

# **The Constitution of the Peculiar Tenderfoot Saddle Club, Inc.**

As Approved and Amended: October 12, 2006.

## **Article 1 Name**

The name of this club shall be the Peculiar Tenderfoot Saddle Club, Inc. (PTSC) of Peculiar, Missouri. The Post Office address shall be maintained at the Peculiar, Missouri, United States Post Office.

## **Article 2 Objectives**

### ***Mission Statement***

Peculiar Tenderfoot Saddle club will support family participation, good sportsmanship and proper conduct among equestrians, promoting fellowship among all persons associated with horses; maintaining a positive reputation in the community and supporting charitable organizations.

The objectives of the PTSC shall be:

1. To promote the participating of local youth in the development of equestrian skills
2. To engage in the support of family participation, good sportsmanship, and proper conduct among equestrians.
3. To promote fellowship among all persons associated with horses.
4. To encourage proper and humane handling of animals.
5. To promote the education of equestrians in the care, use, handling, and development of horses and horsemanship.
6. To maintain a positive reputation in the community.
7. To support equine and/or other charitable originations as voted on by the general membership.

## **Article 3 Policies**

1. The PTSC is registered as a Missouri nonprofit corporation and shall be operated as a nonprofit club.
2. PTSC members will be required to have a yearly Coggins Test on each animal that is at any PTSC activity. This policy shall be no less restrictive than current Missouri Veterinary Standards, Practices, and Statutes.
3. PTSC members will assume all responsibility for their animals, vehicles, and trailers. The PTSC will not accept or be held liable for any damage or injury to a PTSC member or a PTSC member's property.
4. The PTSC shall not be liable for accidents, damages, etc., committed by PTSC members.
5. The PTSC shall promote and actively encourage the handling of horses in a manner which shall protect both PTSC members and the public at every PTSC event.

## **Article 4 Membership**

1. Membership in the PTSC shall be held by an individual or individuals who support the objectives.
2. Membership applications may be denied or rejected by the PTSC Executive Board.

3. Any PTSC member may be censured, suspended or expelled for conduct detrimental to the PTSC. The member shall first appear before the Executive Board to attempt to resolve the conflict or problem. If the problem cannot be resolved between the PTSC Executive Board and the member, the Executive Board or the member may elect to address the PTSC membership concerning the matter. Both the Executive Board and the member shall have ample opportunity to present their views. The matter will be brought to a vote by the members present at the next regularly scheduled PTSC general meeting. The voting will be by secret ballot. A two-thirds majority vote of persons attending the meeting where the vote is taken is required to censure, suspend, or expel a PTSC member for detrimental conduct. An expelled PTSC member may not be reinstated to PTSC membership. Therefore, care should be used when choosing to exercise this most severe action.
4. All PTSC members, guests or any person in attendance at a PTSC sponsored event or on PTSC controlled property shall not use any alcoholic beverage during such activity. Persons who appear to be under the influence of alcohol, or persons who are consuming alcohol will be asked to leave the PTSC function or property.
5. All persons who use PTSC property or participate in PTSC sponsored activities which are not covered by PTSC liability insurance must be a PTSC member.

#### **Article 5 Dues**

1. PTSC membership dues shall be offered to families and individual members at a yearly rate set forth in the PTSC by-laws. 2. PTSC membership ages, types, etc. shall be defined in the PTSC by-laws. 3. PTSC memberships shall run January 1 to December 31 of each calendar year.

#### **Article 6 Fiscal Responsibility**

1. The PTSC fiscal year shall commence on January 1 and shall end on December 31 of each calendar year.
2. Signatures of the PTSC Treasurer and one other Officer shall be required for disbursement of funds.
3. An Audit Committee consisting of three PTSC members shall be appointed by the President at the last regularly scheduled PTSC general meeting. The Audit Committee shall be approved by a simple majority vote of those present at the meeting. Should the PTSC membership fail to approve the committee, the President will present PTSC members individually for a vote at that meeting. Each individual shall be accepted by a simple majority vote until three PTSC members are chosen for the Audit Committee. Any officer or member who has the authority to sign checks may not serve on the audit committee.
4. The Audit Committee shall audit the Treasurer's records after the close of the Treasurer's term of office. They shall report their findings at the 1st regularly scheduled PTSC general meeting of the fiscal year. PTSC club members shall vote by simple majority to approve or reject the Audit Committee report.

#### **Article 7 Officers**

1. The Officers shall be the President, Vice President, Secretary and Treasurer.
2. There shall be six elected Board members.
3. A term of office is one year commencing on January 1 and ending on December 31 of each calendar year.

4. Persons must be a current PTSC member with paid-up dues before being eligible to run for office or hold office.
5. No more than one member of a household may hold a position of an officer.

### **Article 8 Executive Board**

1. The Executive Board shall consist of the four Officers and the six Board members.
2. The ten members shall collectively be named the Executive Board or PTSC Board.
3. The Officers and Board members shall serve together and vote together on any issue that is brought before the Executive Board. There shall be no situation which requires a vote of only the four Officers or six Board members separate from each other.
4. The Executive Board shall assume their duties on January 1 and end on December 31 of each calendar year. Should a PTSC election not occur as outlined in this Constitution, the Executive Board shall remain in office until such election is held.
5. Must be a Voting Member age 18 or older.

### **Article 9 Nominations and Elections**

1. Officers and Board members shall be elected at the PTSC annual year-end awards banquet.
2. The PTSC members present at the regularly scheduled PTSC August general meeting shall elect a Nominating Committee of at least three members, not more than one of whom may be a member of the Executive Board. The PTSC President shall not serve on the Nominating Committee.
3. The PTSC Nominating Committee shall propose a minimum of one person to be elected for each position.
4. After securing the consent of each person so nominated, the Nominating Committee shall present the slate of candidates to the PTSC membership at the regularly scheduled PTSC September general meeting.
5. Additional nominations may be made from the floor at the regularly scheduled PTSC October general meeting by any member in attendance. Nominations from the floor must be accepted by the nominee either in person or by written statement made available to the PTSC Secretary at this meeting.
6. No person may be a candidate for more than one elected position. Nominations from the floor shall not include persons which have accepted the nomination from the Nominating Committee.
7. Written notice of the final slate of nominations shall not be required.
8. All members as defined in the PTSC by-laws are eligible for PTSC voting privileges. PTSC voting privileges are limited to members 16 years of age and over. There shall be one vote per eligible PTSC member. There shall be no voting by proxy.
9. The nominated Officer candidate receiving the greatest number of votes for each office shall be declared elected. Ballots with votes for more than one nominee in an Officer position shall be disregarded in the computation of that specific Officer Position vote.
10. The six nominated candidates for Board positions with the greatest number of votes shall be declared elected. Such that, if there are ten nominated persons for the PTSC Board then PTSC members shall vote for no more than six Board members. The six nominees with the greatest number of votes shall be elected as the new Board. Ballots with votes for more than six

Board members shall be disregarded in the computation of Board member votes.

11. All Officers and Board members are to be elected by a closed/secret ballot. In the event, that there is only one nominee for each position, a motion may be made to accept the nominees by acclamation. Should any position have more than one nominee, then a secret ballot will be required for that position.
12. Absentee voting shall be allowed only in the election of Officers, Board members, and Amendments to the Constitution.
  - 12.1. Absentee ballots shall be submitted to the Secretary in writing prior to the meeting where the vote is to be taken. Ballots may be physically delivered to the Secretary in a sealed envelope, or mailed to the PTSC Post Office Box. The Post Office box will be checked by a PTSC Officer just prior to the meeting where the vote is to be taken. Ballots received after this time will be disregarded in the vote count. All absentee ballots must be signed by the member.
13. Vacancies in office shall be handled as follows:
  - 13.1. In the event of death, resignation, incapacity, or removal of the President, the Vice President shall become President for the unexpired portion of the term. No election or confirmation of this change shall be required.
  - 13.2. Vacancies in offices other than the President shall be filled for the unexpired term from the existing PTSC Board members; however, if no Board member will assume the position, the position will be filled by appointment from the Executive Board. No election from the PTSC general membership is required.

#### **Article 10 Duties of Officers**

1. The President shall:
  - 1.1. Be the principal Officer of the PTSC.
  - 1.2. Preside at all PTSC meetings and of the Executive Board.
  - 1.3. Serve as ex-officio member of all committees except the Nominating Committee.
  - 1.4. Bring to the attention of the PTSC all pertinent information.
2. The Vice President shall:
  - 2.1. Perform the duties of the President in the absence of the President.
  - 2.2. Become President for the unexpired term of the President subject to Article 9 Section 13.
  - 2.3. Serve in such other capacity as assigned by the President.
3. The Secretary shall:
  - 3.1. Take and record accurate minutes of the proceedings of all meetings of the PTSC and Executive Board.
  - 3.2. Preserve in a permanent files all records and letters of value to the PTSC.
  - 3.3. Conduct all business correspondence of the PTSC.
  - 3.4. Maintain a current roster of PTSC membership.
  - 3.5. Provide a copy of the Constitution and the By-Laws of PTSC to each member.
  - 3.6. Provide a copy of the Constitution and By-Laws to the incoming executive board by December 31st of the current year.

4. The Treasurer shall:
  - 4.1. Have charge of all monies of the PTSC and shall report all uses thereon at all meetings.
  - 4.2. Collect all PTSC membership dues.
  - 4.3. Deposit all monies in the name of PTSC in a PTSC bank account approved by the Executive Board.
  - 4.4. Provide the Secretary a timely list of membership dues payments.
  - 4.5. Pay all bills or monies due as authorized by the Executive Board or membership vote.
  - 4.6. Keep an itemized record of all income, expenses, deposits, checks, bills, etc. in a permanent file.
  - 4.7. Have the PTSC financial records open to inspection at any time as the request of the Executive Board.
  - 4.8. Deliver all PTSC records maintained by the Treasurer to the newly elected Treasurer no later than 15 days following new Treasurer's appointment.
5. The Executive Board Members shall:
  - 5.1. Supervise the affairs of the PTSC.
  - 5.2. Make recommendations for the PTSC's growth and prosperity;
  - 5.3. Make recommendations regarding proposed amendments to the PTSC Constitution or by-laws.
  - 5.4. Transact any PTSC business between PTSC general meetings and report thereon at the next PTSC general meeting.
  - 5.5. Hold a minimum of four meetings per year. Dates shall be determined by the Executive Board and do not require general member notification.
  - 5.6. Have at least five Executive Board members present, including two Officers, to conduct PTSC Business.
  - 5.7. Have the right to censure, suspend or expel any PTSC member for conduct detrimental to the PTSC as outlined in Article 4 Section 2.

### **Article 11 Standing Committees**

1. Committees not specified in the PTSC Constitution may be created or removed at the will of the PTSC membership and shall be listed in the PTSC by-laws.
2. A Committee shall be created or amended by motion from the floor at any regularly scheduled PTSC general meeting. Committee duties, obligations and responsibilities shall be maintained and listed in the PTSC by-laws. A proposed committee shall be approved by a simple majority vote of members in attendance at the meeting.
3. Committee chairpersons shall be added by motion from the floor at any regularly scheduled PTSC general meeting. Committee chairpersons shall be approved by a simple majority vote of members in attendance at the meeting.
4. All PTSC Committee actions listed in the PTSC By-laws which require a vote of the PTSC general membership shall be conducted at any regularly scheduled PTSC general meeting. Votes do not have to be announced in advance and shall require a simple majority approval from members present at the meeting where the vote is taken. No proxy voting shall be allowed.

## **Article 12 Property**

1. No PTSC member shall loan, rent or sell PTSC property/equipment without the approval of the Executive Board.
2. No PTSC member shall use and PTSC property/equipment for personal use without the approval of the Executive Board.
3. All PTSC property/equipment shall be kept in a location approved by the Executive Board.
4. Before any equipment that is rented or loaned to another party, the other party and the Board member responsible will be required sign the PTSC rental/loan agreement.

## **Article 13 Amendments**

1. Amendments to the PTSC Constitution and By-Laws may be proposed by the Executive Board, by a duly elected committee, or from the floor at the first (1st) regularly scheduled PTSC general meeting of the fiscal year and be voted on at the 2nd regularly scheduled PTSC general meeting.
2. Proposed amendments to the PTSC Constitution and By-Laws shall first be published in the PTSC newsletter or in a mailing to all known PTSC members. The notice shall include the date of a regularly scheduled PTSC general meeting at which the proposed amendment shall be discussed. The proposed amendment shall be voted on at the next regularly scheduled PTSC general meeting following the club discussion. The date of this meeting shall be announced at the meeting when the proposed amendment is discussed. A two-thirds majority of members in attendance at the meeting which the vote is taken shall be required to amend the PTSC Constitution.
3. The PTSC by-laws shall contain a section consisting of permanent and yearly rule changes and other such rules allowed by the PTSC Constitution. Changes, deletions, or additions to the by-laws shall be governed by this Constitution. No changes, deletions or additions to the PTSC by-laws may violate, change, or nullify any Article of this Constitution. Proposed changes to the by-laws shall be made in the form of a motion from the floor at any regularly scheduled PTSC general meeting. Proposed changes shall be approved by a simple majority vote of members in attendance at the meeting. Permanent rules shall be maintained in the by-laws until rescinded or changed. Temporary rules, or one time motions, shall be deleted at the end of each fiscal year.

## **Article 14 Dissolution Clause**

1. In the event that the Peculiar Tenderfoot Saddle Club disbands, all remaining, unallocated PTSC funds shall be paid to the Cass County 4-H office with provisions that the funds be made available to the Cass County 4-H Horsemanship Committee.