



RYE - COLORADO CITY
SADDLE CLUB

PO Box 636, RYE, CO 81069

WWW.RCCSADDLECLUB.COM

BY-LAWS

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ARTICLE I: Name

The Saddle Club shall be known as the Rye Colorado City Saddle Club, referred to as RCCSC in this document and shall have its headquarters located at 5604 Cuerno Verde Blvd. Colorado City, CO 81019.

The RCCSC colors shall be Purple and White.

ARTICLE II: Purpose

The purpose of the RCCSC is to promote and encourage interest in equestrian activities, horsemanship, and responsible horse ownership. The club aims to provide opportunities for members to participate in educational, recreational, and competitive horse-related events in a supportive and inclusive environment. The RCCSC fosters community engagement, youth involvement, and the advancement of equine knowledge and welfare. The RCCSC will promote and encourage new membership of all ages and provide a safe, accepting and encouraging environment for all members.

ARTICLE III: Membership

Membership in the RCCSC is open to families and individuals aged 18 years of age and older, upon payment of annual dues and submission of all required signed documents.

Minor children under the age of 18 may also become a member of the RCCSC. A parent or legal guardian must submit the annual dues, and all required signed documents on the minor's behalf. Additionally, minors must be accompanied by a parent(s), legal guardian or designated adult while on RCCSC property.

(Note: Legal Guardian(s) may be asked to provide proof of guardianship.)

The Board of Directors reserves the right to decline any membership application for sufficient cause.

Membership in the RCCSC entitles the member to participate in all RCCSC sponsored activities and events. A member may use the RCCSC arena and grounds other than during regularly scheduled events, however use of the arena lights for personal use is prohibited.

ARTICLE IV: Membership Dues

Yearly membership dues in the RCCSC shall be in effect for the calendar year January 1st to December 31st and are defined as:

- Family Membership – Includes spouses and dependents/foster children under the age 19, WHO RESIDE IN THE SAME HOUSEHOLD.
- Individual Membership – For individuals 19 years of age and older.
- Youth Membership – For minor children under 18 years of age who are not covered under a family membership.

All age classifications are based on the member's age as of January 1st of the current year.

Membership dues must be paid in full. Dues will not be prorated for any portion of the year.

ARTICLE V: Meetings

Section I: Regular Meetings

Regular monthly meetings of the RCCSC will be held each month, at a time and place determined by the Board of Directors.

Three members of the Board of Directors shall constitute a quorum for the transaction of all RCCSC business.

A regular meeting may, on occasion, be rescheduled by the unanimous vote of the Board of Directors **with** sufficient notification given to the membership.

All proposals and motions will be brought before the Board of Directors and the general membership during scheduled meetings. An open discussion will be held in an orderly manner and a decision will be made to hold a vote or table the matter for further consideration.

Voting on proposals and motions will be open to all current members aged 14 and older. Decisions will be determined by a majority vote of the members present at the scheduled meeting.

Members of the Board of Directors shall each have one vote.

The RCCSC will hold a meeting in November for the purpose of electing officers and members of the Board of Directors.

Section II: Special Meetings

A “**SPECIAL**” meeting of the RCCSC may be called by the president under the following conditions:

- At the request of three (3) or more members of the Board of Directors, to address RCCSC business that cannot be postponed until the next regularly scheduled meeting. The President is required to honor such a request.
- A Special meeting will be open to all members and conducted in the same manner as a regular meeting.

Section III: Executive Meetings

An “**EXECUTIVE**” meeting will be called by the President under the following circumstances:

- A personal grievance has been filed.
- A violation of the bylaws has occurred.
- A membership is being declined or rescinded.
- Personal or sensitive information will not be disclosed to the general membership.
- Executive meetings are closed to the general membership and limited to those specifically invited.
- A quorum of the Board, including the Recording Secretary, is required for any Executive meeting to render any ruling.
- The Recording Secretary shall maintain a record of Executive meetings, which will be filed in the permanent records of the RCCSC.

ARTICLE VI: Officers and Elections

Section I: Officers/Board of Directors

The RCCSC shall have the following officers: President, Vice-President, Secretary and Treasurer. At the discretion of the Board of Directors, the office of the Secretary role may be split into two separate offices: Recording Secretary and Corresponding Secretary.

The RCCSC shall have a Board of Directors composed of seven (7) members. The President, Vice-President, Secretary, Treasurer, Board Member 1, Board Member 2 and Board Member 3. There shall not be more than one member of an immediate family serving on the Board of Directors at any one time, unless a position cannot be filled due to a lack of nominations.

Section II: Term limits

The term of office for all positions shall be two (2) years, with elections staggered as follows:

- Even-year elections: President, Secretary, Board Member #1, and Board Member #2
- Odd-year elections: Vice President, Treasurer, and Board Member #3

Section III: Nominating Committee

At the regular October meeting, a Nominating Committee shall be appointed by the Board of Directors. This Committee shall consist of two to three members who are not current officers or Board members of the RCCSC. The Nominating Committee shall prepare a slate of candidates for each elective Office and Position.

Any person nominated for an elective Office or Position must have been an active member of the RCCSC for the current year.

- An active member shall be defined as any individual who regularly participates in the organization by attending at least two monthly club meetings, participating in at least two club events or clinics, and completing the required volunteer hours. Social gatherings will not be considered a qualifying event.

Nominations from the floor may be made for any elective Office or Position at the November meeting. Nominations for each elective Office or Position shall be called for separately. All nominees must be present at the scheduled meeting, in order to accept said nomination.

Section IV: Election Voting

All elections will be determined by a majority vote of the members physically present at the scheduled November meeting or a Special Meeting held for the purpose of conducting an election. The Board of Directors will vote as a member during elections.

Votes and nominations will not be accepted by members who are not physically present at the scheduled meeting.

A voting member is defined as any current member who is at least 14 years of age and meets the following criteria:

- Has submitted all required paperwork,

- Has paid the appropriate annual dues,
- And has completed all necessary signature documents.

All voting for the Board of Directors shall be conducted by secret ballot. Ballots shall be counted by three (3) members who are not themselves nominees and not immediate family members of any nominee. If more than one Office or Position is to be filled, each will be voted on separately. The candidate receiving the highest number of votes shall be declared the winner. In the event of a tie, the Board of Directors shall determine the winner by a coin toss. The election results of each Office or Position shall be announced separately.

Section V: Removal of Board Member

A member of the Board of Directors of the RCCSC may only be removed for sufficient cause. A hearing shall be held, either during a regular or special meeting, to determine whether sufficient grounds exist to warrant removal. The individual in question shall be given a fair opportunity to present a defense to both the general membership and the Board of Directors prior to any vote. Sufficient cause shall be determined by a majority vote of the membership present which shall include the Board of Directors.

Neglect by a Board Member or Officer shall include, but is not limited to:

- Failure to attend three (3) consecutive meetings, or any four (4) meetings within a 12-month period.

If neglect is determined, the Board of Directors shall automatically convene a hearing to assess whether removal is warranted. It is the responsibility of the Recording or Corresponding Secretary to notify the Board of any such instances of neglect or failure to attend meetings.

Section VI: Vacancy and Special Elections

If a Board of Director position(s) becomes vacant (due to resignation, removal, incapacity, etc.) the Board of Directors shall promptly notify the RCCSC membership and declare the seat open.

The Board of Directors may appoint an interim officer to serve until a special election can be held.

A special election shall be held at the next regular scheduled meeting after notification is received of a vacancy. All members shall be notified of the upcoming special election, including offices to be filled, duties of said offices, election date, and voting method, at least 15 days prior to the vote.

Section IV: will be followed to complete the special election voting.

The newly elected officer shall serve the remainder of the predecessor's term and will be eligible for re-election according to Section II.

ARTICLE VII: Duties of Officers and Board Members

Section I: Duties of the President

The President will:

- Preside over all regular, special, annual and executive meetings in accordance with Robert's Rules of Order.
- Appoint directors of events.
- Appoint the heads of all standing committees.
- Have executive oversight of all RCCSC affairs ensuring timelines of projects and business obligations are met.
- Responsibly designate duties to board members.
- Schedule all events and activities.

Section II: Duties of the Vice-President

The Vice-President will:

- Assume the responsibilities of the President in the event of an absence.
- Perform other duties as designated by the President.

Section III: Duties of the Recording Secretary

The Recording Secretary will:

- Prepare the agenda for all meetings.
- Keep an accurate record of all meetings.
- Read the minutes of the previously held meeting for approval by membership present.
- Forward meeting minutes to the Board of Directors within ten calendar days of the date of the meeting for ratification. The minutes shall then be read into record and approved at the next scheduled meeting.
- Keep an accurate attendance count at the meetings.
- Post the upcoming agenda to the club website within ten days of the scheduled meeting.
- Keep an up-to-date list of all members.
- Send all Club notifications and correspondence to members via email, social media, Club Website etc.
- Perform other duties as designated by the President.
- It will be the Recording Secretary's responsibility to appoint a replacement in the event of absence.
- Assume the duties of the Corresponding Secretary if one is not appointed.

Section IV: Duties of the Corresponding Secretary

The Corresponding Secretary (If appointed) will:

- Keep an up-to-date list of all members.
- Send all Club notifications and correspondence to members via email, social media, Club Website etc.
- Assist the Recording Secretary with requested assignments.

Section V: Duties of the Treasurer

The Treasurer will:

- Keep an accurate record of all money received and disbursed.
- Report monthly and year-end fiscal amount standings to the membership during meetings.
- Pay all disbursements and collect receipts for all deposits.
- Collect all dues and payments.
- Advise the Board of Directors of dues status monthly.
- Collaborate with the President to accurately file IRS form 990 annually.
- May request the Board of Directors approval to appoint an assistant if deemed necessary.

All checks collected for Rye Colorado City Saddle Club activities, memberships, sponsorships, donations etc. will be made out to the Rye Colorado City Saddle Club only and not an individual.

Section VI: Duties of Board Members

Board members will:

- Carry out and complete duties assigned by the President.

Section VII: Duties of all Board of Directors

All records and accounts kept by the Secretary and Treasurer shall be made available to members at reasonable times. Availability of said records and accounts shall be the responsibility of the Board of Directors. An internal audit of treasury records will be performed at least once a year by the end of each year.

The Board of Directors shall have executive oversight and supervision of all matters involving the RCCSC and its properties and shall act as a quorum to present any project or real property issue that is not “emergent” to the membership for a vote of resolution according to bylaws. All non-emergent and operational expenditures exceeding \$400.00 shall be presented at and require a majority vote of the membership present at a scheduled monthly meeting.

ARTICLE VIII: Recourse for Grievance

Any voting member may file a written grievance to the Board of Directors during a regular RCCSC meeting.

The board will convene an Executive Meeting to review the grievance and decide on a course of action. If the Board determined the grievance has merit, it may:

- Address the issue directly,
- Hold a follow-up Executive Meeting with the parties involved, or
- Present the matter to the membership for input and a vote.

The membership vote will determine the final resolution of the grievance, in accordance with the Bylaws.

If the Board finds the grievance lacks merit, it must notify the submitting member in writing of its decision at least 24 hours before the next regular RCCSC meeting.

Any member whose grievance is deemed without merit by the Board of Director, may petition for a hearing, provided they collect support from at least 20% of the voting membership. If a valid petition is submitted, the Board of Directors shall convene a hearing on said matter during the next regular RCCSC meeting. The voting membership shall be informed of the hearing in advance.

At the hearing-whether initiated by petition or by the Board of Directors-the petitioner or submitting member will have equal time to present their case. The voting members present will then vote on how to proceed with the grievance, including whether to resolve it or continue consideration. The decision will be based on a majority vote of the membership present.

ARTICLE IX: Amendment of By-Laws

These By-Laws shall only be amended by a majority vote of the membership present at a scheduled monthly meeting. All members shall be informed of any proposed amendments/revisions. Before amendments are put to a vote, a floor discussion shall be held on proposed amendments/revisions.

ARTICLE X: Personal Conduct

- The use of foul, abusive language is prohibited.
- Physical threats or violence is prohibited.
- Intentional abuse of animals is prohibited.
- Intentional destruction or damage of RCCSC or personal property is prohibited.

- Alcoholic beverages in the bleachers, arena, warm-up areas and equine waiting areas is prohibited.
- THE RCCSC BOARD OF DIRECTORS IS NOT A LAW ENFORCEMENT ORGANIZATION AND WILL DIRECT INDIVIDUALS THAT BELIEVE THEY HAVE WITNESSED OR EXPERIENCED A CRIME TO CONTACT THE PUEBLO COUNTY SHERIFF.

ARTICLE XI: RCCSC Liability

The RCCSC shall not be liable for any indebtedness which is not transacted in accordance with these By-Laws. The RCCSC shall not be held liable for injuries, damages or loss suffered by any member, participant or spectator at any Saddle Club event or activity in accordance with the RCCSC Liability Waiver or Colorado Revised Statute 13-21-119. The RCCSC shall not be liable for any injuries, damage or loss resulting from the unauthorized use of, or presence upon, any RCCSC property.

ARTICLE XII: Disposition of Club Records

Upon dissolution of the club or at the conclusion of an officer's term, all official records, including but not limited to meeting minutes, financial documents, membership rosters, and correspondence, shall be promptly transferred to the incoming officer, designated committee, or archived as directed by the Board. Records must be retained for a minimum of 7 years or in accordance with applicable laws. Permanent records shall be stored in a secure and accessible format, either physical or digital, as determined by the Board. Non-permanent records past their retention period shall be shredded in a timely manner.

ARTICLE XIII: Dissolution of RCCSC

The RCCSC shall be dissolved by a majority vote of the entire Board of Directors and shall be ratified by a majority vote of the present membership at the next regular or special meeting of the RCCSC provided that all members have been given not less than 30 days notice.

Upon dissolution all Club property shall be sold, indebtedness paid and the remaining funds, if any, shall be donated to a charitable organization(s) that qualifies under 501C3 Internal Revenue Code within the communities of Colorado City and Rye to be determined by the Board of Directors.