

Victorian Roses Ladies Riding Society
Organization Incorporated Sept. 3, 2010
Bylaws last updated July 24, 2016

I. Requirements for Membership

A. All members must be 18 or older. All members are by invite-only. All members must pay \$50 for dues/insurance and submit dues to the San Diego chapter. All members must take the Quiz.

B. "Charter Members" are those members that belong to San Diego chapter and are the start-up members of the organization. They do not need to fulfill a "Budding" period or submit an essay but must still fill out an application and take the Quiz. Charter members in good standing have full voting rights.

C. "Chapter Members" are those members that belong to their respective chapter, be it San Diego or other counties/ states. Chapter Members have had a personal invitation to join the VRLRS and have accepted it. Chapter members in good standing have full voting rights.

D. "Budding Roses" are new, potential members who have not yet been invited. After attending at least 2 meetings, Budding Roses may be asked to fill out an application and submit it with an essay telling the VRLRS about themselves and why they want to be considered. (short, 500 word max). A Budding Rose will be assigned a mentor (see article III, Mentors). They will then be required to fulfill a 6-month "budding" period and ride in at least 3 parades or horse-related events. Budding Roses may be expected to assist in or help make a dress. Fabric & trim will be provided. They can also borrow a dress from a current member. The costume created is **on loan** until the end of the 6 months and is expected to be returned clean and in good condition, or else purchased from the club. A Budding Rose must have her costume ready to wear within 90 days after gaining membership. New members are not permitted to ride in a couple of the largest parades as their **first** parade for safety reasons. The parades excluded as a first parade are Coronado's 4th of July parade, St. Patrick's Day parade, the Mother Goose Parade and any other local parades that individual chapters feel violate a safety concern and is left to the discretion of the Presidents and the Parade Director. Budding Roses do not have a voting right until receiving full membership privileges.

E. "Honorary Members" are members who were chosen by the club to be a lifelong member in good standing based on their selfless service to the club. These special members have full voting rights and do not pay dues.

F. There is a separate application if you wish to start a Chapter outside San Diego County. New chapter requirements are: a 2 person minimum and a videotape of each new member on her horse (preferably in a parade). There will be a \$10 application fee. The same "Budding Rose" period as described above will be required of each member of a new chapter as well. Each chapter will decide when and where to meet monthly.

G. After all membership requirements have been met, a new member **may or may not** be invited to be a part of the VRLRS. A secret membership committee (see article IV, SMC) from the San Diego chapter will review the application with the "Budding Rose's" mentor (see article III, Mentors) and the potential member will be notified through her mentor. If the SMC is not unanimous in it's decision, the Budding Rose may be asked to fulfill another 6-month trial period. If a second 6 months is fulfilled, the vote will then go to the general membership to approve the Budding Rose by majority vote.

H. No member shall demonstrate inappropriate behavior while representing the VRLRS.

I. To be in good standing, a member must do 2 parades (1 large, 1 small) & 1 event in a 1-year period.

II. Board Members & Committee Chairs

A. Co-Presidents & Club Founders: Deana Sommerville and Dyan Paquette

The Presidents have a 10 year term-limit on holding office but can be re-elected indefinitely.

The duties of the Presidents shall be as follows:

- Oversees all VRLRS business in all chapters
- Presides over the San Diego chapter meetings
- Reviews & renews insurance policy
- Signs all papers necessary to carry on the business of the club
- Represents, promotes & supports all club functions & events
- Liaison between the San Diego chapter and all other chapters
- Have ultimate decision regarding costuming, tack and horses
- Have \$150 monthly budget to oversee the club general needs

B. All chapters shall have a **Parade Director**

The Parade Director shall be in office for 1 year, no more than 3 years.

The duties of the Parade Director shall be as follows:

- Acts as chapter leader in the Presidents' absence
- Will have direct contact with the San Diego chapter Presidents
- Organizes entry into local parades
- Is responsible for the safety of all riders in the parade
- Positions riders in the parade
- Makes a schedule of local parades and distributes to members
- Provides directions/maps to the parade staging to members
- Organizes pickup or delivery of any/all parade trophies & plaques
- Reports to our insurance co. after each parade/event
- Assists in signing up any new Budding Rose with our insurance

C. All chapters shall have a **Secretary**

The Secretary shall be in office for 1 year, no more than 3 years.

The duties of the Secretary shall be as follows:

- Takes minutes at each meeting
- Sends out a copy of the minutes to all members via email within 10 days of meeting
- Writes and sends out correspondence concerning club business to other chapters
- Maintains by-laws

D. All chapters shall have a **Treasurer**

The Treasurer shall be in office for 2 years, no more than 2 terms

The duties of the Treasurer shall be as follows:

- Keeps a book of accounts and manages receipts and disbursements of the club. This book will be available at all times to be inspected by any active member.
- Oversees the management of all funds and other valuable documents of the chapter
- Makes deposits in the chapter's account
- Provides an accounting of funds at each general meeting.
- Works with the club accountant to organize club finances and prepare for taxes
- Participates in the tax preparation meetings
- Helps create a yearly club budget

E. Board positions will be open for a membership vote in December. Treasurer will be voted on every other December. New board members will accept responsibilities in January of the following year. Committee Chairs will be appointed by the Presidents each January. No officer or club member shall receive compensation for her club duties. This is an all-volunteer organization.

F. The **Publicity Committee Chair** will consist of an appointed member in good standing. This Chair will promote the club via social media, the general public or any mass media. A report should be made at each

general membership meeting. The Chair can appoint other members in good standing at her discretion. This position is not a board position and is elected by the Presidents yearly.

G. The Membership Committee Chair will consist of a member in good standing. The Chair can appoint other members in good standing at her discretion. This Committee will provide any guest who is interested in joining the club with a membership packet and welcome the guest to the meetings and help answer club questions the guest may have. The Membership Committee will also update the club roster and provide changes to the roster to the membership. A report should be made at each general membership meeting. This position is not a board position and is elected by the Presidents yearly.

H. The Charity Committee Chair will consist of a member in good standing. This Chair will be the liaison between the club and any charity that the club has chosen to sponsor. The Chair can appoint other members in good standing at her discretion. A report should be made at each general membership meeting. This position is not a board position and is elected by the Presidents yearly.

I. The Sunshine Committee Chair will consist of a member in good standing. This Chair will be responsible for sending out cards of sunshine to members who may be in need. The Chair can appoint other members in good standing at her discretion. This position is not a board position and is elected by the Presidents yearly.

J. The Scrapbook/Historian Committee Chair will consist of a member in good standing. This Chair will be responsible for maintaining the current club scrapbooks and creating current, new ones. The Chair can appoint other members in good standing at her discretion. This position is not a board position and is elected by the Presidents yearly.

K. The Performance Committee Chair will consist of a member in good standing. This Chair will be responsible for organizing upcoming performances and practices, assisting the Presidents in creating a performance routine and leading practices. She will also promote our club to new performance possibilities. The Chair can appoint other members in good standing at her discretion. This position is not a board position and is elected by the Presidents yearly.

L. The Sponsorship Committee Chair will consist of a member in good standing. This Chair will be responsible for being the communication between club sponsors and the club itself. She will make sure that our sponsors are treated exceptionally and are given VIP treatment and all promises are fulfilled. The Chair can appoint other members in good standing at her discretion. This position is not a board position and is elected by the Presidents yearly.

III. Mentors

A mentor will be a VRLRS member in good standing. The intention of a mentor program is to guide Budding Roses as they fulfill their requirements for membership. A mentor can only mentor one Budding Rose at a time (with the exception of the Presidents). She is responsible for reviewing the VRLRS bylaws with the Budding Rose. She should help, if possible, sew the Budding Rose costume with her Budding Rose. A mentor should treat the Budding Rose as a "little sister". A Mentor will report to the Secret Membership Committee (see article IV, SMC) to determine whether her Budding Rose is invited into the VRLRS and will relay the decision to her Budding Rose. A mentor must keep the SMC identities anonymous.

IV. Secret Membership Committee

The SMC will be composed of 3 members in good standing of the San Diego chapter, appointed by the Presidents', who will remain anonymous. The purpose of a SMC will be to determine who is invited into the VRLRS. Membership to the VRLRS will not be open to a membership vote. The SMC will meet with the Mentor of a Budding Rose when her 6-month period is fulfilled and she is considered for invitation. The SMC members will change yearly.

V. Auxiliary

The VRLRS will accept members that do not ride horses. Auxiliary members can assist as ground crew at

parades and work fundraising events. There is no limit to how many auxiliary members the VRLRS can have. Auxiliary members will abide by the same rules as all other members as noted in the bylaws. If an Auxiliary member is a cart rider, she must apply her Rose Color to the top of her costume so that it is visible.

VI. Juniors

Any person under the age of 18 that appears with the VRLRS must have guardian(s) sign an insurance waiver. The member who is sponsoring the junior must be present at the event with the junior and bring up the appearance at a meeting prior to the event so it can be discussed with the group. Riding in the cart is left to the discretion of the driver of the cart. The junior's costume must also be approved prior to event.

VII. Horses & Tack

A. Any saddle type is acceptable: if it is not period-correct, it must be covered by your dress. Any piece that is visible to the public needs to be period correct such as: stirrups, cinch, breast collar & bridle. Please keep "bling" to a minimum. Rein clips are acceptable because of safety.

B. Horses must be desensitized to the rider carrying a parasol. Horses must wear flowers in the mane as part of the costume. (See below) Hoofs can have clear polish. Light body/mane/tail sparkles are acceptable.

C. Stallions are permitted in a case-by-case basis and the Presidents' will have final approval.

D. Horse must not be under the influence of any unnatural calming medication or tranquilizer, such as Ace in any VRLRS appearance or performance.

VIII. Flowers / Roses

Colors of flowers & roses must be close to matching each individual color of dress. Must use some roses but other flowers and greenery are also acceptable. Ribbon must be used and must be in rose color(s). Any sort of artificial flowers may be secured to the mane for local parades, photos and Equestfest.

IX. Requirements on Costumes

A. All costumes shall be ultimately approved by the Presidents. Fabric swatches and pattern designs must be submitted before costume can be completed or worn to any event. All accessories also must be approved by Presidents. Any changes to the costume must be approved by the Presidents.

1. Dress: 1880's time frame. Custom-made or from the Era (no pre-fabrication or prom-type). Approved Fabrics: Taffeta, Velvet, Jacquard, Cotton Lace, Toile, Brocade, Silk, Polished Cotton (high-end, or home-fabric type) and non-polyester satin. **NO POLYESTER, ACETATE OR RAYON. Please note that only 4 types of fabrics were used in the 19th century: cotton, silk, wool & linen.**

Trims: can be lace, tassels, beads, bows, ruffles or real fur. Trim your Trims. Sleeves must be long or 3/4 length. (see section B for exceptions) Neck must be high or scoop (keep modest). Buttons must be glass, shell, wood, bone, horn or metal. **NO PLASTICS. NO ZIPPERS.**

Split skirts are acceptable if they have very full legs and are covering feet in stirrups. Keep in mind that your saddle must be period correct because it will be showing with a split skirt. 75% (or More) of costume must be in a Rose Color including most of the bodice. If a member is in a carriage, the majority of the Rose Color should be on the top of the costume so it is visible while sitting in the cart. 25% (or less) can be an accent color or non-rose color. Dresses that were previously worn in the Rose Parade **MUST** be updated with changes to use a second time. A Rose Parade dress can be re-used after the third year of "retirement". Please plan on making your dress to cover your feet in the saddle. *Tip:* to have a full skirt that fits over the horse's rump. It must have at least a 250" hemline

2. Gloves: No fingerless or polyester gloves. Cotton (dyes great), leather, crocheted, or wool are all acceptable.

3. Parasols: are to be in rose color with roses on it. All parasols shall be the same blank.

4. Hats: No Cowgirl hats. Tea hats are not recommended (because of parasol). Hats should have roses on them. Can cover with your fabric, trim, feathers, etc. Hatpins should be used to secure your hat.

5. Jewelry: no modern jewelry. From the Era or Victorian reproduction is okay. No wrist watches. Sunglasses must be period correct. Any eyewear that is questionable will be at President's discretion.

6. Hair: look into styles of the era (ringlets, braids, buns, plaits). Match your hair color and pull hair underneath hairpiece. No long, loose, unstyled hair. You can embellish your hair with combs, barrettes, (remember, no plastic!) flowers, and ribbon.

7. Shoes: No modern or cowboy boots. No zippers. Heel should be a moderate length. Sole should be leather unless approved by the Presidents in a case-by-case basis.

8. Underpinnings: proper Victorian undergarments included a corset, bloomers, petticoat, camisole and bustle (bustle not recommended for riding) and are *recommended* but not required. Keep in mind they complete the Victorian look and can lead to a dress that looks proper.

B. A ball gown bodice is acceptable with short or no sleeves if it is at an evening party/dance or if it is a day event and it is 90 degrees or more. Day events will still require a hat but it is acceptable to attend an evening dance/party with just hair embellishments i.e.: feathers, flowers, combs.

X. Parade Etiquette

No horse and rider is to ride into or towards spectators. All horses and riders should maintain at least 1 horse length distance between one another. All horses and riders shall maintain a formation as set by the Parade Director. Should a horse appear to be out of control, the Parade Director or Presidents may ask the rider to exit the parade. A minimum of 2 riders is required to ride in a parade. No alcohol or substance abuse before or during a parade.

XI. Disciplinary Action

Violation of the bylaws can be grounds for disciplinary action as determined by the Board at a special Board meeting involving the San Diego chapter. (Other chapters can be involved via computer or phone.) The member(s) involved shall be given a written warning letter outlining the undesired behavior and suggesting changes. If the member(s) involved does not adhere to the changes outlined within 60 days, another letter will be sent by the board. If the member(s) involved does not adhere to the changes outlined in the second letter, she may then be asked to leave the club, forfeiting any dues already paid.

XII. Termination of Membership

A. Voluntary: Upon a member's decision to terminate membership, a notice should be sent to one of the Presidents.

B. Involuntary: In the case of involuntary termination, the termination procedures shall be applied only after the disciplinary actions described above have been followed.

XIII. Leave of Absence

If a LOA is requested by a member, she shall request it in writing to the Board explaining the reason. The Board shall determine if the member is in good standing and the length granted. If the LOA is requested by a Budding Rose, the Board shall determine whether the BR can resume her status upon return or if she needs to re-apply.

XIV. Fundraising

Each Chapter can fundraise to help pay expenses. Fundraising must be tasteful and well represented of the VRLRS. Working for a local charity is also encouraged. Each chapter may pick their own charity. It is suggested that at least 50% of chapter funds be donated to the chosen charity by December 31 of each taxable year. The San Diego chapter does not provide funds for any other chapter nor will it remove other chapter funds for any reason, other than to pay insurance.

XV. Administrative

A. The specific purpose of this corporation is to inspire, share and educate the history of the Victorian Era to the general public. As a re-enactment organization, each member is responsible for her knowledge of history and the accuracy of her costume. While promoting history, this corporation will donate money from appearances and fundraisers to various charities.

B. No change in the club's rules or image will be made at an event, activity, parade or club function. Changes should be brought to the monthly meeting for discussion and a vote.

C. The VRLRS name, logo, graphics and photographs are expressively owned by the VRLRS and cannot be changed or altered. Any member appearing in photographs gives the VRLRS the right to use the photographs in any future media.

D. The property of this corporation is dedicated to charitable purposes and no part of the net income or assets shall ever benefit any officer, member or private person. Upon the dissolution or winding up of the corporation, its assets (remaining after payment of all debts and liabilities) shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Internal Revenue Code section 501(c)(3).

E. This corporation is a nonprofit Public Benefit Corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Law for public and charitable purposes. All members of the Victorian Roses Ladies Riding Society agree to uphold the strict guidelines for providing accurate historical knowledge of the period represented, as each member is a participant in living history. The purpose of our organization is to educate the public on the beauty and elegance of the Victorian Era. This organization will present historical facts at forums and other public events. The Victorian Roses Ladies Riding Society provides every member and the community with access to accurate historical costume and other valuable period resources on it's homepage at victorianroses.org.

F. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

G. No member is personally liable for the debts, liabilities or obligations of the VRLRS.

H. A separate Rules & Regulations page will be used as an on-going amendment to the Bylaws.

XVI. Finances

A. Any amount of money spent over \$150 must be approved by a club majority vote.

B. Club monies shall be partially donated to the charities of its choice. The remaining part of club monies will be spent in the general interest of the club and for the general running of the organization.

XVII. Meeting Protocol

A. Topics for discussion must be submitted to the Board 24 hours in advance of agenda finalization to be discussed in an open dialogue by membership present at the proceeding club meeting.

XVIII. Rose Parade

A. The Pasadena Tournament of Roses Parade is the ultimate goal of many parade riders. The VRLRS applies to ride in the Rose Parade each year, but selection is based on the Rose Parade Committee and it is not guaranteed that the VRLRS will be chosen to participate. Not all members are required to participate in the Rose Parade. Members that choose to participate must abide by the guidelines below. Because of the deadlines, an applicant for the Rose Parade must be a **full member** of the VRLRS by Jan 1st in order to ride in the upcoming Rose Parade. Dresses that were previously worn in the Rose Parade **MUST** be updated with changes to use a second time. A Rose Parade dress can be re-used after the third year of "retirement".

B. Deadlines

Please submit the following to the Presidents by date indicated. Failure to do so will result in your ineligibility to ride in the upcoming Rose Parade.

- Sample of all fabrics and a picture of patterns or dress design.....**Feb 1st**
- Completed hat and parasols (can email photo or in person)**March 31st**
- Photos in your completed outfit on your horse with artificial roses.....**April 25th**

C. Horses

Horses must be in their second full season of parades to be eligible and it is up to the Parade Director and the Presidents if a horse is ready for the Rose Parade. Horse minimum age is 5 years old. Must be stallable and people-friendly. Horse must be body clipped if having excess hair. Horse must be barefoot or have special nails or shoes as deemed by the rules of the Rose Parade. **Horse must not be under the influence of any unnatural calming medication or tranquilizer, such as Ace.**

D. Roses

Must be real & fresh. You are financially responsible for your own flowers/roses unless the club has decided to do a fundraiser for this. Board will decide year-to-year a basic design so that everyone looks similar.

E. Rose Parade Ground Crew

Crew is required! You will need at least 1 to move vehicle, help tack, help with roses, etc Out walkers: This is a limited position and includes walking the parade route (over 5 miles) to assist with whatever may be needed: horses, dresses, etc. Out walkers will wear the club attire and whatever is comfortable, but not be dressed Victorian. If you have someone in mind please contact the Presidents.

F. Photos for Rose Parade

Deadline April 25th or the Lakeside Parade. They need to be a professional quality and you need to dress **as you will be appearing** in the Rose Parade. The horse you will be using in the Rose Parade needs to be the horse you are photographed on/with. The photos needed for the application include individual, group shots & the group in a parade. Chapter clubs need to email or provide digital images by the deadline.

G. Misc

There will be expenses that will come up if you decide to ride in the Rose Parade. A separate cost sheet of some of these expenses will be provided to you. Equestfest is not required by all members and members that do not qualify for the RP based on the VR's Jan. 1st deadline can still participate in Equestfest.