

Bartlesville Round-Up Club By-Laws

Bartlesville, OK

Article I

The Bartlesville Round-Up Club is a non-profit corporation, licensed by the State of Oklahoma and formed for the purpose to own, maintain, and operate facilities for the enjoyment of horses as a recreation, without profit, and for said purpose and incidental thereto: (a) To have the right to purchase, hold, improve, and convey real or personal property for the purposes of the corporation and to transact any and all business connected therewith; (b) To issue membership certificates to persons of good moral character and who are interested in the above named recreation.

Article II

Board of Directors and Officers

The Board of Directors shall not exceed nine members voted in office by members-at-large. From the Board Members selected the office of President, Vice President, Secretary, and Treasurer shall be elected. The office of the Secretary/Treasurer may be combined if deemed necessary and proper by the Board of Directors. Qualifications for Board of Directors and Officers: A person shall be of good moral character, reached the age of twenty-one years and shall have been a member in the previous year or a past year.

The duties of the President are:

- a) To work in conjunction with all members and board members without bias or prejudice.
- b) To work in conjunction with outside entities to promote and endorse Round-Up Club functions and activities.
- c) To enlist the aid and cooperation of all members for participation and to promote committees for: membership, concession stand, arena and grounds director, clean-up committees and other functions deemed necessary.
- d) The president shall have no voting power except in the case of a tie vote.

The duties of the Vice President are:

- a) To be an advisor and act in the function of the President should his/her be absent and unable to fill his/her duties at appropriate times.

Original By-Laws approved 1941.

New By-Laws presented and approved 1999-2002

- b) To promote the functions of the Round-Up Club.
- c) To work in conjunction with the other Board members and membership.

The duties of the Secretary are:

- a) To keep accurate records of all functions.
- b) To keep an accurate record of all memberships.
- c) To seek new memberships, to send out membership cards and send out membership renewal notices. To act without prejudice or bias in any manner to secure members.
- d) To deliver all monies and receipts into the office of the Treasurer and to work in conjunction with the treasurer.
- e) To send out newsletters for all upcoming scheduled events so as to keep members informed.
- f) To keep minutes of all meetings and to present minutes at each monthly meeting.
- g) To prepare yearly report to the members before the yearly election.
- h) To accept or solicit bids for proposed projects when appropriate and under the direction of the Board of Directors.

The duties of the Treasurer are:

- a) To deliver an accounting of expenditures of all monies each month as the Board of Directors meeting.
- b) To accept all incoming and outgoing monies. To pay all incoming bills in a timely fashion.
- c) To accept responsibility for accounting of all records.
- d) To keep property taxes paid and tax forms filled out in a timely manner.
- e) To work in conjunction with the Secretary and other Board members.
- f) To rent a safety deposit box at a local bank for deposit of all records, receipts, and papers of importance. Keys are to be kept by the Secretary and Treasurer (if separate entities). Otherwise, by the President and the Secretary/Treasurer.
- g) All accounting records shall be kept for a period of no less than 5 years in a secure place.
- h) A bank account shall be secured for all monies. At least two signatures required to pay or withdraw funds of any amount over \$150.00 to any one entity or person.
- i) No amount over \$150.00 shall be paid out for expenditures to any one entity or person without the prior approval and majority vote of the Board of Directors.
- j) Exception: A petty fund of \$250.00 or less may be kept on hand by the person operating the Concession Stand. All receipts and records are to be given to the Treasurer for accounting.

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New By-Laws presented and approved 1999-2002

- k) No related persons selected from the Board of Directors shall be authorized for the signing of bank account funds nor any financially related functions.
- l) The Secretary and Treasurer shall work in conjunction to deliver to the members a financial accounting at the monthly and yearly meeting.
- m) Any financial statements and/or reports shall be readily available to any member of the Board of Directors upon request.
- n) The Treasurer shall solicit or accept bids for expenditures when appropriate and under the direction of the Board of Directors.

The remaining Board of Directors will assist the President, Vice President, Secretary, and Treasurer and will act as advisors and assistants to all members and in promoting the Round-up Club in all functions and areas.

Article III

Membership, Voting Privileges, and Dues

Membership:

- a) The fee for membership shall be \$20.00 per family or \$15.00 for single person plus \$6.00 key deposit.
- b) Husband and wife and children under the age of 18 shall constitute and be considered "Family membership".
- c) Any single person attaining the age of eighteen is considered as a separate entity and upon having paid required membership fee is entitled to vote in elections.
- d) Any person under age of 18 years may join as a single entity and becomes an Associate member upon paying dues but is exempt from voting privileges and holding office.
- e) Any person that pays membership after October 1 of any year is entitled to full membership for the coming year.
- f) Membership fees may be increased only by a majority vote of the Board of Directors.
- g) Any person after paying membership dues is entitled to full membership as related to voting rights and privileges or holding of office or any other function the Round-Up Club may participate in.
- h) The Board of Directors may note on issuing an Honorary membership to a person who the Round-Up Club has deemed worthy through monetary contributions or service. However, the honorary member cannot hold office and does not have voting rights.

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Article IV

Elections

- a) An election for the incoming Board of Directors shall be held before January 15th of each year. Robert's Rule of Orders shall apply at all meetings.
- b) Nominations for office may be made by an Election Committee and also nominations for office may be made from the floor by the membership-at-large. Any nominations shall require a second motion before being placed on the ballot. No absent person or member shall be nominated or elected to office without first being consulted and his/her agreement given.
- c) Voting shall be by secret ballot. The Nine ¹Members of the Board of Directors shall be those persons selected and receiving the highest number of votes cast by the membership. After the Board of Director have been voted into office they themselves shall vote each person into their respective position of office.
- d) Thereafter monthly meetings shall be held with the Board of Directors specifying set day and time. All meetings shall be open meetings and open to the membership. To meet the requirements for a quorum 2/3% of the Board members must be present.
- e) Any Board of Director member that shall miss two consecutive meetings without a reasonable excuse may be replaced by another person at discretion of the Board of Directors.
- f) Any Board member may be impeached from office by a majority vote of the Board of Directors at any regular or scheduled meeting for improper conduct unbecoming to an office of the board or dereliction of duty.

Article V

Duties of the Board of Directors and Procedures

- 1.) Attend monthly meeting or whenever scheduled.
- 2.) Make meeting time and place known to members.
- 3.) Appoint Committee Chairman or Director for the following:
 - a. Arena Director
 - b. Donations or Sponsors Director
 - c. Grounds or Maintenance Director
 - d. Concession Stand Chairman
 - e. Publicity Chairman and/or Ticket Sales Chairman
 - f. Any other Chairman or Director as needed
- 4.) Procedure for Meetings:

¹ Amended November 4, 2014

- a. Roll call of Board of Directors.
- b. Minutes of last meeting shall be read.
- c. A report by the Secretary shall be read.
- d. A report by the Treasurer shall be read and all bills shall be presented and voted on before payment.
- e. Any new business shall be presented.
- f. Any old or unfinished business shall be presented.
- g. The meeting shall be adjourned.

Article VI

Amendments

The Bartlesville Round-Up Club By-Laws can only be amended by 50% majority of the attending voting membership at a general membership meeting or a special meeting, but only after being presented in writing at a previously regularly scheduled meeting and a 30 day written notice shall be given to the general membership.

Article VII

Liability

The Bartlesville Round-Up Club shall not be responsible nor liable for accidents of any nature while on the Round-Up Club grounds. Signs shall be posted in conspicuous places to inform public that the Round-Up Club is "Not Responsible for Accidents." Any entity or organization separate from the Round-Up Club that leases the Round-Up Club grounds shall also be informed that they will be held responsible for liability and provide adequate insurance or sign a waiver that the Club will not be held responsible in any manner and that they will assume the responsibility and liability themselves. No part not parcel of the Round-Up Club property may be leased out, rented, nor used by another entity unless it is by the majority vote of the Board of Directors.

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