

By-Laws of the Lovell Rodeo Club
Created 2/24/2020
Revised: 03/25/2024

Article 1. **Official Name:** Lovell Rodeo Club

Article 2. **Purposes:**

- Section A:** To create and encourage an extended use of facilities for any current and future outdoor recreation events and functions for community interests.
- Section B:** To maintain and continue the presence of complete, well-rounded outdoor recreation and equine sporting opportunities in Lovell, that offer events for the entire family, both as contestants and spectators. Each year the events may vary, as needed, but cannot exclude a specific age or gender.
- Section C:** To entrust to the elected Officers, Board of Directors and membership majority, to uphold the integrity and public image of the Club by governing the actions of the organization and their goals.
- Section D:** That the Club shall apply for and maintain status as a non-profit organization and all money gained shall be used for outdoor recreation production costs, timely payments of all monetary agreements and other such monetary requirements approved by the membership. Financial balances will be rolled over for the next year's property needs – unless redirected by the membership and strictly for the purpose of outdoor recreation.
- Section E:** That no **Elected Officer** or **Director** shall personally profit from any event, including services rendered in time, material, animal stock or any other item deemed necessary to promote, provide or otherwise assist in the production of any event, with the exception:
~Any **member** that is engaged in a business or occupation that is needed by the club, in which the Member must be compensated for his/her business or occupational services to the Club, then by majority vote of the membership that the Member's services/costs can be accepted/rejected.

Article 3. Membership:

Section A: Active membership in the organization shall be granted to any and all persons who, upon arriving at a Lovell Rodeo Club public meeting, willingly submit the annual membership fee. The payment of the membership fee and acceptance of said fee is the contract by which a person becomes a voting member of the Club, for that year. Failure to attend 3 consecutive meetings without advance notice revokes your right to vote.

Section B: Membership in the Lovell Rodeo Club may be either an individual or a family group.

Section C: Membership shall be for (1) calendar year, commencing January 1 and ending on December 31 of that year (regardless of when a member joins the club throughout the year). Membership fees for multiple years may be paid in advance and must be recorded at the current or next Lovell Rodeo Club public meeting.

Article 4. Fees:

Section A: **Membership** - Annual membership fees for the following year shall be decided upon at the December public meeting. Individual and family fees will need to be agreed upon by majority vote of active voting members.

Section B: **Facility Dues** – Annual facility usage fees for the following year shall be decided upon at the December public meeting. Individual and family fees will need to be agreed upon by majority vote of active voting members. Facility fees paid do not count as an annual membership nor grant voting rights.

Article 5. Club Meetings:

Section A: Meeting(s) shall be held at 7pm on the last Monday of every month. Meetings will be held at the Lovell Rodeo Grounds office unless otherwise disclosed prior to meeting. The annual meeting will be held the last Monday in January at 7pm.

Section B: Additional/special meetings may be called by any Elected Officer(s), but must be appropriately disclosed to the membership and adequately attended if a vote/change is to be made that affects the club. Committees appointed by and for the club will be an exception to this.

Section C: The club Secretary or another designated member shall notify the membership two (2) days prior to the meeting and again on the day of the meeting. By means that have been expressed by each member (ie: text, call, email, etc.)

Section D: A Quorum shall consist of $\frac{3}{4}$ (75%) of the active memberships present at the time of vote – and cannot be less than $\frac{1}{4}$ the voting/active membership of the entire club for that year.

Section E: Robert's Rules of Order shall govern all proceedings.

Article 6. Election of Officers and Directors:

Section A: Officers and Directors shall be elected in December, annually to serve a 2 year term. Officers will be elected as follows:

President, Secretary, Directors 1 & 3 – elected on odd years

Vice President, Treasurer, Directors 2 & 4 – elected on even years

Section B: The presiding President shall call for nominations during the November meeting. At the December meeting the Membership will be presented with the nomination list, followed by a call for any new nominations and then Club voting by ballot. Four positions will be available for nomination – which positions will depend on if the year is odd or even: President, Vice President, Secretary, Treasurer, Director 1, Director 2, Director 3, Director 4 (reserved for Town of Lovell representative).

Section C: Upon completion of balloting, the Vice President, Secretary and one Director shall tally the votes for each position/candidate and announce the newly elected officers and directors. Candidates receiving majority votes are elected. In the event of an equal number of votes for two candidates running for the same office, another vote shall be taken from members present in the same meeting session.

Section D: Newly Elected Officers/Directors begin their tenure as of the first Club meeting in January, so as to allow turn-over items, bank signature cards, Club records, etc. to be processed accordingly.

Section E: All officers and directors are expected to act in a respectable and professional manner upon being voted out. They will cooperate completely with the incoming person who has been elected, by the membership, to fill the position. All documents, data, passwords, records, applicable notes and any other information must be passed to the new office holder.

Article 7. Officers - Duties & Responsibilities:

Section A: President- Shall preside at all meetings of the membership and shall have the power to appoint committee chairperson(s) for various activities and committees. He/she shall ensure all meetings are conducted in an orderly and timely manner with the following format:

- 1.) **Call meeting to order, record present members and identify guests (by name)**
- 2.) **Secretary reads the previous meeting's minutes**
- 3.) **Treasurer's Report on Club finances**
- 4.) **Old Business**
- 5.) **New Business**
- 6.) **Guest Organizations**
- 7.) **Committee Reports**
- 8.) **Adjourn Meeting**

Section B: Vice President- In the absence of the President shall preside over meetings. He/she shall assist the President and other Officers where necessary. If the President office becomes vacant the Vice President shall assume the position of President and call for the election of a new Vice President.

Section C: Secretary- Shall keep record of all meetings of the Club, prepare and answer correspondence, keep the membership notified of upcoming meetings/committee events. Shall have access to the Post Office mailbox for Club mail.

Section D: Treasurer- Responsible for all money received for deposit, keeping accurate records of all accounts, expenses, receipts, savings certificates, bank liaison and report to the membership at each meetings regarding the Club's finances. Must be responsible for getting non-profit taxes filed annually. Shall have access to the Post Office mailbox for Club mail.

Section E: Secretary & Treasurer Joint Duties- Secretary and Treasurer will work together to provide a year end financial assessment and comparison to the previous year's expenses and revenues. This statement shall be presented and copies made available at the Club's first meeting of the year in January.

Section F: Media/Advertising Director- This position will be responsible for managing the social media presence of the Club and by creating advertisement for events. This position may be requested by any other committee to help with designing, advertising and promoting. This person may also be asked to help with other forms of communication between the Club, membership and the public: ie – email management, Club phone answering, social media posting, local publication communication and any other avenue that might arise and be of use to the Club.

- Section G:** Board of Directors- (7) Members consisting of:
~President or Vice President, but not both
~Secretary
~Treasurer
~4 elected directors, derived from current membership and in good standing. One director position will be reserved for a representative from the Town of Lovell.
- Section H:** Removal From Office-
Removal from office for just cause, on approval by membership majority:
 1. Failure to attend meetings for THREE (3) consecutive months without notification or just reasons.
 2. Failure to carry out duties of elected office.
 3. Conduct that brings discredit and harms the integrity of the Club in the eyes of the membership or public.
- Section I:** Tenure in Office- All offices have open tenure with no statute of time limitations.
- Section J:** Disbursement- Any member of the organization, committee or Board shall incur no liability.
- Section K:** Executive Session- If a motion is made to move into executive session, only the elected officers and directors (present) are to remain. An exception to this may be anyone expressly invited to remain present, or leave by order of the Club President.
- Section L:** Bank Account, Signature Cards/Checks- All money of the Club shall be handled by the Treasurer and deposited promptly in a bank account designated by the Club. All checks issued against the account of the Club shall be signed by the Treasurer. Both the President and the Treasurer will have the authority to sign for banking reasons. The bank account will also be subject to a Quarterly review by members of the Board of Directors, to be rotated and reviewed each year (4 reviews, by 4 people excluding the President/Treasurer).
- Section M:** Online Access- Only the Board of Directors shall be granted username(s) & password(s) for any online access requested unless an approved exception has been voted on.

Article 8. Committees:

The Club may solicit, as needed, volunteers for committees associated with any activity. These same committees may be dissolved or become dormant depending on the needs of the Club during any particular year. The formation of a committee must be voted upon and a Chairperson appointed. The Chairman of the Committee will then be responsible for the committee's function, gatherings, operations and reporting to the Lovell Rodeo Club.

Article 9. Liability Insurance:

Section A: Insurance will be required at any organized event in which monetary values are exchanged, ie. any fees charged and/or paid out.

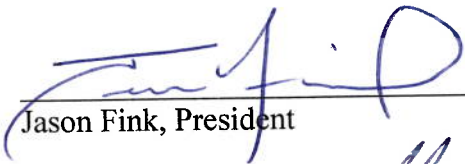
Section B: A Waiver of Liability consent form shall be signed by every contestant, and by the parent or guardian of any event contestant under the age of 18 years prior to participating in any events, therefore relieving the Club from liability for any accident, injury, or death of the contestant. A copy of these documents will be made immediately available to the Town of Lovell, at their request.

Article 10. Amendments:

These By-Laws may be amended at any meeting of the Club providing a quorum is present, by a vote of two-thirds (2/3) of the active members present and that the amendment has been submitted in writing followed by a second reading.

These By-Laws were approved by the Lovell Rodeo Club at a regular meeting held:

25 March 2024



Jason Fink, President



Marlene Purcell, Secretary



Kolt Bischoff, Vice President



Charis Bischoff, Treasurer