

# WOODBROOK HUNT CLUB BYLAWS

## Article II: MEMBERSHIP

### Section 1. Classes of Membership

#### A. Hunting Members:

1. Family Members: An adult or couple, and their minor children, of which one or more persons are an acceptable horseman and considered hunting members. Family membership shall also include children who are pursuing higher education, up to age 23.
2. Single Members: A gentleman or lady, married or single, who shall be an acceptable horseman and considered a hunting member.
3. Junior Members: A boy or girl less than 18 years of age who has the consent of his parent or guardian and is also sponsored by an adult member and qualified by the M.F.H. as an acceptable horseman and considered a hunting member.
4. Non-Resident Members: Persons otherwise qualified as a family or a single member whose residence is either outside the State of Washington or within the State and east of the summit of the Cascade Mountains and considered hunting members.
5. Life Membership: Bestowed by the Board upon a member of the Club in recognition of exceptional years of service for reasons deemed appropriate by the Board, such as past service as M.F.H. or a change to non-residency after many years of membership and considered a hunting member but relieved of dues payment.
6. Honorary Members: Bestowed by the Board upon persons for extended service to the Club or former members of great service or the Commander of Fort Lewis or other such qualified persons that the Board shall determine and entitling the holder thereof to the privileges of the Club without payment of dues and considered a hunting member and limited to one-year term.
7. Student Members: A boy or girl between 18 and 23 years of age who is pursuing higher education and is sponsored by an adult member and qualified by the M.F.H. as an acceptable horseman and considered a hunting member.

#### B. Non-Hunting Members:

1. Social Members: Gentlemen or ladies otherwise qualified as members but not considered hunting members.
2. Inactive Members: Gentlemen or ladies otherwise qualified as members who by age, infirmity, inability to attend the hunts or social functions, or by years of prior membership, shall, by specific action of the Board, be classified as Inactive and not considered Hunting or Social Members.

Section 2. Applicants for membership must be sponsored by two current members and must submit a completed application with all applicable dues to a Board member. Applicants will be voted on at a regular meeting of the Board and membership will be granted upon a majority vote of the Board. All adult members, except Inactive and Junior, shall have the right to vote.

Section 3: The duties of all members including Family, Single, Social, Junior (or their parents or guardians), Student, Non-resident (when available) and Inactive and excluding only Honorary and Life shall be:

- A. Payment of dues promptly and in accord with the dues schedule of the bylaws.
- B. Payment of special contributions and assessments authorized by the Board.

- C. Assistance to the M.F.H. during hunts as whips and other duties in accord with ability and circumstances except Inactive and Social Members.
- D. Assistance to the President in field construction of jumps and/or repairs and maintenance and construction of Club property and improvements in accord with ability and circumstances except Inactive members.
- E. Assistance to the Social Chairman as hosts and hostesses at Hunt Club breakfasts, physically and financially, except Inactive members.
- F. Subject to call for cooperation on official events of the Club authorized by the Board, except Inactive Members.
- G. All other matters normally contributed by ladies and gentlemen members of an organization and such as may be in accord with the needs of the Woodbrook Hunt Club.

Section 4: Membership herein shall be subject to cancellation at any time for conduct prejudicial to the best interests of the Club upon unanimous vote of the Board of Directors.

## **Article III: DUES, FEES AND CAPPING**

### Section 1: Dues

All members shall pay dues in accord with the dues schedule of the bylaws except Honorary Members and Life Members, which are relieved of dues.

#### Dues Schedule:

##### Hunting memberships:

- Family = \$750
- Single = \$550
- Student = \$300
- Junior (no vote) = \$300
- Non-resident = \$350

##### Military memberships:

- Family = \$500
- Single = \$400

##### Non-hunting memberships:

- Social = \$250
- Inactive (no vote) = \$250

##### Special Memberships, No Dues:

- Honorary Members
- Life Members

- A. Initiation Fee: All prospective members shall pay an initiation fee of \$50, which shall accompany their application for membership. A one-year minimum lapse in membership will obligate another initiation fee.
- B. If a prospective member applies for membership on the day of their first cap, the initiation fee will be waived.
- C. All members whose dues shall not have been paid in full by the Opening Day Hunt shall pay a \$50.00 surcharge or late fee. In addition, all members must pay at least 50% of their dues by Opening Day Hunt to be considered a member for the current season. Any member who has not paid their dues by

January 1 shall have their hunting privileges suspended until they have made full payment for their dues.

- D. Any member elected to the Club after February 1 shall be charged the initiation fee and one-half of the applicable dues.

## Section 2: Capping Fee

A non-member shall be allowed to cap twice during the same season and is responsible for a capping fee payable prior to mounting to the Field Secretary or such other officer as the M.F.H. may designate.

- A. Adults shall pay a capping fee of \$50.00 per hunt, excluding specialty hunts.
- B. Juniors less than 18 years of age shall pay a capping fee of \$25.00 per hunt, excluding specialty hunts,
- C. Pony Club members shall pay a capping fee of \$25.00 per hunt, excluding specialty hunts.
  - i. There is no limit to the number of times in a season that a Pony Club member may ride to hounds and pay a capping fee.
  - ii. Should a Pony Club member wish to apply for junior or hunting membership, the initiation fee shall be waived if that person has paid over \$50.00 in capping fees during the present year.
- D. Any member of a recognized Hunt may be allowed guest privileges for one season upon payment of the designated capping fee for each hunt attended.

## **Article IV: OFFICERS AND DUTIES**

Section 1: The Board of Trustees shall consist of:

President, Immediate Past President, Vice President, Secretary, Treasurer, six Trustees, the MFH and Joint MFH(s). Each Trustee shall have a vote. The Board is responsible for overall policy and direction of the club and delegates responsibility for day-to-day operations. The Board receives no compensation other than Board approved expenses.

- A. **PRESIDENT:** The duties of the President shall be to preside at all meetings of the membership and Board, and to exercise a general executive and supervisory function over the business and welfare of the Club.
- B. **IMMEDIATE PAST PRESIDENT:** By virtue of his retirement from office as President shall serve as a member of the Board for one year immediately following his retirement and shall have a vote.
- C. **VICE PRESIDENT:** The duty of the Vice President is to take the chair in the absence of the President and to be subject to call by the President during his absence or disability.
- D. **SECRETARY:** The Secretary shall keep the minutes, the official records and the social records of the Club and shall have the custody of the Seal of the Club, if there is one, and shall perform such other duties as may be assigned him or her from time to time by the President or the Board.
- E. **TREASURER:** The Treasurer shall keep the financial books and records of the Club and shall collect all dues and monies owing to the Club, and shall disburse the same in the payment of the debts of the Club, and in such manner as may be directed by the President or the Board. The Treasurer shall make a full and complete report of the finances of the Club annually at the membership meeting and at such other times as the Treasurer may be called upon to do so by the President or Board. The Treasurer shall be in contact with all committees that entail the handling of club funds and will verify that it is done properly.
- F. **TRUSTEES:** There shall be six trustees on the Board. Three of the trustees shall serve for a two-year term beginning with an even-numbered year. The other three shall serve for a two-year term beginning with the odd-numbered years (thereby forming a revolving Board).
- G. **STAFF**
  - i. **MASTER OF FOXHOUNDS (M.F.H.):** The Master of Foxhounds shall exercise absolute control and authority over all members in the field. He shall have the power to appoint and remove a Huntsman and Whippers-In and the Field Master, and in his absence or disability, he will call on the Joint M.F.H.'(s) who shall exercise all his authority and perform all his duties during his absence or disability. The M.F.H. shall qualify members for hunting, for the colors, for the pink coat and hunt buttons. The M.F.H shall also, subject to the approval of the board, be responsible for the maintenance of the Hounds and the employment of the kennelman.
  - ii. **JOINT M.F.H.:** One or more Joint M.F.H.'(s) shall be nominated by the M.F.H. and confirmed by the Board on the same date and time following the naming of the M.F.H.
  - iii. **SENIOR ADVISORY MASTER:** The M.F.H. may also appoint, for a term of one year, a Senior Advisory Master. The duties of this office shall be limited to advising and assisting the M.F.H. in such matters as the M.F.H. may request. This office is not a Board position. To qualify for this office, the appointee must previously have served as M.F.H. or Joint M.F.H., and must currently be an active member.

## **Article V: COMMITTEES**

Section 1: The standing committees may consist of but is not limited to:

Finance, Membership, Social, Activities, Buildings and Grounds, Military Liaison, Breakfast Crew, Housekeeping and Hunt Committee. The Chairmanship of a standing committee shall be held by a Trustee.

Section 2: The President may appoint other committees with the approval of the Board of Trustees.

## **Article VI: ELECTION OF OFFICERS & TRUSTEES**

Section 1: At a general meeting to be held on or about a hunt in April of each year, nominations of candidates to constitute a Nominating Committee shall be made from the floor, a ballot or voice vote shall be taken and the five candidates receiving the highest number of votes shall be elected as a Nominating Committee. Candidates to the Nominating Committee shall not have served on the Nominating Committee in the prior year. If not elected to the Nominating Committee, the Secretary shall serve as an ex-officio member. The ex-officio member shall not have the vote.

Section 2: The duties of the Nominating Committee shall be to present to the annual membership meeting one name for each office of President, Vice President, Secretary and Treasurer for election at said annual meeting. The consent of the nominee must be obtained before such nomination can be made.

Section 3: Three Trustees shall be elected each year from candidates nominated from the floor at the Annual meeting. The consent of the nominee must be obtained before such nomination can be made.

- A. The Board of Trustees shall hold a meeting within two weeks of the annual membership meeting and election of officers to appoint an M.F.H. or to renew the appointment of the M.F.H., who may then appoint, subject to the Board's approval, one or more Joint M.F.H.'(s). During the interim, the current M.F.H. shall continue his duties.

Section 4: In the event that a Trustee shall be elected to an officer position the balance of his term shall be filled by a person nominated for one year. The person so appointed to a vacancy shall hold such office until the next regular annual meeting of the membership and until his successor is duly elected and qualifies.

Section 5: Any vacancy occurring in the membership of the Board during the year shall be filled by the Board. The person so appointed to a vacancy shall hold such office until the next regular annual meeting of the membership and until his successor is duly elected and qualifies.

Section 6: Any adult, dues-paying member in good standing for one year shall be eligible for any office in the Club, except that nominees to the office of Trustee shall not have served as an officer or as a member of the Board of Trustees during the preceding one year. Two members of the same family may not serve on the Board at the same time.

Section 7: The fiscal period (hunt season) of the Club shall be June 1 through the following May 31. The officers and members of the Board shall hold office from June 1 through the following May 31, or until the election of their successors thereafter.

## **Article VII: MEETINGS**

Section 1. The annual meeting of the Woodbrook Hunt Club for the election of officers and members of the Board of Trustees shall be held in May of each year at such time and place as selected by the Board.

Section 2. Special meetings of the members may be held at any time upon the call of the President or a majority of the Board of Trustees. Written notice of at least five days shall be given for all meetings, both regular and special.

Section 3. Twenty percent of the adult hunting membership shall constitute a quorum.

Section 4. The Board shall hold a meeting once a month throughout the Hunting Season and such other meetings throughout the year as shall seem necessary and shall be subject to call by the President or six members of the Board upon the giving of two days notice either in writing or orally.

- A. Current, non-board members of the club are allowed to attend and speak when recognized at all regularly scheduled open board meetings but may not have a vote.

## **Article VIII: PARLIMENTARY AUTHORITY**

Section 1. Robert's Rules of Order (RONR) is adopted as a guideline for conduct of all meetings and shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.

Section 2. The President may serve as Parliamentarian, or may appoint a Parliamentarian. The decision of the Parliamentarian shall be final in all questions of procedure.

## **Article IX: AMENDMENTS**

These by-laws may be amended or altered at any regular or special meeting consisting of a quorum of the membership of the Club, provided written notice of such intention of alteration or amendment, including the exact wording of all proposed changes, is given at least ten days prior thereto.

These Bylaws approved at the annual meeting of the Woodbrook Hunt Club on May 14, 2011.

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Footnotes:

Last Amended May 14, 2011

Dues amended: May 30, 1987, May 30, 1998 and May 18, 2002, May 2004, May 2007, May 2010 and May 2011 Annual Meetings.

May 14, 2011: Initiation fee decreased to \$50, clarified wording in Article II, Section 1 to "An Adult or couple," changed Article III, Section 1 to reference dues payments in accord with the dues schedule, Changed Article III, Section 1 to allow new members to waive an initiation fee if paying a cap the same time as membership.

May 8, 2010: Dues increase of \$50 for family and individual memberships. Added Student Membership. Standardized dues payment plan to 50% at opening day and remainder by Jan 1<sup>st</sup>. Revise half-year membership to start January 1<sup>st</sup>.

May 19, 2007: Dues increase of \$50; capping fee raised to \$50 for adults and to \$25 for juniors and Pony Club.

Formatting, updating, modernizing & accepting additional Joint(s) MFH's amended at May 2006 Annual Meeting

May 8, 2004: DUES INCREASE OF \$50; CAP RAISED FROM \$25 TO \$30

Capping amended September 19, 1986 and May 30, 1998.

Senior Advisory position added at May 1990 meeting

Last sentence re higher education added to Art.I, par. 1, May 17, 2003

Pony Club paragraph added at May 14, 1993 annual meeting, and junior cap raised from \$5.00 to \$10.00.