

Bylaws
of
Tri Valley Trailblazers Club, Inc.,
A California Public Benefit Corporation

Amended October 12, 2016

Article I
Title and Purpose

Section I

This association shall be known as the Tri Valley Trailblazers Club, Inc. and shall at all times be operated and conducted as a nonprofit association in accordance with the laws of the State of California for such nonprofit associations. Whenever in these bylaws the term "Club" or "Trailblazers" is used it shall mean the Tri Valley Trailblazers Club, Inc.

Section II

The bylaws of the Trailblazers shall be subject to change only by a 2/3rd majority vote of the entire membership, to be done by Ballot and received within 30 days of ballot date. Annual review of the bylaws will be done at the April meeting.

Section III

The purpose of the Trailblazers shall be to stimulate interest in all matters as may pertain to the use, enjoyment, or improvement of horses, horsemanship, preservation and enhancement of trails.

Section IV

The principle place of Trailblazer business may be any place convenient to members that may be participating.

Section V

The Trailblazers shall conduct its affairs on a calendar year starting on the first day of January of each year.

Section VI

The Robert's Rules of Order will be followed for procedural issues not covered in the Club bylaws.

Article II
Membership

Section I

There shall be two categories of membership: "voting and non-voting." Family memberships shall have no more than two votes, both voting members will be 18 years or older. A non-voting member is any additional family member beyond the two-vote limit, and anyone under the age of 18. A family unit is defined as: spouse(s) or parents(s) with or without children who share the same address. (A child is considered a dependent.)

Section II

Application for new membership may be made at any time on forms to be provided by the Membership Officer or his/her appointee. New membership dues will be prorated on a semi-annual basis.

Section III

For continuing membership the annual dues shall become due and payable on January 1st of each year and shall be considered delinquent if not paid within thirty days thereafter. There shall be no penalty for reinstatement however "prorated" dues pertain to new members only and member status will not be granted until application and dues are received.

Section IV

A voting membership is not transferable.

Section V

An individual may be awarded an honorary membership, at the discretion of the President and the consent of the Board of Directors, for a period to end Dec. 31st. Honorary memberships shall be extended in recognition of special service to the Trailblazers. The Honorary member may participate in all Club functions but may not hold office or vote.

Article III **Members' Rights and Responsibilities**

Section I

All members shall have equal rights and responsibilities with respect to the Trailblazer's assets and liabilities.

Section II

All members shall have the right to chair and serve on committees. Offices can only be held by a voting member.

Section III

If a grievance has been researched and made known, any member may take action to unseat any officer, elected or appointed, or to change any bylaw, regulation, tradition or any other aspect relating to the Tri Valley Trailblazers by first presenting the grievance to the Board of Directors. In the event the member is dissatisfied with the Board decision the member may petition the club membership (20% of the Club voting membership must sign) and overturn the decision with a 2/3rds vote of the total Club voting membership.

Section IV

Members are entitled to timely written notice as to special meetings, functions and club business. Timeliness is defined as 10 days prior notification and mailed or emailed to each member's last known address.

Article IV **Membership Meetings**

Section I

Membership meetings are open to all members and guests. The meetings are typically held monthly, unless a 2/3rd majority vote by attending voting members vote otherwise.

Section II

Time will be set aside in the October meeting of the membership to nominate officers for the next year. Notice of this nomination procedure is to be announced in the September newsletter or by separate mail or email notification.

Section III

Time will be set aside in November for the purpose of electing Officers, whose term will commence on the following January 1st.

Section IV

A meeting in January will be held for the purpose of adopting the annual budget.

Section V

Special meetings of the membership may be held at any time to conduct Club business. Notice of each special meeting, indicating briefly the subject, shall be given in the same manner as specified in Article III, Section IV.

Section VI

At any meeting of the membership the members and officers present will constitute a quorum.

Section VII

The chairman shall be determined by the following precedence: (1) the President, (2) the Vice President, (3) the Secretary, (4) the Treasurer, (5) the Membership officer, (6) the Newsletter Editor, (7) the Social Secretary, (8) the Insurance officer and (9) the Webmaster. In the Secretary's absence the Chairman shall appoint any person to act as Secretary of the meeting.

Article V **Board of Directors**

Section I

The Board of Directors shall consist of the officers elected from eligible voting members of the Trailblazers. The officers shall be the President, Vice President, Secretary, Treasurer and appointed officers. The outgoing President shall be director at large. Such officers shall hold office for a period of one year or until their successors have been duly elected or appointed. In no case shall any two family members (or significant others) be elected to the Board of Directors at the same time, either by vote or appointment. All elected officers shall have a term limit of two consecutive years.

President

Section II

This is a duly elected position. The President shall be the chief executive officer of the Trailblazers and shall preside at all meetings of the membership and the Board of Directors. The appointed officers, and any other chairman or committees will be selected by the President, as he/she deems necessary, and ratified by the Board of Directors. The President is responsible for the monthly meeting agenda and will approve specific agenda items and guest speakers. The president shall be an ex-officio member of all committees.

Vice President

Section III

This is a duly elected position. The Vice President shall assume, in the absence of the President, the authority and perform the duties of the President. The Vice President shall be responsible for arranging speakers at meetings with the approval of the president, for coordinating and publicizing upcoming events, and ensuring that the event information is forwarded to the newsletter editor and the webmaster in a timely manner.

Secretary

Section IV

This is a duly elected position. The Secretary shall keep the minutes of all membership, special meetings and director's meetings. The secretary shall forward draft minutes to the board for review and will make corrections based on board feedback before sending the draft minutes to the newsletter for publishing. The secretary shall pass the draft general meeting minutes to the newsletter editor. When draft general meeting minutes, draft special meeting minutes or draft board meeting minutes have been corrected and approved by the membership, they shall be passed to the Webmaster for posting in the protected section of the website. The Secretary shall be an ex-officio member of all committees.

Treasurer

Section V

This is a duly elected position. The Treasurer shall disburse funds only upon itemized demands. If less than \$100 then only upon approval of the Board, if over \$100 then approval by 2/3rd majority vote of the voting members present at a general meeting of the Club. The Treasurer shall account for all receipts and disbursements by itemized statement in detail upon demand. The Treasurer shall submit to the Board of Directors a detailed budget of the proposed and anticipated expenditures for the forthcoming calendar year as per Article IV Section IV. The budget as approved by the Board of Directors is to be submitted to the voting members at the January membership meeting for approval. The budget or its modification becomes binding upon the Board of Directors of the Trailblazers, and cannot be exceeded without 2/3rd majority vote of the members present. The Treasurer shall be responsible to ensure that all corporate filings and federal and state tax forms are filed in a timely manner, and shall retain all copies of official filings. The Treasurer shall maintain a checking account which requires one of three signatures in the name of the Club. Signatures on the account will be those of the President, Treasurer and another board member in good standing.

Membership Officer

Section VI

This is an appointed position. The Membership Officer shall have full rights and privileges of any other board member. This officer shall receive all membership applications and confirm that all required insurance information, signed waivers and appropriate dues are present. All moneys will be forwarded to the Treasurer in a timely manner. The Membership Officer shall maintain an up to date membership roster and upon any additions or changes shall notify the Newsletter Editor within 10 days or promptly before the next newsletter. The Membership Officer is responsible for sending an email confirmation of membership and distributing to all new members a membership packet that will include:

1. a copy of the Club Bylaws

2. a copy of the Safety Policy, Rider Rules and Trail Boss Rules
3. a current newsletter
4. a current roster
5. a welcome letter
6. information regarding the Tri Valley Trailblazers website and passwords

The Membership Officer is responsible for ensuring that the most current Club Bylaws, Safety Policy, Rider Rules, Trail Boss Guidelines are posted on the trivalleytrailblazers.com website in January each year. The Membership Officer is responsible to forward (by the last day of the month when there is any updated information) a current monthly membership roster to the webmaster for posting. A paper copy of a current membership roster, Safety Policy, Rider Rules and Trail Boss Rules may be requested of the Membership Officer in the event a member does not have internet access. The Membership Officer or designee shall preside over election of new officers. The Membership Officer or designee shall ensure that a renewal Membership Application is emailed to all members before December each year.

Social Secretary

Section VII

This is an appointed position. The Social Secretary has full rights and privileges of any other Board member. The Social Secretary shall maintain the social graces of the Club. He/she is responsible for appropriate courtesies to be given guest speakers, guests and members on the Club's behalf.

Newsletter Editor

Section VIII

The Newsletter Editor shall be appointed by the President and has full rights and privileges of any other Board member. He/she shall publish and mail or email, in a timely manner, a monthly newsletter which includes all pertinent information concerning membership meetings and activities for the upcoming month. Other information and entertainment shall be included at the Editors discretion.

Insurance Officer

Section IX

This is a position appointed by the Board of Directors. The Insurance Officer has full rights and privileges of any other Board member. This Officer shall be responsible for negotiating, attaining and maintaining insurance coverage for the Club. He/she shall make known to the Club membership the policy requirements and shall update the Bylaws when changes or additions to those requirements occur. If applicable, the Insurance Officer shall be responsible for ensuring that the California State Horsemen's Association (CSHA) dues are paid by January 30.

Webmaster

Section X

The Webmaster shall be appointed by the President and has full rights and privileges of any other Board member. The Webmaster shall be responsible to maintain and update the Club Website at www.trivalleytrailblazers.com on a monthly basis. The Webmaster shall be responsible to communicate with the web host and to resolve technical issues which may occur. The Webmaster shall ensure that the annual hosting fee is paid in a timely manner.

In the event that a club member is not available to handle the technical hands-on website tasks, working directly with the website's host, files and data, an external non-club 'technical webmaster' will be needed to provide the necessary hands-on website updates and modifications. In this case, the club's Webmaster shall act as a coordinator, with the responsibilities as stated above, and work with the external 'technical webmaster' to ensure that the website is maintained and up to date.

Publicity Officer

Section XI

The Publicity Officer shall be appointed by the President and has full rights and privileges of any other Board member. When the Club has a public event or activity, the Publicity Officer is responsible to notify as many local media venues as possible to raise awareness of the event.

Suggested resources include, but are not limited to, The Independent newspaper, other horse clubs in the Bay Area, boarding facilities, Social media (Facebook), equestrian networks (BAEN & HorsnAround calendar), Livermore Patch, and local radio stations (KKIQ). In addition the chair is responsible for obtaining and posting flyers for the event at local feed stores, consignment stores, and hay and tack stores.

XII

Officers and Members of the Board shall serve without compensation.

Article VI **Board Of Directors Meetings**

Section I

The Board of Directors' shall meet at a minimum, quarterly and these meetings shall be open to any and all members of the Trailblazers. Only Directors shall be eligible to vote at the Board of Directors meeting. Members who want to speak at a Board meeting must notify the Board

requesting, and having had approval, to have their item put onto the agenda. The President will vote only to break a tie.

Section II

Any director who is absent without just cause for three consecutive Board meetings, monthly meeting or combination thereof, can be removed as a director and/or lose their office, by a majority vote of the Board.

Section III

In the case of any vacancy of an elected director, the remaining directors, by majority vote, may elect a successor until such time as a vote may be put before the membership.

Section IV

An annual planning meeting of the new Board of Directors and the outgoing Board of Directors shall precede the January membership meeting for the purpose of planning the new year's activities and adoption of the annual budget. The President, of the year to be planned, shall preside.

Section V

A special meeting of the Board of Directors shall be held whenever called by the President or by a majority of the Directors then in office.

Section VI

Two-thirds of the directors shall constitute a quorum for the transaction of business. If at any meeting of the Board there may be less than a quorum present, the meeting will be adjourned until such time as a quorum shall be present.

Section VII

The written contracts of the Trailblazers shall be executed on behalf of the Trailblazers by the designated member responsible for the activity or for the required business or legal filings of the corporation after approval of the Membership.

Section VIII

The Board of Directors shall have the authority to enforce these Club Bylaws and policies, not contrary to law, as they may deem expedient. The decisions of the Board of Directors shall be subject to revision by a two-thirds passing vote at any membership meeting. Written notice of decision shall be mailed or emailed to all voting members at least fifteen days in advance of the club meeting.

Section IX Non-liability of officers and directors

The officers and directors of this corporation shall not be individually or collectively held liable for and their personal and private property shall be exempt from all debts, liabilities and/or other obligations of the corporation.

Article VII **Disciplinary Issues**

Section I

Any member may be suspended or expelled from the Trailblazers. Also, any member may be denied any privileges of the Club when it has been established that such member has violated any of the Trailblazer's Bylaws.

Section II

Rules will be enforced as follows:

1st Offense: Grievances against the behavior of specific members shall be reported in writing, by email, or by phone to a board member, who will discuss the grievance with the Board of Directors. If the Board of Directors determines that there has been an offense, they will notify the offender by mailing a warning letter addressing the grievance and a copy of the rules document with the precise rule circled or quoted within the notifying letter.

2nd Offense: Same procedure as first offense, with a final warning letter mailed to the offender.

3rd Offense: Expulsion Hearing. Upon the third offense, the offender shall be subject to an expulsion hearing by the Board of Directors. Written notice of said proceedings shall be given no less than thirty calendar days prior to the actual date of the hearing. The notice shall stipulate the offense charged and establish the meeting time and place. At the hearing, the member shall be allowed to present evidence in his/her own behalf, and refute evidence offered against him/her. At the conclusion of the hearing, the Board of Directors shall determine whether a third offense has been committed. If the Board of Directors so deems it to have been done, the offender's membership will be revoked permanently and their membership fees will not be returned. The decision of the Board of Directors at the conclusion of the hearing is non-appealable.

Article VIII **Committees**

Section I

Chairpersons of Committees shall be appointed as stated in Article V, Section II.

Section II

The chairman of each committee is empowered to appoint assistants in number as he/she may find expedient to fulfill the obligation of the committee.

Section III

The chairman shall be charged with the responsibility for submitting to the Board of Directors and membership, on demand, a report of the committee's budget progress, financial status and final results including final budget statement.

Article IX **Safety Policy**

Section I

The safety policy must be adhered to at all Club functions that involve horses including but not exclusive to: trail rides, parades, clinics, shows and "play days". Any negligence in complying with these regulations will constitute sufficient cause for immediate expulsion from the function and may be cause for expulsion from the Club.

Section II

The following regulations may be supplemented, but not deleted without an official Bylaws addendum:

1. Guests at designated horse-related and non-horse-related club functions* must be invited and accompanied at all times by a member in good standing. This member is responsible for their guest in every way and shall not pass that responsibility onto other members. Furthermore, guests must be given the Club's list of safety rules and must sign a dated liability release form. These documents may be obtained from the Trail Boss, Membership Officer or Club president before the function. It is the responsibility of the host** member to acquire the necessary signatures and return the documents to the Trail Boss.

* Guest functions shall be those functions designated and announced to be open to guests in accordance with the Club's insurance policy.

** A host member is the member who invited the guest.

2. No riding under the influence of alcohol. No open containers while horses are being handled.

3. All riders shall be responsible for the behavior and condition of their horses. If the behavior or condition is objectionable the trail boss or chairman of the event has the authority to prohibit the horse from participating in the event.

4. Except under special circumstances and with the trail boss approval, no riding bareback or riding with halter as only control.

5. Riders agree to wear safe, close-toed shoes with a heel or riding boots and long pants while riding and understand that TVT highly recommends wearing an ASTM certified helmet while riding and are mandatory for riders under the age 18. If riders choose not to wear a helmet, they understand that it will increase the risk of serious injury or death inherent in horseback riding and that all release, indemnity and hold harmless language set forth herein applies.
6. Trail Bosses must have trail riding experience and should be familiar with trails to be ridden.
7. All riders in the Club riding functions, members and guests, must have some riding experience.
8. There will be no stallions at club events.
9. Members under the age of 18 must be accompanied by a member in good standing.
10. No ponying of horses is allowed with the group of riders on any official trail ride.