



Organizational Charter
Updated Sept. 20, 2016

Women's Riding Group

Organization

Section 1: Preamble Judy Foster of San Juan Capistrano founded the organization in 1993 as a means of promoting interest in equestrian activities. As a not-for-profit group, participation affords our group the opportunity to enhance our horsemanship skills and allows us to contribute to worthy charities, particularly those that reflect the interest of the membership.

Section 2: Organization's Name The organization was named LAS VAQUERAS, which means "The Cowgirls" in Spanish and reflects the heritage of our home in San Juan Capistrano and focuses attention on our main activity, horsemanship and riding.

Section 3: Organization's Objective The objective of LAS VAQUERAS is to provide equestrian recreational activities for its members and guests of the organization, to meet new people with similar interests, to provide learning experiences in horsemanship all in a relaxed and enjoyable manner. At least one (members only) mounted ride will be scheduled each year, with additional activities as determined by the Board of Directors.

ARTICLE 2 – Standing Administrative Policies

Section 1: Executive Board Administration Standards include, but are not limited to:

- ⑤ Promote these standing administration rules, our bylaws, the Roberts Rule of Order and the California Nonprofit Corporation laws.
- ⑤ Promote courtesy, justice, impartiality & equality.
- ⑤ Promote appropriate event budgeting and planning.
- ⑤ Authorizing contracts, purchases and scheduling activities driven by the membership needs of the organization.
- ⑤ Each administrative officer is a member of the Board of Directors.
- ⑤ The Directors shall determine from time to time, which elected officer(s) shall head up and chair the standing committees of the Organization. Each committee chair shall be responsible for the duties and activities of that committee until a new chair is designated by the Directors.

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Section 2: OFFICERS

The organization's officers shall consist of the following nine (9) positions: President, Treasurer, Secretary, Corresponding Secretary, Membership VP, Historian, Trails & Facilities VP, Catering & Entertainment VP and Activities & Promotions VP.

All offices are for a term of two (2) years. All officers may succeed themselves with the exception of the President. To qualify for the office of president of the Las Vaqueras Board the candidate must have served on a Las Vaqueras Board for 2 years.

Section 3: COMMITTEES

Committee positions are not limited. The President and the Board of Directors as required may appoint and dissolve additional committees as deemed necessary to conduct business throughout annual events and activities. .

Section 4: EXECUTIVE APPOINTED COMMITTEES

Standing committees of LAS VAQUERAS shall consist of but are not limited to:

- Community Committee
- Set up & tear down Committee
- Gift Committee
- Website Committee
- Election Committee

The committees will be headed and supervised by the Board of Directors.

The committee officers may appoint additional committee members from the general membership.

Section 5: MEETINGS

Meetings of the Board of Directors are held upon the 2nd Tuesday of each month.

Meetings of the General membership are held upon the 3rd Tuesday of each month.

An election meeting shall be held in June every other year at a place designated by the Board of Directors. This election shall be directed by an Election committee, appointed by the board of Directors and follow procedures from the Robert Rule of Order & the California Non Profit kit.

The President or the Board of Directors as necessary can call other meetings.

A minimum of five board members will constitute a quorum to conduct business at any given board meeting.

LAS VAQUERAS meetings are bound to but not limited to the following Code of Ethic:

- A. Follow Robert's Rules of Order.
- B. Keep the Objective of the Organization as the priority.
"To provide and set an equestrian recreational standard for members and guests of the Organization, to meet new people with similar interests, to provide learning experiences In horsemanship, all in a relaxed and enjoyable manner."
- C. Treat all members respectfully.
- D. Give each subject in discussion and member an equal opportunity.

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Section 6: RIDES

A minimum of one (1) members only ride will be held annually at a place designated by the Board of Directors. Additional rides will be held on dates to be determined annually by the Board of Directors. The Board of Directors will determine the criteria for these rides.

Section 7: CHARITABLE DONATION

All dues and fees will be deposited into the bank account of the LAS VAQUERAS organization. Balances shall be maintained to allow for the efficient and effective operation of business affairs of the organization first. Following the annual meeting, charitable funds to be approved by the Board of Directors will be donated to the pre-approved charity(ies). The charitable organization(s) are to be reviewed, re-positioned and or changed each year by a majority vote of general membership in June.

Section 8: FEES

Annual dues are determined each year by the board. The membership drive begins in May with dues payable in June and a delinquent date of July 15th of the same fiscal year.

If renewing members have not paid their membership dues by July 15th, any such member will forfeit her membership and may be replaced by the next qualified prospective member from the WAITING LIST. Such new member must pay the annual dues by August 15th of the current year and thereafter remain current in her dues, or forfeit her membership as provided in this section 8 paragraph 2.

Annual dues are disbursed for monthly expenses at the discretion of the Board of Directors including, but not limited to, an anniversary recognition fund, insurance, group activity insurance certificates, postage and copying. The Board of Directors will determine fees for rides and events.

The annual dues are waived for the organization's honorary members. Additional individual event and ride fees still apply to honorary membership.

Fees for rides and events will be discounted not exceeding 50% for current Board of Directors in recognition of their contribution to the club.

Section 9: WAITING LIST

The waiting list will be maintained by the Membership VP. Prospective members must attend one or more guest ride(s) within the first two years of being on the waiting list before being considered for membership. After the first prospective membership renewal fiscal year (July 1 – June 30), prospective members who have not attended one or more guest ride(s) will be notified of such, along with their sponsor. If by the second renewal year such prospective member has not attended one or more guest ride(s), they will be removed from the waiting list, with notification to the prospective member and their sponsor. Members may only sponsor one prospective member applicant at a time on the waiting list.

Section 10. APPLICATION FOR MEMBERSHIP

Applications will be submitted in writing on the form provided by the Membership VP and under the signed sponsorship of a qualified member (member for minimum of one year in good standing). Applicants for membership must be a minimum of 21 years of age on or before the date of their application for membership. Applications are then presented to the Board of Directors for review and approval. A written statement must be submitted to the Membership VP 48 hours PRIOR to the date of presentation of the application to the Board of Directors when a qualified member chooses to rescind their sponsorship of an applicant. Both the qualified member and applicant will forfeit their position on the wait list in such event. In the event a qualified member sponsor rescinds her sponsorship, a written request can be submitted to the Board of Directors by the applicant to review special circumstances.

Section 11. NON-REFUNDABLE FEES

Members may terminate their membership by serving written notice to the Board of Directors. Dues are not refunded. An individual's membership may also be terminated by unanimous decision of the Board of Directors for failure to pay dues, fees or other financial obligations, misconduct or failure to follow membership guidelines.

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Directors

All of the Executive Board of Director positions at a request must be able to present information pertinent to their positions responsibilities. All Board of Directors at executive session will utilize the suggested activity/ride checklist and the forecasted budget documents for planning events. In the unlikely event of an individual action pursuit to Director or Officer, the organization shall shoulder the action 100%.

The Board of Directors reserves the right to dismiss an officer at a Board meeting for non-fulfillment of position responsibilities by unanimous vote of the other Directors then voting, not including the vote of the offending Director, providing that the officer in question has been given notice in the manner for giving notice of a meeting, that such dismissal is a topic of consideration at a Board Meeting to be held on a certain date.

PRESIDENT: As Parliamentary authority she oversees, governs and enforces the bylaws, these policies & procedures in accordance to the Roberts Rule of Order and the California Nonprofit Corporation kit. The President promotes overall group enrichment. She works with the Board of Directors in executing any and all contracts for the organization. It is the President's duty to take business up one at a time, to have an agenda and to facilitate motions at meetings

The President shall be the Executive Chairman of the Board of Directors. The President is the legal watch dog consecutive with Board of Directors and its delegates. The President calls to order meetings and organizes monthly business. The President's duties include general development of the organization's objectives and humanitarian representation. The President works with the Treasurer in properly executing the checkbook.

Governing Document Usage: Request for Quotations, Budget check list, Duty check list, Purchase Orders, Request for Checks, Fixed Asset Inventory, Contracts entered into by the organization, State and IRS documentations & filing signatures concurrent with the with Treasurer of the organization.

TREASURER: The Treasurer is responsible for accounting income and expenses, banking and other financial duties, including but not limited to taxes. The Treasurer controls and collects funds for dues, raffles and other sales, works with the President in properly executing the checkbook, keeps the checkbook and reconciles the monthly bank statements. She is responsible for bills and insurance payments. The Treasurer presents her report at monthly meetings or upon requests of the Board of Directors or membership.

Governing Document Associated with the Treasurer positions are, but not limited to: Request for Quotations, Purchase Order, Request for Checks, Activity tally spreadsheet, Fixed Assets Inventory Summary, Insurance payment records, Contracts entered into by the organization and State and IRS filings concurrent with signatures from the President of the organization.

SECRETARY: The Secretary shall be responsible for getting any and all information distributed to the members. She prepares the minutes for both executive and general meetings. She notifies the membership of activities via the newsletter. She works in joint coordination with the membership officer in maintaining a current roster. She creates and distributes the roster once a year following acceptance of new members. She works with the Activities and Promotions VP to create and distribute flyers.

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According to California Non Profit guidelines the Secretary shall maintain the Organization's Records in a Bound 3 Ring Binder; 1) Articles; 2) Bylaws; 3) Minutes; 4) Member Register and 5) Corporate Seal.

CORRESPONDING SECRETARY: The Corresponding Secretary is responsible for inner club communications, i.e., thank you notes, regrets, solicitation letters. She sends correspondence on behalf of the organization as deemed necessary by the Board of Directors. She works with the Membership VP to communicate grievances, violations and probations on behalf of the Board of Directors. .

Governing Documents: The Organizations letterhead, Note cards, suggestion forms, open forum issues and email correspondence.

HISTORIAN: The Historian records and keeps photo album(s). The Historian keeps a picture record history book of all fiscal activities. She brings the albums to meetings, takes & develops photos, and works with the Website Chairman for website maintenance. Works with recognition community items.

Governing Documents: Website documentation, request for photos, requests for updates or edits to the website.

MEMBERSHIP VP: The Membership VP logs payment of dues and works with the Treasurer for the annual membership drive. She is active at event check-in. She keeps up maintenance of the membership folder in accordance with insurance requirements. She insures that the organization's individual membership documentation and event criteria are obtained. She works with the Secretary to keep a current mailing list up to date for distribution of information. The membership officer shall maintain the attendance requirements and provides participation statistics upon request of the Board of Directors. She serves as a second check and balance for the Treasurer at any event or activity. She also works with the Corresponding Secretary.

The Governing Documents: Membership applications, membership release, event check-in lists, violations , probation and membership issues.

TRAIL & FACILITIES VP: Trail Boss shall be responsible for research camp facilities and pre riding the trails. Ensures safe trail rides. She makes note of people in violation of the "Don't pass the Trail Boss" rule. She makes recommendations as to ride difficulty and coordinates special events. She or an appointed delegate obtains participation signatures on event liability forms. She is equipped with a basic First aid kit for horse and rider. Individual members should be able to inject their own horses with IM/IV. She appoints outrider positions and distributes arm-bands. She provides the center and drag riders with appropriate first aid items, i.e., ace, paste and walkie-talkies. Shall keep an ongoing observation of the trail activity, horses, riders and the group overall demeanor. She works with the Activities and Promotions VP to coordinate times for rides. She maintains the First Aid kit(s).

Governing Documents are the following, but not limited to: The event release folder, ER cards, the guest release and the verification of insurance signatures.

CATERING & ENTERTAINMENT VP: Entertainment and catering is in charge of providing food and non-alcoholic beverage services. She arranges entertainment when necessary. She collects counts from the Treasurer for attendees and purchases of food. She coordinates potlucks. She coordinates with Activities and Promotions VP and obtains bids on catering and entertainment for presentation at a board executive session in a timely manner prior to an event or activity. Keeps a supply and written inventory relative to the items of Catering & Entertainment. She submits reports when available or upon

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request of the Board of Directors. She works with the Trail Boss and Activities & Promotions VP to coordinate daily time schedules.

Governing Documents for Catering & Entertainment are the following, but not limited to: Flyers, Tables, tents, programs, menus, etc.

ACTIVITIES & PROMOTIONS VP: Activities and Promotions is in charge of event activities. She coordinates and publishes ride schedules to include times of arrival and departure. When game activities are present, she introduces and explains the activities and secures awards and prizes for all ride functions. She works with the Gift Committee. She works with the Catering & Entertainment VP in Promotions and publicity for positive organization exposure, (i.e., Capistrano Valley News). She presents a suggested event/activity checklist at executive session in a timely manner prior to an event and contributes to the budget worksheet. She works with the Secretary regarding event/activity flyers and provides clean and easy to read directions to the location. She works with the Trail Boss to coordinate ride activity. She works with the Trail Boss and Catering VP to coordinate daily time schedules. The Activities and Promotions VP or her delegate provides and activity summary to the Board of Directors. She maintains a potential activity database.

Governing Documents to be the following, but not limited to: Proposals on the Suggested activity/ride checklist, wipe off time charts for activities, flyers, daily event schedules for rides, meals, etc.

Statement

Membership has the right to voice their issues at open general meetings, at open forum discussions or upon submittal to executive session in writing to the Corresponding Secretary.

Only one (1) member is assigned the floor at any given time. (See the Corresponding Secretary for the ¼ sheet for the suggestion box). Members at the general monthly meetings must take turns speaking. These discussions are to be kept to the issues of the organization and not directed to personal motives.

Members have the right to notice of all meetings and the organization's work.

Members have the right to a notice when there is a proposal to rescind or amend an article previously adopted.

Members have the right to hear reports of the board actions; committee and officer work with a written request.

Members have the right to attend meetings, inspect official records, notices and reports from committees, officers and the Board of Directors.

New members are on a one(1) year probation, subject to board review.

Members may terminate their membership by serving written notice to the Board of Directors. Dues will not be refunded. An individual's membership may also be terminated by unanimous decision of the Board of Directors for failure to pay dues, fees or other financial obligations, misconduct or failure to follow membership guidelines. Members are required to, but are not limited to:

- 1) Pay their dues on time.
- 2) Active participation at our events.

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- 3) Seek to enhance the equestrian experience with this organization.

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- 4) Follow trail etiquette
- 5) Ride in appropriate tack and attire.
- 6) Keep self, horse and others safe.
- 7) Have immediate knowledge of their horse's health, abilities and conditions.

ARTICLE 5 – Honorary Members

The Board of Directors may grant Honorary membership to a maximum of eight (8) individuals who have contributed significantly to the organization. Honorary membership shall be for a term of one year. The Honorary membership status will be reviewed annually by the Board of Directors. Each year the Directors shall select and designate Honorary members for such year. Honorary members are not to be counted as part of the general membership and are not entitled to vote. Annual dues for the honorary members are waived. Honorary members are eligible to sponsor guests per ride or activity as stated in Article 6, Paragraph 1.

ARTICLE 6 - Guest Policy Statement

Guests and former members in good standing are able to attend Guest Activities or Events for the cost of the event plus an additional guest fee determined by the Board of Directors. Guests must have a qualified member sponsorship (member for minimum of one year in good standing) at the event. Guests and former members in good standing must be on the wait list for 30 days prior to the deadline for applying to attend an event. The Board of Directors has the right to refuse participation of a guest or former member in good standing for failure to comply. Las Vaqueras is not responsible for providing horses for ride events.

Prospective members must participate in one or more guest rides before becoming a member to the Las Vaqueras organization

Guests must complete the insurance requirement documents.

Guest documents are the following, but limited to: Release, Proof of Medical Insurance, Emergency Ride form.

ARTICLE 7 – Ratification Statement

These Articles of the Las Vaqueras Organization are the Guidelines and Policy Statements that have been reviewed by the Executive Board of Directors.

A copy of these guidelines & policy statements are available and will be distributed to all members of the Las Vaqueras organization.

Signature of the Secretary: