



# WEST VOLUSIA SADDLE CLUB BYLAWS 2025

## ARTICLE I DISCLAIMER

This article is a disclaimer for any previous, or alleged, By-Laws for the West Volusia Saddle Club as of January 4, 2025. The only things to be left intact are the West Volusia Saddle Club Incorporation papers. They will not be changed or altered in any way.

## ARTICLE II ORGANIZATION

The West Volusia Saddle Club, Inc. is a non-political, not for profit Florida Corporation and hereinafter will be referred to as The Club. WVSC is a 501©3 organization. Our Certificate number is 85-8016542584C-6. It is located at the present time in Lake Helen, FL. The name of the club shall always be West Volusia Saddle Club, Inc.

## ARTICLE III PURPOSE

The purpose for which this club was organized has been partly covered in Article II of the incorporation papers, but it is specially to establish a close relationship between all phases of horsemanship. It is for all intents and purposes a club for young and old alike. We hope to promote the general welfare of The Club and contribute to the social activities of the community. The Club is a family-oriented institution and persons on the grounds should conduct themselves as such. "Inspiring better horsemanship in the present and for the future through community involvement" ~*mission statement*.

## ARTICLE IV MEMBERSHIP

### SECTION 1:

As of January 1, 2025, membership in The Club will be issued on a calendar year basis and shall be available to anyone, unless deemed otherwise by the Board of Directors. Interested persons may join at any time.

### SECTION 2:

- A. General Membership Dues shall be as follows: Single \$40.00, additional family members living in the same household may add on to the Single membership for \$5.00 per person, up to Five (5) family members. Persons 17 years or under must have a parent or legal guardian join with them.
- B. There are no membership dues for WVSC's 4-D shows as these will be pop-up shows at dates and fees to be determined for the 2025 year.

### SECTION 3:

Any member, and/or nonmember, that deliberately breaks or refuses to comply with WVSC rules or is deemed to be immoral or disreputable will be brought in front of the Board of Directors for a hearing to alleviate the problem. A second offense will be cause for a 30-day suspension from all club activities and the third offense will be cause for dismissal from The Club for a one-year period. To rejoin, club membership must be voted on by The Club. If one person of a family membership is in violation of any of The Club rules, they will be brought before the board and a decision will be made if one or all of the members within that family membership will be accountable.



**WEST VOLUSIA SADDLE CLUB  
BYLAWS 2025**

**ARTICLE V  
BOARD OF DIRECTORS AND OFFICERS**

The Board of Directors, hereinafter referred to as The Board, shall consist of six (6) elected Officers and three (3) elected Directors that shall be 18 years or older. The Officers shall be the President, Vice President, Secretary, Treasurer, Arena Manager, and Points Keeper. The immediate past President may be a voting member of The Board for a term of one (1) year, unless deemed ineligible due to voluntary resignation of their position on the Board.

**ARTICLE VI  
DUTIES OF OFFICERS AND DIRECTORS**

**SECTION 1:**

The President shall preside at the meeting of The Board and the membership. He or she shall rule on all disputes in order and enforce the Articles of Incorporations papers, the By-Laws and the Show Rules. The President shall, together with a director, sign the name of The Club on all papers and documents, the execution of which has been approved by The Board or the membership or as may be required by law. The most recent edition of "Robert's Rules of Order" shall govern all respective duties, for all positions.

**SECTION 2:**

In the absence of the President or in the event of his or her inability to act, the Vice President shall perform the duties of the President, and when so acting, shall have the powers of the President and be subject to the same restrictions and privileges of the President. The President or The Board can, from time to time, assign the Vice President other duties in a manner which will help maintain The Club function in good order.

**SECTION 3:**

The Secretary shall have three positions of responsibility to cover in The Club. The positions will cover recording membership and correspondence, recording of all minutes of all meetings and shall be the custodian of The Club records and legal papers. Bond and all legal papers are to be kept intact and in a safety deposit box registered in the name of The Club. The name on the entrance registry to the box shall be that of the Secretary and the President. Each shall be responsible for the keys and content of the box. Membership in The Club shall be the Secretary's responsibility in that he/she will keep accurate records of all old and new members. Original executed Stall Rental Agreements for each show will be filed in the registration booth after each show and the Stall Cash Sheet submitted to the Treasurer after each show. The Secretary shall organize the executed Participation Agreements for each show. These Agreements shall be filed in the registration booth after each show. The Secretary shall have the authority to assign duties to Alternate Directors, or other representatives for The Club in an effort to keep The Club organized and compliant with all rules and by-laws of The Club.

**SECTION 4:**

The Treasurer shall receive all money belonging to The Club and pay out such funds as are authorized by The Club, membership, or Board. The Treasurer shall keep accurate records of all the transactions of the office and submit a monthly written report of receipts and expenditures at each meeting of The Club. The Treasurer shall deposit all monies of The Club in the full name of The Club (West Volusia Saddle Club, Inc.) in such bank or banks as may be designated or approved by The Board. All monies collected at any WVSC event will be counted onsite by the Treasurer or designated member and confirmed by a secondary member count after the event is finished. All deposits will be made within five (5 business days) after any monies are received. The Treasurer shall receive all bills, notes or other securities belonging to The Club and shall deposit the same only after receiving proper authorization from The Board. The President and Treasurer shall be empowered to sign checks. The Treasurer will maintain a \$200.00 startup fund for each event.



**WEST VOLUSIA SADDLE CLUB  
BYLAWS 2025**

**SECTION 5:**

The Arena Manager and/or Designated Representative are the main judge(s) for the Gymkhana events. At all pleasure shows, the appointed judge is the sole judge. The Arena Manager is responsible for maintaining the upkeep and maintenance of the arena prior to, during, and after each show. The Arena Manager must be able to drive the tractor, utilize any corresponding equipment to the tractor, check moisture levels of the arena flooring, report on general maintenance of the arena and be available for events, etc. The Arena Manager will be assigned an assistant to stand in the absence of the Arena Manager.

**SECTION 6:**

The Points Keeper must keep accurate and up to date records of all earned points for all Club functions. The Points Keeper shall present such points to the membership for review at every business meeting and be able to satisfy any question made concerning any and all points recorded. If a member is not satisfied with the results of such an inquiry, he or she may request a meeting with The Board within thirty (30) days of the incident in question. It is the member's responsibility to check their points at each monthly meeting. Any point discrepancy has 30 days to be corrected. After 30 days there will be no point modification. In order to obtain your work credit, you must sign your own name on the sign in sheet or no point credit will be given.

**SECTION 7:**

At all shows, if the President or Vice President is not present, a Director or Officer will be appointed to be in charge.

**ARTICLE VII  
ALTERNATE DIRECTORS**

There are three (3) positions that have special duties. The Alternate Directors shall be responsible for overseeing the fulfillment of these three duties.

- A. The historian will maintain a scrapbook and bulletin board of Club activities throughout the year.
- B. The Designated Representative's official duty is to fill in, in the absence of and/or assist the Arena Manager in his/her duties.
- C. Public Relations person will report meeting dates, show dates and results to local newspapers, social media and email for publication. He/she will produce flyers to announce all upcoming events and distribute with assistance from Club members.

**ARTICLE VIII  
NOMINATING COMMITTEES**

**SECTION 1:**

The President shall appoint and dissolve all standing and special committees except for the Nominating Committee, which shall be appointed by the membership at the September general membership meeting.

**SECTION 2:**

The Nominating Committee shall consist of at least three (3) Club members. It shall select the candidates from the current membership for all elective Officers and present this slate at the regular membership meeting in October. At this time, regular nominations from the floor will also be taken. After the close of the October business meeting, nominations must be submitted in writing for voting at our November business meeting. The Nominating Committee must contact every member via telephone



## WEST VOLUSIA SADDLE CLUB BYLAWS 2025

and/or mail and/or email. Nominations received via text message or social media, IE: Facebook, Messenger, et al, will not be recognized or validated. You must be a current member in good standing to run/be nominated for any position within The Club. Current members Sixteen (16) years old and over are eligible to vote.

### ARTICLE IX MEETINGS

All meetings shall be conducted with the latest edition of “Robert’s Rules of Order”. Regular meetings are the second Monday of each month. A special meeting may be called by the President or in the case of his/her absence, the Vice President. Additionally, any ten (10) members in good standing, through petition to The Board, may request a special meeting. The Secretary will notify all members of the regular membership of the special meeting and its purpose. Officers or Directors not attending two (2) consecutive meetings or a total of three (3) for the year, whether it is special or regular meeting, will be replaced unless excused for valid reasons. Valid reasons being work, illness or death reported by at least noon on the day of the meeting. Any excuse not so reported shall be considered on an individual basis and reviewed by the Directors to determine validity.

### ARTICLE X VACANCIES

Should a vacancy occur on The Board or that of an Officer, either by death or resignation or by violation of Article IX of our By-Laws, the membership will vote in a replacement at the next scheduled meeting. Any position on the Board that voluntarily resigns during their term shall not become eligible to run for another position on the board for no less than Two calendar years.

### ARTICLE XI INVENTORY & FINANCE

#### SECTION 1:

A Checkbook Audit Committee will be established in November of each calendar year who will audit the checkbooks from that year. The committee will consist of three (3) members. This audit will be completed prior to the checkbook being turned over to the upcoming Treasurer for the next year. Once the audit is completed, a written report shall be generated and read at the January meeting of the general club membership of their findings. After the audit is complete, the upcoming Treasurer shall receive the checkbook prior to the first Director’s meeting held in January. Note: The Director’s meeting is always held prior to the first general club membership meeting in January.

#### SECTION 2:

An inventory work party shall be scheduled in January of each year and an inventory committee formed. The committee will consist of three (3) members. The committee will inventory, in writing, all assets of WVSC and submit it to the general membership at the February membership meeting.

#### SECTION 3:

The Board may authorize expenditure not to exceed five hundred dollars (\$500.00). The Club must approve any expenditure above this amount. No Officer, Director, or member shall receive any compensation for his or her services, unless such services have been contracted for and approved by The Board.



**WEST VOLUSIA SADDLE CLUB  
BYLAWS 2025**

**ARTICLE XII  
GENERAL BY-LAWS**

**SECTION 1:**

When voting for Club Officers and Directors you must be present at the November meeting. No proxy votes will be allowed.

**SECTION 2:**

An annual meeting, to discuss Club By-Laws, is to be held in January of each year. No amendments may be made to affect the points system until the annual By-Law meeting in January.

**SECTION 3:**

Any member or Officer of The Club who has a grievance shall first present it in a written format by email or letter (text and direct messaging do not apply). This must be done within thirty (30) days of the incident to the President who will present it to The Board. It will then be voted upon and the decision will be final. Grievances must be from direct knowledge of the issue and not based on hearsay.

**SECTION 4:**

The official installation of the duly elected Officers and Directors shall be in January of each term.

**SECTION 5:**

A Speed Committee shall be formed each October for the upcoming year which will consist of a chairperson and no less than two (2) club members. This committee shall meet prior to the January general membership meeting and discuss their upcoming shows, choose events, and discuss the speed show rules, etc. In October of each year, the Speed Committee shall be responsible for submitting all proposed barrel show dates for the next year to The Club for voting so that they may be submitted to the City to be placed on the yearly calendar for the upcoming year. The Speed Committee shall choose events for each show and submit it to the Board to vote on prior to the show. The Speed Committee shall provide a definition and/or pattern of each event for each show and the specifics of each event to the Arena Manager prior to each show. The Speed Committee will be responsible for: making sure all necessary forms are completed prior to each show, assisting in the setup of registration prior to each show, making sure the arena and all necessary props for each event are ready prior to each show, maintaining a current mailing list of speed show participants, maintaining a pattern book of all events, assisting in advertising of each show and assisting and coordinating workers for each show.

**SECTION 6:**

A Pleasure Committee shall be formed each October for the upcoming year, which will consist of a chairperson and no less than two (2) club members. This committee shall meet prior to the January general membership meeting of each year to discuss and plan the pleasure shows, rules, etc. In November of each year, the Pleasure Committee shall be responsible for submitting all proposed pleasure show dates for the next year to the Board for voting so that these dates may be submitted to the City for the upcoming calendar year. The Pleasure Committee will be responsible for: obtaining judges for each pleasure show, making sure all necessary forms are completed prior to each show, assisting in the setup of registration prior to each show, making sure the arena and all necessary props for each event are ready prior to the show, maintaining a current mailing list of pleasure show participants, assisting of advertising of each show, and assisting in coordinating workers for each show. The Pleasure Committee must submit the list of judges, their fees, and their qualifications to the Board of Directors for approval prior to booking. The Board of Directors has (48) hours to respond with any issues or concerns. Non-response will result in acceptance of judge selections.



## WEST VOLUSIA SADDLE CLUB BYLAWS 2025

### **SECTION 7:**

A 4D Committee shall be formed each October for the upcoming year, if applicable, which will consist of a chairperson and no less than two (2) club members. This committee shall meet prior to the January general membership meeting and discuss upcoming shows and club rules. In October of each year, the 4D Committee shall be responsible for submitting dates for the upcoming year to the Board and then send them to the City for approval. The 4D Committee shall be responsible for making sure all necessary forms are completed prior to each show, assisting in the setup of registration prior to each show, making sure the arena and all necessary props are ready prior to each show, and assisting in coordinating workers for each show. In addition, the committee will be allowed to have \$250.00 to use for each show as added money. If any additional amount is requested, it must be brought to The Board and general membership for a vote prior to the show in question. Payout will be done in 4D WVSC format in accordance with WVSC rules and regulations for jackpot 4D shows unless minimum or maximum rider requirements have not been met and then payout will be determined on a show-by-show basis.

### **SECTION 8:**

An Arena Committee shall be formed each January for the upcoming year, which will consist of a chairperson and no less than two (2) club members. The Arena Committee will be responsible for overseeing the general conditions, needs and maintenance, etc. of the equestrian portions of the Lake Helen Equestrian Facility. This committee will meet with the City as necessary to discuss any issues that need to be addressed regarding the facility. This committee shall report to the general membership at each meeting any information regarding the facility.

### **SECTION 9:**

A Rules Committee shall be formed each January for the upcoming year, which will consist of a chairperson and no less than two (2) club members. The Rules Committee will be responsible in assisting the enforcement of the rules of The Club at all events. The Rules Committee shall be knowledgeable of all club rules and By-Laws.

### **SECTION 10:**

A Drill Team Committee shall be formed each October for the upcoming year, if applicable, which will consist of a chairperson and no less than two (2) club members. This committee shall meet prior to the January general membership meeting and discuss their upcoming events, practice dates, and the team rules. In October of each year, the Drill Team Committee shall be responsible for submitting all proposed show/event dates for the next year to The Club for voting so that they may be submitted to the City to be placed on the yearly calendar for the upcoming year. The Drill Team Committee will be responsible for: making sure all necessary forms are completed prior to each show/event/practice, maintaining a current mailing list of drill team participants. All drill team members must sign and comply with the West Volusia Drill Team Rules Sheet. Any persons age 17 and under must have a legal guardian sign for them on the Rules Sheet.

### **SECTION 11:**

The Board of Directors shall meet in October of each year to discuss the year end awards and prior to the first general membership meeting held in January of each year.

**SECTION 12:** Each current Director on the Board of Directors shall turn over all necessary paperwork and keys associated with their office and/or positions to the incoming Director/Officer on or before the first annual Board of Directors meeting. All Directors and Officers shall keep accurate and organized records.



# WEST VOLUSIA SADDLE CLUB BYLAWS 2025

## ARTICLE XIII END OF THE YEAR AWARDS

### SECTION 1:

To qualify for any end of the year awards in Gymkhana or Pleasure you must:

- A. If you are eighteen (18) years or older on January 1 of this year, you must earn twelve (12) points total. Six (6) must be earned by working shows and/or work parties and Six (6) must be earned by attending meetings. Four of the work points must be earned by working two pleasure shows and two speed shows.
- B. If you are twelve (12) years to seventeen (17) years old on January 1 of this year, you must have a total of twelve (12) points which can be acquired by attending meetings, work parties, working shows or a combination of all three. Two of the twelve points must be earned by working one pleasure show and one speed show.
- C. If you are eleven (11) years or under on January 1 of this year, you must have a total of six (6) points which can be acquired by attending meetings, work parties, working shows or a combination of all three.
- D. You must participate in a minimum of 60% (partial #'s rounded up) of the shows of your selected discipline. Points from where you were eligible for daily highpoint in your selected division are the only points that will accumulate toward year end. You must ride the minimum required classes per show to accumulate your day end points.

### SECTION 2:

In Gymkhana, placing will be determined by the amount of riding points accumulated throughout the year in your age division. In each age division, lead line, small fry, junior, teen, intermediate, senior, senior pro, there will be a Grand and Reserve award given. Points for all shows will be added together and totaled for year-end awards. Year end points do not accumulate until club membership is obtained.

### SECTION 3:

In pleasure, there will be Grand and Reserve awards in each of the High Point divisions. In pleasure there will be Grand and Reserve ribbons only in Halter. All High Point division points will count for year-end awards. Year end points do not accumulate until club membership is obtained.

### SECTION 4: Points

Gymkhana points are as follows:

- 1<sup>st</sup>: 7 points
- 2<sup>nd</sup>: 6 points
- 3<sup>rd</sup>: 5 points
- 4<sup>th</sup>: 4 points
- 5<sup>th</sup>: 3 points
- 6<sup>th</sup>: 2 points
- Qualified ride: 1 point

Pleasure points are as follows:

- 1<sup>st</sup>: 6 points
- 2<sup>nd</sup>: 5 points
- 3<sup>rd</sup>: 4 points
- 4<sup>th</sup>: 3 points
- 5<sup>th</sup>: 2 points
- 6<sup>th</sup>: 1 point

### SECTION 5:

All shows Gymkhana or Pleasure are subject to cancellation by the President, if all work positions are not filled at the general club meeting prior to the show date and/or if warranted by inclement weather. There is no guarantee that any cancelled shows will be rescheduled.

### SECTION 6: Work Points Qualifications:



## WEST VOLUSIA SADDLE CLUB BYLAWS 2025

The worker sign-up sheet has work points assigned to each position. The following personnel will approve all work points: Arena Manager or Registration Personnel, who are the final decision makers.

- A. In the Speed shows, if you are signed up for an AM position, you are required to work through the first two patterns. PM positions will work through the last two patterns.
- B. In the Pleasure shows, if you are signed up for the AM positions, you are required to work through until the afternoon portion of the show, which generally starts around noon.

If you do not sign in on the worker sign in sheet, you do not receive your work credit. Any point discrepancy has (30) days from the date that points are posted to be corrected. After (30) days, there will be no point modification. If you sign up to work a show/event and do not show up or call within (24) hours prior to the show/event, you will receive a verbal warning. A second offense will result in a one (1) point deduction for your work credit tally. If you work an AM and a PM position you qualify for 1 point.

### ARTICLE XIV GIFT CERTIFICATES

Gift certificates given out by The Club have no cash value, no money will be given back from them, and the entire coupon will be surrendered at time of use. This is also the same for Free Show coupons, Free Membership coupons, or any other coupon given out by The Club. Coupons must have the West Volusia Saddle Club seal on them to be valid. No WVSC coupons can be combined at any 1 show for any 1 member.

### ARTICLE XV SOCIAL MEDIA

Any person or persons, member or non-member, shall not slander or bad mouth The Club's name or image in any form via any social media outlet. Any person(s) who does so will receive a verbal warning for the first offense. A second offense will constitute a suspension from the club benefits for one (1) month after being brought before The Board. During this suspension, no points will be allotted to the person who is suspended. A third offense will result in a one (1) year suspension from The Club and any renewal will be up to The Board's discretion thereon after. No membership refunds will be made in such case.

### ARTICLE XVI INHUMANE TREATMENT

Cruel or inhumane treatment of any horse on our grounds will not be tolerated. Participants must always exhibit good sportsmanship. Excessive hitting of a horse at any WVSC event or anywhere on the grounds, at any time, is an automatic disqualification. The Judge and/or Arena Manager and/or Show Committee will approve the decision. Failure to abide by any of the above will be considered unsportsmanlike conduct and will be handled accordingly. At the discretion of the Judge and/or Arena Manager, any member, spectator, participant who is abusive to any individual or animal, who shows unsportsmanlike conduct or demonstrates any behavior that is disruptive to the show, will be asked to leave the grounds for the remainder of the show. No refunds will be made. Beyond a first warning, said offender(s) will be immediately suspended from all WVSC activities until called before the Board of Directors for determination of return. Repeat offenders will be banned from WVSC until brought before the General Membership and voted on for reentry.