

District 45 By-Laws



BY-LAWS

SONOMA MARIN RUSH RIDERS

CGA District 45 www.cgarushriders.com

A. ORGANIZATION INFORMATION

1. The name of the organization shall be “Sonoma Marin Rush Riders” with AKA names of “District 45”, “D45” and “Rush Riders” and may be hereinafter referred to as “the district”.
2. Sonoma Marin Rush Riders shall be affiliated with the California Gymkhana Association, hereinafter referred to as “CGA” and is governed by CGA during CGA sanctioned district business.

Sonoma Marin Rush Riders must operate according to CGA Rules and Regulations, Board of Directors Policy and the Board of Governors Procedure Manual in addition to the D45 Bylaws and D45 guidelines.
3. The purpose of this organization is to promote the sport of gymkhana in the Sonoma and Marin area, adhering to the principles and guidelines set forth by CGA.
4. The organization shall be not for profit.
5. The organization shall have a club logo of a horse with rider and grapes with the name “Sonoma Marin Rush Riders” below the horse and rider.
6. The official club colors shall be purple, gold and white.
7. Sonoma Marin Rush Riders will operate under Roberts Rules of Order.

B. MEMBERSHIP

1. Membership in Sonoma Marin Rush Riders is open to individuals interested in gymkhana who comply with the membership requirements and pay the prescribed dues as set forth by CGA.
2. Each member accepts responsibility to do his or her part for the District when joining. Member volunteers are vital for running the shows. The parents (of members who are

minors) must also accept certain responsibilities. Members and parents will be requested to volunteer for tasks involved in the efficient operation of the club. A “Volunteer Sign-up Sheet” is provided at the beginning of each show.

C. MEETINGS

1. Regular board meetings should be held monthly, with additional meetings called as needed. Any CGA member may attend a board meeting and offer input.

D. ANNUAL MEETINGS

1. The Annual Meeting of the Rush Riders shall be held in the month of April.
2. The specific date, time, and location of the Annual Meeting will be determined by the Executive Board and communicated to the members in advance.
3. The purpose of the Annual Meeting is to:
 - a. Nominate Executive Board members.
 - b. Receive reports on the activities of the district.
 - c. Determine the direction of the district for the coming year.
4. The Board may determine that a meeting of the members may be held by means of remote or electronic communication.

E. TERMS OF OFFICE

1. Effective July 2024 elected board positions will be held for a term of two (2) years.
2. Nomination for Executive Board positions shall be conducted during the Annual Meeting, as outlined in Section D. Voting will take place at the monthly May meeting.
3. Board members may be re-elected for consecutive terms, subject to the approval of the membership.

F. BOARD MEMBERS

1. The Executive Board shall consist of elected officers, including a President, Vice President, Secretary and Treasurer. There shall be at least 2 Board Appointed Positions: Arena/ Show Manager and Volunteer/New Member Coordinator. An additional four (4) board appointed positions may be filled as necessary.
2. Additional members will be appointed by the President with the approval of the Executive Board.
3. Executive Board members must be 18 years or older to serve.
4. Board members may be removed from office by a 2/3 vote of the board.
5. Any member may nominate himself or herself or another member who meets the

qualifications of the office and has accepted the nomination.

6. If no nominations are made, the board assumes that the members are satisfied with the executive board and ruling body will not change.

7. Announcement of elections will be before the end of the show season and nominations will be accepted beginning during the annual April General meeting.

8. All members in good standing at least 12 years of age may vote.

G. DUTIES OF EXECUTIVE BOARD MEMBERS

1. President:

a. As outlined by CGA and D45 Guidelines

b. Preside over all meetings.

c. Represent Sonoma Marin Rush Riders at CGA meetings or delegate a member to do so.

d. Provide leadership and direction to the organization.

e. Have access to banking accounts and all D45 financial documents.

2. Vice President:

a. As outlined by CGA and D45 Guidelines

b. Assume the duties of the President in their absence.

c. Assist the President in their duties.

d. Oversee special projects as assigned.

e. Have access to banking accounts and all D45 financial documents.

3. Secretary:

a. As outlined by CGA and D45 Guidelines

b. Record minutes of all meetings.

c. Handle correspondence as needed.

d. Send out agenda prior to each board meeting after approval from president.

e. Keep documentation of all agenda/minutes/proposals/budget requests and other documents excluding accounting and treasurer documentation.

4. Treasurer:

a. As outlined by CGA and D45 Guidelines

- b. Manage all financial transactions.
- c. Provide financial reports at all executive and general meeting. The treasurer's report should always include the balance at the beginning of the period, the income for the period, the expenses for the period, the balance at the end of the period, and any upcoming planned expenses. If there is a D45 credit card, paypal, venmo or other financial banking database all statement balances and expenditures shall be included in the monthly report.
- d. Prepare an annual budget for approval.
- e. Complete and submit yearly taxes to IRS.
- f. Have access to banking accounts and all D45 financial documents.

H. MIDTERM VACANCIES

1. Vacancy

- a. In the event of a vacancy on the Executive Board mid-term, the Secretary shall be responsible for receiving nominations for new members.
- b. Nominations must be submitted by present board members at least three (3) weeks in advance of a scheduled board meeting.
- c. The Secretary shall send out the nominations to all board members along with the regular board meeting announcement.
- d. The election to fill the vacancy shall take place at the next scheduled board meeting following the nominations and the vacancy will be board elected.
- e. These appointments to fill mid-term vacancies will only extend until the next Annual Meeting in July.

2. Resignation

- a. Resignation from the Executive Board must be submitted in writing to the Secretary.
- b. The resignation shall be effective upon receipt by the Secretary unless otherwise specified in the resignation letter.

3. Termination due to Absences

- a. A board member shall be terminated from the Executive Board due to excess absences, defined as more than two unexcused absences from board meetings in a year.
- b. An unexcused absence is any absence not foreseen and unexplained.

4. Removal for Other Reasons

- a. A board member may be removed for reasons other than excess absences by a three-fourths (3/4) vote of the remaining board members.
- b. The removal shall be effective immediately upon the passing of the three-fourths vote.

I. ACTION WITHOUT MEETING

1. Consent in Writing

- a. Any action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board, individually or collectively, consent in writing to the action.
- b. The written consent may be submitted through physical or electronic means.
- c. The written consent shall be filed with the minutes of the proceedings of the Board.
- d. Such written consent shall be treated as a vote at a meeting for all purposes of these bylaws.

J. COMMITMENT TO EVENTS

1. Authority: No individual board member of Sonoma Marin Rush Riders shall have the authority to commit the District, its board, or its members to any event without obtaining prior approval through a formal vote by the board members and documented in meeting minutes.
2. Board Approval: All decisions related to Sonoma Marin Rush Riders participation in events, commitments, or collaborations that may impact its reputation, resources, or obligations must be brought before the board for deliberation and approval.
3. Proposal Submission: Any board member intending to propose the Organization involvement in an event must submit a detailed proposal outlining the event's nature, purpose, potential benefits, associated costs, and any other relevant information.
4. Board Deliberation: The submitted proposal shall be discussed during a scheduled board meeting, providing all members with the opportunity to express their views, ask questions, and deliberate on the proposed commitment.
5. Voting Process: A formal vote shall be conducted following the deliberation. A majority vote of the board members present and eligible to vote is required for approval.

K. CONDUCT AT SHOWS AND TOWARDS OTHER RIDERS

1. All Rush Riders members shall conduct themselves in a sportsmanlike manner at gymkhana events.
2. Respect for other riders, judges, and the facilities is mandatory.
3. Any disputes or concerns shall be addressed in accordance with the CGA guidelines.

L. ILLEGAL DRUG USE

1. The use, possession, or distribution of illegal drugs at any CGA event is strictly prohibited.
2. Any member found in violation of this provision may face immediate expulsion from the event and may be subject to further disciplinary action, including the removal of membership privileges as outlined in accordance with the CGA guidelines.
3. Board members found in violation of this provision may be asked to resign from their position.

M. BULLYING AND HARASSING BEHAVIOR

1. Sonoma Marin Rush Riders is committed to providing a safe and respectful environment for all members. Any form of bullying, harassment, or intimidation, whether verbal, physical, electronic, or online, will not be tolerated.
2. Any member accused of bullying or harassing behavior may face disciplinary action, including suspension or expulsion from the district in accordance with the CGA guidelines.
3. Board members engaging in bullying or harassing behavior may be asked to resign from their position.

N. HATE SPEECH

1. Hate speech, defined as any communication that discriminates, vilifies, or incites violence against individuals or groups based on attributes such as race, ethnicity, religion, gender, sexual orientation, or disability, is strictly prohibited.
2. Any member found guilty of hate speech may face disciplinary action, including suspension or expulsion from the organization as outlined in accordance with the CGA guidelines.
3. Board members engaging in hate speech may be asked to resign from their position.

O. FINANCIAL OVERSIGHT

1. Access to Banking Records
 - a. The President, Vice President, and Treasurer shall have access to the organization's banking records.
 - b. Access to banking records includes, but is not limited to, account statements, transaction histories, and any other financial documents relevant to the organization including but not limited to the D45 PayPal account, Venmo account, credit card and all documentation relating to.
 - c. The access to banking records shall be used exclusively for the purpose of overseeing and managing the organization's financial affairs.

2. Nepotism Clause

- a. Nepotism is defined as the favoritism shown to relatives, especially in appointment or promotion to desirable positions.
- b. In the event that two or more Executive Board members with access to banking records are related by blood, marriage, or domestic partnership, at least one non-related Executive Board member shall also have access to the banking records.
- c. The purpose of this clause is to ensure transparency, accountability, and prevent any conflicts of interest that may arise due to familial relationships within the Executive Board.
- d. The non-related Executive Board member with access to banking records shall be appointed by the President and approved by a majority vote of the Board.

3. Presidential Spending Authority

- a. The President's spending power shall be up to \$100.00 within any given month without Board Member approval, any other member shall have prior approval from an Executive Board member.

P. AMENDMENTS

Any questions not covered by these by-laws must be brought before the board at regular district board meetings. These by-laws may have changes or additions made to them throughout the season provided that notice of the proposed amendment has been given at least 30 days prior. Any changes must be approved by two-thirds vote by the Board and will be updated on the district website at www.cgarushriders.com.

Adopted March 11, 2024.