS

## SECTION 1

### RESPONSIBILITIES OF GENERAL MEMBERS

1. Each member shall be responsible for the conduct of themselves, their family, and their guests. This includes ensuring no alcoholic beverages are consumed by anyone under the age of 21 years while on the SVRC Inc grounds and in accordance with City of Sierra Vista regulation.
2. Each member shall ensure that their dues and fees are paid in advance at the beginning of each month, and not later than the 10th day of the month.
3. Each member shall maintain their tack room, corral, and the area for 10 feet around their corral or half the distance to their neighbor, whichever is less in a constant state of cleanliness, good appearance, painting kept up, and chewed boards or pipe section replaced as necessary as so determined by the Facilities Chairman.
4. Each member shall ensure attendance at required meetings.
5. Speed limit strictly enforced.
6. Non members are not authorized to use the SVRC Inc facilities without payment of proper fees except as participants during sponsored activities, or when use by an individual or organization has been approved by the Activities Director. All requests for facility use will be submitted at least 30 days prior to desired use to allow processing and preparation of grounds. Approval will be given only on a basis that gives the SVRC Inc first priority for prescheduled events. Once approved, the annual schedule has first priority.
7. Users of the facilities shall be responsible for all damages, prepayment of prescribed fees, insurance, preparation of facilities, or payment for same, as indicated in signed contract between the SVRC Inc, and user.
8. SVRC Inc facilities are available for travelers, at appropriate fees, for periods of short duration with the approval of the Facilities Director.
9. All individuals are responsible for ensuring that gates around the SVRC Inc area are kept closed to prevent the escape of any loose horse(s).
10. Each member shall ensure their own compliance in detail with adhering to the requirements listed in the Rules and Regulations.



## SECTION 2

### DUES, FEES, FINES, DEPOSITS

1. DUES Those costs associated with being a member, which are payable monthly at the scheduled membership meetings.
2. FEES Those costs associated with the lease or rental of facilities, which are payable monthly at the membership meetings or by the 10th of the month.
3. FINES Those costs levied by the BOD on active members who fail to comply with Club by-laws and rules.
4. DEPOSITS Those costs levied to new members which in effect serve as damage deposits for failure to keep facilities in a proper state of repair. Deposit shall be the equivalent of two months dues and fees, refundable upon departure, provided all dues, fees, fines are up to-date, and facilities are in good order as so stated after an inspection by the Facilities Chairman.
  - a. It is the joint responsibility of the Treasurer and Facilities Chairman to monitor the above. No member shall be permitted to fall more than 30 days behind in payment of any dues, fees, etc.
  - b. Any unpaid dues, fees, or fines shall render any individual ineligible to participate in any SVRC, Inc. -sponsored events until payment has been received in full by the Treasurer unless the individual can show the BOD valid reason otherwise. After 30 additional days, membership shall be referred to the BOD for approval of termination and initiation of appropriate court action.

### SECTION 3

#### ASSIGNMENT AND CONTROL OF FACILITIES

1. Assignment will be on a first-come, first-served basis, as corrals and tack rooms become available. Determination of what is available will be made using a controlled waiting list maintained by the Facilities Chairman.
2. Position on the waiting list will be controlled according to the date an application has been received by the Facilities Chairman who shall affix a time and date to each application received.
3. The Facilities Chairman shall contact the requestor and arrange a mutual time for inspecting available facilities. Upon agreement of a selection of tack room/corral assignment, the Facilities Chairman will then execute a facility agreement, to be signed by both parties.
4. Monthly rental fees shall be determined by a charge per horse space and a charge per tack room, as established by the BOD.
5. Control of each corral and tack room is vested in the Facilities Chairman and current lessee via a completed contractual agreement on file prior to occupancy of the facility.
6. No movement will be made from pen to pen without prior permission of the Facilities Chairman, subject to review-by the BOD. Consideration as to choice of pens will be given to members of long-standing seniority.

## SECTION 4

### MAINTENANCE OF GROUNDS AND FACILITIES

1. Animals will not be kept in the arena or bucking chutes except during authorized events.
2. Animals will not be kept in the catch pens except during authorized sponsored Club functions. They may be kept in the catch pens for periods of short duration with the prior approval of the Facilities Chairman. Members who have been authorized to use the catch pens are responsible for repairing any damage done to said pens during the time of their use. The catch pens must be cleaned daily when approval for their use has been given.
3. Non-members are not authorized to use the Club facilities without payment of proper fees except during sponsored activities as a participant, or when use by an individual or organization has been approved by the Board of Directors.
4. Club facilities will be available to travelers for appropriate fees for periods of short duration with the approval of the Facilities Chairman.
5. All usable lumber and posts must be stored neatly at the rear of corrals, for a period not exceeding 30 days.
6. All trash, garbage, sacks, small pieces of wood, cans, wire, etc., must be placed in the dumpster trash bin that has been rented by the Club for this purpose. Care must be exercised in placing items in the dumpster to ensure that they do not fall over the side or can be scattered by the wind. Trash and garbage cans are not authorized outside of tack rooms.
7. All corrals and buildings will be kept in a good state of repair and painted as needed, or as directed by the Facilities Chairman. Repairs to corrals and buildings must be done with the same type of material as the original construction; however, pipe can be used to replace boards, providing one complete side is being rebuilt entirely with pipe material, and has been so approved by the Facilities Chairman. Pipe must be 2-inch, 9-gauge pipe or better.
8. Water pipes and faucets will be maintained in a good state of repair to prevent leakage. Handles to the faucets must be removed when not being used. Exposed pipes must be wrapped to prevent freezing by November 1st.
9. All tack rooms and corrals must be constructed to Club standards. (See Appendix-Tack Room and Corral Standards)
10. Members may not construct additional corrals or buildings or modify current facilities without prior approval from the BOD. Request for such construction will be submitted in writing and approval will be given in writing.

11. No buildings and/or corrals will be torn down or otherwise disposed of without the approval in writing of the BOD.
12. All tack rooms and corrals will be closed and locked with a padlock when occupied and unattended.
13. Member's name (optional) and phone number, and the number of the tack room/corral (according to the Master Plat kept by the Facilities Chairman) will be printed in legible form on the front of the member's tack room.
14. Members will keep their area in a neat, tidy, and clean state. Members are responsible for the ground area for 10 feet out from the front, rear, and if applicable, the sides of their property.
15. All members are responsible for ensuring that gates around the Club area are kept closed in order to prevent the escape of any loose horse.
16. Buildings and/or corrals will not be sub-leased or rented to another person. No member of SVRC will loan buildings/corrals to non-members, except during Club-sponsored activities, at which time the BOD may request the member to loan his facilities to others for a short period of time.
17. Facilities Chairman or the BOD shall be notified any time a corral will be empty for more than seven (7) days.

## SECTION 5

### CARE OF ANIMALS

1. Each corral must be cleaned daily and the manure moved to the designated manure pile. Consideration shall also be given to twice per day from 1 June through 30 September when flies are at their worst
2. Ungelded colts shall not be stabled at the SVRC after they are nine (9) months old.
3. Sick animals are the sole responsibility of the owner or lessee.
4. No horse shall be stabled at SVRC until the Facilities Chairman, President, or Vice-President has been shown proof of ownership and required shots.
5. Removal of a dead horse is the owner's or lessee's responsibility.
6. No horse shall go without feed or water for more than 24 hours unless specifically directed by a veterinarian. In the event a vet so directs, then a signed note from the vet shall be immediately provided to the Facilities Chairman or Club President for their cognizance.
7. No horse shall be stabled with a halter without Facility Director approval.
8. Loose horses will not be permitted in the arena unless the owner/lessee is present. Members wishing to let their horse loose in the arena must obtain permission of anyone riding in the arena at the time. Exercise time for loose horses in the arena should be limited to 30 minutes.
9. Animals other than horses, donkeys or goats (Club member owned) may not be stabled at the SVRC. Calves, steers, or bulls intended for roping or riding may not be stabled at SVRC unless it is in conjunction with a scheduled event and is approved by the Facilities Director.
10. In the event an animal contacts a contagious disease, the owner/lessee shall immediately advise a member of the BOD or Facilities Chairman so that appropriate control measures can be taken.
11. Each member shall be responsible for maintaining their horse on a continued worming schedule, in accordance with accepted veterinary standards in order to control parasites. Members are responsible for obtaining all required shots on a semi-annual basis.
12. Each horse must be in an individual corral with its own shelter. Designations of such shall be made by the Facilities Chairman, with the cognizance of the Club President.

13. Failure to meet above standards will result in the owner being required to appear before the BOD to show justification for continued occupation of facilities.

## SECTION 6

### WORK DETAILS

1. From time to time the Facilities Chairman or BOD may schedule a work detail to perform certain cleaning, maintenance, repairs, or construction of Club facilities. Such work details will normally be scheduled in advance, and published on the Club's bulletin board.
2. Membership in the SVRC automatically implies intent to participate in work details when scheduled.
3. Failure to either participate in the work detail or hire someone else to do so can result in loss of Boarding Member status
4. All work details will be for the express purpose of working on Club facilities OTHER than the member's tack room and corral area.

## SECTION 7

### SAFETY ENFORCEMENT

1. Members are responsible for compliance with good safety practices by their family and guests, including proper corral maintenance to ensure safety for their horses. Any member violating reasonable and good safety practices shall be required to appear before the BOD to show justification for continued membership. In the event the BOD determines just cause, membership shall be terminated and member will then be responsible for removing his horse(s) and all equipment within seven (7) days from BOD notice.
2. The following shall be considered violation of good safety practices:
  - a. Debris or trash left within the 10 foot area of a member's corral fence.
  - b. Loose or broken boards or posts in the immediate corral area.
  - c. Racing one's horse within 50 feet of the corrals. (Racing is defined as any gait faster than a slow trot or jog.)
  - d. Firing any kind of weapons, firecrackers, or noisemaking devices within the Club grounds.
  - e. Setting fires on the grounds.
  - f. Using barbed wire in any place other than the perimeter fences.
  - g. Driving any vehicle over 10 mph on the Club grounds.
  - h. Throwing anything at horses or into or near corrals which 'spook' the animals.
  - i. Unsafe items on or in the corrals, such as glass, pipes not installed properly, buildings in disrepair, protruding nails or spikes, loose wire of any kind, devices used to give animals medications, etc.
  - j. Halters on horses while in closed corral without authorization.
  - k. Purposely turning horses loose without close supervision on Club grounds other than the arena, back paddock or holding pens.
  - l. 'Spooking' another rider's horse, in any manner.
  - m. Unsafe practical jokes or games involving others or their horses.
  - n. Any action purposely or knowingly enacted meant to cause harm to any member, person, or animal at the Club.



- o. Use of any jumping equipment requires the use wearing of a hard hat and the presence of at least one other person, mounted or on foot.

## SECTION 8

### COMPLAINT PROCEDURES

1. Any member's complaint in connection with Club operations, Club-sponsored activities, conduct of fellow members, and/or announced policy must be submitted in writing and signed to the Member at Large.
2. Complainants will be advised as to the BOD meeting agenda and shall appear at that meeting to give added details. Complainant will be informed as to BOD action.

## SECTION 9

### USE OF FACILITIES AND APPLICABLE FEES

1. The use of Club facilities will be approved by the BOD on a basis that gives the SVRC, Inc. first priority for prescheduled events. The annual schedule shall have first priority, once approved.
2. All requests other than pre-scheduled events shall be submitted to the BOD at least 30 days prior to desired use, in order to process requests through appropriate City staff.
3. Users shall be responsible for all damages, pre-payment of prescribed fees, insurance, preparation of facilities and payment for same, all as indicated in a signed contract between the Riding Club and user.
4. A fee use schedule shall be established and controlled by the BOD and shall be updated on an annual basis by the BOD.
5. Open Area priority is given to horses and riders under saddle and horses under direct human control (pony and lunge lines). The open arena will be shared with safety in mind to include no loose pets in the arena. Loose horses are permitted in the open arena only when riders under saddle do not require use of the arena. The maximum time limit for loose horses in the open arena is 30 minutes. The owner or lessee must be present at the arena when loose horses are in the open arena. The arena can be closes for grounds preparation and special events through scheduling and by direction of the Facilities Director.
6. Back Paddock priority is given to loose horses. The time limit for the back paddock is two hours.
7. Round Pen priority is given to training horses. Loose horses are permitted in the round pen only when the pen is not needed for training.

## SECTION 10

### TERMINATION OF MEMBERSHIP

1. When a member voluntarily terminates his membership, he must do so in writing. Final billing for all fees, dues, and monthly pen rental will be based on the date of a written resignation, or date of departure, whichever is later.
2. A member whose membership status becomes in question will receive a letter from the BOD advising them to appear at the next BOD meeting to show cause as to why they should be allowed to remain as members. If the Board decision is to terminate the membership, the member will be so notified. Said member will then have seven (7) days to remove horse(s) and any equipment, such as tack, etc., from the premises. Failure to do so will result in the equipment being confiscated and the horse(s) will be declared 'abandoned' or 'stray' by the BOD (in other words, trespassing), and a representative from the Arizona livestock Sanitary Board will be called to pick up the animal.
3. Grounds or cause for termination of membership can be for any of the following, but not necessarily limited to such:
  - a. Failure to pay dues and fees on schedule.
  - b. Failure to maintain facilities according to Club standards
  - c. Failure to provide shots and worming procedures, according to current veterinary standards.
  - d. Repeated failure to feed or clean pens daily
  - e. Failure to respond to BOD letter calling member to appear before BOD.
  - f. Failure to attend 2 consecutive quarterly membership meetings.
  - g. Acting in an unsafe manner so as to cause injury to another member or a member's horse(s).
4. Whether a member departs the Club voluntarily or under adverse conditions, each member is still responsible for all fees and dues up to the date of their notice of departure. Such fees and dues shall be paid to the Treasurer before leaving.
5. Departure by a member and all family members from the SVRC Inc. for a period in excess of thirty (30) days wherein no horses are stabled yet dues and fees are maintained, shall require prior notification to the BOD and prepayment of dues and fees monthly during period of absence.

6. Upon departure from SVRC, Inc., the corrals, tack rooms, and shelters used by members shall be cleaned and the Facility Chairman notified. Upon inspection by the Facility Chairman, an evaluation will be made as to the conditions of the pen. Damages will be assessed (including labor to fix) and deducted from the damage deposit, and a final statement will be provided after it has been ascertained that all bills have been satisfied in full to the SVRC, Inc.

## SECTION 11

### CHANGES TO RULES AND REGULATIONS

1. Any proposed changes to the Rules and Regulations of the SVRC, Inc. must be submitted in writing to the BOD, along with a cover letter explaining the reason(s) for the desired change.

## SECTION 12

### CONFLICT OF INTEREST POLICY

1. PURPOSE The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to the Sierra Vista Riding Club (SCRC), or result in personal financial, professional, or political gain on the part of such persons at the expense of the SVRC or its Members, supporters, and other stakeholders.
2. DEFINITIONS *Conflict of Interest* (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and board members of the SVRC. *Board* means the Board of Directors. *Officer* means an officer of the Board of Directors. *Volunteer* means a person -- other than a board member -- who does not receive compensation for services and expertise provided to the SVRC and retains a significant independent decision-making authority to commit resources of the organization. *Staff Member* means a person who receives all or part of her/his income from the payroll of the SVRC. *Member* means a Member of the SVRC which shall be a state association of nonprofit organizations that represent a statewide and multi-sector or sub-sector 501(c)(3) constituency with a diverse range of corporate identities, or a regional association of nonprofit organizations that represent a specific region within a state or multi-state geographic area and a multi-sector or sub-sector constituency with a diverse range of corporate identities. *Supporter* means corporations, foundations, individuals, 501 (c ) (3) nonprofits, and other nonprofit organizations who contribute to the SVRC.
3. POLICY AND PRACTICES
  - a. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
    - i. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
    - ii. A paid staff member in a supervisory capacity is related to another staff member whom she/he supervises.
    - iii. A board member or their organization stands to benefit from an SVRC transaction or staff member of such organization receives payment from the SVRC for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
    - iv. A board member's organization receives grant funding from the SVRC.
    - v. A board member or staff member is a member of the governing body of a contributor to the SVRC.

- vi. A volunteer working on behalf of the SVRC who meets any of the situations or criteria listed above.
4. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the SVRC's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.
5. A Board member or Committee member who is formally considering employment with the SVRC must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with the SVRC must submit a written request for a temporary leave of absence to the Secretary of the SVRC Board, c/o SVRC, PO Box 1901, Sierra Vista, AZ 85636, indicating the time period of the leave. The Secretary of the SVRC will inform the Chair of the Board of such a request. The Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the SVRC.
6. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
7. Anyone in a position to make decisions about spending SVRC resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
8. A copy of this policy shall be given to all Board members, paid staff members, volunteers or other key stakeholders upon commencement of such person's relationship with the SVRC or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
9. This policy and disclosure form must be filed annually by all specified parties.



SECTION 13

APPROVED AMMENDMENTS

1. All previously approved amendments are rescinded.

## APPENDIX A

### TACK ROOM AND CORRAL STANDARDS

#### 1. NEW CORRALS

New corrals will be constructed of either 2-inch, 9-gauge pipe (or better) or 2 x 8 lumber horizontal planks and 6 x 8 lumber posts. The depth of the corrals front to back shall be 40 feet and the width shall be 24 feet or a multiple thereof. Any new construction requests must be submitted and approved in writing by the BOD.

#### 2. NEW TACK ROOMS

- a. 6' x 12' (single) or 12' x 12' (double), 8' high in front, 7'9" high in back
- b. floors must be plywood, either 5/8" thick supported by 2 x 8's 24" on center or "plywood supported by 2 x 8's 16" on center
- c. Roof shall be studded with 2 x 4's spaced 16" apart, and topped with "roof sheathing with a 1 foot overhang all around. Roof shall also be blocked with a 2 x 6 mid—span. The 2 x 4's shall be covered with a 4" fascia all around the exterior perimeter.
- d. Entry shall be centered in the front by a common single door with a locking device. Buildings shall be painted and trimmed within 30 days of construction and repainted at the direction of the Facilities Chairman.

#### 3. NEW SHELTERS

New shelters shall be constructed either behind the tack room or on the side of the tack room, which shall be to all appearances an extension of the tack room. Minimum size shall be 6' x 8' for a single shelter.

Horse shelters will be built and maintained in such a manner that they can rapidly and easily become properly established tack rooms, and as such, be identical in size, color, etc., to any approved tack room configuration.

#### 4. PAINING

All corrals (wooden), tack rooms, and shelters will be painted at least once annually prior to 1 April each year or as directed by the Facilities Chairman. Painting shall follow the established SVRC color format. The owner's and veterinarian emergency contact information will be placed on the front of each tack room near the door.

#### 5. EXISTING CORRALS

- a. All corrals shall be constructed with tubular steel horse corral fencing. Corral fencing that is damaged from the horse is the responsibility of the owner to

repair and/or replace. T Posts will be used to prevent the panels from moving due to horses leaning on it.

- b. Existing wooden corrals are permitted, but must be kept in working order.

6. EXISTING TACK ROOMS AND SHELTERS

Existing tack rooms must be kept in a neat and favorable appearance. They must be kept painted with no visible chewed boards or unpainted boards. All corral boards must be installed on the inside of all posts. Creosote or metal flashing will be used to prevent chewing or protect boards. No additions to the tack room or corrals will be made without prior written BOD approval. General appearance must be one of a semi-professional carpentry job, not that of a 'wood butcher'.

7. MISCELLANEOUS

- a. At least one water faucet will be provided for each corral and maintained by the user. Double corrals require two water faucets. The faucet will be located in the front of the corral, securely fastened, protected from being hit by being just inside or outside the boards, wrapped properly to prevent freezing and installed at a height so that the water container can be filled without the use of a hose.
- b. All corral gates will be properly hung to prevent sagging and will be secured with a padlock and hasp or chain and padlock adequate enough to prevent the horse from breaking it by pushing.

AMMENDMENT A

CARE OF ANIMALS (SEC 5)

Horses will not be turned loose in arena when riders other than the horse's owner are using it. Riders other than the horse owner will not enter the arena when horses are loose. Priority will be given to riders; loose horses will be removed in a timely manner. ANY injury to the horse while in these facilities is the responsibility of the owner. Horses will not be kept in the bucking chutes or catch pens except during authorized SVRC Inc. functions. Boarding members who are working on their pen areas may use appropriate designated overnight pen to corral their horses while working on their areas.

VOLUNTARY MEMBERSHIP TERMINATION

Any member wishing to terminate their membership must notify the Facilities Chairman to arrange for facilities inspection, final payments and return of deposits.

ASSIGNMENTS AND CONTROL OF FACILITIES (SEC 3)

The maximum allotment of horses per membership (membership, family membership recognized as household) shall be no more than 3 horses at any time. There is no grandfather status recognized at this time.

RESPONSIBILITIES OF GENERAL MEMBERS

The City of Sierra Vista has a leash law for dogs. All SVRC Inc. members, guest, and participants will abide by this law while in SVRC grounds.

TERMINATION OF MEMBERSHIP (SEC 10)

Any act of violence, any conscious act to harm another member on any way, and/or any act to disturb the cohesion and integrity of the club will be grounds for immediate membership termination.

SVRC RULES AND REGULATIONS

AMENDEMENT B

Amendment B

1. All original rules and bylaws remain in effect
2. An adult must be on the property when a minor is riding
3. Proof of negative Coggins, 5 panel vaccines, and health certificate are required for new boarder/s
  - a. No quarantine is required with all the above (includes out of state)
4. Proof of the above stated (Number 3.) must be provided **prior** to the start of boarding and the horse/s coming onto the property
5. Yearly proof of vaccines
6. Boarder/s must notify SVRC Board of any infectious illness
7. Horse/s must quarantine to its own stall until veterinary clearance
  - a. Infected horse/s may not under any circumstances be let in the turnout, round pen, any of the arenas or public areas until cleared by a veterinarian
8. Only workable/useable/registered horse/stock trailers permitted on property
9. Boarder/s must be signed off on to use big equipment, i.e., backhoe, tractor
10. General members must show proof of negative Coggins and 5 panel vaccines to access the boarding area
  - a. Boarding member has preference to use turnout, round pen, dressage arena, and jump arena
11. No woodburning fires on property (propane fires in a contained ring are permitted)
12. A \$50 late fee will be incurred after the 10<sup>th</sup> of the month
13. No free grazing
14. Only three horses permitted per boarder/s
  - a. Fourth if approved by Board and space available
15. Damaged panels and any other misused or broken club property will be paid for by the boarder/s
16. SVRC is not responsible for leaking shade covers
17. Maintenance requests must be done in writing, either via email or maintenance request form and only to Facilities to prohibit any confusion or miscommunication
18. Jump arena is not to be used as a turnout
19. Fee for lack of cleaning/flooding pens \$50
  - a. 1<sup>st</sup> offense – letter
  - b. 2<sup>nd</sup> offense - \$50 fee
  - c. 3<sup>rd</sup> offense – in front of board
  - d. Resets annually
20. General membership is good for year-end prizes and use of main arena
  - a. Volunteering at club events is strongly encouraged

- 21. Boarder/s volunteering hours are as follows
  - a. Participate at 2 out of 4 workdays per year
  - b. 26hrs per year, i.e., upkeep of property, working events
    - i. This does not include the general upkeep of the boarder's immediate area
- 22. If Boarder/s do not volunteer the stated amount their membership will be at risk
- 23. Opt out payment for workdays of \$50
- 24. Cannot opt out of mandatory meeting
  - a. Exceptions may apply if approved by Board
- 25. Keep boarding area in clean and clear of clutter, debris, trash, unsightly items, fasten anything that has the potential to fly away or startle horses
- 26. City of Sierra Vista now handles the scheduling of events
- 27. Nominations for elections will start the third week of September, ballots will go out the third week of October and will be collected before the November board meeting. New board will presume the role in January.
- 28. Non-board position for a facilities assistant
- 29. Light fee \$35 per side per hour
  - a. Current surcharge fee \$461 – will fluctuate based on SSVEC billing