

Quantico Riding Club

BYLAWS

ARTICLE I: PURPOSE

- Section 1. The purpose of these Bylaws is to implement the provisions of the Constitution of the Quantico Riding Club hereinafter referred to as the QRC.
- Section 2. Copies of the QRC Constitution, Bylaws, and Standing Operating Procedures (SOP), with all applicable directives, shall be made available to the members for information and compliance. A memorandum of understanding attesting to receipt of this document will be on file with the Stable Officer upon acceptance of the member into the club.

ARTICLE II: BOARD OF DIRECTORS

- Section 1. The general management and control of affairs, funds, and property of the QRC shall be vested in the Board of Directors. The Board is responsible for:
- a. Providing for the evaluation of recommendations received from the members and committees as to the needs and functions of the QRC and, if required, establishing such minimum annual attendance and participation requirements necessary for the operation of the QRC.
 - b. Reviewing the provisions of the Constitution and By-Laws at least once during the Board's term of office and make appropriate recommendations to the members relative to proposed amendments.
 - c. Directing the update and preparation of a Two Year Plan which documents and controls capital improvements and plans for financing requirements to accomplish those improvements. The Capital Improvement Plan shall be continuous and be voted upon and published by November 30th in conjunction with the Budget.
 - d. Submitting to the Base Commander (B37) recommendations regarding changes in policies and procedures considered necessary or desirable in the pursuance of the objectives of the QRC.
 - e. Referring to the membership as appropriate, for approval all matters which the Board is not specifically authorized to act on by the Constitution and By-Laws.
 - f. Receiving all complaints and comments relative to QRC activities or individual behavior; providing for an objective and impartial hearing for all interested parties and taking appropriate action for the disposition thereof as explained elsewhere herein.
 - g. Such actions as may be necessary to safeguard QRC property and facilities, to include denial of its use when deemed in the best interest of the QRC.
 - h. Carry out such mandates as voted and approved by the general membership.
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Amended 9/24/05

- i. Appointing a three person Nominating Committee at the July meeting of the election year to provide a slate of proposed officers at the September meeting.

Section 2. The duties of the President are:

- a. Preside at all meetings of the QRC and the Board of Directors.
- b. Represent or designate a representative to act for the QRC at all meetings with officials of the Command regarding matters pertinent to the QRC.
- c. Appoint, for a specific period of time, the Vice-President to perform such specific duties or functions, when deemed necessary.
- d. Appoint chairpersons of standing and special committees of the QRC. Committee membership of standing committees shall be as obtained from completed membership application forms. Special committees shall be as constituted by the President and composed of persons volunteering or designated.
- e. Appoint the nominating committee as follows:
 - (1) Two from the general membership, and not serving on the Board
 - (2) One from the Board of Directors.
- f. Plan, in conjunction with the Secretary and Safety Officer, and submit to the Board of Directors for approval and implementation, the overall equitation program of the QRC.
- g. Hold the officers of the QRC responsible for the duties and activities prescribed for them and have authority to recommend their removal for failure to carry out their duties.
- h. Perform, with Board approval, such needed or appropriate tasks as may be required for the efficient conduct of the affairs of the QRC.
- i. Ensure maintenance and good order by riders as well as by all personnel in and around the stable area.
- j. Represent the QRC in matters of business as approved by the Board.
- k. Call such special meetings of the Board, and the general membership as may be necessary to conduct the affairs of the QRC, which require immediate attention.
- l. Sign all written contracts and written obligations of the QRC. He/she may assign this function for those activities which are routine to other members of the Board.
- m. Receive and cause to be executed all directives requiring action by the QRC.

- n. Designate in writing a member of the QRC to be the Property Custodian, who shall be responsible for receipt, accounting for, and disposition of all QRC property. The property book records shall be promptly furnished to any inventory or audit function of the QRC.

Section 3. The duties of the Vice-President are:

- a. Assume the office of the President in the event that the office becomes vacant, and shall so serve until the next general election. A single vacancy election shall be held to backfill the vacated Vice-President's office.
- b. Preside at the meetings of the QRC and the Board of Directors in the absence of the president.
- c. Perform, with Board approval, such needed or appropriate tasks as may be required for the efficient conduct of the affairs of the QRC.
- d. Notify the Secretary of board meetings for notification of board members.
- e. Perform as the day to day liaison with committee chairpersons.
- f. Serve on the nominating committee.
- g. Verify receipt by the Finance Officer of all monies of the QRC and deposit same in the name of the Club in an authorized banking facility.

Section 4. The duties of the Stable Officer are:

- a. Allocate stall and paddock space under the policy approved by the Board of Directors.
- b. Hire and discharge, with the approval of the Board of Directors the necessary employees for the operation of the stables and have exclusive dealings with employees of the QRC.
- c. Exercise general supervision of the well being of horses.
- d. Maintain and post the weekly stable duty roster to show at least 4 weeks in advance.
- e. Ensure that all newly arrived horses are cleared through isolation in accordance with Standing Operating Procedures (SOP).
- f. Maintain a roster of hay containers assigned to the QRC and issue containers as they become available to members on the waiting list.
- g. Direct the overall sanitation, cleanliness, operation, and maintenance of the stables. The stable officer will request assistance as necessary to accomplish the task.

- h. Ensure a copy of the Constitution, Bylaws, and SOP are provided to each new member.

Section 5. The duties of the Facilities/Maintenance Officer are:

- a. Supervise and facilitate the repair, improvement, and construction of the paddocks and other structures related to the stable area.
- b. Prepare, in coordination with the Stable Officer and implement after approval of the Board of Directors, an overall construction, building, and maintenance program.
- c. Call on members for assistance, as may be necessary for the performance of these duties.
- d. Request and store items and materials necessary for construction.
- e. Ensure appropriate paperwork is prepared and submitted to MCCS prior to modification or repairs of government property.
- f. Coordinate with MCCS for any new construction, modification to existing structures, and/or riding and grazing areas and riding paths.
- g. Maintain a list of outstanding work orders and other QRC projects and keep the Board posted of the status of these items.
- h. Serve as the Property Custodian. Duties of the Property Custodian include:
 - 1. Responsible for the receipt, recording, safekeeping, maintenance and control of all property of the QRC. Property is defined as tools, equipment, appliances, and items for which property book account records must be maintained.
 - 2. He/she shall maintain an inventory of description, how acquired, original cost, maintenance literature, maintenance record, and such other pertinent information for proper management of the property in question.
 - 3. He/she shall maintain a moving account balance of expendable items in his/her care, and control the rate at which expendables are consumed by the QRC's activities. Committee chairpersons are responsible for the judicious use of expendables in their accounts.
 - 4. He/she shall render a monthly report to the Board when there is a change in the status of the QRC's property. He/she shall render such other reports as the President may request.
 - 5. He/she will have the authority and at the direction of the President, take such steps as are necessary to safeguard QRC tools, equipment, and other such related property, to include denial of its use when deemed in the best interest of the QRC.

Section 6. The duties of the Secretary are:

- a. In the absence of both the President and Vice-President shall perform the duties and carry out the responsibilities of the President.
- b. Establish, in conjunction with the president, an overall equitation program and calendar of events for the year and submit to the Board of Directors for approval and implementation.
- c. Publish the schedule of upcoming events.
- d. Maintain the current Standing Operating Procedure (SOP) that has been approved by the Board for defining, establishing, and enforcing a riding program in the QRC. The SOP will describe limitations placed upon junior riders (riders under the age of 16), guests, and the general restrictions imposed upon all members.
- e. Keep a record of the proceedings of the general membership and the Board of Directors meetings and read those minutes at the next meeting. A summary shall also be posted on the QRC bulletin board within 7 days following a meeting.
- f. Notify the board and general members of the date and time of the quarterly membership meetings.
- g. Conduct the correspondence of the QRC.
- h. Maintain the QRC bulletin board.
- i. Receive and file the reports of all committee chairpersons.

Section 7. The duties of the Safety Officer are:

- a. In coordination with the Stable Officer, conduct frequent inspections of horses to ascertain their condition and consult with owner(s) if it appears that the horse(s) and/or pony(ies) are not properly fed and watered. The Board will be notified of noncompliance by an owner to respond to these recommendations. The Board reserves the right to contact the ASPCA if the owner(s) noncompliance poses a threat to their horses' health.
- b. Ensure that general safety requirements involving conduct and maintenance of horse(s) are observed by all members.
- c. Inform members of, and enforce the rules pertaining to safe horsemanship.
- d. The Safety Officer is also the fire marshal. Refer to the fire regulations, MCB Order #####.

- e. Act as liaison between the QRC and Preventive Medicine for inspections

Section 8. The duties of the Finance Officer are:

- a. Receive all monies of the QRC and present the same to the Vice-President for deposit in an authorized banking facility.
- b. Disburse all monies of the QRC as may be approved in writing by the President, or in his/her absence, the Vice-President or by vote of the general membership.
- c. Maintain a current financial statement of all QRC monies and other financial assets in accordance with the provisions of applicable Marine Corps directives regarding the administration of private organizations.
- d. At each regular QRC meeting, make a statement of the financial condition of the Club and a written copy of the statement shall be made available to the Board and attached to the minutes. The monthly statement will include:
 - 1. The previous months net worth and cash balance
 - 2. Receipts and sources
 - 3. Disbursements and obligations
 - 4. Present cash balance
 - 5. Value of property
 - 6. Outstanding accounts receivable and payable
 - 7. Current net worth
- e. Maintains all financial records necessary to the QRC operation.
- f. Acts as custodian of all QRC funds and is under the Base Commander's (B37) control for handling of funds.
- g. Recommend to the Board suspension of QRC privileges for financial delinquency.
- h. Cause to be prepared monthly statements in accordance with Base regulation MCB 7010.1 for submission to the membership and the Installation Commander.
- i. Maintain an accurate and current membership roster to be available upon request by the members.
- j. Maintain on file a copy of the memorandum which delineates all the Constitution, Bylaws, and SOP to members of the QRC.

ARTICLE III: RESPONSIBILITY FOR HORSES

Horse(s) and pony(ies) stabled at the QRC facilities will be the specific responsibility of its owning member of the QRC. This rule does not preclude shared responsibility within a family or among the owners agent(s)/ representative(s).

ARTICLE IV: FINANCES

Section 1. Membership Fee.

All members who stable a horse at the QRC will be required to pay a one time membership fee of \$60.00. This fee is nonrefundable and will accompany the application for membership.

Section 2. Stall Deposit.

- a. All members who stable a horse(s) at the QRC will deposit \$60.00 per stall as a prepaid cleaning deposit. The deposit will accompany the application for membership.
- b. Refund of the stall deposit will be made upon relinquishment of the stall, provided the maintenance and cleanliness of the stall are reasonable and acceptable upon inspection by the Stable Officer.
- c. Upon notification by the Stable Officer that the stall is satisfactory, the Finance Officer will refund the \$60.00 stable deposit less fines and dues within 60 days. If the stall is not satisfactory, the stall deposit will be used for cleaning and disinfecting by someone other than the member.

Section 3. Payments.

- a. Stall fees are payable in advance or on the first of each month.
- b. Failure to pay the bill within 15 days will result in suspension of all QRC privileges to include the use of QRC facilities, voting rights and participation in QRC activities, and will be brought to the attention of the Board for further action.
- c. All members are expected to attend regular work days as posted by the Stable or Facilities/Maintenance Officer. If a member cannot attend a work day they may complete a make-up task within seven days. Failure to attend a work day and to complete a make-up task will result in the following:

First Offense:	Warning
Second Offense:	Member will be charged \$25
Third Offense:	Member will be charged \$50
Fourth Offense:	Stable or Facilities Officer will recommend termination of membership to the Board of Directors.
- d. Members dropped from membership rolls for cause may be charged monthly fees. The member will have 15 days to remove their mount(s) from the QRC facility. The stall deposit will not be returned to members dropped from the rolls for cause.
- f. Any member dropped from the rolls will be required to apply for membership again.

ARTICLE V: PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Revised Edition) shall govern all questions of procedure not otherwise governed by the rules of the QRC.

ARTICLE VI: INSTRUCTIONAL USE OF FACILITIES

The QRC facilities may be used for instructional purposes. Instructors and students must register with the Stable Officer prior to beginning lessons. A \$5 facility usage fee will be charged to the instructor for each non-regular member student/lesson given. Instructors will be charged a ***\$5 per student/lesson for each regular member student if they reserve an arena for their exclusive use during the lesson.***

ARTICLE VII: COMMITTEES

Section 1. A Committee will be composed of at least one Officer and other members of the QRC. Committees, standing or special, deemed necessary to carry on the work of the organization shall be appointed by the President with the approval of the Board of Directors. The President shall be the ex-officio as a member of all committees except the Nominating Committee. In addition to those described herein for each committee, the committees will carry out such other actions as the President may direct. Each committee will submit a report of its current and future activities at each monthly meeting.

Section 2. Standing committees are:

a. Audit Committee

1. The President, with the approval of the Board of Directors, will appoint an Audit Committee promptly after each annual meeting. It shall be the duty of this committee to prepare an annual audit for the fiscal year beginning the first day of January, and to submit it to the QRC at its regular meeting in February. The Audit Committee can from time to time submit a supplement to the annual audit for the current fiscal year.
2. The committee will review and evaluate the accounting books and records of the QRC once a year for compliance with applicable Base regulations and QRC policies. The committee's final audit of the QRC's accounting records will be used for the preparation of financial statements for the year.

b. Publicity & Information

The Publicity and Information Committee will publicize the activities of the QRC through the media and monthly newsletter to the members. It shall in cooperation with the Secretary, publish matters relating to meeting announcements, etc. It shall publish

information deemed necessary by the Board and other standing and special committees in pursuance of the QRC's objectives and projects. It shall conform to other provisions of the Constitution and By-laws with respect to the release of information in the name of the QRC, and as directed by the Board.

c. Youth Activities

The Youth Activities Committee will devise and carry out plans and programs for junior members of the QRC and other youth authorized to participate in such activities. It shall be responsible for encouraging young people to pursue equestrian and conservation hobbies. It shall devise means of utilizing the assistance of junior members, and encourage youths to participate in QRC projects and activities.

d. Ways & Means

The Ways & Means Committee will plan, manage, and oversee all activities of the QRC which provide a potential income for the QRC. It shall be continually sensitive to suggestions to improve the yield of monies to the treasury and to make recommendations to the Board for approval prior to implementation.

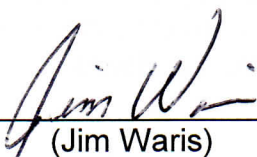
ARTICLE VIII: AMENDMENT OF BYLAWS

- Section 1. These bylaws can be amended at any regular meeting of the QRC by a two-thirds vote of the total membership, provided that the amendment has been submitted in writing at the previous regular meeting.
- Section 2. Each amendment to the By-laws, approved by the membership, shall be submitted to the Base Commander (B37) for approval.


ARTICLE IX: DEACTIVATION


- Section 1. Deactivation of the club may be accomplished by the vote of two-thirds of the regular membership at two consecutive advertised monthly meetings.
- Section 2. In the event of deactivation, the assets of the club will be disposed of as directed by the Commanding Officer of MCB Quantico.
- Section 3. In the event of deactivation, members could be held liable if assets are insufficient to meet all debts.

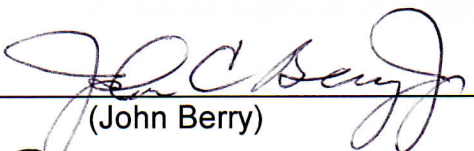
Date of Adoption: September 24, 2005

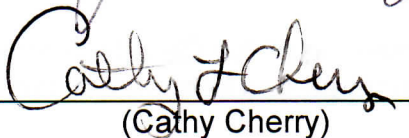
Signed:  Title: President
(Jim Waris)

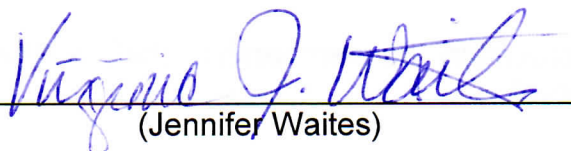
Signed:  Title: Vice-President
(Tim Dwight)

Signed:  Title: Stable Officer
(Debbie Smith)

Signed:  Title: Facilities/Maintenance Officer
(Tom Chapman)

Signed:  Title: Safety Officer
(John Berry)

Signed:  Title: Secretary
(Cathy Cherry)

Signed:  Title: Finance Officer
(Jennifer Waites)