

LAKE COUNTY MOUNTED POSSE, INC.

STATE OF ILLINOIS

BY-LAWS

Rev. 3/09/2016

ARTICLE I. NAME, OBJECT SEAL.

Section 1. This Club shall be known as the LAKE COUNTY MOUNTED POSSE INC., STATE OF ILLINOIS hereafter referenced as "LCMP". The club, being an Illinois 501(c) 7 "Not for Profit" Corporation, shall be located in Lake County, Illinois where it maintains its club records, bank account, insurance coverage and legal name.

Section 2. The object for which it is formed is to maintain and carry on a club for the promotion and use of horses; to keep alive the spirit of the "Old West"; to encourage the motto of "Horsemanship, Sportsmanship and Citizenship"; to sponsor and promote the sport of horseback riding and all other activities of clubs and posses, such as shows, rodeos, tournaments and other wholesome mounted sport; to promote acquaintance and friendship among other posses and clubs.

Section 3. The Corporate Seal shall have inscribed thereon, the words "Lake County Mounted Posse, Inc".

ARTICLE II. MEMBERSHIP.

Section 1. Members of LCMP shall be admitted, retained and/or expelled in accordance with rules and regulations as the Board of Directors may adopt. In all matters governed by membership vote one paid membership shall be entitled to one vote (i.e. one paid Family Membership = 1 vote; 1 paid Single Membership = 1 vote). All full memberships, regardless of residence, are eligible to vote and hold office. Associate memberships (first year members) may not vote or hold office.

- a. All applications for new members (aka Associates) of LCMP must be signed by the applicant and by a Full Member sponsor in good standing. Associates must own their own horse and must be 21 years of age. Applicants may be from any county of any state. Applications shall be completed and submitted on forms approved by the Board of Directors and supplied by the Club. Associates in order to obtain full membership must meet the requirements in Standing Rules and Procedures # 6 of these Bylaws. Associates must pay yearly membership fee upon application. Associates that pay dues in the months of September thru December will be applied to the following calendar year.
- b. Associate applications shall be referred to and acted upon by the Board of Directors whose proceedings thereon shall be secret and confidential. In order to reject an application for membership, the applicant must be rejected by the majority of the Board of Directors.
- c. Applicants, if approved by the Board of Directors, will serve as Associate members for one year, after which time the Board of Directors shall act upon the application for Full membership into the Club. Associate may be appointed by the President to serve on committees for special events. When an Associate member is accepted as a Full member, they will be notified by the President.
- d. Associates must become full members before they are eligible to purchase Posse jackets, patches and vehicle stickers.
- e. Members children may join as Full members after their 21st birthday without serving as an Associate member and shall have preference of acceptance.

ARTICLE III. DUES AND OBLIGATIONS.

Section 1. All members are required to keep their membership dues and fees (i.e. patches, rides, special event tickets, GUEST FEES, etc.) paid up promptly as they become due. Failure to do so will subject such member to EXPULSION FOR NON-PAYMENT. Dues are payable on January 1st and become past due and subject to penalty after February 15th of each year.

Section 2. Every member participating at any Club function is obliged to abide by the Club By-Laws, Standing Rules and Procedures and any special rules set forth by the Trail Boss, Parade Boss or any other officially designated authority in charge of a Club activity OR BE SUBJECT TO SUSPENSION FROM THE CLUB. In such cases, the person in authority has the right to recommend to the Board of Directors the suspension of any member not obeying said rules. A member in violation of said rule may be suspended on a majority vote of the Board of Directors.

Section 3. Members who have been listed as having been granted "lifetime memberships" shall not be required to pay membership dues. However, such "lifetime memberships" are not provided for in the By-laws and therefore no additional "lifetime memberships" may be awarded unless and until procedures and standards for such award have been established in these By-laws and/or Standing Rules and Procedures.

ARTICLE IV. OFFICERS AND DUTIES.

Section 1. **PRESIDENT.** The President shall preside at all meetings of the Club and the Board of Directors: enforce all laws, rules and procedures of the Club; be an ex-officio member of all committees except the nominating committee; oversee bills to be paid by the Treasurer and shall countersign checks drawn on the Club funds. The President shall appoint the chairman of all committees with the approval of the Board of Directors, and make, execute and deliver all contracts i.e. insurance renewal on behalf of the Club with the approval of the Board of Directors, unless someone in specific instances is authorized to enter into contractual agreements on behalf of the Club. The President will transfer all files, legal papers, electronic records and logon information to the successor President no later than January 15th.

Section 2. **VICE PRESIDENT.** The Vice President in the absence of the President shall perform the duties of the President. If neither is present at any meeting, a chairman shall be chosen by remaining Officers and Directors.

Section 3. **SECRETARY.** The Secretary, in accordance with the direction of the President and/ or Board of Directors, shall conduct all official correspondence i.e. Monthly Newsletter, of the Club; keep all records, including minutes of all meetings of the Club and the Board of Directors; issue and send all notices to the members and prepare Annual Statement of Incorporation. The Secretary shall keep attendance records and tally votes from Board and General Meetings. The Secretary shall also receive applications for membership, make investigations as to the eligibility of applicants and report thereon to the Board of Directors, and maintain accurate records regarding the membership of LCMP. The Secretary will transfer all files, legal papers, electronic records and logon information to the successor Secretary no later than January 15th.

Section 4. **TREASURER.** The Treasurer shall keep all accounts of the Club. The Treasurer shall receive and be responsible for all the monies; pay all bills when properly audited and approved by the board of Directors and present vouchers for all payments. Checks shall be signed by the Treasurer and countersigned by the President. Accounting records shall be available for inspection to any and all members of the Board or individual members in the presence of a Director. The Treasurer shall submit a written detailed report of the financial transactions at the monthly membership meetings and Board of Directors meetings and provide a yearly summary of receipts and expenditures for the period of term of office. The Treasurer shall file the appropriate Internal Revenue forms with the Internal Revenue Service at the end of each calendar year. The Treasurer shall be responsible for the year end LCMP inventory / asset list.

Section 5. **DIRECTORS.** There shall be no more than six Directors. The Board of Directors shall control and manage the club property, appropriate its funds and approve all contracts and purchases consistent with the charter and by-laws of the Club and the wishes of the membership. Purchases on behalf of the Club in excess of \$1000 must first be approved by majority vote of the membership in attendance at designated general meeting, with the exception of operational expenses i.e. Club insurance, a horse show, or a tack sale that may require a larger sum and must be approved by a majority of the board.

Section 6. **Board meetings and attendance:** Meetings shall be held at a place and time designated by the President. Each preceding president may attend board meetings. Board meetings are held between general membership meetings. Board members missing three consecutive board meetings, without due course will be dismissed from the Board. Replacement shall be appointed by the Board.

Attendance by teleconference: Meetings of the Board or Board appointed committee may take action thru communications means in which all persons participating in the meeting can communicate with each other. Participation in a meeting pursuant to this section shall constitute presence at such meeting.

Each officer and director shall have a vote with the exception of the President who may vote in the event of a tie.

7. **Indemnification:** LCMP shall indemnify all present and former officers, directors and committee members of LCMP as well as all former and continuing members to the full extent permitted by the General Not-For-Profit Corporation Act of the State of Illinois, as amended, and shall be entitled to purchase insurance for such indemnification to the full extent as determined from time to time by the Board of LCMP.

ARTICLE V. ELECTION.

Section 1. The election of officers of the Club shall be held in November at the General Membership Meeting. The elected officers shall take office on January 1st of the following year.

Section 2. All members are to be notified prior to the General Membership meeting for election. The officers are to be elected by majority vote of the membership, voting, absentee or present, at the November membership meeting.

Section 3. The President, Vice President, Secretary and Treasurer shall each be elected to serve for one year and thereafter until his Successor is elected and qualified. Neither the President nor the Vice President shall be elected to serve more than two consecutive terms in the same office. The Vice President shall automatically become a candidate for the Presidency.

Section 4. Four Directors shall be appointed each year; two shall be retained. A Director must be a voting member in good standing for a minimum of one year. The appointments shall be made by the President.

ARTICLE VI. NOMINATION.

Section 1. Candidates for the elective offices shall be recommended by a nominating committee appointed by the President. Candidates are presented at the October General Membership Meeting.

Section 2. Other nominations may be made from the floor by any voting member at the October General Membership Meeting.

Section 3. In case there is more than one candidate for any office, election shall be held by secret ballot sent to the Membership in the November Newsletter.

ARTICLE VII. MEETINGS

Section 1. The General membership meeting, based on available meeting space, should be held at 7:30 PM the second Wednesday of each month September thru May. The meeting place shall be selected by the President with the approval of the Board. Meetings shall be communicated to the Membership via Newsletter and website.

Section 2. Special membership meeting may be called whenever the Board or the President deems it necessary.

Section 3. Board Meetings shall be held at the time, place and date selected by the President, shall be held between General membership meetings and communicated to Membership as above. Board meetings are held monthly throughout the year.

Section 4. Majority of voting eligible members present shall constitute a quorum for any General Membership, Board, or special meetings.

ARTICLE VIII. COMMITTEES.

Section 1. The President shall appoint the chairman of all committees. The Chairman shall be directly responsible to the Board and shall submit all plans, PRIOR TO EXECUTION, to the Board for approval. Including but not limited to:

- a. **TRAIL CHAIRMAN:** Coordinates all Trail Rides for the year.
 - i. **TRAIL BOSS:** The Trail Boss shall have full responsibility for the conduct of trail rides. The Trail Boss shall select routes for each outing and have full authority. Every member must obey such rules set forth by him at the beginning of the ride, which are deemed necessary to protect the safety of riders, spectators, horses and property. Trail bosses must be 21 years of age.
- b. **WEBSITE CHAIRMAN:** responsible for keeping website up to date.
- c. **SOCIAL MEDIA CHAIRMAN:** responsible for communication through Social Media
- d. **PARADE CHAIRMAN:** Coordinates all Parades for the year. May appoint Parade Boss for each Parade.
 - i. **PARADE BOSS:** The Parade Boss shall handle all details of the Club presentations at public displays. The Parade Boss shall be obeyed by all members participating in such public events at which the Parade Boss presides. The Parade Boss shall be fully responsible for the Club at such events, making sure horses, members and equipment are selected and presented properly groomed and in proper Club prescribed attire.

ARTICLE IX. AMENDMENTS TO THE BYLAWS.

Section 1. Amendments to the by-laws shall be considered on the recommendation of any member. Such recommendation shall be passed to the By-Laws Committee for proper drafting and editing. The new recommendation must then be ratified by a majority vote of the membership with at least 50 percent of the membership voting, absentee or present, at a meeting selected by the By-Laws Committee.

ARTICLE X. STANDING RULES AND PROCEDURES.

Section 1. After notification by monthly newsletter, Standing Rules and Procedures may be adopted, amended or rescinded by a majority vote of the members attending; a quorum being present.

Section 2. Automatic grammatical, punctuation and correlation corrections in the Standing Rules and Procedures or amendments thereto which in no way alter the intent of the respective Standing Rules and

Procedures or amendments thereto shall be effected by the Rules and By-Laws Committee, subject to the approval of the Board.

By-Law Committee revision of:
STANDING RULES AND PROCEDURES
March 2016

LAKE COUNTY MOUNTED POSSE, INC.
STATE OF ILLINOIS
STANDING RULES AND PROCEDURES

1. **MEMBERSHIP FEES** shall be as follows:
 - a. Family Membership including dependent children under the age of 21\$70.00
 - b. Single Membership including member's dependent* children under the age of 21 AND including companion.....\$70.00

* Dependent children defined as unmarried & living at home.
2. **GUESTS** of members shall be welcome to participate in Posse social activities if accompanied by the host member. The HOST MEMBER shall enter the names of their guests in the Posse Guest Register, have Guests sign a release form at each activity and then be responsible for the conduct of the guests and their compliance with Posse rules and regulations as well as trail etiquette.
3. **GUEST FEES** shall be established for each activity by the committee chairman for that activity and approved by the Board. MEMBERS SHALL BE RESPONSIBLE FOR GUEST FEES OF THEIR GUESTS. If a member's guest fees are not paid to the activity chairman on the day of the activity, the guest fees shall be billed to the member. Non-payment shall be treated the same as non-payment of membership dues or fees.
4. **DRESS CODE** whenever called for by the Board, the dress for official Posse functions shall be a white western long sleeved shirt with Posse patch on shoulder, (patch should be centered 2" below the shoulder seam on the left sleeve), black Apache type tie, western hat (summer: light tan or white straw; fall: black felt.) blue jeans and western boots. Preferred, but not required, is a red saddle pad and yellow slicker either tied neatly on the back of the saddle or worn as weather dictates. For parade unit members a white or light tan helmet; fall black cover on helmet can be worn. Members, or their dependents, shall not, under any circumstances, participate in an event dressed as described above inferring Posse representation without prior approval of the Board of Directors. Posse jackets may be worn in cool weather but are not mandatory.
5. **TRAIL RIDE ETIQUETTE AND RULES:** The Posse Trail Boss and appointed assistant trail bosses are responsible for maintaining common sense practices to make riding the trails as safe and enjoyable as possible for everyone, regardless of the individual riders experience and/or horsemanship skills. The Trail Boss's authority is absolute and will insist on the following basic rules:
 - * Do not pass the lead trail boss; the trail boss sets the pace.
 - * Do not lag behind or become separated from the group.
 - * Stay on designated trails.
 - * No racing or horseplay!
 - * Pass other riders only at the walk or slow jog. Warn riders going in the same direction of your intentions to pass.
 - * Absolutely no litter on the trail! Carry all refuse with you and dispose of it properly.
 - * Clean up after every ride and event. Parking areas must be left free of manure, hay and bedding materials. Picnic areas should be spotless before leaving.

- * Additional rules will be published or announced as required for specific trail ride activities. Each member is expected to follow these rules for the safety and enjoyment of all.
- * Each Member is responsible to follow the rules of each specific venue i.e. Forest Preserve, State Park.

6. **ASSOCIATE MEMBERS MUST** during their Associate Year:

- * Attend two (2) indoor meetings during the year of the associate membership. One of these must be the January, February or March meeting of the year of application for membership.
- * Assist with the "Associate Members Play Day", if one is scheduled.
- * Work on one other event OTHER THAN THE ASSOCIATE MEMBER PLAY DAY.
- * Attend at least two other horseback events. (Other than the two listed above.)
- * Apply for full membership no later than the February membership meeting following the Associate Year.
- * Pay dues within 30 days after being notified by the President of acceptance as a full member. If not paid within the 30 day limit, the associate member will be dropped from the membership rolls without further notice.

SUMMARY: Six appearances only, out of a possible thirty events/meetings, required of an Associate Member in the year of associate membership.

7. **POSSE EXPENSES:** All Club expenses of operation and activities shall be authorized by the Board of LCMP or through their designated activity chairman. All expenses shall be summarized in writing, substantiated with appropriate receipts and submitted to the Board for approval of payment by the Treasurer. Any expenses not submitted for payment within 30 days or submitted without receipt may not be honored.

Travel and/or miscellaneous out-of-pocket expenses shall not be provided for any member, chairman or officer, except in special cases which must be approved by the Board.