

WESTERN RIDERS OF VIRGINIA Bylaws

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Article I Name

A. This corporation shall be known as WESTERN RIDERS OF VIRGINIA, INC., hereafter called WRV.

Article II Purpose and Aim

- A. The purpose and aim of Western Riders of Virginia is to promote an interest in western horses and western horsemanship among the people in our locality and to promote good citizenship in all members, both young and old.
B. To offer help in case of disaster or emergencies to all enforcement agencies in the locality.
C. It is to be non-partisan, non-political, and non-sectarian.

Article III Parliamentary Procedure

- A. WRV's meetings will follow Robert's "Rules of Order", in Robert's "Rules of Order".
B. Any subject not covered in WRV bylaws will be governed by the Virginia Code: 13.1-801 through 13.1-945.

Article IV Membership

Section 1 – Membership Qualifications

- A. Any person wanting to promote western horsemanship and western riding in the community.
B. Membership applications will be taken into the club with the appropriate dues paid and with a WRV written application form.

Section 2 – Membership Defined

- A. A single Membership is one person aged 18 years or over, as of January 1st of the current year.
B. A person under the age of 18 years, as of January 1st of the current year, must join under a family membership.
C. A family membership will consist of the following:
1. Parent or Parents, spouse, or legal guardian.
2. Any child under the age of 18 or legal dependent up to the age of 25 enrolled as a full-time/part-time student and living under the same roof.
3. Any senior citizen over the age of 65.
D. In a family membership, each individual family member is considered a WRV member.
E. Active duty military members will have their dues waived after providing appropriate military duty assignment orders/documentation.

Section 3 – Membership Dues

- A. Membership will run from January 1st until December 31st.
B. Payment of dues must be received on or before January 1st of each year. If not paid by January 31st, membership will be terminated effective, February 1st.

Section 4 – Grievance/Disciplinary Action

- A. If any person wishes to file a complaint against a WRV member, he/she must do so in writing, postmarked or emailed within 72 hours of the incident, to the current WRV president.
B. The complaint must include: date, person(s) involved and details of the incident.
C. Upon receipt of the complaint, if the President is able to resolve the matter with the Plaintiff no further action will be taken. If not, a meeting will be scheduled with the Plaintiff, accused, and board members within 10 days to be held within 20 days of the written complaint.
D. The board will meet and hear from all parties and make a decision for resolution. If either party disagrees with the decision of the board, they may appeal the decision within 5 days to the grievance committee (see Article XI, section 3, paragraph H).
E. A grievance committee will be formed and a meeting held within 14 days of the appeal notice. The grievance committee decision will be final unless dismissal/removal is recommended.
F. If removal/dismissal is recommended by the grievance committee, this will require 2/3 vote of the eligible membership present at the next held general membership meeting to become official.
G. At any time, the Plaintiff may withdraw his/her complaint. Any action in place will cease at that time.

Section 5 – Resignation of a Member

- A. A member may resign his/her membership with written notice. No refunds will be given. A new membership application and fee must be submitted to renew membership with WRV.

Article V Officers

Section 1 – Officers

A. The officers of WRV shall consist of the following:

1. President
2. Vice President
3. Secretary
4. Treasurer

Section 2 – Duties of Officers

A. President

1. Shall preside at all WRV Board and General Membership meetings.
2. Shall see that all WRV rules are followed or bring them to the attention of the Board.
3. Shall be available to all WRV members to discuss WRV business.
4. If an emergency arises he/she will immediately call a Board meeting to address the situation.
5. Will be an ex-officio member of all committees, except the Nominating Committee.
6. The President will only vote in the event of a tie or in elections for next year's officials.
7. The President shall ensure that all officers and Board members comply with their respective positions.
8. The President will present a yearly calendar of meeting dates to be included in the second newsletter of the coming year.
9. The President shall sign all lease agreements for the club.

B. Vice President

1. Will assist the President in the business of WRV.
2. Will perform duties in the absence of the President.
3. Will attend all Board and General Membership meetings.

C. Secretary

1. Will take and keep a record of WRV business inclusive of, but not limited to, dates of events, Board meeting minutes, and general membership meeting minutes.
2. Will produce and read minutes of past meetings.
3. Will provide the Corresponding Secretary a summary of the meeting for inclusion in the newsletter.
4. Keep current membership and voter eligibility list.
5. Maintain a permanent record of all correspondence and minutes in the permanent records of WRV, located in the clubhouse.
6. Will attend all Board and General Membership meetings.

D. Treasurer

1. This position is responsible for all WRV funds.
2. Must present a current, detailed financial report at all WRV meetings.
3. Duties of this position are inclusive of, but not limited to, receipt and payment of monthly bills, reimbursement of authorized expenses, and monthly balance of all accounts.
4. File WRV charter with the State Corporation Commission.
5. Copies of bills, receipts, deposits, and payments for review shall be made within 10 days of a member's request.
6. This position shall be bonded if the amount in the treasury exceeds \$50,000.00.
7. This position shall maintain a copy of monthly financial reports and year-end financial reports, as well as year-end receipts and records, in the official records that are maintained in the WRV clubhouse.
8. Will attend all Board and General Membership meetings.
9. Prepare budget for upcoming year in conjunction with Finance Chairperson.
10. Accept applications and dues. Provide membership list and voter eligibility list to Secretary.

Section 3 – Election and Nomination Rules

- A. The Nomination Committee will present their slate of nominees at the October meeting.
- B. Ballots will be accepted at the November and December membership meetings.
- C. Additional nominations will only be taken at the annual December meeting for vacant positions.
- D. The officers and Board of Directors of WRV will be elected by majority vote of the eligible voting General Membership at the December annual meeting.
- E. To be eligible for nomination, the member must be at least 21 years of age, except youth representative, in good standing with dues paid, and not be a convicted felon.

F. Qualification for nominee as president requires a minimum of 2 membership terms. Other nominees require a minimum of 1 membership term.

Section 4 – Terms of Office

A. The Term of Office for Officers and Board members will run from January 1st until December 31st.

Section 5 – Officer Resignation

A. Resignations must be submitted in writing to a Board member of WRV.

B. The President or acting President shall appoint, within 30 days, a qualified WRV member to assume the vacancy for the remainder of the term.

C. The Corresponding Secretary shall immediately send notice of this change to the membership.

Section 6 – Officer Removal

A. Any grievance against a Board member or Officer will follow the same rules Article IV, Section 4 of WRV bylaws.

Article VI Board of Directors

Section 1 – Purpose

A. To oversee and handle the general welfare of WRV.

Section 2 – Membership of the Board

A. The Board of Directors shall consist of the following:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Immediate Past President
6. Five Directors
7. Finance Chairperson
8. Show Chairperson
9. Corresponding Secretary
10. Equipment/Building Supervisor

Section 3 – Duties

A. President - See Article V, Section 2, paragraph A

B. Vice President - See Article V, Section 2, paragraph B

C. Secretary - See Article V, Section 2, paragraph C

D. Treasurer - See Article V, Section 2, paragraph D

E. Immediate Past President

1. Shall attend all Board and General Membership meetings.

F. Five Directors

1. Directors shall bring all member concerns to the Board for resolution.
2. They shall assist with research and planning of all projects involving WRV.
3. Attend all Board and General Membership meetings.
4. Directors will assist and be available to the members for any concerns and/or projects concerning WRV.

G. Finance Chairperson

1. This position is responsible to see that the books are audited and tax returns are filed yearly.
2. In the event a major project is needed, this position is responsible for organizing a committee.

The responsibility of the committee will be to obtain quotes to present to the Board, as well as suggest fundraising ideas to fund the projects.

3. The Financial Chairperson shall manage all WRV-approved items recommended for sale.
4. Attend all Board and General Membership meetings.
5. Will work in conjunction with the Treasurer to campaign for upcoming year fundraising needs.

Write a budget for the upcoming year.

H. Show Chairperson

1. Will be the Chairperson of the Show Committee.
2. This position will propose dates of regular, jackpot, and fundraiser shows for the upcoming year.

3. Once a show is scheduled and approved, this position will have charge of filling all positions listed on the "show detail work list."
4. This position will keep an ongoing record of show results and year-end points.
5. This position will keep an ongoing record of shows worked by members, which is required for year-end awards.
6. Attend all Board and General Membership meetings.
7. Will work in conjunction with the Equipment/Building Supervisor to record the work details.

I. Corresponding Secretary

1. This position will be responsible for distribution of the newsletter to the club membership. Newsletter will be sent via e-mail unless member does not have e-mail in which case it will be sent by United States Postal Service (USPS). The newsletter may include but not limited to the treasurer's report, decisions made by the Board, and minutes from the previous membership meetings.
2. All other items requested by the President or Committee Chairperson to be included in the newsletter.
3. This position will be responsible for posting dates of scheduled meetings, show dates, events, etc. via e-mail, website, and WRV Facebook Page or social media page.
4. This position will oversee the WRV website & Facebook Pages.
5. This position shall send all Get Well gifts, cards, and handle bereavement issues for WRV.
6. Attend all Board and General Membership meetings.

J. Equipment /Building Supervisor

1. Will be in charge of organizing a committee to maintain all equipment on the grounds. All equipment will be serviced and repairs reported to the Board of Directors.
2. In charge of building inspections, kitchen winterization, well, etc., to prepare for winter months.
3. Will be responsible for servicing tractor, equipment and parts, as well as checking and fueling all tanks on a monthly basis.
4. Shall be the chairperson for the Work Detail Committee.
5. Attend all Board and General Membership meetings.
6. Will work in conjunction with the Show Chairperson to document all work details worked by members for year-end points.
7. Responsible for approving any/all work details of a member that goes towards work details for year-end awards.

Section 4 – Election

- A. See Article V, Section 3.

Section 5 – Term

- A. Each member of the Board of Directors shall serve a one-year term.

Section 6 – Meetings

- A. The Board of Directors shall meet when needed, at least four (4) times a year.
- B. All Board members must be notified, via telephone, e-mail, or USPS of any Board meeting or business.
- C. If a Board member misses two or more consecutive Board meetings without cause, that member will be subject to dismissal.

Section 7 – Quorum

- A. In order to have a vote of the Board members, a majority of the Board members must be present.

Section 8 – Dismissal

- A. See Article V, Section 6.

Article VII Other Elected Positions

Section 1 – Junior Representative

- A. Shall plan social activities for the youth groups.
- B. Will present fundraiser ideas to the membership.
- C. Shall keep an accurate record of the youth account and request funds from the WRV treasurer when needed for functions approved by the board.

Article VIII Appointed Positions

Section 1– Trustees

A. The trustees shall be three in number, appointed by the President and approved by the Board.

Section 2– Trustee Qualifications

A. A member in good standing for three years.

B. Must be able to hold a three-year position.

Section 3– Trustee Term

A. The terms of the trustees shall be staggered; one position to be appointed each year.

B. One trustee is appointed each year as their term ends. (1) For 3 years, (1) For 2 years, and (1) For 1 year

Section 4– Trustee Duties

A. The trustees will serve as the Arbitration Committee between WRV members and WRV Board when called.

B. The trustees will also serve on the Grievance Committee.

Article IX Membership Meetings

Section 1 – Meetings

A. The General Membership will meet no less than 4 times a year.

B. WRV annual meeting will be held in the month of December.

Section 2 – Notification

A. All members will be made aware of scheduled meetings by way of WRV newsletter, via e-mail, website, and WRV Facebook page or social media page.

Section 3 – Business

A. Any known WRV business will be included in the newsletter and sent to the membership.

B. A current membership list must be present at all meetings.

Section 4 – Quorum

A. In order for WRV to conduct a General Membership meeting, 5% of the voting membership must be present.

Article X Voting

Section 1 – Votes and Qualified Voters

A. A qualified voter must have membership dues paid at least one membership term preceding the meeting when the vote takes place.

B. A qualified voter must be 15 years of age or older as of January 1st, of the current year.

C. Only qualified voters will be allowed to vote at meetings.

D. A list of qualified voting members shall be provided prior to voting.

Section 2 – Voting Methods

A. A written ballot will be used for all Board of Director and officer elections.

B. A verbal or written vote can be used for any regular WRV business.

C. There will be no proxy or mail-in votes.

D. The Secretary and the Nominating Chairperson will validate all ballots at the annual December meeting.

Article XI Committees

Section 1 – Committee Titles

A. Advertising Committee

B. Bylaw and Show Rule Committee

C. Concession Stand Committee

D. Nomination Committee

E. Show Committee

F. Work Detail Committee

G. Youth Committee

H. Grievance Committee

Section 2 – Formation of Committees

A. These bylaws will be valid for all committees with the exception of the Grievance Committee.

B. All committees will have a set number of persons needed for each committee, which will be determined by its Chairperson.

C. All committees will have a sign-up sheet for consideration of members for committee assignment.

D. The persons listed on the committee sheet will be recommended to the President and a Chairperson will be chosen for that committee, except where otherwise predetermined.

E. Additional member names interested in being on a particular committee will be kept by the Chairperson and called upon at a later date if needed.

F. If there is no interest by any member, the President may, at his/her discretion, appoint members to take charge of a committee.

G. Terms of all committees are one year.

Section 3 – Duties of Each Committee

A. Advertising Committee

1. This committee oversees the organization of the WRV ad book.

2. This committee presents advertising ideas to promote WRV to the Board and, upon approval of the Board, carry out these ideas; i.e., newspaper, classified, television, etc.

B. Bylaw – Show Rules Committee

1. This committee takes recommendations from the membership and Board of Directors for bylaws and show rule changes throughout the year.

2. To research requests for changes to determine if the change will remain in the best interest of WRV, not conflicting with any other standing bylaw, show rule, and/or articles of incorporation.

3. Present to the Board of Directors any recommended changes to be voted on by the general membership.

C. Concession Stand Committee

1. This committee will organize the operation of the concession stand; i.e., purchase food and supplies, work the stand, obtain volunteers for assistance from the Show Committee, and clean up.

2. Present ideas to the Board for consideration of improvements and/or needed work before beginning the task.

D. Nomination Committee

1. The Nomination Committee will be made up of a Chairperson appointed by the President, and additional members chosen by the Chairperson.

2. This position will make and take nominations, in the month of September of qualified WRV members to hold positions in the upcoming year.

3. Will contact ALL candidates to confirm commitment to the nomination and position if elected for the year.

4. A slate will be sent to the Corresponding Secretary, which will be forwarded to the membership not less than 7 days prior to the November meeting, and voting will be held at the November and December meetings.

E. Show Committee

1. The Show Chairperson will be in charge of this committee.

2. Make sign-in sheets available to verify members working a show and have the signature of one committee member to verify that the work has been completed.

3. Assist Show Chairperson in any way needed.

4. Obtain needed workers for various positions needed, not on the sign-up sheet, to run shows.

F. Work Detail Committee

1. The Equipment /Building Supervisor shall be the chairperson over this committee.

2. This committee will be responsible for scheduling and notifying the Corresponding Secretary of scheduled work detail dates.

3. This committee will see that all attending members sign a worksheet, with the attending Board member signing off on each working member.

4. Responsible for providing a completed sign-up sheet from each detail to the Show Chairperson and Corresponding Secretary to be included in the newsletter.

G. Youth Committee

1. The Junior Representative will be the chairperson of this committee.

2. This committee will hear ideas or concerns from the youth and present them to the Board of the WRV, as well as advise members of the outcome.

3. This committee will be responsible for organizing all youth activities for the membership.

H. Grievance Committee

1. The Grievance Committee will be made up of the three trustees, one person selected by the accuser, and one person selected by the accused.
2. This committee is to handle any grievances or disputes among the members, board of directors or officers.

Article XII Awards Eligibility

Section 1 – Age Requirements for Work

- A. Any member may complete their own work detail or have a worker work on their behalf at no cost to the club with prior approval from the board of directors.
- B. No persons under 12 years of age will be allowed to work in the concession stand.

Section 2 – Work and Verification of Work Completed

- A. All members need to complete or schedule a work detail before June 30th, unless they join after June 30th in which case, they will need to schedule their work detail with the Equipment/Building Supervisor.
- B. If a medical condition prevents completion of a work detail, another member may work for them if approved by Equipment/Building Supervisor and /or Board of Directors.
- C. A member must provide help at not less than 2 shows.
- D. The Work Detail Committee will verify whether or not members have completed their work details.
- E. Disagreements regarding work will be brought to the attention of the Board of Directors.
- F. Members may not complete a work detail and declare this as their completion of work detail without prior approval of Equipment/Building Supervisor.

G. Service in Board positions or Committee positions will count towards show and/or work detail requirements.

H. All work details needing completion after show season can be scheduled and counted towards next year's requirements, with the approval of the Work Detail Chairperson.

I. If a WRV member has the ability for a contractor (whether it be an electrician, plumber, etc.) to complete a need that the club has at no labor cost to the club, then this work may be considered a work detail for that member provided prior permission has been given by the Equipment/Building Supervisor and prior notification of the Board.

Section 3 – Opt-Out Fee

- A. Individual WRV members wishing not to complete the work detail may pay a fee by June 30th, or at the time of membership, if after June 30th.
- B. The opt-out fee is only for one member and does not exclude that member from working the WRV shows.

Section 4 – Champion and Reserve Champion

A. There will be a Champion and Reserve Champion Year-End Award/Title in each of the divisions defined in the horse show rules. The member with the highest points in each Division will be the Champion for that Division and the second highest point earner will be the Reserve Champion. If the member has completed the qualifications for awards he/she will receive the award accordingly.

B. Individuals may not win more than one division award/title.

C. Individuals eligible for two awards/titles must accept the award/title in the event with the highest Place.

D. In the event of a tie for Champion, WRV will award two champion awards/titles and no reserve. If there is a reserve tie, WRV will award the champion award/title and two reserve champion awards/titles.

E. The club will pay up to \$100.00 towards the Championship award and up to \$75.00 towards the Reserve Championship award.

F. In addition to completing their show work and work detail, a member must enter/compete in their division at a minimum of 50% of the regular shows in order to be considered for Year-End Champion and Reserve Champion awards.

Section 5 - Kenny Perry and Arianna Cox Perpetual Sportsmanship Awards

A. The Kenny Perry Perpetual Sportsmanship Award will be an annual award given to an adult member who has shown good sportsmanship and volunteered their time and service to the betterment of WRV. The recipient's name will be engraved on this award and may be retained by the recipient for one year.

B. The Arianna Cox Perpetual Sportsmanship Award will be an annual award given to a youth member who has shown good sportsmanship and volunteered their time and service to the betterment of WRV. The recipient's name will be engraved on this award and may be retained by the recipient for one year.

C. The Steve Creech Perpetual Dedication Award will be an annual award given to an adult or youth member who has shown dedication and a good work ethic and volunteered their time and service to the betterment of WRV. Someone who works hard on a consistent basis emphasizing teamwork and collaboration. The recipient's name will be engraved on this award and may be retained by the recipient for one year.

Section 6 – Points for the Year

A. Points will go to one rider/one horse or pony for the season, unless unforeseen circumstances arise with the horse or pony; i.e., death or permanent injury.

B. If the horse/pony should die or become permanently injured; points may be transferred to a second horse or pony with approval from the Board of Directors.

C. If the second horse/pony is permanently injured or dies, the Board of Directors will decide if the points will go to a third horse/pony.

Article XIII Rental of Grounds and Buildings

Section 1 – Clubhouse

A. Members may have use of the clubhouse for personal functions upon approval by the President and with proper notification.

B. If a member rents the clubhouse for a private non-public function an insurance policy must be obtained and a Certificate of Insurance must be provided to the Board prior to the event.

C. Non-members wishing to rent the clubhouse must complete an application, sign a rental agreement, and obtain an insurance policy. A copy of all rental agreements must be filed in the permanent records of WRV.

D. All persons using the clubhouse must clean the facility after each use.

E. All members shall have access to the clubhouse during all WRV activities.

Section 2 – WRV Grounds Rental

A. Members or non-members interested in renting the grounds must sign a rental agreement and follow the rules outlined on the rental agreement.

B. Rental agreements shall include, but not be limited to, rental fee, due dates, buildings rented, equipment rented, required Certificate of Insurance for coverage, and clean-up agreement.

C. The rental agreement must be signed by the President and all parties responsible for renting the grounds.

D. Copies of all rental agreements must be kept in the WRV permanent records.

Section 3 – Trailer Rental

A. Persons renting the singlewide trailer must follow the rules of the rental agreement provided by WRV, signed by the President, and approved by the Board of Directors.

B. The singlewide trailer will not be rented without the renter/liability insurance policy. A Certificate of Insurance must be provided prior to the move-in date and must stay active while residing on the premises.

C. A copy of the lease agreement and Certificate of Insurance must be kept in the WRV permanent records.

D. Renters will be required to join WRV and pay the membership dues.

Article XIV General Rules

Section 1 – Contracts

A. The Board of Directors must review all contracts yearly.

Section 2 – Ring and Equipment

A. WRV members may use the ring and equipment. Equipment is not to be removed from the grounds without prior written permission from the Board. Timers, PA system or water pump are not to be used by the General Membership, at any time, other than show/event days. Use of the tractor must have prior approval from a board member.

B. Damage to equipment or ring must be reported immediately to the President or a Board member.

C. Use of the arena lights will be allowed on Friday nights and family nights. In cases where there is a scheduled event on Friday or Saturday the lights can be used the prior Thursday night.

D. On nights other than Family night, members may use the arena lights, with prior approval by an officer, for a fee of \$20.00. Unauthorized use of the arena lights may result in membership suspension.

E. Lights MUST be turned off before 11:00 p.m. on non-public dates.

Section 3 – Selling on Club Grounds

- A. All vendors selling on club grounds must first be approved by the president.
- B. Fees should be collected by the Treasurer or in his/her absence by the Show Chairperson.
- C. Any WRV member or Sponsor may set up on the show grounds at no charge with appropriate notice during WRV sponsored shows.

Section 4 – Records

- A. All records pertaining to previous business of WRV shall be kept in the permanent WRV records, which will be located in the WRV clubhouse. These records are not to be removed for any reason.

Section 5 – Flowers in Bereavement

- A. The club shall pay up to \$75.00 for flowers/other sent for Bereavement of club member or a member of their immediate family; spouse, mother, father, child, brother, sister. All others receive a card.

Section 6 – Building admittance

- A. A set of all building keys will be given to all officers, Show Chairperson and Equipment/Building Supervisor.

Article XV Procedural Changes

Section 1 – Bylaws

- Any Bylaw changes submitted to the Bylaw Committee and approved by the Board may be amended by majority vote of the eligible voting members present at regular business meetings once quorum has been met, see Article IX, Section 4, provided the amendment(s) are given a minimum of thirty day (30) waiting period after presentation and members are notified in writing.

Section 2 – Horse Show Rules

- A. These rules govern the operation of WRV sponsored shows and not the bylaws.
- B. Horse Show Rules may be amended by vote, prior to the first show, of the majority of members present and voting at any regular business meetings, once quorum has been met, see Article IX, section 4, provided the amendment is given a thirty day (30) waiting period after presentation and the members are notified in writing.
- C. Individual rules will not be changed after the first show date of the season.