



# Sagebrush Ranch Horse Association

501(c)(3) Non-Profit Organization

## BYLAWS OF SAGEBRUSH RANCH HORSE ASSOCIATION

### ARTICLE I: NAME AND ADDRESS OF ORGANIZATION

1. This non-profit organization shall be known as the SAGEBRUSH RANCH HORSE ASSOCIATION "SRHA".
2. The address of this organization is P.O. Box 270242, Susanville, CA 96127, and the Board of Directors shall ensure all box rent is paid when due In order to maintain the club's address. The mail shall be received at this address unless specified by the Board of Directors.
3. The Board of Directors shall maintain a current non-profit status for the club.

### ARTICLE II: PURPOSES

1. Sagebrush Ranch Horse Association Is organized exclusively for charitable and educational purposes.
2. The purpose of this club is to grant educational scholarships to high school seniors and college students to help further their education at a higher level. SRHA will grant scholarships for clinics and seminars to deserving youth.
3. SRHA promotes ranch horse versatility education on a larger scale by networking with other clubs and organizations in Lassen County and beyond. SRHA will assist in the continuing education of both youth and adults in our community by hosting learning events. A primary target group will be youth and community groups and events such as our local fair.

### ARTICLE III: MEMBERSHIP

Membership will be as listed below:

1. Family Membership: This includes one family as a unit, i.e. one or two parents/guardians as head(s) of the family and their children who are under 18 years of age as of January 1<sup>st</sup> of the membership year. At least one parent must be an adult (18 years of age or over). The adult family members shall have general voting rights, interests, and privileges and shall be eligible to serve on the Board of Directors and/or committees. The adult family members shall each have one general vote: the children under 18 years of age shall have non-voting rights. Children of a family who are 18 years of age or older as of January 1<sup>st</sup> of the membership year must apply for an Individual Membership and pay Individual Membership dues.
2. Individual Membership is available to all individuals who are 18 years of age or older on January 1<sup>st</sup> of the membership year. individual members shall have general voting rights, interests and privileges, and shall be eligible to serve on the Board of Directors and/or committees. Individual members shall each have one general vote.



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3. Individual Minor Membership – Available to individuals who are under 18 years of age on January 1st of the membership year and whose parent(s) or guardian(s) choose not to apply for Family Membership. Individual members who are minors shall have no voting rights, interests, or privileges and shall not be eligible to serve on the Board of Directors and/or committees. The minor's parent or guardian must sign any document requiring an applicant's signature.
4. The membership year is January 1<sup>st</sup> through December 31<sup>st</sup>. Membership can be paid at any time during the year, but must be paid prior to participating in club events or activities. Dues will not be prorated throughout the year. Dues will not be refunded. Participants may not take advantage of member discounts unless their dues are paid in full.

## ARTICLE IV: MANAGEMENT

1. The management and government of the club shall be vested in a Board of Directors elected by the general membership. The Board shall consist of a President, Vice President, Secretary, Treasurer, and up to six members at large. All Board members shall be adults whose memberships are in good standing.
2. The Board of Directors shall establish committees to fulfill the responsibilities of the organization. The Board shall determine the number and duties of these committees. Each committee shall have chairperson and may include any number of general members.
3. The Board may establish additional positions as deemed necessary to carry out planned activities of the organization and may appoint members to fill these positions.
4. The Board shall adopt general rules pertaining to planned activities.

## ARTICLE V: DUTIES OF OFFICERS AND MEMBERS AT LARGE

1. The President shall preside at such meetings. The President shall be an ex officio member of all committees. The President shall be the official representative of the club at all events unless the President appoints a representative in his or her place.
2. The Vice-President shall determine the place and time of all meetings and shall act in the absence of the President. The Vice-President shall ensure meetings are held in a positive, cooperative manner. The Vice-President shall assume other responsibilities as delegated by the President or as determined by the Board of Directors.
3. The Secretary shall maintain the records (excluding financial records) of the organization; shall accurately take minutes of the proceedings of the meetings, and present a written report at the following meeting. The Secretary shall pick up the mail weekly at the Post Office and shall answer

**SAGEBRUSH RANCH HORSE ASSOCIATION**  
P.O. BOX 270242, SUSANVILLE, CA 96127  
srhaclubsecretary@gmail.com

*SRHA is a 501(c)(3) tax exempt organization. Federal Tax Identification Number is 81-1274896*



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correspondence after reviewing correspondence with the Board of Directors. The Secretary shall maintain an up-to-date membership list.

4. The Treasurer shall maintain the financial records of the club; collect all monies, disburse funds, and Issue receipts. The Treasurer will be responsible for all banking transactions including, but not limited to, making bank deposits, reconciling bank statements, and giving a report of finances at meetings. The signature of two officers shall be required on all checks. The Board of Directors must approve any expense over \$100. The President, Vice-President, Secretary and Treasurer shall sign on the account.
5. The Board of Directors shall assume duties that are requested by the club. At the discretion of the Board, any non-officer vacancy on the Board may be left unfilled for the remainder of the current term provided at least 4 members remain on the Board. The Board of Directors shall fill all vacancies occurring in their numbers by an election of the general membership. The Board Member(s) chosen shall hold office until the next annual election.
6. The members of the club shall assume responsibilities as requested by the President or by the Board of Directors.

## ARTICLE VI: MEETINGS

1. Any member of the Board may call a meeting of the Board provided that reasonable notice is given to all Board members. No action may be taken by the Board without a quorum of at least 4 Board members present. In the absence of a quorum, the meeting shall be deemed informational only; and any information will be discussed at the next regular Board meeting that has a quorum.
2. All regularly scheduled Board Meetings shall be open to all members. Only under special circumstances may the Board hold a closed meeting and, any closed meetings may not include deliberation of customary association business.
3. A meeting of the general membership shall be called and scheduled twice a year, with one meeting occurring in the winter and the other occurring in the fall. The purpose of the meetings shall be to conduct business of the association that requires consent of the membership. And for the Board to report on activities of the association and answer questions from the membership.
4. The President or Board of Directors may call a general membership meeting with reasonable notice to the membership. Any issue deliberated at a general meeting shall be approved by a majority vote of those present.
5. The President of the board shall not vote on any matters presented to the Board, except in the event of a tie. The vote of the President shall be the deciding vote.
6. Every attempt shall be made to present items to the Board at regular in-person board meetings. However, occasions may arise that inhibit the Board to meet and discuss some items of a time

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sensitive nature. In these events, a vote of the Board may be called for and responded to by e-mail or other electronic conference method. The Secretary shall be responsible for coordination of these votes, ensuring that a quorum of 4 votes is secured, and maintaining the voting results until the next regular Board meeting. In the event of an electronic vote, the Secretary, and not the President, shall vote only in the event of a tie vote.

## ARTICLE VII: REPORTING

1. The board of Directors shall prepare an annual report of all activities and financials for the current calendar year. This report shall be produced and ready for review by December 15<sup>th</sup> of the current calendar year. An electronic version of the annual report will sent to all current members. In accordance with IRS rules, the annual report will be available for public review upon receipt of a written request, there will be a \$5.00 fee charges for each copy of the report that is requested.

## ARTICLE VIII: ELECTION OF BOARD OF DIRECTORS

1. The Board Members shall be elected by the general membership prior to December 31<sup>st</sup> of each year. One-half the Board of Directors shall be elected in even number years and one-half of the Board of Directors will be elected in odd number years. The term of office shall commence at the January Board of Directors meeting each year. As determined by the Board of Directors, nominations and elections can be carried out either by mail, email, or at a general membership meeting. Write-in election ballots will be allowed.

## ARTICLE IX: REVISIONS

1. These by-laws may be revised by the general membership upon approval by two-thirds of those voting on the proposed revisions. An election to approve revisions to the by-laws may be carried out by mail or at a general meeting as determined by the Board of Directors.

## ARTICLE X: SUSPENSION AND EXPULSION

1. The Board of Directors may at their discretion, initiate disciplinary action, up to and including termination of membership against a member for brutality to animals, gross unsportsmanlike conduct, or flagrant violation of the Sagebrush Ranch Horse rules.

## ARTICLE XI: CONDUCT OF MEETINGS

1. Robert's Rules of Order (Revised) shall govern the deliberations at all Sagebrush Ranch Horse Association meetings. In the event of any conflict between these by-laws and Robert's Rules of Order, these by-laws shall prevail.



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## ARTICLE XII: DISSOLUTION OF ORGANIZATION

1. Upon dissolution of the Sagebrush Ranch Horse Association, all assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction, in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Date of Organization: January 1, 2016

Amended: January 4, 2023

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Maya Horsey, Secretary

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Carol Dunlap, Treasurer