

10/2/2019

Revised and Reprinted SBSC Bylaws:
Corrected and Approved by SBSC: 10/2/2019
To take effect 1/1/2020



The Incorporated Silver Bullet Saddle Club, 17363 Cty Rd 7, Box #399, Clearwater, MN 55320 and surrounding area is a registered non-profit organized society.

It is a dues paying membership society organized to perpetuate horsemanship and the cowboy way of life with conventions of mutual interest, such as: amateur and professional shows and rodeo as stipulated by the organizational rules.

The SBSC's primary purpose is to gather together people with a mutual interest in horses and the cowboy way of life and to display them in all classes of horsemanship. A ownership of a horse is not necessary.

The intent of the Silver Bullet Saddle Club is to educate our membership and the general public in the training, maintenance, health care, showmanship, feeding, pleasures and rewards received in the proper care and handling of horses.

The Silver Bullet Saddle Club meets to socialize with and encourage our members and the younger generation to attain higher levels of achievements and appreciation for horses.

GENERAL RULES

1. There will be NO DRINKING of alcoholic beverages while working on or participating in any SBSC event or meeting. An event is defined as an advertised and insured activity for profit or a parade. No smoking will be allowed while working with food. During the Rodeo Performance, there is a zero tolerance for alcohol consumption. (According to the by-laws under General Rules #1, pg 6. However, after the Rodeo Performance and during the dance portion social drinking will be allowed. If you consume ANY alcohol you will not be permitted to interfere with any potentially legal decisions that may arise. If an incident occurs due to excessive alcohol consumption involving a club member(s) the Board of Directors and the offending club member(s) will review the incident immediately with Wright County Sheriff and the situation could result in termination of club membership(s). Board of Directors will review with offending member within 24 hours after incident.
2. SBSC will purchase all Secretary and Treasurer supplies.
3. NO OFFICIAL EVENT OR FUNCTION shall be held on the SBSC Arena Club Grounds or Leased Properties event committee and or majority vote of gm of the SBSC.
4. GM, Officer, or Board of Dir members can be a vendor provided they pay all required vendor fees and still provide proper participation at all events.
5. All SBSC GMs shall have access to the SBSC Arena and leased or owned properties, unless rental committee has leased out to private party per GM.
6. All new members will be formally introduced to the GM at a Regular monthly meeting of the SBSC.
7. If an SBSC GM is suspended and membership terminated, that person must write a letter to the SBSC, c/o The Board of Directors, for a review for re-admission to the SBSC. A review and a rejection by the Board of Dir. Will establish a permanent membership rejection.
8. Donations to any person or organization must be approved by majority vote at a general membership meeting.
9. In case of hospitalization or illness of an SBSC member or contributing party to the club, a gift not to exceed \$40 will be sent to the member. Secretary or Treasurer must be notified so they can have gift delivered.
10. In the case of the death of a member or contributing party to the club, an allowance not to exceed \$75 will be used to send money or flowers. Secretary or Treasurer must be notified so they can have gift delivered.
11. Should the SBSC dissolve, all property will be sold and all debts satisfied. Any money left will be donated to a non-profit horse related organization as a scholarship fund.
12. The SBSC President, Vice President, Secretary and Treasurer are the only elected officers who cannot hold dual positions of administration, except those appointed by the bylaws to serve on the Board of Directors.
13. There will not be a committee that will operate as a separate division of the SBSC that will finance or administer events or shows. All activities, shows and events will be authorized by a majority vote at regular SBSC meetings. Neither the Brd of Dir. or Special Committees will be empowered to authorize shows or events unless given that power by a majority GM vote.
14. Any officer resigning from office must do so in writing. Resignation must be hand delivered or mailed to an officer of the SBSC. Physically relinquishing all equipment and paperwork required to conduct office would also constitute resignation.
15. Any GM receiving mail or correspondence of the SBSC is required to bring it to the next regular meeting. If immediate attention is needed, it must be delivered to an officer without delay.
16. Two weeks prior to the Rodeo there will be no club activities other than those related to the Rodeo during the month of August.
17. Anyone operating a motorized vehicle on the club grounds Wednesday through Sunday of rodeo weekend and during horse shows must be over the age of sixteen (16) and possess a valid driver's license. All vehicles must be operated responsibly.
18. The royalty will receive a trophy, such as belt buckle or plaque, at the beginning of their reign. Price not to exceed \$75.00 or reimbursement of said dollar amount. If the royalty quits or forfeits their crown and title before the end of their reign the SBSC may require the return of trophy.

PRESIDENT: ELECTED OFFICER
TERM OF OFFICE: TWO YEARS
JANUARY 1 TO DECEMBER 31

1. No individual as President shall preside or consecutively hold this office for more than two (2) terms or a total of four (4) years. If he/she wishes to re-run for this office, it will be required to observe an interval of years equal to the years served as President of the SBSC.
2. Will preside and conduct the regular meetings of the SBSC.
3. In absent of the president and vice president the chairman of the board will conduct the gm meeting.
4. Will preside and conduct any special meetings that have had a seven (7) day notice by mail, email or phone to the GM. This special meeting can only be called by a majority vote of the Board of Directors.
5. Will preside and conduct the meetings of the SBSC with the Robert's Rules of Order and the WSCA Rules for Saddle Club Operations and Shows. The SBSC bylaws supersede any Robert's Rules of Order.
6. It is the responsibility of the President, through the Treasurer, to keep the GM informed of the finances of the club.
7. Shall encourage the younger generation to participate in the SBSC/WSCA shows, area WSCA shows and activities of the SBSC. Also to encourage them to participate in the decision making process of the SBSC.
8. Will deter any group, clique or individual from achieving a power structure that will undermine, be detrimental or subversive to the SBSC goals, bylaws, operation policies and rules of conduct.
9. Shall make sure, with the cooperation of the SBSC officers and GM, that the club obtain and purchase all required permits, operating licenses and insurance policies to protect the GM, Board of Dir.
10. Will assist, for 30 days and help the newly elected President familiarize him/her with the office. Will assist with the transferring of all documents and papers so that the club will have continuity of the office.
11. Will along with the cooperation of the other officers and GM, make sure that all activities and functions at the SBSC Arena and any leased property shall be administered and authorized by the Silver Bullet Saddle Club.
12. Will make sure that any member of the SBSC has the right to ask, see and/or investigate any correspondence, finances, or accounting records of the SBSC.
13. Will, as an elected officer, be a Member of the Board of Directors.
14. Will not commit the SBSC to any agreement(s) without the consent and necessary majority voted authority by the SBSC GM.
15. The President will not be a voting member of the Board of Directors. However, they will cast the final vote in the event of a tie.
16. Will, in the absence of either the Treasurer or Vice President, sign checks.
17. When elected to office, nominee must read, agree and sign the job description found in the by-laws.
18. Will be an active member of at least two (2) committees of his/her choice. This will exclude the Jr board member.

VICE PRESIDENT: ELECTED OFFICE
TERM: TWO YEARS
JANUARY 1 TO DECEMBER 31

1. No individual as Vice President shall preside or consecutively hold this office for more than two (2) terms or a total of four (4) years. If he/she wishes to re-run for this office, it will be required to observe an interval of years equal to the years served as Vice President of the SBSC.
2. Will preside and conduct the Regular and Special Meetings of the SBSC in the absence of the President of the SBSC.
3. Will have the ability to sign the SBSC checks as well as the President of the SBSC, in the absence of the Treasurer.
4. Will be an active member of at least two (2) committees of his/her choice.
5. Will always promote and represent the SBSC in the absence of the President.
6. Will be available to count daily cash receipts along with the Treasurer and chairperson at the end of each daily event. If unavailable, must have alternate SBSC member approved by Board of Directors.
7. Will, as an elected officer, be a voting Member of the Board of Directors.
8. When elected to office, nominee must read, agree and sign the job description found in the by-laws.

SECRETARY: ELECTED OFFICE
TERM OF OFFICE: TWO YEARS
JANUARY 1 TO DECEMBER 31

1. No individual as Secretary shall preside or consecutively hold this office for more than two (2) terms or a total of four (4) years. If he/she wishes to re-run for this office, it will be required to observe an interval equal to the years served as Secretary of the SBSC.
2. Shall record the full proceedings of all regular and special meetings by written notes. All the minutes shall be typed or written and emailed prior 7 days to next meeting. Have a few copies printed to have at meeting for ones who don't receive by email. The minutes will become permanent records of the SBSC.
3. Shall on an annual basis, bring to the attention of the SBSC members a review and possible re-wording of and additions to the bylaws of the SBSC. The annual review and majority voting shall be done in the month of October.
4. Will be responsible for the correspondence of the SBSC. All correspondence will be on SBSC approved letterhead stationery.
5. Will review contact information for each club member and make corrections if necessary.
6. Will, at the request of any member of the SBSC, assist them in obtaining any information on record with the secretarial files of the SBSC.
7. Will, as an elected officer of the SBSC, be a member of the Board of Directors.
8. If necessary, type or update the bylaws after the October meeting.
9. Supply all new members a copy of the bylaws and committee lists.
10. Will be responsible to make sure dues are paid by March meeting.
11. Will make sure the W.S.C.A dues are paid for the next calendar year by the December meeting of the year prior via certified mail.
12. Will make sure the W.S.C.A membership list is complete and submitted by the May meeting. WSCA requires this list to be sent via their on-line form on the WSCA web page.
13. Secretary will publish descriptions of committees and member lists. These lists will be distributed to all club members.
14. When elected to office, nominee must read, agree and sign the job description found in the by-laws.
15. Will submit to GM an agenda of any upcoming regular or special meeting.
16. Will be an active member of at least two (2) committees of his/her choice. This will exclude the Jr board member.

TREASURER: ELECTED OFFICE
TERM OF OFFICE: TWO YEARS
JANUARY 1 TO DECEMBER 31

1. No individual as Treasurer shall preside or consecutively hold this office for more than two (2) terms or a total of four (4) years. If he/she wishes to re-run for this office, it will be required to observe an interval of years equal to the years served as treasurer of the SBSC.
2. Shall document all financial transactions of the SBSC.
3. Shall deposit all money received in an SBSC bank account.
4. Shall sign the SBSC checks. In the absence of the Treasurer that responsibility will revert to the President or Vice President.
5. By Minnesota Corporate Law, the treasurer of the SBSC will notify by corporate seal correspondence the name of the President of the SBSC to the Secretary of the State.
6. Submit all State of MN and Federal reports by their due date and annual taxes.
7. The Treasurer can reimburse expenses for purchases presented by a committee chairperson not to exceed \$50.00 per project. The GM must approve any expenses over \$50.00. A Reimbursement form must be filled out when handing receipts to treasurer.
8. Shall be responsible for all mail received at: PO BOX 399, CLEARWATER MN 55320, regardless of individual headings, c/o, and committee designations.
9. Will keep in his/her custody an SBSC Corporate Seal to authenticate and legalize any financial agreements, correspondence, approved dealings, proposals, corporate notifications and obligations of the SBSC.
10. If any financial infringements, unauthorized financial representation or financial abuse for/of the SBSC has been suspected, it is the responsibility of the Treasurer to bring this to the attention of the Board of Directors.
11. Will, as an elected officer of the SBSC, be a member of the Board of Dir.
12. Copies of the Treasurer's Report will be made available to the GM each month at the regular SBSC meeting; with the Treasurer's Report for the Rodeo available at the October meeting.
13. Will provide reports and copies of reconciled bank statements to Secretary or President at every general membership meeting.
14. Will be available to count money along with the Vice President and chairperson at the end of each daily event. If unavailable, must have an alternate SBSC member approved by Board of Directors.
15. Must pay regular bills coming due in a timely manner with the exception of member reimbursements over \$50, which must be voted on by GM.
16. It is the responsibility of the Treasurer to supply start-up money for the Event Committee Chair for any given event.
17. Shall provide bank statements at quarterly SBSC board meetings for internal review.
18. Will be responsible, with the cooperation of the show committee chair, to advertise our WSCA and other shows in the Spotlight Publication.
19. For tax purposes due to CPA a \$500.00 gift card will be issued January meeting for gas and expense for maintenance of grounds. And will be the responsibility of grounds chair for receipts.
20. When nominated for office, nominee must read, agree and sign the job description found in the by-laws.
21. Will be an active member of at least two (2) committees of his/her choice. This will exclude the Jr board member.

MEMBERSHIP/MEETING

1. No ownership of a horse required.
2. Do not have to be a resident of Clearwater.
3. Any minor (17 and under) joining without parents, must have written permission or they cannot participate in any club activities.
4. Meetings will be held on the first Tuesday of the month at 7:30 p.m. unless otherwise noted.
5. SBSC dues will be \$20 for an individual membership and \$25 for a family membership. Anyone 18 years or older, must pay their own dues. Dues are not refundable.
6. Renewal membership dues must be paid at the January meeting. New members may be accepted at any time, with renewals due at the January meeting. To be considered an SBSC member, dues must be paid by the March SBSC general meeting and the SBSC Secretary must have acknowledgement of having read the by-laws on file for the current year.
7. Each attending member will be required to sign an Attendance Sheet at the beginning of each Regular Monthly Meeting. The signed attendance sheet will become part of the Secretary's monthly minutes and permanent record of the SBSC.
8. Members must belong to the SBSC twelve months before they can be elected or hold any office. If haven't been a SBSC member for more than 5 consecutive years and want to hold office, you must be sponsored by a SBSC member that has been a member for 5 plus consecutive years. And both sponsor and member must be current with Page 8 #3 voting status. May serve on any committee at any time after becoming an official member of the SBSC.
9. New members joining on or after Sept 1 will be credited for the following year only on membership dues.
10. To be a WSCA member, dues must be paid no later than the May meeting.
11. In the event of not having enough general members to hold a quorum (10) the Board of Directors reserves the right to conduct necessary business to keep the club running smoothly. If less than four members of the board are present, the meeting will be adjourned, and no business conducted.
12. In order to be considered an active member dues must be paid and follow page 8 #3

VOTING STATUS.

VOTING

1. Nominations for the Officers of the SBSC will be taken in October, with elections in November and installation in January. Giving the new officers an accommodating “change-over” period.
2. Voting age will be fourteen (14) years and older.
3. Each voting member of the SBSC, new or existing, must have dues current and participated in at least eight (8) meetings, club sponsored events within the previous 12 months. Of the eight (8) participation’s, at least seven (7) must be attendance at a regular SBSC monthly meeting. The other one (1) event can consist of either horse show, rodeo, or the parade committee scheduled parades.
4. If an active member is unable to attend a general membership meeting and would like to vote on an item on the agenda, they may do so via written communication or text to a board member prior to the meeting.
5. Bylaws or amendments may be adopted at any SBSC regular meeting with a majority vote. This will not include any telephone or proxy votes. All amendments and bylaws will have an annual review in October as stipulated under the Secretarial duties. If new bylaws or amendments are passed in any month, the Secretary must type up the new additions or deletions for the next Regular SBSC meeting.
6. No more than two (2) members of the same immediate family may hold an elective office in the same calendar year.
7. In the event of a resignation of president of the SBSC, Vice President automatically moves up to President until the end of the term unless if the Vice President is ineligible for the position of President. At that time, a special election of eligible members will be held and the new president elected by the GM.
8. All other Offices will be replaced through special election of the GM with nominations accepted at the next regular meeting. Voting to be held the following month.

BOARD OF DIRECTORS

1. Will consist of the President, VP, Secretary, Treasurer and three (3) adult members at large and one (1) junior member (age 14 – 17) at large. The GM following the officer elections shall elect these adult and junior members. Nominations and elections will be held in the month of December.
2. The elected Board of Dir. will elect a Chairman of the Board with a majority vote from the Board of Dir. The Chairman will serve a two year term of office.
3. The three adult members at large will serve two (2) year terms of office, two alternating every two (2) years. The junior member will serve a one (1) year term.
4. Any Board of Dir meeting shall have no less than four members present. A majority vote is necessary for decisions calling for a vote.
5. In the event of not having enough general members to hold a quorum (10) the Board of Directors reserves the right to conduct necessary business to keep the club running smoothly. If less than four members of the board are present, the meeting will be adjourned and no business conducted.
6. The Board of Dir will always have the right to critique, advise, and ask for corrections, deletions and recommendations on any portion of the administration, management or committees of the SBSC. All such Board of Dir suggestions will be presented to the GM for discussion and decision.
7. Minutes of the Board of Dir meetings will be written out for the records of the SBSC. This shall be the responsibility of the Secretary of the SBSC.
8. A special meeting of the GM can only be called by a majority vote of the Board of Dir with a seven (7) day notice. The Board of dir will be responsible for contacting the GM by phone, email or mail.
9. Will be responsible for reviewing/revising the SBSC bylaws as a committee before the October regular meeting.
10. Will make sure the Treasurer files the annual tax reports.
11. Can audit the Treasurers books anytime or can recommend an outside audit.
12. The President will not be a voting member of the Board of Directors. However, they will cast the final vote in the event of a tie.
13. Board of Directors is to meet at least quarterly for a business meeting and to conduct an internal review of SBSC bank statements.
14. The parade evaluations will be the responsibility of the majority vote of the Board of Directors.
15. If you become unaccountable for your elected board position, after failed attempts to connect with you from board members. The Board of directors has the right to remove you from your seat and replace with another SBSC member.
16. All committees have the option to have at least one (1) board member present during all or any committee functions.

COMMITTEES

1. Committee chairperson and vice chairperson shall be elected or designated by the committee. It is the responsibility of the committee chair or co-chair to submit a description and member list to the secretary for publication.
2. All committee chairpersons should attempt to attend all SBSC regular meetings and be fully prepared to answer questions from the GM and if required, give a full report of the progress of their committee. If unable to attend a meeting please contact someone on the board to give a report to the gm for you.
3. Separate committee meetings from the SBSC regular meetings are encouraged to set policies, obligations, procedures and agreements on the ultimate goals of their committee. These decisions will be presented to the GM at a regular meeting for a majority vote.
4. All committee chairpersons and committee members are encouraged to always upgrade or add written descriptive responsibilities and the anticipated results. It is important that the SBSC has complete written descriptions so that the new and present GM can make committee choices of interest to themselves and their contributions to the SBSC.
5. Any correspondence on behalf of an SBSC committee must be on approved letterhead stationery. Approval from chairperson of the committee is necessary before delivery. A copy must be submitted to the SBSC secretary.
6. All committee will be formed in October.
7. Each committee chairperson is responsible to give the treasurer a report on expenses and cash taken in for each event.
8. New specialty committees may be formed as the need arises.
9. It is the responsibility of the committee chair to inform the Treasurer of any start up money needed for their event(s).
10. There will be a Committee Suggestion Box on the grounds for anyone to put anonymous suggestions in for Committee Chairpersons.
11. Royalty committee must follow all rules in accordance with WSCA rules and regulations.

RULES VIOLATION AND CLUB CONDUCT COMMITTEE

1. Committee shall consist of all members of the Board of Dir, but shall exclude any member involved in the issue brought before the committee, including board member.
2. Will have the authority to investigate any member and/or officer of the SBSC without permission from the GM.
3. Can meet privately without notice to the GM.
4. No notes or voiced opinions shall be exposed until positive evidence is obtained. At that time a written report will be submitted to the GM at a regular SBSC meeting.
5. All necessary privacy discretion will be adhered to. Rights and privacy of any and all persons involved must be protected against unwarranted or false allegations.
6. If an SBSC member is suspended and membership rescinded, that person must write a letter to the SBSC, c/o SBSC Board of Dir, Box #399, Clearwater, MN 55320 for a review for re-admission to the SBSC. A review and rejection by this committee will establish a permanent undesirable membership to the SBSC. Re-admission or refection shall be written up and put into the minutes of a regular SBSC meeting.
7. Final decision of this committee must be validated by a majority vote of the GM.

MISCELLANEOUS

State ID #: 4809782

Federal ID #: 41-1457524

Abbreviations: Shall be part of the bylaws/amendments

GM.....General Member(ship)

SBSC.....Silver Bullet Saddle Club

Brd of Dir.....Board of Directors

WSCA.....Western Saddle Club Association

Ch of Brd.....Chairman of the Board of Directors

Terminology: Work clarifications shall be part of the bylaws/amendments

GM: A general member of the SBSC. A dues paid, “Good Standing” registered member of SBSC.

Board of Directors: President, VP, Secretary, Treasurer of the SBSC, three (3) adult members and one (1) junior member of the SBSC.

Silver Bullet Saddle Club: Includes all the GM, properties, equipment, owned and leased land for the operation of the SBSC according to the bylaws and amendments of the club.

Majority Vote: Fifty-one (51) percent of the Attending GM at a regular or special meeting of the SBSC voting an affirmative or negative vote.

Junior Member: Member(s) of the SBSC in “good standing” to the age of eighteen.

Quorum: No less than ten (**10**) of the registered voting members of the SBSC must be present to hold an SBSC meeting. If less than ten (10) members are present, the meeting must be adjourned and no business done.

HISTORY PAGE:

2003 – 2005	President	Pete Olson (3yrs)
2001 – 2004	Vice President	Jim Heaton (4yrs)
2000 – 2003	Secretary	Lanette Adelman (4 yrs)
2003 – 2005	Treasurer	Julie Klemish (3 yrs)
2004 – 2005	Secretary	Carmen Kirby (2 yrs)
2005 – 2005	Vice President	Lanette Adelman (1 yr)
2006 – 2007	Secretary	Roxy Kahn (2 yrs)
2006 – 2007	Treasurer	Kelly Sims (2 yrs)
2006 – 2006	President	Lanette Adelman (1 yr)
2006 – 2006	Vice President	Ranone Thompson (1 yr)
2007 – 2008	President	Jim Heaton (2 yrs)
2007 – 2008	Vice President	Larry Carlson (2yrs)
2008 – 2008	Secretary	Angie Hill (1 yr)
2008 – 2009	Treasurer	Margaret Paumen (2 yrs)
2009 – 2011	President	Jeremy Scott (3 yrs)
2009 – 2010	Vice President	Rick Wrobel (2 yrs)
2009 – 2009	Secretary	Lanette Adelman/Jill Klemish (6 mos ea)
2010 – 2011	Secretary	Lanette Adelman (2 yrs)
2010 – 2011	Treasurer	Dawn Doering (2 yrs)
2010 – 2011	Vice President	Jim Heaton (2yrs)
2012 – 2012	President	Jeremy Scott (1yr)
2012 – 2012	Vice President	Jim Heaton (1 yr)
2012 – 2015	Secretary	Kelly Sims (4 yrs)
2012 – 2013	Treasurer	Lanette Adelman (2 yrs)
2013 – 2014	President	Doug Zupan (2 yrs)
2013 – 2014	Vice President	Lisa Johnson (2 yrs)
2014 - 2015	Treasurer	Jeanette DeGuisseppi-Roden (2 yrs)
2015 – 2016	President	Lisa Johnson (2 yrs)
2015 – 2016	Vice President	Jeremy Scott (2 yrs)
2016 – 2017	Secretary	Lanette Adelman (1yr)
2016 – 2017	Treasurer	Debra Podvin (2yrs)
2017 – 2018	President	Jeremy Scott (2 yrs)
2017 – 2018	Vice President	Jesse Andreoff (2 yrs)
2017 – 2017	Secretary	Kari Wrobel (1 yr)
2017 – 2017	Treasurer	Debra Podvin (1yr)
2018-1 thru 2019-12	Secretary	Kari Wrobel (2 years)



10/2/2019

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Corrected and Approved by SBSC: 10/2/2019
To take effect 1/1/2020

The Incorporated Silver Bullet Saddle Club, Box #399, Clearwater, MN 55320 and surrounding area is a registered non-profit organized society.
The undersigned member acknowledges receiving a copy of current bylaws. Sign and return sheet to the Club Secretary.

Member Signature

Printed Name

Date _____