

Cheyenne Saddle Tramps Riding Club Constitution January 2010

Name

Article 1. The name of this club shall be the Cheyenne Saddle Tramps Riding Club, Inc.

Purpose

Article 2. The purpose of this club shall be to provide its members opportunities for a wide range of family oriented equine experiences within an atmosphere that promotes good horsemanship and sportsmanship. These experiences may be in the form of horse shows, gymkhanas, clinics, trail rides or any other experience deemed appropriate by the club members.

Membership

Article 3. The members of this club shall consist of families and/or individuals interested in horse related activities. Active Members are those individuals or family members who have paid the current years dues. Membership status becomes inactive if dues are not paid by the date designated in the By Laws. Cheyenne Saddle Tramps will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status or disability.

Officers

Article 4.

Section 1:

The elected officers of the club shall consist of:

President	Vice President
Secretary	Treasurer
Advisory Board Member	Gymkhana Chairperson
Horse Show Chairperson	Building Rental Chairperson
Grounds Chairperson	3-D Barrels Chairperson
Royalty Advisor	Fundraiser/Concession Chairperson

These individuals will comprise the Board of Directors. **It is discouraged that royalty parents serve as Royalty Advisor.**

Section 2:

The elected non-board members are: More than one person may be appointed.

Parade/Color Guard Chairperson	Clinician
Drill Team Chairperson	Publicity Chairperson
Jr. Board Chairperson	Website Chairperson
Sponsorship Chairperson	Rules Chairperson

Section 3:

All officers and chairpersons of the club perform their duties on a voluntary basis, and are entitled to a fifty percent reduction in their individual or family membership dues for the year following their term. The club shall have no paid officers or employees.

Executive Committee

Article 5. There shall be a four member Executive Committee consisting of four out of the 12 board members. (The president is the chair of this committee.) The executive committee shall be elected by the club at the January meeting. The function of the executive committee shall be to approve by a majority vote, all expenditures not pre-approved by the club. If there is a tie, it is the Presidents job to resolve the issue. Such expenditures must be reported to the Treasurer and club by the next meeting.

Duties and Responsibilities

Article 6.

Section 1.

Post-election transition: Outgoing officers shall meet with the incoming officers to transfer any job-related items and go over duties. This will include an inventory of properties and a review of the club Constitution, By-Laws and Rules. The meeting shall be held the second Wednesday in December unless both incoming and outgoing officers agree upon an alternate date.

Section 2.

In the case of family members on the audit committee, the treasurer will remain and the Vice President will assist in the Presidents or Advisors place. If family members are still a conflict, the club and board may then appoint another board member to assist in the audit process. In the case of family members on the Checking Account, the Vice President and/or Advisor will be placed on the account with the Treasurer. If family members still exist, the club and board may then appoint another board member to be a signer on the Checking Account.

1. President: The President shall preside over meetings according to accepted rules of parliamentary procedure, appoint committees and serve on them as an ex-officio (non-voting member). If there is a tie, the President will then, make a decision to break the tie, or table the motion made until a later time. The president shall Coordinate the activities of the club and evaluate and make recommendations as necessary to enhance the progress of each committee. The president shall be the club representative for Public Relations and official functions, as well as contacting, attracting and maintaining sponsors of the club, and collecting cash and non-monetary donations to the club.

2. Vice President: The Vice President shall assume all duties of the president, if necessary. The Vice President shall Coordinate all work committees, and work closely with the President to assess and monitor club goals and the performance of each chairperson. The Vice President shall also act as the Awards Chairperson.

3. Secretary: The Secretary shall record and preserve the proceedings and records of all of all general Club and Board meetings as well as all matters of which a record is deemed necessary by the Club to include maintaining a current list of voting members. The secretary shall receive from the treasurer and preserve all original membership applications and create and/or maintain a membership roster including addresses and telephone numbers. The secretary shall be responsible for preparing, or delegating, the preparation of the newsletter. The secretary shall keep a key inventory to account for facility keys, equipment keys and post office box keys. The Secretary, President and an alternate from the Board will be responsible for picking up mail. The Secretary is responsible for validating all volunteer hour records

and maintaining a running list of volunteer hour totals for the year. The Secretary shall receive all year-end records from all board members to archive appropriately.

4. Treasurer: The Treasurer shall develop a Projected Debt Summary for the club for the years expenses. This report must be made available by the February Meeting. The treasurer shall be responsible for all financial matters of the club including: collect and receive all money, utilize the bank approved by the board for account creation and maintenance including balancing. All bank accounts shall be in the name of the Club. Withdraws and Deposits are only to be made by the Treasurer, Event Chairperson, Vice President or the President. The checks may only be signed by the Treasurer, Vice President or the President. These individuals need to be placed on the "Clubs" checking account no later than the January meeting. All funds brought into the club must be deposited with in a timely manner, no longer than 10 business days after the event. The books shall be open at all times to inspection by the club. The condition of the Club finances shall be reported at every board and general meeting. The report shall include an account of all moneys received and expended during the previous month and the current bank account balance (s). The Treasurer shall receive applications for membership and forward those applications to the Secretary for addition to the permanent files. One copy of the applications will be forwarded to the Horse Show/Gymkhana chairpersons.

5. Advisory Member: It is recommended that the Advisor has been a member for at least two years and it is strongly recommended that they have previously held the position of President or Vice President. The Advisory Member shall serve as a member of the Board of Directors; with the primary responsibility of rendering as much assistance as possible to the current Board. The advisory member shall also be the chairperson of the Audit Committee, which ensures the audits of all books be performed twice a year. The financial records must be audited in February, and reported in March, and also in July, and reported in August. All horseshow, gymkhana and 3-D Barrel records will be audited after the last event of the season, and before any awards are distributed. The Advisor will be available as a mediator to all committees. The Advisor is also responsible for assisting in grievances pertaining to the club.

6. Grounds Chairperson: The Grounds Chairperson shall be primarily responsible for repair, maintenance and improvements of club property; shall keep a current inventory of Club items. The grounds chairperson shall make purchases for the upkeep of the buildings and grounds as approved by the club. This person may appoint and lead a team of club members to help with the chairperson's duties. The Grounds Chairperson is also responsible for ensuring the arena is ready for events, and restrooms are available for use during horseshows, gymkhanas, 3-D Barrels and other events on CST grounds. Work party attendance verification is the responsibility of the Grounds Chairperson, and they are responsible for getting this list to the Vice President. The Grounds Chairperson is also responsible for maintaining the Grounds calendar and seeing it gets posted on the website and other public locations.

7. Fundraiser/Concessions Chairperson: The Concessions Chairperson shall be in charge of organizing and providing concessions for Club events and may appoint and lead a team of volunteers to assist in these duties. The Fundraiser/Concessions Chairperson is responsible for overseeing all fundraising, or appointing others to assist them. The Fundraiser/Concessions Chairperson or the person responsible for the event is responsible for turning over all funds raised to the Treasurer, and submitting a report to the Board and the club at the monthly meetings.

8. Horse Show Chairperson: The Horse Show Chairperson shall be responsible for the organization, performance and operation of all club Horse Shows. The Chairperson may appoint an assistant and/or committee to assist with or assume these duties, as necessary; however, the assistant/ committee member may not attend Board Meetings. The Horse Show Chairperson must coordinate with the Gymkhana Chairperson and present a Calendar of events to the club no later than the March meeting for approval. The chairperson shall make all purchases related to the shows with prior club approval. The Horse Show Chairperson must submit a projected budget to be presented no later than the July meeting in regards to year-end-awards. The Horse Show Chairperson is also responsible for having their events advertised. At the end of every show, another board member/chairperson must verify funds taken for that event. The Horse Show chairperson must complete a summary and turn it in and all entry forms over to

the Vice President no later than the next show. A copy of the summary must also be supplied to the Secretary.

9. Gymkhana Chairperson: The Gymkhana Chairperson shall be responsible for the organization, performance and operation of all club Gymkhanas. The Chairperson may appoint an assistant and/or committee to assist with or assume these duties, as necessary; however, the assistant/committee member may not attend Board Meetings. The Gymkhana Chairperson must coordinate with the Horseshow Chairperson and present a Calendar of events to the club no later than the March meeting for approval. The chairperson shall make all purchases related to the shows with prior club approval. The Gymkhana Chairperson must submit a projected budget to be presented no later than the July meeting in regards to year-end-awards. The Gymkhana Chairperson is also responsible for advertising their events. At the end of every show, another board member/chairperson must verify funds taken for that event. The Gymkhana chairperson must complete a summary and turn it in and all entry forms over to the Vice President no later than the next show. A copy of the summary must also be supplied to the Secretary.

10. 3-D Barrels Chairperson: The 3-D Barrels Chairperson shall be responsible for all activities related to the 3-D barrel events. These activities include scheduling, ensuring grounds preparation, monitoring and attending all events with collection of entry fees, distribution of payouts to event participants, tracking points, and purchasing prizes (with prior board approval). The 3-D Barrels Chairperson must submit a Calendar of events to the club no later than the March meeting for approval. The chairperson shall make all purchases related to the races with prior club approval. The 3-D Barrel Chairperson must submit a projected budget to be presented ½ way through each series in regards to season-end-awards. The 3-D Barrel Chairperson is also responsible for having their events advertised. . At the end of every show, another board member/chairperson must verify funds taken for that event. The 3-D Barrel chairperson must complete a summary and turn it in and all entry forms over to the Vice President no later than the next show. A copy of the summary must also be supplied to the Secretary.

11. Royalty Advisor: The Royalty Advisor shall organize and oversee all Royalty activities to include clinics, tryouts, public relations functions and fund raising. A ledger will be kept of all incoming and outgoing funds and donations. This ledger needs to be made available to the Board and club, and be audited at the same time as all other financial records. The term of the Royalty Advisor will correspond with the term of the Royalty. Therefore, nominations and all elections of this office will be performed at the Awards Banquet when Royalty is crowned. The Royalty Advisor is also responsible for putting together the Royalty packet for those members wishing to try-out for the next years Royalty. This packet is to be presented for approval no later than the March Membership meeting. This packet must be ready for distribution by the secretary no later than the April membership meeting.

12. Building Rental Chairperson: The Building Rental Chairperson shall be responsible for all aspects of building rental, including but not limited to: Showing the property to prospective renters, obtaining signatures on rental agreement (exhibit A), inspecting the property with client prior to and following the rental, initiating emergency repairs that cannot wait for approval by the board or the club at a club meeting. The Building Rental Chairperson must have a complete report available at every meeting. The Treasurer, President and Advisor will perform a formal audit of all financial club records twice a year. This audit will be done in February and August. A current rental agreement must be presented to the club at the January meeting. This agreement is to be added to the rules and the constitution as an addendum and subject to review by the rules committee. The Building Rental Chairperson will make all arrangements for winterizing the clubhouse prior to the first of the year in order to terminate rentals of the Clubhouse from January 2nd through April 1st of the following year. The following years Chairperson is responsible for making arrangements for the buildings de-winterization prior to April 1st of the year they were elected into the office in order to resume rentals through the end of the current calendar year.

13. Parade Chairperson: The Parade Chairpersons shall be responsible for all parade related activities and equipment. These responsibilities include participating in and monitoring of parade events, reporting parade opportunities. The Parade Chairperson is to verify that all horse and rider have safely completed a CST sponsored parade clinic that year. The Parade Chairperson is also responsible for organizing and

leading the club participants in all parades entered by the club. This includes grand entries and color guard. The Parade Chairperson must have a signed release form from all participants (this can be a copy of the application). The Parade Chairperson must hold a minimum of 2 parade clinics each season, and keep attendance records. The Parade Chairpersons and Drill Chair persons must work together.

14. Drill Chairperson: The Drill Chairperson shall be responsible for all drill team related activities including researching possible events applying to approved events and organization and practice of the Drill team. The Drill Chairpersons should assist in the parade clinics. Attendance should be kept of all practices. The Drill Chairpersons and Parade Chairpersons must work together. The Chairperson may appoint a Co- Chairperson who will assist with these duties.

15. Sponsorship: These duties shall include attracting and maintaining sponsors of the club, and collecting cash and non-cash donations. Other duties are detailed in the By-laws.

16. Rules Chairperson: This chairperson shall be responsible for reviewing the club rules with a committee of any interested members of the club and making recommendations for rule changes, if any. The chairperson shall receive and consider any changes proposed by members of the club. The Rules Chairperson must present these changes at the next scheduled membership meeting for consideration by the club. The Rules Chairperson is also responsible for assuring that all changes and proposed changes are accurately reported to the secretary for distribution.

17. Webmaster: This chairperson shall be responsible for purchase of website address upon club approval, development, design and posting of web site updates.

18. Junior Board Chairperson: The Junior Board Chairperson shall oversee the Junior Board and work closely with a volunteer of the current year's board for coordination of activities. The Junior Board Chairperson may be a parent representative.

19. Clinician: The Clinician shall seek out and schedule clinics that will benefit the club. The Clinician is not responsible for arranging the Parade Clinics.

20. Publicity Chairperson: The Publicity Chairperson is responsible for purchasing advertising for all CST events with prior club approval. The Horse Show, Gymkhana and 3-D Barrel Chairpersons are responsible for getting the Publicity Chairperson their event dates in enough time for appropriate publicity.

Junior Board

Article 7.

The club shall have a Junior Board of Directors consisting of:

President
Vice President
Secretary
Treasurer
Member at Large

Election of Officers

Article 8.

Nominations: Nominations of Officers for the next year shall be made at the October general club meeting (awards banquet). The proposed slate of officers shall be published in the Newsletter prior to the November general club meeting. Additional nominations may be taken from the floor of the November

general club meeting. All nominees must be present or provide written consent before the election. The Royalty Advisor shall be elected at the Awards Banquet. Their term will coincide with the reign of each year's royalty. Any interested persons are encouraged to be at tryouts.

Eligibility: Any club member 19 years of age or older at the time of the election who is a current member of the club is eligible for an officer position. All officer positions shall be elected on an annual basis. Incumbent officers may run for reelection without term limits. Each individual may only hold one Board position. In the case that fill ins become necessary, a person may hold 2 positions, but the position is to still be considered "open." This position will remain "open" until a person not holding another position is nominated and voted into the position.

Election: The election shall take place during the November general club meeting and shall be by secret ballot for each officer position that has more than one nominee. If there is only one nominee for all officer positions, a single vote may be cast accepting all nominations.

Term: Each newly elected officer begins his/her term on January 1st of the following year and the term shall run through December 31st of the same year. Except Royalty whose term will run October to October.

Voting rights: All active members fifteen years of age and older shall be voting members.

Election of chair positions: All chair positions will be nominated and elected at the January general membership meeting.

Removal of Officers

Article 9.

Any officer may be removed from his or her position by a two-thirds majority vote of the general membership, as presented at a general membership meeting by the board of directors. Reasons for removal include a dereliction of duty, violation of conduct criteria as outlined in the By-Laws, or failure to maintain active membership status.

Meetings

Article 10.

General membership meetings: The Club shall meet the third Wednesday of every month, unless otherwise specified. Special meetings: The president has the authority to call a special general membership meeting if an urgent issue or situation arises that has significant impact on the club. Meeting Procedures: The general meetings shall have a written agenda prepared by the President. This agenda shall be available to all members at the start of each meeting. Board Meetings: The Board of Directors shall meet at least once each month at a time and place designated by the Board. Additional meetings may be held as necessary.

Constitutional Amendments

Article 11.

Section 1. The constitution may be amended by the following procedures:

1. A proposal to amend must be presented and accepted at a General Membership Meeting.
2. Written notice shall be on the club website, any members wanting a hard copy may obtain one by request.
3. All proposals will be read at two general membership meeting prior to being voted on.

4. Approval of the proposed amendments shall be made by a two-thirds majority vote of Club members present at the General Membership meeting following the two general membership meetings that the proposal was presented and read. The amendment process will always be a three-month process.
5. All Constitutions dated prior to the current revision are considered null and void.

By-Laws

Article 1.

Dues

1. The 2010 dues for the Cheyenne Saddle Tramps Riding Club are as follows:

New Membership Dues:

- \$60.00 for the calendar year for a Family
- \$50.00 for the calendar year for a Single

Renewal Memberships:

- \$55.00 for the calendar year for a Family
- \$45.00 for the calendar year for a Single

If renewals are paid by the March Membership meeting a \$5.00 discount may be applied.

2. Starting the March membership meeting, only those who have paid their dues for the current year may vote.
3. Dues of Club Officers must be paid on or before February 1st, in order that they may serve their elected term of office.
4. Members must reside in the same household or be supported by head of household to be listed as members on a family membership. The Board may approve waivers for unique family situations.
5. An Honorary Member shall be a person that comes to meetings and events, but has no voting rights. This membership is at no cost to the Honorary Member.
6. A Lifetime Member and their family have all of the rights of a paid member. This membership is at no cost to the Lifetime Member.

General Meeting Agenda

Article 2:

Each general club meeting will have an agenda prepared by the president and available to all members at the beginning of each meeting. The agenda will include the following items:

Call Meeting to order
Approve minutes from last meeting
Reports from Board Members
President
Vice President
Treasurer
Horse Show Chairperson
Gymkhana Chairperson

Grounds Chairperson
Royalty Chairperson
Royalty
Fund Raiser/Concessions Chairperson
Building Rental Chairperson
Advisor
3 D Barrels Chairperson
Parades Chairperson
Drill Chairperson
Rules Chairperson
Web Site Chairperson
Jr. Board Chair Person
Jr. Board President
Clinician
Any other
Old Business

Open discussion from Members: Discussion must go through the Chair recognized by a raised hand.

Motion made: Second of motion, Discussion motion, Motion to be carried by majority vote. Motion that receives a tie vote dies. No second on motion, dies for lack of second.

Recall of motion. In order to recall a previous motion, must be passed by two-thirds majority present at meeting.

Tabling of motion:

- Make a motion to table
- Second of motion
- No Discussion
- Vote on motion

New Business
Adjournment

Committees

Article 3: Committees shall be responsible for the organization of programs and shall be represented by no less than one Board Member at the activity; clean-up after each program; return of property, if necessary; after each program; and turn over money, receipts and bills to the Treasurer.

Horse Shows and Gymkhanas

Article 4. The Chairperson must bring proposed rules for his/her current term of office before the General Membership Meeting for Approval. The current Quarter Horse rulebook will be used except where Cheyenne Saddle Tramps rules prevail. The rules will be printed and made available at all events. Ages will be as of January 1st of the current year.

Participation in Any CST Function

All those participating in CST functions who are under the age of 18 must be accompanied by a parent or guardian. A permission slip with an easily accessible adult named on the slip must be on hand with the chairperson if a parent or guardian is unavailable. Without a signed permission slip and medical authorization release, the minor child does not ride. No alcoholic beverages will be allowed at any CST sanctioned event or function on CST grounds. However, inappropriate behavior will not be tolerated

during those events or functions off CST grounds where alcohol is permitted. No smoking is allowed in CST buildings.

Chaperones

Article 5. At least two adult chaperones, over 21, must be present at all functions for Junior Members. With the exception of Royalty only outings where only one chaperone is required.

Clubhouse Rentals

Article 6. Members shall receive a 50% discount when reserving the clubhouse. For additional information, see Attachment A for Club House Rental Information.

Stallions

Article 7. All Stallions 1 year old and older are barred from the Cheyenne Saddle Tramps activities and functions.

Club Funds and Expenditures

Article 8. Club Funds and Expenditures:

1. All extra expenses other than monthly bills will have the approval of the club with the exception of an emergency, which may be approved by the board or the appropriate Chairperson.
2. Only the Treasurer, President or Vice President may be on the Cheyenne Saddle Tramps Checking Account. If two or more of these officers are family members, another Board member may be elected by the Board to be on the account. Only these persons may sign checks. Only the Treasurer, President, Vice President and Event Chairpersons may deposit funds.
3. The Advisor as chairperson of the audit committee will arrange for an audit all of the clubs financial records twice a year. These audits should take place in February and July. Additional audits may be required at the discretion of the club depending on activity level of the funds. The President and Treasurer will assist the Advisor on this task.
4. All expenditures not pre-approved must be approved by a majority of the Executive Committee. Such expenditures must be reported immediately to the Treasurer and to the Board of Directors at the next meeting.

Parades and Grand Entries

Article 9. Parades and Grand Entries:

1. All participants in parades and grand entries for Cheyenne Frontier Days or at similar functions must be paid up members of Cheyenne Saddle Tramps and wear the official Cheyenne Saddle Tramps Riding Club outfit. This consists of a white long-sleeved shirt, white-toned straw hat (or helmet), blue denim pants, and cowboy boots. Neck scarves will be provided by the Parade Chairperson. Red saddle pads are to be worn on Saturday and Tuesday parades/grand entries, and black saddle pads are to be worn on Thursday parades/grand entries. The Parade Chairperson may make suggestions for changes annually to be voted on at the general membership meeting in June. Those not conforming may be excluded from parades/grand entries at the discretion of the Parade Chairperson. Special groups within Saddle Tramps, such as Royalty and Drill Team, may be authorized to wear different uniforms. All Cheyenne Saddle Tramps Members riding in parades/grand entries are required to attend a Parade Clinic and they must be on the horse they intend to ride in parades. Records will be kept on horse/rider combinations. In extenuating circumstances, having a special clinic may be made. The Parade Chairperson will handle this.
2. All horses used in parades must be acceptably groomed and brushed. Those not conforming may be excluded at the discretion of the Parade Chairperson.

3. All horses that are known to kick will wear a red ribbon in their tail. The Rider will provide the ribbon.
4. If an individual is asked and refuses to leave a parade route because of an unsafe horse, then the individual will be banned from all further Cheyenne Saddle Tramps functions for the remainder of the year. The outriders and the Parade Chairperson make this decision.
5. All general rules of Cheyenne Saddle Tramps will be followed when at the parade, grand entry or drill site.
6. The Parade and Drill Chairpersons must offer a minimum of 2 parade clinics.
7. NO double riding or bareback riding will be tolerated.
8. Parent/Guardian is responsible for those under 18 on the way to the parade route, and after the parade route.
9. A minimum of 4 outriders must be accessible for all Cheyenne Frontier Days parades. Other parades will be deemed as necessary.
10. Outriders have the discretion to "pony" a horse or remove a horse if the situation warrants it.
11. No dogs allowed.
12. Foals will be haltered and lead or ponied.
13. All members will be given rules and guidelines for parade/grand entry participation at the parade clinic, and a signature will be required acknowledging receipt of these rules and guidelines.

Ground and Arena Rules

Article 10. These rules have been established in the interest of safety:

1. Any member or visitor will conduct themselves in an orderly manner at all times.
2. Only authorized people will be allowed in the arena.
3. There will be no unnecessary abuse of animals on the grounds to include excessive disciplining to be determined by the Chairperson.
4. You may only walk your horse(s) unless you are in the arena, practice arena or any other posted designated area on the CST grounds.
5. All riders will wear riding footwear with riding heels (no tennis shoes), with feet able to sit inside and rest in bottom of stirrup.
6. All horses on grounds not being used will be tied to a secure fixture. Arena or pen fencing will not be used to tie horses. There will be no horses left unattended in the round pen (this pen is for exercising horses only). Stalls are available for this purpose.
7. Horses will be kept out of restricted areas around the arena fence and grounds.
8. Under no circumstances will loose animals be allowed on the grounds. Dogs must be kept on a 5-foot leash or in a vehicle. The dog must also be tied away from horses. Any other animals (i.e. foals, goats, other livestock or pets) must be tied, left in trailer, or pen away from riding areas.
9. The speed limit for vehicles on the grounds will be 5mph.
10. All vehicles will be parked in their respective, designated areas.
11. Violations of ground and safety rules will result in one verbal warning from any event chair or any board member. If the problem continues, the individual (s) involved will be disqualified and no monies refunded for the current days event. If violations persist at multiple events, membership may be revoked.

12. No alcoholic beverages will be allowed at any CST sanctioned event on CST grounds.
13. A Judge or Chairperson may dismiss animals considered unsafe or unsound.
14. No double riding will be permitted.
15. No bareback riding to include riding with bareback pads, with the exception of Special Olympics.

Trail Rides

Article 11. These rules have been established in the interest of safety:

1. No stallions.
2. No bareback riding to include riding with bareback pads, with the exception of Special Olympics.
3. No double riding will be permitted.
4. All riders will wear riding footwear with riding heels (no tennis shoes), with feet able to sit inside and rest in bottom of stirrup
5. All horses that are known to kick will wear a ribbon in their tail. The member will provide the ribbon.
6. Abuse of horses, to include excessive disciplining, will not be tolerated.
7. Riders will point out hazards such as glass, holes, wire, etc. to riders behind them.
8. The trail guide will designate outriders to assist him/her prior to the start of the ride. The outriders will assist any rider in difficulty. In addition, they will make sure that all rules of safety and the trail ride rules are complied with. When an outrider gives instructions, they are to be considered the same as instructions from the trail guide.
9. Two outriders will stop all traffic while the group crosses any highway. All riders will cross highways as a group and as quickly as possible.
10. All lariats will remain coiled and attached to the saddle unless otherwise directed by the trail guide or outriders.
11. All trail rides will leave promptly from the designated place, at the designated time. All stragglers will not be considered part of the ride until they catch up.
12. No child under the age of 18 will be permitted on the ride without a responsible adult.
13. All riders will dismount before putting on a slicker, coat, jacket, scarf, etc.
14. All slickers, jackets, coats, etc. will be buttoned or fastened to ensure that they are not flapping in the wind. This is to prevent horses from spooking and possibly throwing their rider.

Royalty

Article 12: Queen and Princess Title Eligibility

1. Age Divisions (Age determined as of January 1st of the current year)

- Queen Ages 14 – 18
- Princess Ages 9 – 13
- Honorary Queen Ages 14 – 18
- Honorary Princess Ages 9-13

2. Qualification Criteria

- Contestant must be a paid member of CST by June 1st of the tryout year.
- Contestant must have been an active member of CST during the tryout year.
- Contestant must not have previously held that title for CST Royalty.
- Contestants must provide their own horse. The horse used during the competition must be the same horse, barring unforeseen circumstances, used during the Royalty competition and during their reign in all Royalty appearances.
- If the horse being used is leased, a contract must be presented to the Royalty Advisor prior to the start of the Royalty Competition, showing the authorization of use of this horse for the entire Royalty reign year. The legal owner of the horse must sign this document.
- Contestant agrees to compete in all phases of the contest:
 - Club Participation
 - Horsemanship
 - Personal Presence/Speech
 - Community Service
- Contestant must have knowledge of the CST Riding Club, CST events and Horsemanship.
- Contestant must behave in a ladylike manner and portray high moral standards.
- Contestant must commit to carrying out the responsibilities of their honor or relinquish their title.
- Contestant may not have children.
- Contestant must complete all forms and requirements.
- Contestant must be familiar with the CST constitution.
- All contestants shall agree in writing to observe and comply with all these rules and regulations, as they exist now and as sub-sequentially amended.
- Contestants must have the support of their parent/guardian to commit to the club and assist as needed during the Childs reign.
- A member meeting the criteria for the Special Olympics division may be nominated for the title of Honorary Queen /Princess for the current year, at any general membership meeting, and elected by the general membership.
- Honorary Queen/Princess nominee is exempt from competition with Royalty Queen/Princess contestants.

Discipline and Grievances

Article 13. Discipline and Grievances:

1. Any infractions of the Constitution or By-Laws that involve safety may be dealt with immediately by any Board Member or the Chairperson/people of the event. They may issue a warning for the offense and/or order the offender out of the event and/or premises. Written Notification needs to be given to the board regarding any violation.

2. Any infraction of the Constitution or By-Laws, or behavior towards the Club, not involving safety or grievances, shall be brought before the Board. A written statement is also required for permanent record.

The Board shall hear, investigate, and carefully consider whether or not action should be taken. The Board may, by majority decision, levy suitable action. However, individuals so penalized may appeal directly to the General Membership at a regular meeting. The General Membership may reverse the Board's decision with a three-fourths vote of those General Members present.

Disorderly Conduct

Article 14. In the event of disorderly conduct, inappropriate, or uncontrolled behavior, to include abusive and vulgar language and fighting by any person or persons in attendance, the president or ranking board member may call a 10-minute "cool down" recess. If that fails, the offending parties will be asked to leave. If they refuse to leave, the meeting will be adjourned and the offending parties memberships will be revoked. If the president is involved, any board member present may call the recess. Upon resuming the meeting, the Vice President will preside over the rest of that meeting.