

**BYLAWS OF THE WESTMINSTER RIDING CLUB, INC.**

Last Adopted April 20, 1992

Revised January 22, 2011

*These By-laws, approved and adopted at a meeting of the general membership of the Club on January 25, 2003, amend, modify and alter all previous By-laws under which the Club has operated.*

**ARTICLE I: OFFICERS**

**Section 1:**

The officers of this club shall be the President, Vice-President, Treasurer, Recording Secretary who shall be elected by the Club to serve the term of one year.

**Section 2:**

(a) **President:** The President shall preside at all meetings, shall have general and active management of the business having general superintendence and direction of all officers of the club to see that their duties are properly performed, making a report of the activities of the Club for the year at the annual meeting, and shall keep the Board of Governors acquainted with the business of the Club.

The President shall call monthly meetings of the Board of Governors. Special meetings of the Board of Governors shall be called at his/her discretion.

(b) **Vice President:** The Vice-President shall be vested with all the powers of the President when the President is absent.

(c) **Treasurer:** The Treasurer shall collect the dues and all moneys belonging to the Club. The Treasurer shall keep full and accurate accounts of all receipts and disbursements in books belonging to the Club in a bank as directed by the Board of Governors.

He shall disburse funds from the accounts directed, and if not directed, from the account of said bank, taking proper vouchers for such disbursements, and shall render at the regular meeting of the Board, or whenever they may require it, an account of all his transactions as Treasurer of the financial conditions of the Club, and shall make a full report to the members at the annual meeting. He shall at all times be open to inspection by the Board of Governors and by the Auditing Committee.

(d) **Recording Secretary:** The Recording Secretary shall write the minutes of all meetings of the Board of Governors and meetings of the membership, shall record all votes taken, and shall perform all further duties as directed by the President.

**ARTICLE II: GOVERNORS**

**Section 1:**

There shall be no less than nine (9) Governors who are to include the four officers of the club, the past president and four elected from the membership of the club. Annually, beginning in 1988; one shall be elected for one year and three shall be elected for two years.

The Governors shall be the controlling body of the Club and shall meet at the call of the President.

Any vacancy in any office shall be filled by said Board of Governors.

### **ARTICLE III: MEMBERSHIP**

#### **Section 1:**

There shall be a Membership Review Committee which shall consist of three members. They will be appointed by the President and not be members of the Board of Governors. Their names shall not be divulged by the President.

They will investigate and recommend to the Board of Governors any applicant for membership and also recommend whether or not the said applicant should be received into membership of the Club.

If all three of the Membership Review Committee shall vote against the applicant, his/her name, thereby, is rejected; however, if less than three shall vote against applicant, his/her name shall be announced to the Board of Governors by the President. The vote of the Membership Review Committee shall be announced to the Board of Governors. The members of the Board of Governors shall conduct a thorough investigation of the applicant. At the next regularly-scheduled meeting of the Board of Governors, they shall vote against the applicant. If three (3) or more of the Board of Governors shall vote against the applicant, he shall not be admitted to the Club; however, if less than three (3) of the said Governors shall vote against the applicant, he shall be invited to join the club.

#### **Section 2 :**

Any applicant who has been denied membership by due process of the Bylaws may not be re-proposed for membership by any sponsor within a period of one (1) year from the date of said denial.

#### **Section 3:**

All voting by the Membership Review Committee and the Board of Governors in regard to membership shall be by secret vote.

A requirement of one (1) year residency in Carroll County may be imposed on application for membership on the vote of a majority of the Board of Governors. When this requirement is imposed, it shall remain in effect for a minimum of six (6) months from the date it is imposed and shall be reviewed not less than once a year by the Board of Governors. The membership shall be notified when the requirement is imposed.

#### **Section 4:**

There shall be four (4) classes of membership for which dues are chargeable and payable each year.

(a) A FULL FAMILY membership shall consist of a husband, wife and any of their dependent children under the age of 23. Dependents of a FULL FAMILY Membership shall be entitled to pool and tennis privileges until such time as they marry or reach the age of 23. Dependents, however, shall not be entitled to clubhouse privileges, except as guests and all dependents must be registered with the club.

(b) A HUSBAND AND WIFE Membership shall consist of a husband and wife. If a husband and wife, with dependent children, elect this class of membership rather than a FULL FAMILY Membership, dependents under age 18 *shall not*, even as a guest, be entitled to pool and tennis privileges; and dependents between 18 and 23 years of age shall be entitled to such privileges only as paying guests.

(c) A SINGLE PARENT Membership shall consist of either an unmarried mother or father with dependent children under the age of 23. Dependents of a SINGLE PARENT Membership shall be entitled to pool and tennis privileges until such time as they marry or reach the age of 23. Dependents, however, shall not be entitled to clubhouse privileges except as guests and all dependents must be registered with the club.

(d) An INDIVIDUAL Membership shall consists of a person 21 years of age or older. If an individual with either a spouse or dependent children elects this class of membership rather than one of the other membership classes, the spouse or dependents *shall not*, even as a guest, be entitled to pool and tennis privileges.

A FAMILY Membership shall automatically be converted to a HUSBAND and WIFE Membership and a SINGLE Membership shall automatically be converted to an INDIVIDUAL Membership effective April 1, 1996.

#### **Section 5:**

Changes in classes of membership must be requested in writing, approved by the Board of Governors, and shall be as follows:

(a) A HUSBAND AND WIFE Membership shall become a FULL FAMILY Membership effective the April 1 (beginning of a new membership year) after a first child's first birthday.

(b) A SINGLE PARENT Membership shall become a FULL FAMILY Membership effective the next billing period (April 1, July 1, October 1 and January 1) after they marry. The new spouse shall be considered a non-paying guest until that time.

(c) An INDIVIDUAL Membership shall become a HUSBAND AND WIFE Membership, or, if appropriate, a FULL FAMILY Membership effective the next billing period (April 1, July 1, October 1 or January) after they marry. The new spouse, and, if applicable, dependents, shall be considered as non-paying guests until that time.

(d) Any other changes in class of membership may only become effective on April 1, the beginning of a new membership year.

## **Section 6:**

*Resignation of membership* shall be requested in writing and may only become effective March 31, the end of the Club's membership year. All outstanding dues, both past due and due for the remainder of the membership year, must be paid in full before a resignation may be accepted. Under extraordinary circumstances, the Board of Governors, upon written request, may prorate or forgive the dues owing at the time a resignation is accepted.

## **ARTICLE IV: INITIATION FEES, MEMBERSHIP DUES AND OTHER FEES**

### **Section 1:**

The non-refundable initiation fee for all classes of membership is due and payable in full upon admittance into the Club and shall be as follows:

(a) The initiation fee for former members shall be equal to the difference, if any, between the initiation fee in effect at the time of their former admittance and the initiation fee in effect at the time of their re-application.

(b) The initiation fee for an INDIVIDUAL Membership shall be one-half of the above initiation fee until such time membership is changed to a higher class of membership. At the time of this change, the balance between the one-half fee paid and the current initiation fee is due and payable in full.

### **Section 2:**

Dues for all classes of membership are ANNUAL consistent with the Club's membership year (April 1 through March 31) and are due and payable in full at the beginning of the membership year. However, for the financial convenience of the membership and with the application of the appropriate handling fee, dues may be paid in two (2) equal payments in accordance with the Club's billing system (April 1 and July 1). If the total amount of dues and fees is not paid in full and/or the member has not made arrangements to pay in two equal payments and paid each installment by the due date(s), a late fee of \$50 (regardless of the class of membership) shall be applied to the total annual amount due. *(Revised 1/22/11)*

A fifty percent (50%) reduction in dues shall be given to any membership when any member of said membership attains the age of 65. The reduction in dues must be requested in writing and shall become effective at the beginning of the Club's next membership year (April) following the members' 65 birthday. *(Applies only if over 65 years of age or have been a member for 15 years and have no children on the membership).* *(Revised 1/25/03)*

A fifty percent (50%) reduction in dues shall be given to any husband and wife or individual membership after they have been members for 15 years. The reduction in dues must be requested in writing and shall become effective at the beginning of the Club's next membership year (April 1) following the membership's 15th anniversary. *(Applies only if over 65 years of age or have been a member for 15 years and have no children on the membership).* *(Revised 1/25/03)*

**The Annual dues and initiation fee shall be recommended by the Board of Governors to the membership in writing and voted on at the Annual meeting each year. Once the membership**

**adopts the recommendation the dues and fees will be payable as stated above. (This would also include the Handling fee).**

## **ARTICLE V: COMMITTEES**

### **Section 1:**

**The Nominating Committee:** There shall be a Nominating Committee comprising of three members appointed at least two months prior to the annual meeting. Said Committee shall submit in nomination the names of the officers and Governors for the ensuing year.

Further nominations may be made from the floor.

The consent of all nominees to serve must be obtained in writing prior to placing their names in nomination.

### **Section 2:**

**The Club Manager:** The President, with the approval of the Board of Governors, shall hire a Club Manager *who shall oversee the day to day operations* of the Club property and equipment. *Improvements will be made after approval has been given by the Board of Governors.*

### **Section 3:**

**The Auditing Committee:** The President shall appoint an Auditing Committee which shall consist of two members, who are not members of the Board of Governors, to examine the records of the Treasurer at the end of each fiscal year and submit a report to the general membership at the annual meeting.

### **Section 4:**

**Other Committees:** All other committees shall be appointed by the President by and with the consent of the Board of Governors.

## **ARTICLE VI: ANNUAL MEETING**

### **Section 1:**

The annual meeting for the election of officers and the transaction of other business shall be at the clubhouse, or other place designated by the President, on the fourth Saturday of January in each year. *(Revised 1/15/00)*

Notice of the annual meeting shall be e-mailed to each member no less than ten days before said meeting. Members without an email will be mailed a notice ten days before the said meeting. *(Revised 1/23/10)*

Each member of a FULL FAMILY, SINGLE PARENT, HUSBAND and WIFE OR INDIVIDUAL Membership, in good standing shall have one vote.

## **ARTICLE VII: SPECIAL MEETINGS**

Special meetings will be at the call of the President, or a majority of the Board of Governors upon notice of the time, place or purpose thereof, being given to each member.

#### **ARTICLE VIII: EXPULSION**

A member who shall have failed to pay his dues within 30 days from the date when due may be expelled by a majority vote of the Board of Governors. Any member whose conduct may be deemed unbecoming or adverse to the best interest of the Club and community may be expelled by a majority vote of the Board of Governors.

#### **ARTICLE IX: QUORUM**

A quorum for all meetings of the members shall be the members in good standing present and a majority of the Board of Governors.

A quorum for the Board of Governors shall be a majority.

#### **ARTICLE X: AMENDMENTS**

The Bylaws may be modified, altered or amended by a 2/3 vote of the members present at any general meeting of the Club or at a special meeting called within the provisions of Article VII.

#### **ARTICLE XI: PROCEDURE**

All rules of procedure not covered by these Bylaws shall be governed by Robert's Rules of Order.