

# **Poway Valley Riders Association, Inc.**

## **BYLAWS**

*Adopted \_\_\_\_\_*

Whenever the word "Association" appears, it shall be construed to mean the Poway Valley Riders Association.

### **ARTICLE I - POWERS**

Poway Valley Riders Association is organized as a corporation of the State of California. The official seal shall be the "Poway Valley Riders Association, Incorporated, Poway, California.

### **ARTICLE II - LOCATION**

The Association shall maintain its principal office in the City of Poway, County of San Diego, State of California.

### **ARTICLE III - PROPERTIES**

All properties purchased, leased, or otherwise obtained by or for and accepted by the Association shall be the property of the Association.

### **ARTICLE IV - MEMBERSHIP/TYPES**

Effective January 1, 2021, Membership classifications shall be as follows:

#### **Section A. Riding Membership (Working & Non-Working)**

1. Riding Membership shall be open to anyone, either a minor (under age 18) or adult (age 18 or older), interested in civic improvement and any type of equestrian activity. Additional members may be added if they live in the same household. See Section B for specific detail on additional members.
2. A minor member shall require a parent or legal guardian to co-sign the membership application and liability waiver. The parent/legal guardian supervisory obligations extend to any activities of the minor on PVRA Grounds. The parent/legal guardian is ultimately responsible for all member obligations, including dues and work hours. The parent/legal guardian must defend and indemnify the club until the child reaches the age 18, or younger if legally emancipated.
3. Each member is entitled to one vote in general meetings. A maximum of 2 votes per household allowed, if the household has more than one member. The parent/legal guardian must be present to vote on the minor's behalf.
4. A new release of liability (waiver) must be signed at the beginning of every year to remain in good standing.

#### **Section B. Social Membership**

1. Social Membership shall be open to individuals and households otherwise eligible for Riding Membership who do not make use of the Association's riding facilities.
2. Social Members shall be entitled to one (1) vote per membership at general meetings.

#### **Section C. Short Term Riding Membership**

1. Short Term Riding Membership shall be open to anyone, either a minor (under age 18) or adult (age 18 or older) for a period of three (3) consecutive months. Household members are not included in this membership type. Work Hours are not required.
2. Short Term members shall not be eligible to vote at general meetings or hold office on the Board of Directors.
3. Should the Short Term member choose to extend their membership to become a full member, they will be responsible for paying the difference between the cost of the Short Term Membership and Riding Membership. Work Hours will begin accruing upon the Membership Chair or Board Treasurer receiving notification of the change of membership type to a Riding Membership and upon Board approval. An initiation fee shall not be required at the change of status.
4. Riding Privileges and usage of the grounds shall be revoked at the end of the permitted term. A member may renew their Short Term Membership at any time and must pay in full upon each renewal.
5. Any work hours completed while a Short Term Member shall be applied to the membership should they choose to join the Association as a Riding Member.

#### Section D. Affiliate Membership

1. Affiliate Membership shall be open to individuals, business firms, organizations, clubs, societies, associations, or other appropriate groups desiring to support the efforts of the Association in the promotion of youth, equestrian, recreational and civic activities in the Poway area.
2. Affiliate Membership does not include use of the riding facility. Affiliate Membership shall be entitled to one vote at the general election. An Affiliate Member is not eligible to hold office on the Board of Directors.
3. Affiliate Membership shall entitle the Members to be listed and/or announced, on an equitable rotating basis, as sponsors of shows and other Association events during the period of membership.
4. Each Affiliate Member shall receive and be entitled to display for the duration of membership an appropriate award, as a public acknowledgement of their support.
5. Applications for Affiliate Membership shall be approved or denied by the Board of Directors.
6. Upon proper application, payment of necessary additional dues, and approval by the Board of Directors, any Riding or Social Member may also obtain an Affiliate Membership and be entitled to all rights, privileges and benefits of both memberships, except that an Affiliate Member shall not be entitled to any additional vote.
7. None of the foregoing provisions of this Section shall be construed so as to obligate the Association to sponsor any shows or exhibitions of any kind during any given period.
8. Rights and privileges of Affiliate Members indicated in Sub-Section 2 above shall NOT include use of rings or arenas for any equestrian activities, other than those open to the general public.

#### Section E. Honorary Membership

1. Honorary Memberships of any type (Riding, Social or Affiliate) may be bestowed in recognition of outstanding service to the Association upon recommendation of the Board of Directors and approval by the general membership.
2. The terms of Honorary Memberships shall be recommended by the Board of Directors and may range

from the current Membership Year to Lifetime Membership.

3. Honorary Members are eligible to enjoy all rights and privileges of Association membership with the exceptions of the rights to vote and hold office. When circumstances warrant, the Board may recommend that Honorary Members be awarded the right to vote. Eligible votes cannot exceed one (1) vote per individual, or two (2) votes per household, regardless of any other memberships held.

## ARTICLE V - FEES AND DUES

### Section A. Initiation Fee

1. The initiation fee shall be \$100<sup>1</sup> for Riding Members, payable upon application for membership, and \$50 for Social Members. Only one initiation fee shall be required per household. The initiation fee shall be waived for active duty military personnel.
2. The initiation fee shall be waived when an adult member who has been part of a Household Riding or Social Membership converts to their own membership.

### Section B. Annual Dues

#### Riding Membership Types

1. Riding Membership dues shall be \$200 per calendar year for the first member in the household. The second membership is an additional \$75 per year. All memberships beyond the second in a household shall be an additional \$50 per person so long as each resides in the same household.
2. A Single Riding Member is responsible for 24 work hours per year. A household of two riding members will be required to complete 36 work hours per year. Three or more riding members in a household will be responsible for a total of 48 work hours per year. 40% (rounded down to even hours) of the required work hours shall be fulfilled by July 31 (pro-rated quarterly for new members), the remaining hours due by the end of the calendar year. Unfulfilled work hours shall be paid at a rate of \$15 per hour, when invoiced with a 30 day term. Work hours shall *not* be accumulated or carried over from one calendar year to the next, and work hours cannot be applied to the previous year's work hour balance.
3. At the start of a new membership, or at the beginning of each calendar year for existing members, work hours can be purchased in advance at a discounted rate of \$13.50 per hour, per person. The member must decide and purchase those discounted hours in advance within 30 days of the start of the membership, or start of the year. Work hours will not be available at the discounted rate of \$13.50 after the initial 30 days. The hours can be purchased at \$15 per hour afterward.
4. Household members shall be defined as individuals living in the same household the majority of the year (50%). Children up to age 26 and active military personnel may be away from the household the majority of the year, but are still considered members of the household for the purposes of this membership.
5. **Work Hours Defined.** Work hour requirements can be fulfilled by participating in any board-assigned function, including regular maintenance work parties, show operations, grounds preparation, a specific committee, ongoing assigned position, social media marketing, or any other work deemed by the Board of Directors to be necessary and useful. Attendance at PVRA monthly general meetings may be credited one (1) work hour per member, with a maximum of

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<sup>1</sup> Initiation fee increased from \$50 to \$100 - Changed 5/4/10

two (2) hours per household, regardless of number of riding members in the household. Work hours are generally earned through efforts that directly benefit PVRA.

6. Work hours and membership dues will be prorated quarterly for new members who join after the first quarter (after April 1).
7. **Accounting.** Each worker will be responsible for signing the designated work activity sheet for any volunteer work performed. The Activity Chairperson (see Article XIV, Section A) shall be responsible for reviewing the work hour list and submitting it to the Board member in charge of volunteer obligations. A member shall be assigned to reconcile the worksheet with the membership roster. Members shall be billed twice<sup>2</sup> annually for each unfulfilled hour of work obligation -- once at the end of the second quarter (after July 31), and again at the end of the fourth quarter (after December 31). Assessments must be paid within 30 days of billing, unless extended by the Board of Directors. Penalties are assessed per Article V, Section E. Members who plan on fulfilling their annual obligation through activities during the latter part of the year, may request waiver of assessments until after mid-year, no later than May 31st.
8. **Transfer of Work Hours.** A member who has fulfilled his or her work obligation to the club may transfer additional earned hours to the credit of another member, subject to approval by the Board of Directors. Requests for any transfer must be made by November 30th.
9. If a member is working hours on behalf of another member, the working member must indicate at the time of working that the hours shall be gifted to another member. Both names should be visible on the work hours activity list.

#### Social Membership

1. Social Membership dues shall be one half (1/2) those for Riding Membership. There shall be no work obligation for Social Members.

#### Short Term Membership

1. Short Term Memberships shall be open to anyone who wishes to join the Association on a limited basis. Short Term Memberships shall be a period of any three (3) consecutive months. Payment is due in full prior to the start of the term. Short Term Memberships may be purchased again at the end of the three months.
2. There shall be no work hours obligation for Short Term Memberships. Short Term members are not eligible to vote in any Association election or hold office, but are otherwise entitled to the same privileges as a Riding Member. Short Term Members may serve on a committee of their choosing.
3. Short Term Members may accrue work hours while under this membership category. If they decide to become a Riding Member, those hours, during that calendar year, shall be credited to the member's work hour obligation.
4. The dues for each individual Short Term Membership shall be \$200 for each three month period.

#### Affiliate Membership

Basic Affiliate Membership dues shall be one half (1/2) those for Riding Membership per calendar year, or as specified by the Board of Directors. The Board may establish higher levels of Affiliate

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<sup>2</sup> Billing modified from quarterly billings to twice annual billings. Changed 3/07

## Membership.

### Section C. Dues

1. **New Members.** Annual membership dues for the first year are payable upon acceptance of application and receipt of the release of liability. Dues for the first year of membership and the accompanying work hours shall be prorated quarterly for any member joining after the first quarter. The one-time Initiation Fee shall not be prorated.
2. **Continuing Members.** Annual membership and work hour dues are due each January 1. Members are delinquent if their dues are not received by February 15th.<sup>3</sup>
3. The Board may set processing fees for transactions through third party payment processors.

### Section D. Penalty for Non-Payment

1. Any member whose dues and/or assessments remain unpaid in full by February 15<sup>th</sup>, shall be considered "Not in Good Standing", and will forfeit all rights and privileges of membership<sup>4</sup> and use of the grounds, including accumulating "High Points" at any PVRA point sanctioned show. Any unpaid balance shall be assessed a late fee of 25% of the total balance. Should the former member decide to rejoin at a later date, this balance must be brought current before reinstatement.
2. Right of appeal. Any member so penalized may appeal such action to the Board of Directors. Upon finding extenuating circumstances accepted by the Board of Directors, membership privileges may be restored.
3. The Board of Directors shall be given the authority to grant a payment plan, on a case-by-case basis. The member wishing to petition the Board shall submit the request in writing.

### Section E. Special Assessments

Special assessments may be made upon approval by the membership at a general meeting. All members must be notified, in writing at least seven (7) days prior to the general meeting at which said assessment will be voted on. A two-thirds (2/3 vote) of members present is required for adoption. Social, Short Term, Honorary and Affiliate Members shall not be subject to special assessments.

### Section F. Increases in Fees

Dues and Initiation Fees may be increased by vote of the general membership in accordance with procedures established for amendment of the Bylaws. The Board of Directors is tasked with reviewing the dues yearly and, if the board chooses, propose a new dues schedule to the members at the September general meeting.

## ARTICLE VI - MEMBERSHIPS/LIMITATION

The number of memberships may be limited by a two-thirds (2/3) vote of the general membership after prior written notice of such pending action.

## ARTICLE VII - INITIATING AND SEVERING MEMBERSHIP

### Section A. Preliminary Application

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<sup>3</sup> Modified and clarified the period dues shall be due and become delinquent – Changed 7/08

<sup>4</sup> Clarified penalty for nonpayment of dues and charges – Changed 7/08

Prospective members may apply for membership by submitting to the Membership Chairperson a completed application and appropriate initiation fee for the type of membership desired. The application shall be submitted to the Board of Directors for acceptance, pending approval of all membership requirements.

#### Section B. Introduction and Instruction of Applicants

The Membership Chairperson shall introduce applicants to the general membership, make them aware of the responsibilities of membership and acquaint them with the operation of the Association as well as the activities available.

#### Section C: Completion of Application Process

Applicants will be approved for membership upon submission of completed membership application, liability waiver, payment of initiation fee and dues, and upon approval by the Board of Directors. If, for any reason, an individual is denied membership, all monies that were paid shall be refunded.

#### Section D. Resignation

1. Any member in good standing may resign at any time, no reason to be required, by properly notifying the Secretary, in writing. Such notification shall be read at the next general meeting and duly entered in the minutes.
2. Member shall bring current any balance of unworked or unpaid work hours prior to their resignation date. If member fails to do so, his status will be resigned - not in good standing.

#### Section E. Reinstatement of Membership

1. Any former member, not in good standing, who wishes to resume membership, may do so in writing to the Board of Directors within one year, and all dues/assessments are accompanied by full payment of any delinquent balance, plus a 25% late fee.<sup>5</sup>
2. Any member in good standing who resigns from the Association may be reinstated at any time within three (3) years of the date of resignation, without paying a second initiation fee, upon approval of the Board of Directors and payment of appropriate dues. Such notification shall be read at the next general meeting and duly entered into the minutes. A new, updated, release of liability form shall also be required.

#### Section F. Suspension/Expulsion

1. Proceedings may be initiated against any member charged with violation of Association regulations or other misconduct, which reflects in any way upon the Association. Upon hearing of charges and decision to proceed to a hearing, the Board of Directors must send written notification to the member against whom charges are being brought. The member shall have ten (10) days from delivery to respond to said charges.
2. Said charges are to be heard by the Board of Directors of the Association. The member against whom charges have been brought shall have the right to attend the portion of the hearing at which charges and rebuttal are presented. A majority vote of the Board of Directors is required for suspension or expulsion.
3. If the member against whom charges have been presented does not answer said charges within the

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<sup>5</sup> Clarified that reinstatement requires full payment of delinquent charges plus surcharge – Changed 7/08

allowed period, the member may be expelled without a formal hearing.

4. If a member has been charged with habitual or willful violation of regulations regarding conduct and use of club facilities, the Board of Directors shall send written notification to the member that they may suspend said member's right to use facilities pending investigation and hearing of the charges.

## ARTICLE VIII - ELECTION AND INSTALLATION OF OFFICERS

### Section A. Qualifications for Holding Office

Any member in good standing, over the age of 18 years, who is not otherwise barred from voting or holding office, shall be eligible to hold office provided he or she shall have been a member in good standing for no less than six months as of the date of the election.

### Section B. Selection of Nominating Committee

A Nominating Committee shall be selected by the general membership no later than at the Association's August general meeting with prior publication in the newsletter

### Section C. Duties of Nominating Committee

It shall be the duty of the Nominating Committee to nominate at least one eligible candidate who is willing to serve for each of the offices to be filled. The Nominating Committee Chairperson shall report and make known to the general membership the names of all nominees for office at the Association's September general meeting

### Section D. Additional Nominations

Any Member in good standing may make additional nominations from the floor following the presentation of the slate offered by the Nominating Committee. Notice that the report will be presented and additional nominations may be submitted shall be published in the Association newsletter prior to the meeting.

### Section E. Election of Officers

Election of Officers and Directors shall be held at the October general meeting with the privilege of additional nominations from the floor. Floor nominations at the meeting at which the election is held must provide their consent, either verbally at the meeting or in writing, to be included. Each Nominee present shall be introduced to the membership prior to the voting. Absentee voting, proxy voting (other than a guardian voting for a minor), voting by mail or email are not permitted. Notice that the election will be held shall be published in the September and October association's newsletter. In emergency situations like a pandemic, the Board can set up the election meeting as a virtual meeting.

### Section F. Conduct of Elections

Voting shall be conducted by secret ballot only on duly specified ballots to be distributed, collected and counted by authorized tellers appointed by the Association President. These tellers may not be officers, board members or nominees. Ballots shall include the names of all eligible nominees selected by the nominating committee or nominated from the floor at the September general meeting. Space shall be provided for listing names of any floor nominees from the meeting at which balloting is conducted. Upon the conclusion of tabulation of the vote, the tellers shall announce the results of the election, but not the actual vote count. Upon announcement of the results, any unsuccessful candidate may request a recount of the results for that particular office. Upon acceptance of election results, the ballots shall be destroyed.

Any Riding or Social member holding additional memberships, such as Honorary or Affiliate, will not be entitled to an additional vote. A maximum of two votes per household will be allowed.

#### Section G. Eligibility for Voting

Eligibility to vote is specified in Article IV (Membership/Types).

#### Section H. Installation of Officers

The newly elected Officers and Board of Directors shall be installed at the November general meeting.

#### Section I. Vacancies/Office of President

In case of a vacancy in the office of President, the Vice-President will automatically become President for the remainder of the unexpired term.

#### Section J. Vacancies/Other Offices

Any vacancies in any other offices or on the Board of Directors shall be filled by appointment for the remainder of the unexpired term by the Board of Directors.

#### Section K. Removal for Absences

Any Board Member absent from three (3) consecutive regular board meetings may be removed from office and replaced by the Board of Directors under the provisions of Sections I and J above.

#### Section L. Limitations/Family

No more than one member of a household may serve as a Director or Officer at the same time.

### ARTICLE IX - DUTIES OF OFFICERS

#### Section A. General Duties

The duties of the Officers of the Association shall be those which usually evolve upon such Officers, and any such duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association.

#### Section B. President

The President shall preside at all meetings, including general, special and board meetings of the Association, shall authorize other members to carry out specified orders, and appoint committees to look after the various interests of the organization. He or she shall be an ex officio member of all Association committees except the Nominating Committee.

#### Section C. Vice President

The Vice President in the case of absence or incapacity of the President, shall assume all duties and powers thereof.

#### Section D. Secretary

The Secretary shall attend all meetings, including general special and board meetings of the Association, and shall maintain a record thereof in the form of minutes in a book retained for that purpose. Said



records shall be available at all meetings for reference for up to twelve (12) months after meeting dates. The secretary may appoint a Corresponding Secretary to assist in performing the duties of this office. The Corresponding Secretary, unless already a member of the Board of Directors, shall not assume any of the rights or obligations of a member of that body.

#### Section E. Treasurer

The Treasurer shall receive all monies paid to the association, said monies to be deposited promptly in an Association account in a local bank, and shall maintain an accurate record of all monies received and paid out. The Treasurer shall be in charge of billing and collection of membership dues. The Treasurer is authorized to pay bills presented in conformance with the provisions of Articles X and XI . No other monies shall be paid out without authorization of the general membership. At each general meeting, the Treasurer shall present a statement of finances. A complete written financial report shall be submitted for audit at the completion of each term of office.

#### Section F. Board of Directors

The Board of Directors shall have the power to settle all disputes and direct the management of the Association in matters not fixed by the Articles of Incorporation, Constitution or Bylaws. The Board shall report to the general membership any action taken.

### ARTICLE X: BUDGET

#### Section A. Preparation and Publication of Budget

The Board of Directors shall prepare a proposed budget for the Association for consideration at the January general meeting which shall be published in the January Association newsletter. Said budget shall include estimated income and expenditures for the coming year, including both operating and proposed capital expenditures.

#### Section B. Publication of Budget

The budget shall be offered for discussion at the January meeting and may be approved, amended, or continued to the following meeting for additional discussion. Consideration of the budget shall appear on the agenda of every general meeting until final approval is given by majority members present and voting.

#### Section C. Interim Expenditures

If the budget, as proposed or as amended, does not receive approval at the January meeting, a motion shall be in order to authorize the Board of Directors to continue to make payments for necessary and usual expenditures during an interim period until the budget is approved. In the absence of an approved budget, any capital or extraordinary expenditures must be brought before the general membership for approval prior to payment.

### ARTICLE XI: BILLS AGAINST THE ASSOCIATION

#### Section A. Board of Directors

The Board of Directors may authorize payments of \$250 or less, for materials, supplies and the like, or larger amounts that have already been pre-approved, without requiring specific approval of the general membership. In the case of Association-sponsored activities or events for which itemized budgets have

been approved by the general membership, payments may be made in accordance with these budgets.

## Section B. Committee and Activity Expenditures

When bills against the Association are incurred as the result actions of a committee, either standing or ad hoc, for an approved activity, each such bill, before being accepted and ordered paid, must first be endorsed as approved for payment, by the committee or individual responsible for the generation of the bill or expense.

## ARTICLE XII: TABLING OF AGENDA ITEMS

Matters properly brought up before the Association for discussion shall not be tabled for more than one meeting.

## ARTICLE XIII: AMENDMENTS TO BYLAWS

Additions or revisions to these Bylaws can be made by a majority vote of members present at any general meeting, provided that such amendments be presented in writing in the Association newsletter, presented to all members in good standing, prior to two consecutive meetings at which said changes are scheduled for discussion before they can be adopted.

## ARTICLE XIV: ACTIVITIES AND EVENTS

The Board of Directors has the authority to enter into a contractual rental agreement with an outside group for the purposes of generating revenue for the Association through an activity, such as a concert, performance, event, competition, show, or tournament. The Board shall notify the general membership of the proposal prior to ratification. The negotiation process and rental agreement shall be guided by the policies outlined in the Rental Agreement Handbook.

## Section A. Committees

The President shall appoint standing or ad hoc committees for Association-sponsored activities and events and to deal with areas of special concern to the club. Each committee shall prepare an itemized budget for approval by the Board of Directors before making any financial commitments in the name of the Association. The chairperson of each committee shall be responsible for submitting a financial report to the Treasurer within fifteen (15) days after the date of any activity or event involving expenditure of Association funds or income to the Association.

## Section B. Subgroups

A subgroup, as referred to in this section, is any group whose bylaws have been accepted and/or approved by the Board of Directors and general Membership of the Association. Any subgroup so authorized (including, but not limited to color guard, drill team, polo, roping, and Pony Club) that use the Association name, and/or facilities, and/or equipment must abide by the Bylaws and constitution of the Association. Bylaws for any subgroup must include, but need not be limited to, the following provisions:

1. The requirement that all members of the subgroup be members in good standing of the Association.
2. Membership in the subgroup shall be open to any member of the Association meeting the Bylaws requirements of the Subgroup.
3. The subgroup is responsible for all personal equipment and expenses related to the activities and events of the subgroup.

4. Each member of the subgroup shall hold harmless and defend/indemnify the Association, its members, Officers, Board of Directors, Sponsors and Affiliates from any and all liability or losses arising out of any and all personal injury and property damage occurring during or attendant to any activity of that subgroup.
5. The subgroup shall not obligate the Association to any contract or financial agreement without the prior written authorization of the Board of Directors.
6. An annual budget, approved by the subgroup, shall be submitted to the Board of Directors by December 1<sup>st</sup> for the coming year, unless otherwise authorized by the Board of Directors.
7. The Board of Directors retains the right to establish a baseline fee to cover reserved usage of a portion of the facility on a weekly basis. The fee covers the costs of water, electricity, equipment and grounds. The current baseline fee is \$500 per repeating day of the week that the subgroup desires to use the facility throughout the year.
8. Any improvements to the Association's land, property, resources, buildings or fixtures desired by subgroup or its members, must be presented to and reviewed by the Board of Directors and the Board shall notify the general membership of the proposal. Any approved improvements shall remain the property of the Association and the Association shall be responsible for the maintenance of such improvement.

## ARTICLE XV - RULES OF OPERATION

### Section A. Maintenance of Rules

The Association shall maintain at all times a Policy and Procedures Manual, Operating Rules, and Rental Agreement Handbook, all which govern the use of facilities, conduct of members, and other matters of concern to the Association.

### Section B. Availability of Rules

The Operating Rules shall be furnished to all members annually and posted in a conspicuous place on the Association grounds.

### Section C. Revision of Rules

Proposed changes to the Operating Rules shall be referred to the Board of Directors for consideration. Changes may be adopted by a majority vote of the membership at any general meeting.

### Section D. Annual Review

The Operating Rules shall be reviewed annually in their entirety by the Board of Directors. Any recommendations for changes, shall be presented to the members, in writing, prior to the January general meeting. Changes shall be discussed and voted on by the members.

### Section E. Urgency Measures

In case of urgent need, the Board of Directors may put into effect temporary changes, such as those required by governmental agencies. The membership shall be notified of any changes made under this section.

*I, the undersigned, certify that I am the presently elected and acting Secretary of Poway Valley Riders Association, a California non-profit public civil 501c4 community organization. The above amended and restated bylaws are the bylaws of this Association as adopted at the PVRA general meeting, by a majority vote of the Membership and to go in effect on January 1, 2021*

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*Signature*

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*Date*

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*Print*  
*Secretary,*  
*Poway Valley Riders Association*

*Name*  
*2021*

The PVRA Bylaws have been updated on the following occasions:

Adopted January 1989  
Revised September 1990  
January 1998  
November 2002  
September 2007  
July 2008  
June 2015