

# Hamilton County Riding Club, Inc.

## Jasper, Florida

### BY-LAWS

Adopted and effective January 21, 1995

Revision date: **Voted: October 3, 2025, effective January 1, 2026**

#### **THESE RULES SHALL SUPERCEDE ALL OTHER RULES HERE-TO-FORE**

They shall remain in effect the entire year and cannot be changed.

January 1<sup>st</sup>-December 31<sup>st</sup>

### **ARTICLE I: ORGANIZATION**

#### **Section 1 – Name and Equal Opportunity Statement**

(A) The name of the organization shall be the “Hamilton County Riding Club, Inc.” hereinafter referred to as the Club.

(B) This is an equal opportunity club.

#### **Section 2 – Meeting Location, Dates and Times**

The Meeting place shall be the Hamilton County Arena or another designated location.

#### **Section 3 – Meeting Dates and Times**

(A) The Club will meet from 5:00 pm-6:00 pm the last Saturday of each month.

(B) Tri-Annual meetings of all club members in good standing will be held on the fourth(4<sup>th</sup>) Saturday night in January, June, and September from 5:00 pm-6:00 pm. Followed by games beginning at 6:00 pm or whatever is voted on by the club.

(C) All revisions or changes to the Club’s By-Laws shall only be voted on at the Tri- Annual meetings.

(D) The Club shall hold no other functions on the last Saturday of each month. If the Tri-Annual falls on a Holiday, the new date will be voted on at the September Tri-Annual meeting.

#### **Section 4 – Club Shows and Frolic**

The Club shall be in control of any show, frolic, games, trail rides or any other activity held under the name of the Club and these rules, game rules and ground rules shall prevail as the guidelines under which the event shall be run.

#### **Section 5 – Rider’s Release**

Each member shall sign a release upon joining the Club. The document shall release the club and all its members, as well as Hamilton County, from any damage and or damages to persons or personal property while participating or attending club approved events or shows. A sample of said release is attached to these By-Laws.

Under Florida Law an equine activity Sponsor or equine professional is not liable for any injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities.

### **Section 6 – Coggins Test**

All horses attending any events/shows under Article 1 (Organization), MUST have a current negative Coggins and are subject to inspection upon request. If you are unable to provide adequate proof any rider (member or non-member) will be subject to the penalties and laws of the State of Florida.

### **Section 7 – Tack**

All riders must use a saddle (NO BAREBACK) during competition. No Double riding on grounds or practice riding in the arena or on any grounds

### **Section 8 – Dress Code**

NBHA dress code will be enforced. Riders will not be allowed to participate without the proper clothing. This Club is a family-oriented association that promotes Western Attire. In promoting Western Attire, we ask that you use discretion and good judgement when choosing your riding attire. Anyone riding in clothing that is NOT APPROPRIATE (TOO REVEALING) may be asked to change or be disqualified. Inappropriate attire: bare midriff, tube tops, halter tops, spaghetti straps, short shorts, and sports bras. Riders will be dressed in long pants and western boots.

## **ARTICLE II: MEMBERSHIP**

### **Section 1 – Classification**

Membership of the Club members shall be classified as Family Membership or Honorary Membership.

### **Section 2 – Definition of “In good standing”**

A member who has paid dues to the Club Treasurer and is upholding the purpose, rules and conduct according to the Club regulations and obligations shall be a member in good standing. Any member who does not participate in 50% of the club activities and has not met work-hour requirements will not be considered a member in good standing.

### **Section 3 – Dues**

- (A) Family Membership dues are \$50 annually per family. Family Membership consists of Parent(s) and Child(ren) who are under 18 years old or a full-time student (12 college hours)
- (B) Honorary Membership has no annual fee, member must be an active club member in good standing, who has reached the age of 65 years old.
- (C) Membership in the Club is effective January 1<sup>st</sup> through December 31<sup>st</sup>.
- (D) Dues are to be paid by the January Tri-Annual meeting. If not paid by that meeting, the member will no longer be considered a member in good standing. If dues are paid after this time, the member must be re-introduced as a new member. New points will accumulate from the time the member is voted back into membership.

- (E) Any Member joining the Club after the September Tri-Annual meeting or by September 30th shall be eligible for membership for the remainder of that year and the following year (12 months).

**Section 4 – New Members**

New members must be introduced for membership by a present member and voted on by a majority of at least 13 members present at a club meeting.

**Section 5 – Non-Member Fees**

Non-members can ride at a fee of \$20 per day per family. Each non-member shall sign a release of liability waiver form before competing. The document shall release the club and all its members, as well as Hamilton County, from any damage and/or damages to persons and/or personal property while participating in or attending any club approved events or shows. A sample of said release is attached to these By-Laws.

**ARTICLE III: Officers**

**Section 1 – List of Officers**

The officers of the Club shall be:

- (A) President
- (B) Vice President
- (C) Second Vice President
- (D) Treasurer
- (E) Secretary
- (F) Timekeeper (5)
- (G) Arena Director

**Section 2 – Election of Officers**

- (A) All Officers must be nominated and elected by the club each year.
- (B) All Officers must be at the June Tri-Annual meeting or set month and will take office at the next games meeting.
- (C) Officers must have been an active member in good standing for a minimum of twelve months to hold office.
- (D) The President, Vice President and Treasurer shall have check signing authority.
- (E) All checks issued by the Club shall be signed by two of these three officers. None of these three officers can be married to one another.

**Section 3 – Duties of the Officers and Arena Director**

- (A) To preside of the meeting of the Club
- (B) To Act as managing officers of the club
- (C) To perform such duties as may be provided for in these by-laws.
- (D) To service on the Rodeo Committee as Rodeo Chairperson
- (E) To delegate authority as needed
- (F) To appoint a ground judge at each games meeting

#### **Section 4 – Duties of the Vice President**

- (A) To assist the President when necessary
- (B) To serve in the place of the president in his or her absence
- (C) To succeed the office of president for unexpired term in case of vacancy in that office
- (D) To perform such other duties as may be provided for in these by-laws.
- (E) To service on the Rodeo Committee
- (F) To perform other duties as directed by the President.

#### **Section 5 – Duties of the Second Vice President**

- (A) To assist the President when Necessary
- (B) To serve in the place of the President in his /her and the First Vice President's absence.
- (C) To perform such duties as may provide for in these by-laws.
- (D) To perform other duties as directed by the President.

#### **Section 6 – Duties of the Arena Director**

- (A) To observe each event to rule on a qualified ride for each rider.
- (B) To be well versed in rules that the club has set forth regarding patterns and qualifications.
- (C) To make decisions regarding qualified or non-qualified rides. These decisions will be final.
- (D) To work with an assistant if an event takes more than one person.
- (E) To perform other duties as directed by the President.

#### **Section 7 – Duties of the Secretary**

- (A) To keep all the records of the club except those of the Treasurer.
- (B) To conduct all correspondences of the club required or as requested by the club president.
- (C) To serve on the Rodeo Committee
- (D) To prepare and give out mail or email notices of special events and a calendar of club activities to members in good standing.
- (E) To keep accurate records of all meeting minutes of the club.
- (F) To prepare and give out mail or email a membership packet to all new and old members when dues are paid. Member packets will include the club's by-laws (if requested)
- (G) To furnish information of interest about the club to the local newspaper, radio stations, and other horse-related publications.

#### **Section 8 – Duties of the Treasurer**

- (A) To collect all dues and monies owed to the club by its members.
- (B) To make deposits of all club money in the bank approved by the club.
- (C) To keep a true and accurate record of all receipts and disbursements and to make records available for inspection at every Monthly Meeting.
- (D) To reconcile checkbooks and monthly statements each month

- (E) To provide a financial report of each tri-annual meeting that includes income and expenses to date.
- (F) To serve on the Rodeo Committee.
- (G) To collect all rodeo monies and keep separate as follows: Ad Money, Gate, Coke Booth, Concessions, etc.
- (H) To be responsible for taxes, quarterly taxes, and coordination of taxes by the month 990N form.
- (I) To continue the non-profit status Form 501-C
- (J) To avoid cashing rodeo contractor's checks. The Club shall pay in cash.

**Section 9 – Duties of the Timekeeper (5)**

- (A) To sign up contestants at the regular club rides
- (B) To oversee keeping time and announcing each ride.
- (C) To determine the winners and award high points ribbons at each ride
- (D) To keep an accurate record of all points earned by all contestants of each ride who are members in good standing. This information shall be available at each ride.
- (E) To choose an assistant at each event, so that there will be (2) people in the booth.
- (F) To be responsible for providing sign-in sheets at all club events.

**ARTICLE IV: VOTING PRIVILEGES**

**Section 1 – Voting Privileges-Financial**

To have voting privileges regarding club business, (financial) member must meet the following qualifications:

- (A) Must be a member & 18 years of age or older to vote on financial matters.
- (B) Must be a member in good standing.

**Section 2 – Voting Privileges-Non-Financial**

To have voting privileges regarding club business (non-financial), member must meet the following qualifications:

- (A) Must be a member & 15 years of age to vote on non-financial matters.
- (B) Must be a member in good standing.

**ARTICLE V: FINANCIAL**

**Section 1 – Financial institutions**

- (A) All the club financial accounts will be a bank voted on by choice of club members.
- (B) All the club financial accounts must have current signatures cards for the president, vice-president, and treasurer on file with the appropriate bank and all disbursed checks must be jointly signed.

**Section 2 – Scholarships**

Each year, all eligible high school graduates will be awarded a \$500 scholarship, providing the FAMILY or RIDING MEMBER has been a good standing member for at least

two consecutive years and participated in at least 50% of all club activities, providing the funds are available. If there are no eligible graduating club members, then two scholarships are to be given to deserving graduates. Scholarships are to be given in the following manner: 50% after proof of enrollment in the 1<sup>st</sup> quarter/semester and the remaining 50% after proof of enrollment in the 2<sup>nd</sup> quarter/semester. The recipients will be decided at the April monthly meeting.

### **Section 3 – Financial Reports**

Financial reports will be provided upon request.

The Club's checkbooks, monthly bank statements and all other financial reports will be reconciled each month.

Any item voted on to be purchased by the club is contingent upon the availability of funds.

## **ARTICLE VI: CONDUCT AND OBLIGATION OF MEMBERS**

### **Section 1 – Conduct**

- (A) There will be no drinking of alcoholic beverages or use of DRUGS (nor anyone under the influence of alcohol or drugs) allowed on club grounds or at any activity sponsored by the club.
- (B) There shall be no foul or obnoxious language of any kind.
- (C) There shall be no reckless riding, unsafe equipment, or any other horsemanship considered unsafe.
- (D) Failure of proper conduct after fair warning may result in a suspension or bar from the club and termination of membership.
- (E) A member may be suspended until a club Tri-annual meeting if such conduct warrants. Any member that is suspended will not be able to participate in any activity sponsored by the club.

### **Section 2 – Obligations of Members**

- (A) All members are responsible for working on various committees from time to time.
- (B) All members are required to complete 15 volunteer hours per year.
- (C) All members are expected to contribute to some form of work that is associated with the conducting of regular club activities.
- (D) It is the obligation of every member of the club to see that proper conduct is conducted by fellow members and their guests.

## **ARTICLE VII: CLUB MEMBERS**

### **Section 1 – Authority**

Voting will be by Quorum instead of number of members present. The latest edition of the Roberts Rule of Order shall be accepted by the club as final authority on all questions of parliamentary law.

**Section 2 – Order of Business**

The order of business for the monthly Tri-Annual meetings shall be as follows:

- (A) Call to Order
- (B) Reading and approval of minutes from the previous meeting
- (C) Report of treasurer (copy given to secretary to be included in the meeting minutes).
- (D) Old Business
- (E) New Business
- (F) Committee Reports
- (G) Announcements
- (H) Introduction and voting of new members.
- (I) Adjournment

**Section 3 – Adjournment/Postponement**

The official order of business of the club may be temporarily adjourned at any time for special social activities or other functions. Nothing shall prevent the club for reasons of policy from postponing any business until after the program.

**ARTICLE VIII: CLASS DIVISIONS/ENTRY FEES**

Age groups are based on member’s age as of January 1<sup>st</sup> of the competition year  
Riders will ride in the same class for the entire year

**CLASS DIVISION ENTRY FEES**

Members: \$10 per family per day

Non-members: \$20 per family per day

Additional horses: \$5 per horse/per run (member or non-member) after initial horse(s) entered under the initial entry fee.

**Point Classes (Members Only):**

<u>Lead Line</u>	Supervised 9 years old and under on a pony or horse.
<u>Pee Wee</u>	9 years old and under on a horse.
<u>Small Fry</u>	10-13 years old on a horse
<u>Juniors</u>	14-18 Years Old
<u>Ladies</u>	19-38 Years Old
<u>Men</u>	19-38 Years Old
<u>Gracie Allen</u>	39 Years old and over
<u>Jack Benny</u>	39 Years old and over

**Non-Point Class (Non-Members or Members):**

Open Class

**NON-MEMBERS**

All non-members ride in the OPEN Class, regardless of age. NO EXCEPTIONS.

MEMBERS/NON-MEMBERS WHO WISH TO RIDE ADDITIONAL HORSES OR EXHIBITION.

# **ARTICLE IX: RULES AND REGULATIONS FOR GAMES, CLUB ACTIVITIES AND END OF YEAR AWARDS**

## **Section 1 Games – General Rules and Regulations**

- (A) Points Awarded
  - 1<sup>st</sup> Place = 6 points
  - 2<sup>nd</sup> place = 5 points
  - 3<sup>rd</sup> place = 4 points
  - 4<sup>th</sup> place = 3 points
  - 5<sup>th</sup> place = 2 points
  - 6<sup>th</sup> place = 1 point
- (B) Members may ride more than one horse in the games for points. (Example: Horse 1 for Barrels, Horse 2 for Poles and Horse 3 for Arena Race).
- (C) Sign-up for all game events will be first sign-up first to ride. There will be no random draw.
- (D) Horse must be family. In cases where a member has constant care of a horse and not ownership, horse and rider must be registered during one of the game meetings with the following information: Owner, rider, horse's name, description, and circumstances under which he has care of the horse subject to club approval.
- (E) All non-riders must stay out of the riding area, and all horses must be kept from the spectator's area!
- (F) Timed events shall consist of cloverleaf barrels, poles and one game to be voted on by nomination at the meeting before the games begin. The games to be chosen from are listed under Article 10 Section 1.
- (G) If the timer does not work and rider has a clean pattern (pattern not broken), rider will get up to 2 re-rides for a time.

## **Section 2 Games – Disqualification of “NO TIME”**

- (A) Once a rider's name has been called to ride three (3) times (2 minutes apart), and there is no attempt being made to ride, the rider will receive a “NO TIME”
- (B) If a rider is unable to enter the arena the rider's name will be called (3) times (2 minutes apart) if still unable to enter the arena they will be placed at the end of the event and the Parent will be required assist them into the arena. The rider has a maximum of 10 minutes and will receive a “NO TIME”
- (C) Failure to run the pattern correctly will result in disqualification/no time.
- (D) Breaking the timer after the timer has started (this is considered a broken pattern) except for lead line, will result in disqualification/no time.
- (E) If a rider runs a qualified ride, and the clock malfunctions, that rider will be entitled to a re-ride. If the rider disqualifies on the first re-ride due to equipment malfunction or knocks obstacle over, he or she shall be entitled to a second and final re-ride. In the event of a re-ride, the rider will have the option to re-ride immediately or wait until the end of the class or end of the next class (in case the rider is the last person in the class).

- (F) Failure to be mounted on horse when rider/horse crosses finish line (timer line) will result in a disqualification. EXCEPTION: Run and lead game.
- (G) In games where there is only one obstacle (barrel, pole, cone etc.) and the one obstacle is knocked over, the rider will receive a “NO TIME.”

### **Section 3 Games – Penalties**

For each barrel, pole or cone that is knocked over, a five (5) second penalty will be added to the final time, except for games with one obstacle.

### **Section 4 Games – End of the Year awards**

- (A) To be eligible for end of the year awards, a member must be a member in good standing per Article II, Membership, Section 2 “Definition of “In good Standing”)
- (B) In the event of participants having the same number of points at the end of the year, awards will be given to each person as a tie. Year-end awards will be cash prizes as follows:
  - 1<sup>st</sup> = \$500
  - 2<sup>nd</sup> = \$300
  - 3<sup>rd</sup> = \$200
  - 4<sup>th</sup> = \$150
  - High Point = \$1,000
- (C) In addition to cash prizes, T-Shirts will be awarded to 1<sup>st</sup> places in Ladies, Men, Gracie Allen, and Jack Benny Classes.
- (D) The awards are pending available funds at the end of the year.

## **ARTICLE X: SETUP & INSTRUCTION FOR RIDING GAMES**

### **Section 1 - Arena Set up**

Pole Bending - Six poles will be used. The first pole will be set 21 Feet from the starting timer and the remaining poles will be set 21 feet from the CENTER TO CENTER. The pole base shall be no more than 14 inches in Diameter and the height of the poles shall be 7 feet from the ground.

Texas Barrels - Three barrels will be used. The first barrel will be placed 30 feet from the timer and the remaining barrels will be 60 Feet apart measuring from inside bottom to inside bottom.

Cloverleaf - Three barrels will be used. The #1 barrel will be placed at the right side of the arena 35Feet from the Timer and 2 Feet from the right fence Line. The #2 barrel will be placed on the left side of the arena 35 feet from the timer and 20 feet from the left fence line. The #3 barrel will be placed in the center of the arena 100 feet from barrel number 1.

Arena Race – One barrel will be used. The barrel will be placed in the center of the arena 131 feet from the timer.

Keyhole - Four poles will be used. The four poles will be placed 12 feet apart in a square. The Front of the box shall be 171 feet from the timer and back of the box shall be 20 feet from the rear fence. The ground judge “Arena Director” and assistant will need to be in the arena for this event.

Speed and Stop – The cloverleaf pattern set up will be used with cones. All three cones will be 20 feet apart from the arena fence. A 12-foot-wide, three-sided box will be set up (with poles placed on the ground) on the left side of the arena. The box will be 5 feet from the side fence and the back of the box will be 5 feet past the timer light. A ground judge and an assistant will need to be in the arena.

Run and Lead – One barrel is to be used. The barrel will be 131 Feet from the timer in the center of the arena.

## **Section 2 – Instructions for Riding games**

Pole Bending – The rider will start on the right or left side of the poles and will run in a straight line along the side of the poles until the beginning pole is reached. The rider will turn the beginning pole and weave the poles back to the end pole. The rider will turn the end pole and then will return to the finish line in a straight line on the opposite side from which he or she entered. Rider may touch poles with his or her hand or leg but may NOT knock it down.

Texas Barrels – The rider will start on the right or left side passing the first barrel, weaving to the third barrel; rider will turn the third barrel and continue weaving back to the finish line. Leaving all three barrels standing.

Cloverleaf – The rider will turn the first barrel to the right or left and the second barrel to the right or left, and the third barrel to the right or left and then return to the finish line. The pattern can be reversed by starting to the left. The rider may touch the barrel with his or her hand or leg, however the barrel must remain standing.

Arena Race Barrel- The rider will turn one barrel to the left or right and return to the finish line.

Keyhole – The rider will ride down to the square at the end of the arena and turn 180\* inside the square (marked with poles 12"x12"). Then the rider will return to the timer light. If the horse steps on or out of the square or knocks over a pole, the rider will be disqualified.

The Run and Lead – The rider will ride their horse down to the barrel and circle the barrel. On the opposite side of the barrel, the rider will dismount the horse and lead his or her horse back to the timer light.

Speed and Stop – The rider will ride outside of the cones set in the cloverleaf pattern all the way around the arena to the three-pole slide box on the left side of the arena. The rider will stop inside the box and remain in the box for (5) five seconds without the horse stepping outside of the box. The Arena Director will tell the rider when the time is up, and the rider can leave the box. If the horse steps outside the box for 5 seconds, the ride is invalid and will result in NO TIME.

## **ARTICLE XI: HIGH POINT WINNER**

The high point winner is the club member with the most points accumulated from games, and work points at various events for the club throughout the year. Each member that is 18 or younger is responsible for making sure their points are recorded on the sheet with the appointed person keeping the log. The high point person for the year will be awarded \$1,000. In the chance of a tie, the \$1,000 will be split between the people in the tie.

## **ARTICLE XII: HORSE SHOWS**

### **Section 1 – Horse Show Events**

- (A) Horse show committee shall be appointed, or members may volunteer at the January Tri-Annual Meeting each year.
- (B) The horse show committee will control all businesses concerning horse shows.
- (C) Horse show events will be run by Hamilton County Riding Club, Inc. Game Rules.

## **ARTICLE XIII: ANNUAL RODEO**

### **Section 1 – Rodeo Business**

- (A) The Hamilton County Riding Club, Inc. will present a rodeo the first weekend in May on Friday and Saturday Nights.
- (B) The rodeo committee will consist of the following:
  - 1. President
  - 2. Vice President
  - 3. Past President
  - 4. Secretary
  - 5. Treasurer
  - 6. Two active members in good standing which shall be appointed by the President.
- (C) The rodeo committee shall be in control of all businesses concerning the rodeo.
- (D) The rodeo committee shall be responsible for bringing to the riding club the rodeo stock contractor's bids to be voted on by the club at the June Tri-Annual

### **Section 2 – Rodeo Queen Guidelines**

The Rodeo Committee will vote on all queen activity.

The Rodeo queen contest will be held the Monday before the rodeo.

Rodeo queen participates must be a member for 6 months prior to and have participated in 50% of the club activities of that year.

The queen, when crowned, must participate in 50% of the club activities during her reign. If the queen is representing the club elsewhere, this will count as part of her duties. If at any time the queen is not fulfilling her duties, the rodeo committee and the officers of the club can have the queen step down and crown the runner up as the rodeo queen.

If the young lady wins junior rodeo queen and after fulfilling her duties, would like to seek to participate in the senior rodeo queen competition, she may even though she is not 13 years of age yet.

If no one runs for rodeo queen, the former year's queen will continue as the reigning queen.

### **Section 3 – All –Around Cowboy Competition**

If there are competitors, they will receive prizes equal to the queen competition.

## **ARTICLE XIV: BY-LAWS**

Every January a current copy of the Club By-Laws will be available to each member.