

BY-LAWS OF THE ETOWAH RIDING CLUB

ARTICLE I – ORGANIZATION OF CLUB

ArWicle I, SecWion 1 – Name of Club

The name of the Club shall be ETOWAH RIDING CLUB, INC.

ArWicle I, SecWion 2 – Mailing Address

All correspondence shall be mailed to the address below unless otherwise specified:

P.O. Box 93, Etowah, NC 28729

ArWicle I, SecWion 3 – Show Grounds Address

The physical location/address of the ERC Show Grounds:

3802 Turnpike Road, Horse Shoe, NC 28742

ArWicle I, SecWion 4 – IncorporaWion InformaWion [from ArWicles of IncorporaWion]

For greater understanding of the Club's non-profit status, the information below is taken from the Articles of Incorporation:

- The corporation ETOWAH RIDING CLUB, INC. shall operate exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its Members, Trustees, Officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 3 hereof (*in the Articles of Incorporation document*).
- No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate in public office.
- Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the

corresponding section of any future federal tax code, or shall be distributed to the federal government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE II – PURPOSE OF CLUB

Article II, Section 1 – Purpose and Goals of Etowah Riding Club, Inc.

The purpose and goals of this organization shall be as follows, and each member – whether Working, Supporting, Social or Honorary membership status – shall dedicate himself or herself to furthering these goals:

1. To provide wholesome enjoyment and entertainment for club members.
2. To foster all-ages amateur competition in equestrian sport and promote sportsmanship.
3. To encourage the development and education of youth in the care of horses and sportsmanship.
4. To encourage outside educational activities with horses among members, their families, and the community.
5. To promote horsemanship and educate about the care of horses, including preventing cruelty through charity.
6. To engage and assist in community improvement projects in and around Henderson County, North Carolina.
7. To promote, engage, educate, and support members in any other wholesome, worthwhile equestrian activities they may participate in.

ARTICLE III - MEMBERSHIP

Article III, Section 1 – General Membership Overview

- Every member of Etowah Riding Club, Inc. must support the purpose and goals of the Club.
- Every member may request a copy of the current By-Laws at any time. A copy of the By-Laws will be sent electronically each year in the January-dated correspondence to the membership.
- Membership shall consist of Working, Supporting, Social and Honorary membership levels.
- Working and Supporting membership levels have annual minimum requirements for volunteer hours and/or in-person meeting attendance.
- Individual members must be 18 years of age.
- Spouses or partners will be included in a household and be considered as a “family” under one membership category; either Working, Supporting, Social or Honorary.

- Any dependent children 17 years of age and under will be included in a household and be considered as a “family” under one membership category; either Working, Supporting, Social or Honorary.
- Youth previously included in a household (or family) must purchase their own separate membership when they turn 18 years of age.
- Only members in good standing (Working Membership or Supporting Membership only) can be granted the privilege of having the code/combination to the ERC facilities and/or grounds.
- No member shall use Etowah Riding Club, Inc. grounds for personal gain.
- No private instruction or coaching is allowed on Etowah Riding Club, Inc. grounds.
- It is understood that all members will comply with all ERC rules and regulations. Failure to do so will result in verbal and/or written warnings, suspension of privileges, and/or termination of membership from the Club.
- Grounds/facilities rules of the Club are non-negotiable.

Article III, Section 2 – Membership Application and Dues

- New Members: Any person wishing to become a member of Etowah Riding Club, Inc., hereafter referred to as ERC, must attend a meeting and submit a completed application form with the appropriate dues payment.
- Membership dues are per calendar year for individuals and families.
- Dues must be paid within 60 days of the January 1 due date each calendar year.
- Dues received after the 60-day grace period must also include a new application to re-apply for membership.

Article III, Section 3 – Voting

- Only active members 18 years and older shall be entitled to vote on matters pertaining to the election of Officers or the changing of By-Laws.
- The election of Officers will be determined by the majority vote of the members present at the November meeting. There is no remote voting and/or proxy voting.

Article III, Section 4 – ERC Membership Levels

Working Membership \$50.00/annual

A working membership for individuals, couples, partners or families.

- This membership includes household members (either spouses/partners or single), along with any dependent children 17 years and under. *Please note; when an individual reaches the age of 18, they are required to purchase their own ERC membership.*
- One vote allocated.
- Minimum requirement of four (4) club meetings per year.
- Minimum requirement of ten (10) volunteer hours per household/per year.

- Independent access to the ERC grounds (gate code/combination will be given for this membership).

Supporting Membership \$150.00/annual

A supporting membership for individuals, couples, partners or families.

- This membership includes household members (either spouses/partners or single), along with any dependent children 17 years and under. *Please note; when an individual reaches the age of 18, they are required to purchase their own ERC membership.*
- One vote allocated.
- Minimum requirement of two (2) club meetings per year.
- No volunteer hours per household/per year are required, but any volunteer hours are certainly welcomed.
- Independent access to the ERC grounds (gate code/combination will be given for this membership).

Social Membership \$30.00/annual

For individuals, couples, partners or families who simply wish to support the ERC (no minimum requirements).

- This membership includes household members (either spouses/partners or single), along with any dependent children 17 years and under. *Please note; when an individual reaches the age of 18, they are required to purchase their own ERC membership.*
- No vote allocated.
- This membership has no minimum requirements for club meeting attendance or volunteer hours. Social members are welcome at all club meetings and events. Any volunteer hours are certainly welcomed.
- No independent access to the ERC grounds (no gate code/combination will be given for this membership).

Honorary Membership No membership fee

A special membership for individuals, couples/partners, families, businesses, educational organizations, or other community organizations. Awarded by special selection by the Executive Board only.

- No vote allocated.
- This membership has no minimum requirements for club meeting attendance or volunteer hours. Honorary members are welcome at all club meetings and events. Any volunteer hours are certainly welcomed.
- No independent access to the ERC grounds (no gate code/combination will be given for this membership).

Article III, Section 5 – Requirements for the Working Membership Level

- For the Working Membership, minimum meeting attendance and minimum volunteer hours are required to maintain this membership level. Minimum meeting requirements are any four (4) meetings per year. Minimum volunteer hours are ten (10) hours per individual, couples/partners or household/family per year.
- Requirements will be reviewed quarterly to see if the individual or household is on track for the year. Volunteer work sheets will be available to fill out at workdays or other events.
- Volunteer time may be submitted to the Executive Board for approval (for example, if a member volunteers time for the club that is not necessarily tied directly to a horse show, event or grounds maintenance.)
- If the requirements are not being met, the individual or household will not be allowed to renew at the Working Membership level for the upcoming calendar year. The individual or household may apply again the following year (for Working Membership level).

Article III, Section 6 – Requirements for the Supporting Membership Level

- Supporting Membership level has only a minimum meeting attendance requirement (any two (2) meetings per year) in order to maintain this membership.
- Although there are no volunteer hours required, any volunteer hours are welcomed.

Article III, Section 7 – Reasons for Meeting Attendance Requirements

- ERC strongly believes that the two membership levels that include independent grounds access (with gate code/combination) should have annual minimum in-person meeting attendance requirements. This is so members and their family can be aware of their Club's activities, any changes or updates, and the current state of the ERC grounds. ERC is an all-volunteer organization, and it relies on an active membership to volunteer time and expertise to keep the Club functioning.

ARTICLE IV – TERMINATION OF MEMBERSHIP BASED ON INAPPROPRIATE BEHAVIOR**Article IV, Section 1 – Letter of Complaint**

- A letter of complaint must be submitted to the Officers of ERC for review regarding inappropriate behavior of an individual or family. The letter must be signed by three or more members of ERC to petition/request the process of revoking the membership of an individual or family from ERC.
- If the Officers find the complaint against the member/family valid, they will appoint at least one Officer and a member in good standing to approach the offending person(s) to arrange a meeting to discuss the nature of the complaint with the offending member/family.

- If the issue that caused the complaint cannot be resolved, a vote between the Officers, with input from the member chosen to speak with the offending party, will be required to determine if revoking the membership of the individual/family would be justified and reasonable before further action is taken.

Article IV, Section 2 – Letter of Warning or Letter of Termination

- A letter of warning will be drafted by the ERC President and a request for resolution of the issue may be given to the individual/family.
- Alternatively, if the complaint is of a serious enough nature to warrant the immediate termination of membership, the letter will state the reason(s) and the effective date of the termination of membership.
- Two copies of the letter, stating termination of membership, are to be presented to the offending individual/family in a meeting arranged by the President and Vice-President of ERC.
- The letter of termination of membership is to be verbally conveyed to the offending person(s).
- After reading the letter themselves, the individual/family will be required to sign the letter indicating their understanding of the termination of their membership and their acceptance of the decision.
- The President and Vice-President of ERC will also sign said letter to indicate that the letter has been verbally conveyed and personally read by the offending individuals and all are in complete understanding and agreement of the decision to revoke membership.
- One copy of the letter will remain with the offending individual/family, and one copy will remain in the ERC records.

Article IV, Section 3 – Refund of Membership Dues

- A refund check for the pro-rated amount of membership dues may be issued at the discretion of the ERC Officers after the in-person meeting with the individual/family.
- The pro-rated dues refund will be calculated based upon when the member joined ERC, and the months passed from joining to termination.

Article IV, Section 4 – Reinstatement of Membership

- The terminated individual/family may petition the Officers of ERC to reinstate membership if the offending party successfully resolved the matter resulting in their termination.
- The Officers of ERC must vote whether to reinstate the membership of the individual/family.
- If reinstated, the individual/family must re-apply for membership and pay annual dues to resume active membership in ERC.
- Any infraction of ERC rules and regulations will result in permanent revocation of membership privileges with no opportunity to appeal.
- If the terminated individual/family chooses not to appeal the decision to terminate membership, they reserve the right to re-apply for membership the following calendar year.

- Membership will be subject to a vote by the Officers of ERC, who retain the right to decline the membership application.

ARTICLE V – MEETING OF MEMBERS

Article V, Section 1 – Regular Meetings

- Meetings of the members of ERC shall be held every third Saturday of each month at a time specified, based on seasonal weather conditions and/or severe weather.
- ERC reserves the right to change the time and day/date of any meetings based on inclement or severe weather.
- ERC reserves the right to change the time and day/date of any meetings based on events being held in the arena, or at the request of the landlord.

Article V, Section 2 – Special Meetings

- Special meetings may be called at any time by the President of ERC, or in their absence, the Vice-President of ERC.
- Attendance of special meetings is strongly encouraged but not mandatory if there is not sufficient advanced notice of the meeting.

Article V, Section 3 – Business Portion of a Club Meeting

The business portion of any Club meeting shall be held using Robert’s Rules of Order. This includes:

1. Call to Order by President or Vice President
2. Meeting Attendance – An attendance sheet will be sent around.
3. Review and Acceptance of Previous Meeting Minutes
4. Officer’s Reports (if any). Includes President’s Report, VP’s Report, Treasurer’s Report, and Secretary’s Report.
5. Committee Chair Reports and/or Committee Reports
6. Old Business – Discussion and any Motions Made
7. New Business – Discussion and any Motions Made
8. Meeting Adjourned

Article V , Section 4 – Member Conduct

- There shall be no profane or threatening language, disorderly conduct, consumption of alcoholic beverages, or use of illegal drugs at any regularly scheduled Club meeting of the membership, membership meetings where voting takes place, Club events on the ERC grounds, and/or other off-grounds Club events (such as a camp or pack trip, trail rides, etc.)
- When meetings involve a riding day, members will treat their horses with the same care, respect and responsibility as they would any member of ERC.

- Abuse of members, human or equine, will be subject to review by the Officers of ERC with a decision made regarding the continuation of membership for offending members. *[Please refer to Article IV for details.]*

ARTICLE VI – ELECTED OFFICERS

Article VI, Section 1 – Elected Officers

Elected Officers of ERC will make up the Executive Board. Officers will include:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Marketing Director
6. Webmaster

Elected Officers must attend a *minimum* of six (6) Executive Board meetings per year.

Article VI, Section 2 – General Duties of the Executive Board

The Executive Board shall investigate any proposals made by the Club requiring financial outlay, acceptance or expulsion of members, changes to the By-Laws or any other matter as directed by the Club membership during a regularly scheduled meeting and shall report their findings back to the membership.

The Executive Board shall appoint the following positions:

1. Membership Chairperson
2. Volunteer Chairperson
3. Fundraising Chairperson
4. Nominations Committee
5. Grounds Chairperson
6. Horse Show Chairperson
7. Trail & Camp Chairperson
8. Chaplain

ARTICLE VII – OFFICER JOB DESCRIPTIONS

Article VII, Section 1 – President

- The ERC President shall preside over all regularly scheduled and special meetings called. He/She shall be notified of, and may attend, any Committee meetings except that of the Nominating Committee.
- The President shall serve as the tie breaking vote regarding any issues voted upon by ERC members.
- The President shall have final say over any debates or disputes regarding matters of ERC policy and procedures if a consensus cannot be reached by members and/or Officers.
- The President shall remain a neutral, unbiased voice of the Club and will make decisions based on facts, the best interest of ERC, in keeping with the values and mission of ERC, and the desires of the members of ERC.
- The President will manage the Club consistently with the purpose and goals of the Club, and in keeping with the articles and sections of the By-Laws contained herein.

Article VII, Section 2 – Vice-President

- The ERC Vice-President shall provide support to the ERC President in all matters concerning the management of the Club.
- The Vice-President shall assume the duties of the President when he/she is absent, or for any reasons the President may be unable to act.
- The Vice-President shall assume all duties of the President, in addition to the duties of the Vice-President, should the Club be without a President, until a new President is elected.
- The Vice-President will provide support and guidance to the Officers of ERC when necessary.

Article VII, Section 3 – Treasurer

- The ERC Treasurer shall keep complete records of the financial accounts of ERC detailing the financial condition of the Club.
- The Treasurer shall be the legal custodian of all monies and other valuables that may come into the Club's possession.
- The Treasurer shall deposit funds in a reliable bank in the Club name.
- The Treasurer shall provide a statement of the ERC financial status at each meeting and present said statement to ERC members.
- The Treasurer should be prepared to answer any questions regarding the ERC finances during each meeting.
- The Treasurer is authorized to spend up to \$75.00 for Club business without any prior approval by the Officers of ERC.
- Any monies over the amount of \$75.00 required by the Treasurer for Club business must be approved by the President or Vice-President of ERC.
- The Treasurer will be responsible for the operation and oversight of a PayPal account.

- The PayPal account may be used in the following situations: (1) Annual Dues payments; (2) Sponsorship payments; (3) any scheduled ERC event.
- The Treasurer will keep an updated spreadsheet of sponsors, sponsorship amounts, and contact information for all sponsors. This information will be provided to the Show Secretary so that Thank You notes of appreciation may be sent after the Show Season ends, and provided to the Marketing Director so that updates can be made on sponsorship banners and other materials.

Article VII, Section 4 – Club Secretary

- The ERC Secretary shall keep attendance of members at all regular meetings.
- The Secretary shall prepare and execute minutes at all regular meetings.
- Detailed records of meetings must be kept in proper order in the event the Club undergoes an audit.
- Meeting minutes must be kept in an electronic format or paper file accessible by Officers of the Club in the event they must be retrieved in the absence or replacement of the Secretary.
- All routine correspondence to the Club membership is sent by the Secretary as directed by the President or Vice-President via email and/or paper mail. The Secretary is to include all nominated candidates for upcoming elections in the November-dated correspondence to the membership.
- The Secretary shall keep an updated list of all ERC members in an electronic file with name(s), mailing address, phone number, email address, and membership level and status.
- The Secretary shall make all edits or updates to the By-Laws document, and/or any other documents, as edits or updates are made via the Executive Board.
- The Secretary shall include a copy of the By-Laws in the January-dated correspondence to the membership (in electronic format).
- The Secretary shall arrange for cards and/or flowers for special occasions or condolences as necessary and as directed by the President or Vice-President. If another person has been appointed as Chaplain, this specific job may fall to the Chaplain. Otherwise, it will fall to the ERC Secretary.

Article VII, Section 5 – Marketing Director

- The Marketing Director shall be responsible for all aspects of marketing the ERC through social media, the Club website, press releases, communications with local news and newspaper agencies, radio and all other avenues available to promote ERC and its mission.
- The Marketing Director will be responsible for the creation of electronic and print marketing materials to promote ERC as an organization, and for shows and events including, but not limited to: (1) posters; (2) flyers; (3) brochures; (4) news articles and press releases.
- Materials will be created as necessary and under the guidance of the various Committee Chairs.
- Computer proficiency and familiarity with the necessary computer programs to create marketing materials is recommended.

- All materials used for advertising ERC and its events must be done in a timely manner to ensure the success of the Club's events.
- The Marketing Director will be responsible for securing sponsors for the Spring and Fall Open Horse Shows, working in cooperation with the Show Chair and Show Committee members that may have prior relationships with potential sponsors. The Marketing Director may also work together with the Fundraising Committee to secure sponsorships.

Article VII, Section 6 – Webmaster

- The Webmaster will be responsible for the Club website. The Webmaster must have proficiency and experience in website design and maintenance, to fulfill the vision of the Executive Board as to our web presence to our members and the general public.
- The Webmaster will work together with the Marketing Director and will assist with such duties as listed herein.
- The following will be kept up-to-date on the website and social media: (1) Newsletter (whether monthly, bi-monthly or quarterly); (2) posting photos and maintaining the website photo gallery; (3) posting relevant Horse Show information and updates submitted by Show Chair; (4) posting relevant information and updates from the ERC President or Vice-President regarding meetings and events; (5) posting the ERC By-Laws on the website for members to view; (6) maintaining an event calendar on the website with important dates and reminders; (7) posting the ERC rules and updating as needed; (8) membership forms, release forms, and show registration forms; (9) Club history and historical documents and photographs.

ARTICLE VIII – ELECTION OF OFFICERS

Article VIII, Section 1 – Candidates for Office

- No member shall be eligible to hold an office until he or she has been an active ERC member for a period of one year, OR they must be an established, known member in good standing of the local equestrian community.
- Any Officer candidate with less than one-year membership in ERC must provide three (3) character references for purposes of vetting prior to the November vote to be on the election ballot.

Article VIII, Section 2 – Nominations

- Nominations of candidates to hold elected positions shall be accepted from the Nominations Committee or the Executive Board, AND from the floor during the regularly scheduled **October** meeting of the Club.
- Additional nominations will be accepted via paper mail, text or email by a specific deadline (day/date/time) determined by the Nominations Committee or the Executive Board, prior to the November-dated communications from the Club Secretary.

- Candidates for each office shall be listed in the **November-dated** communications from the Club Secretary.
- Nominations for ERC offices will NOT be accepted from the floor on election night in **November**.
- Should there be a mid-year vacancy of a position, or a new position created during the year, the Executive Board will nominate and appoint the new Officer without a vote of the membership.

Article VIII, Section 3 – November Meeting and Elections

- The November ERC meeting will be dedicated to the election of the Officers for the upcoming new club year.
- Officers will be elected by secret ballot.
- The election of Officers will be determined by the majority vote of the members present at the November meeting. There is no remote voting and/or proxy voting.

Article VIII, Section 4 – Voting Procedures for Three or More Nominees for Same Office

If more than two members are nominated for the same office, the process for election will be as follows:

1. The first ballot will be cast.
2. The top two nominees for the office will be determined.
3. A second vote for the office will be cast.
4. The candidate with 51% of the second round of voting will be awarded the office.
5. Candidates for office may petition for a recount of ballots if they are in doubt of the first count.

Article VIII, Section 5 – Transition of Officers

- New Officers shall take office the first day of January of the new year following their election.
- New Officers will serve ERC for a period of one year.
- Outgoing Officers will be required to provide all materials and resources used during their term to new Officers, including paper and electronic files.
- Outgoing Officers will meet with new Officers to train new Officers and bring them up to date on ERC business.
- Outgoing ERC Officers will do their utmost to provide a smooth transition for new Officers.

ARTICLE IX – APPOINTED POSITIONS & COMMITTEES

Article IX, Section 1 – General Information and Responsibilities

- Each Committee Chair shall be responsible for informing the ERC members of their respective Committee activities.
- All Committees not otherwise designated in the By-Laws shall be appointed by the ERC President with the approval of the Executive Board.

- Unless specified otherwise, all Committees designated in December by the incoming Executive Board or the respective Committee Chairperson, shall begin their term January 1 and shall serve a term of one year.
- There shall be no term limits for Committee members.

Article IX, Section 2 – Membership Chairperson

- The Membership Chair shall be responsible for receiving memberships and maintaining the membership roster.
- The Membership Chair will coordinate with both the Treasurer and the Secretary, regarding funds and membership information (funds and contacts to the Treasurer, and membership contact information to the Secretary for the newsletter (email list).
- The Membership Chair will also provide membership contact information as needed to the Marketing Director and Webmaster.

Article IX, Section 3 – Volunteer Chairperson

- The Volunteer Chair shall provide a volunteer sign-up sheet at each event (when applicable).
- The Volunteer Chair will provide assistance with coordinating volunteers for ERC work days, events and horse shows.
- Over the year, the Volunteer Chair will keep track of volunteer hours from members and provide a quarterly report of volunteer hours accumulated by the membership. Reports may be given at meetings, and included in the newsletter, website and social media.

Article IX, Section 4 – Fundraising Chairperson and Fundraising Committee

- The Fundraising Chair shall be responsible for appointing a Fundraising Committee.
- The Fundraising Committee in its entirety will be responsible for planning, organizing and executing other fundraising activities for the Club, excluding the ERC Spring and Fall Open Horse Shows.
- The Fundraising Committee will be responsible for any grant writing efforts and/or community fundraising campaigns for the ERC.
- The Fundraising Committee may coordinate with the Marketing Media Coordinator, or other Committee Chairs or Committees to assist with obtaining sponsorships, Club fundraising events on ERC grounds, or Club fundraising efforts throughout the community.

Article IX, Section 5 – Nominations Committee

- The Nominations Committee shall be appointed in **September** and shall include two members appointed by the President, one appointed by the Executive Board, and two elected by the members of ERC.
- The Nominations Committee will secure nominations for elected positions by **October**, to be presented at the **October** meeting.
- The Nominations Committee will assist with the election process at the **November** meeting.

Article IX, Section 6 – Grounds Chairperson and Grounds Committee

- The Grounds Chair shall be responsible for appointing a Grounds Committee.
- The Grounds Chair will give an update of the state of the ERC grounds at meetings, if warranted.
- The Grounds Committee in its entirety is responsible for the upkeep and maintenance of the ERC grounds and facilities. This includes but is not limited to lawn and tree care, general repairs, clean up, maintenance of arena, fencing and gates, maintenance of buildings, checking restroom facilities, maintenance and proper storage of equipment, maintenance of electrical, lighting and plumbing, and maintenance of driveway.
- The Grounds Committee is responsible for suggesting a schedule of workdays to the Executive Board during the year, for Club membership participation.
- The Grounds Committee in its entirety is responsible for hiring out repairs and maintenance if needed, with authorization of the ERC President and Executive Board. This also includes work done free of charge to ERC.

Article IX, Section 7 – Horse Show Chairperson, Show Secretary and Show Committee

- The Horse Show Chair shall be responsible for the Annual Spring and Fall Open Horse Shows.
- The Show Chair shall appoint a Show Secretary and a Show Committee who will be responsible for various tasks involved in organizing the Open Shows.
- The Show Chair will ensure all tasks related to the Spring and Fall Open Shows are completed in a timely and organized manner.
- The Show Chair will give an update and details of the Shows' progress during Show season at each ERC meeting.
- The Show Chair will be responsible for regular communication with the Show Secretary and guidance and/or assistance with the Show Secretary's tasks.
- The Show Secretary shall be responsible for all printing and recordkeeping needs for the Show Committee.
- The Show Secretary shall be responsible for the staffing, organization and operation of the Show Registration area for the Spring and Fall Open Shows.
- The Show Secretary will keep an accurate and up-to-date record of show points for each ERC show to determine the season Grand Champion and Junior Grand Champion, as well as High Points for any local show series.
- The Show Committee will secure volunteers for all positions at the Open Horse Shows. The Show Committee will also maintain a current list of volunteer names and contact information so that Thank You notes may be sent to volunteers following shows and events.
- The Show Committee in its entirety shall have complete charge of the Annual Spring and Fall Open Horse Shows and has the authority to make any decisions regarding the shows without calling a special meeting of the Executive Board.
- All Horse Show Disputes must be submitted in writing to the Show Chairperson by the end of the day at an ERC Open Show. Disputes will be reviewed after the close of the Horse Show by

the Show Chair, Show Secretary and the Executive Board, and may also include input from the presiding Show Judge(s), and/or Show Committee members. Decisions will be made no later than the end of 3 business days following the Horse Show. All decisions are final.

Article IX, Section 8 – Trail & Camp Chairperson and Trail & Camp Committee

- The Trail & Camp Chair shall be responsible for appointing a Trail & Camp Committee.
- The Trail & Camp Committee in its entirety shall be responsible for planning and coordinating periodic trail rides and campouts for ERC members and guests outside of the ERC grounds.
- For a Club-sponsored trail ride or campout, all guests shall abide by Club rules and regulations, and each member shall be responsible for his or her guest.
- The Trail & Camp Committee will be responsible for planning and organizing any educational clinics or activities for the membership on ERC grounds, pertaining to knowledge, safety, skills, and equipment specific to trail riding and horse camping.
- The Trail & Camp Committee will keep and maintain reference materials, information and/or personal reviews and experience regarding horse trails and horse camping sites within our general geographic area. This reference information can be made available or presented to ERC members to help them plan trail rides or camping excursions in Western North Carolina.

Article IX, Section 9 - Chaplain

- The Chaplain shall be responsible for an occasional opening prayer at meetings and/or ERC Open Horse Shows, or other similar supporting actions for the Club.
- The Chaplain shall arrange for cards and/or flowers for special occasions or condolences as necessary and as directed by the President or Vice-President. If no Chaplain has been appointed for the Club, this job will fall to the ERC Secretary.
- The Chaplain may also be responsible for planning and organizing a special related activity during the year (for example, a Blessing of the Horses on ERC grounds (a version of the Blessing of the Animals/Pets); or contacting Ridin' On Faith equestrian drill team to schedule an appearance at a show or meeting, or other similar ideas.)

ARTICLE X – GROUNDS AND FACILITIES

Article X, Section 1 – General Information

- The ERC facilities and grounds shall only be used for activities approved by the Executive Board and the ERC membership.
- Proceeds from Club-sponsored events shall be used at the discretion of ERC members.
- The Treasurer, with authorization from the Executive Board, shall disburse keys and/or codes/combinations to the grounds and facilities.
- The Executive Board shall have sole authority to grant a member a key and/or codes/combinations to the grounds and/or facilities.

Article X, Section 2 – Member Use of the Grounds and Facilities

- Any ERC member using the grounds shall be responsible for securing the facility upon leaving.
- Grounds and facilities must be left as they were found.
- Unusual or unsafe conditions must be reported to the ERC President.
- The grounds and facilities are available for use by eligible members provided they are not reserved for scheduled activities.
- Dates of scheduled activities will be posted on ERC social media, website and via email to ERC members.

Article X, Section 3 – ERC Grounds & Facilities Rules

- All persons 18 and under must wear a helmet when mounted. All participants regardless of age are strongly encouraged to wear helmets for safety.
- No alcoholic beverages are allowed on ERC grounds.
- No dogs are allowed on ERC grounds.
- All trash must be hauled out. Members must bring their own trash bags.
- All equipment (jumps, poles, etc.) must be returned to their original place where found, or the storage area.
- Entrance gate must be secured when leaving.
- Water is to be turned on and off for shows, events and meetings ONLY.
- Code/combination to the padlock on the main gate will be issued to Working and Supporting Members in good standing, with a new combination to be set every new year as of January 1. Members will receive the combination when dues are paid.
- It is forbidden to distribute the code/combination to any person who is not a Working member or Supporting member in good standing. If it can be proven that a member has shared the gate code/combination with either a member who does not have access (due to their membership level), or a non-member (outside of the Club), it will result in the immediate termination of ERC membership for the offending person(s).
- No member shall use Etowah Riding Club grounds for personal gain.
- No private professional instruction or coaching is allowed on Etowah Riding Club grounds. [Please note: ERC does hold “members only” and “open to the public” instructional events in its annual calendar, i.e. clinics with professional trainers and/or instructors.]
- It is understood that all members will comply with all ERC rules and regulations. Failure to do so will result in verbal and/or written warnings, suspension of privileges, and/or termination of membership from the Club.
- Grounds/facilities rules of the Club are non-negotiable.

ARTICLE XI – AMENDMENTS & SIGNATURE AUTHORITY

Article XI, Section 1 – Amendments to By-Laws

- The ERC By-Laws may be amended at any time deemed necessary by the Executive Board.
- Any changes to the By-Laws will be presented to members at the regularly scheduled monthly meeting prior to the new By-Laws being enacted.
- Amendments must have a majority vote in order to be passed and permanently added to the ERC By-Laws.

Article XI, Section 2 – Amendments to Articles of Incorporation

- The Articles may be amended at any time deemed necessary by the Executive Board.
- Any changes to the Articles will be presented to members at the regularly scheduled monthly meeting.
- Amendments must have a majority vote in order to be passed and permanently added to the Articles of Incorporation.

Article XI, Section 3 – Signature Authority on Documents

- All official and/or legal documents that require signatures will be signed by the Vice-President of ERC and one other member of the Executive Board, specifically the Treasurer or the Secretary.