

WICKENBURG JUNIOR SADDLE CLUB

BY-LAWS

ARTICLE I

NAME AND LOCATION

The name of the club shall be:

Wickenburg Junior Saddle Club

Its principal place of business shall be in the Town of Wickenburg, County of Maricopa and the State of Arizona.

ARTICLE II

MEMBERS

Membership Qualification

The membership of the club shall be those individuals who have not yet reached the age of 18 or graduated from High School, whose parents or legal guardians are bonafide members of the Wickenburg Saddle Club.

ARTICLE III

MEETINGS OF THE MEMBERS

Section 1. Annual Meetings

There shall be a minimum of one general meeting per year. There will be one point awarded for attendance at this annual meeting.

The call for the annual meeting of the members shall be given by the President and notice thereof shall be given by mail to each of the Members at his last known address, at least one week prior to the time of such meeting.

Section 2. Special Meetings

Special meetings of the members may be called at any time by the President or a majority of the Directors or by a number of members representing one-third of the total number of members, and notice of the time and place and purpose of the meeting shall be given in the same manner as the notice of the Annual Meeting.

Section 3. Quorum

At all meetings of members a majority of the members shall constitute a quorum and the action of the majority of the members present at any meeting at which there is a quorum is valid as an act of the membership. No members may be represented, or vote, at any meeting by proxy.

ARTICLE IV

DIRECTORS

Section 1. Powers

All club powers shall be exercised by or under authority of, and the business affairs of the club shall be controlled by, a Board of Directors, consisting of the number of persons, not less than three, from time to time specified by these By-Laws.

Section 2. Regular Meetings

Regular meetings of the Board of Directors shall be called by the President. The President shall call no less than six meetings per year.

Section 3. Special Meetings

Special meetings of the Board of Directors may be called for any purpose or purposed by the President, or, if he be absent or unable to act or refuse to act, by the Vice-President or by any two Directors.

Section 4. Notice of Meetings

Written notice of the hour and place of any meeting, Regular or Special shall be given by mail to each Director at his last known address, at least 48 hours prior to the time of such meeting.

Section 5. Quorum

At all meetings of the Board of Directors a majority of the Directors as fixed by these By-Laws shall constitute a quorum and the action of the majority of the Directors present at any meeting at which there is a quorum is valid as a club act.

Section 6. Election of Directors

The Board of Directors shall consist of seven members as follows:

- a. The immediate past President.
- b. Three members elected for one year.
- c. Three members elected for two years.
- d. Thereafter three members elected each year for two years.

Section 7. Vacancies

Vacancies in the Board of Directors may be filled by a majority of the remaining Directors, though less than a quorum, and each Director so elected shall hold office until the expiration of the term of the Director whose vacancy he fills.

Section 8. Requirements

Nominees for Board of Directors shall be at least ten years of age, and shall have been a member of the club for not less than one year. Nominees for Officers shall be at least twelve years of age.

Section 9. Attendance at Meetings

Any member of the Board of Directors who misses three consecutive board meetings, unexcused, will be brought before the Board of Directors for dismissal.

ARTICLE V

OFFICERS

Section 1. Number

The officers shall be a President, one Vice-President, a Secretary and a Treasurer, which officers shall be elected by, and hold office at the pleasure of the Board of Directors.

Section 2. President

The President shall be the chief executive officer of the club and shall, subject to the control of the Board of Directors, have general supervision, directions and control of the business of the club. He shall preside at all of the meetings of the members and of the Board of Directors. He shall, unless otherwise provided, be an ex-officio member of all standing committees and shall have the general powers and duties of management usually vested in the office of the President of a corporation and shall have such other powers and duties as may be prescribed by the Board of Directors or the By-Laws.

Section 3. Vice-President

The Vice-President shall in the absence of disability of the President, perform the duties and exercise the powers of the President, and shall have such other powers and duties as may be prescribed by the Board of Directors or by the By-Laws.

Section 4. Secretary

The Secretary shall keep or cause to be kept a book of minutes of all meetings of the members, and the Board of Directors, with the time and place of holding, the notice thereof given, whether regular or special, and if special, how authorized, the names of those present at meetings of the Board of Directors and of the proceedings of all meetings together with an accurate record of the names of members of the club.

Section 5. Treasurer

The Treasurer shall receive and deposit to the credit of the club in such depository as may be designated by the Board of Directors all the funds of the club and keep an accurate and complete record thereof and pay them out on the check of the club signed by both the Treasurer and Secretary of the club.

ARTICLE VI

The Senior Sponsors and the Senior Saddle Club President shall be the only adults present at Junior Saddle Club meetings.

ARTICLE VII

JUNIOR POINT SECRETARY

Section 1.

There shall be a Junior Point Secretary to assist the Senior Point Secretary in keeping attendance records.

Section 2.

Permission must be granted by the Junior Board of Directors and the Senior Point Secretary to allow anyone to look at the Junior Point sheets or any information pertaining to the points.

ADDENDUM TO JR. CLUB SPONSORSHIP 12-1-1998

Jr. Saddle Club will have two Co-sponsors which are elected by the Jr. Members. Both Co-Sponsors will serve two year terms. In order to maintain consistency in direction while encouraging new ideas in leadership, the two co-sponsor positions will be filled on alternate years.

To implement this tenure, for its first year, Jr. Members will elect one co-sponsor for a one year term and one co-sponsor for a two year term.

It is required that at least one of the two Jr. Sponsors attend the regular monthly Sr. Board meeting.

Wickenburg Saddle Club BBQ Procedures

FOR UP TO DATE INFORMATION ALWAYS CONSULTS THE BBQ BIBLE AS THIS IS SUBJECT TO CHANGE YEAR TO YEAR.

WICKENBURG SADDLE CLUB GOLD RUSH BBQ PROCEDURES

This manual will help all members of the Wickenburg Saddle Club (WSC) make this event productive and fun. Remember, it is the most important fund-raising activity of WSC:

“GROUND WORK”

There are a variety of meetings and arrangements that need to be attended well ahead of Gold Rush week:

OCTOBER

Committee for BBQ must be formed at this time. It is a good idea to select a seasoned club member to chair this committee, and a member who was willing to take over the next year to be co-chairman. Chairman of the BBQ Committee meets with the Chamber of Commerce by the end of the month. Determine how best to inform vendors that there will be a special door for them to use to buy their BBQ.

NOVEMBER

Meet with Chamber of Commerce to coordinate event.

Remind members to save large paper grocery sacks for meat. Remind them about collecting burlap sacks too.

If Senior party is held this month remember to put out the signup sheets for help with the Gold Rush BBQ.

BBQ Committee must assign the following task groups. It is important to remind WSC members to ask in advance for time off work on Friday and Saturday. The **TASK GROUPS** are:

PIT CREW – for BBQ pit to prepare pit for cooking, clean all areas at arena, and clean and hang burlap sacks for use next year.

CLEAN –UP CREW – for Community Center – note tasks discussed throughout this document.

PUBLICITY CHAIRMAN – for making flyers and placing ads. Since the Chamber of Commerce does so much of it, we may not need to do the ad in the Gold Rush Gazette. We have the master copy of the flyer that we use. We just need to correct the date for each year and run off 100 very bright copies to be distributed. We have put an article in the “Bridle and bit.” That needs to be done in time for the right issue. We should also put an article in the Sun and Gazette so we don’t have to pay for it. Flyers need to be put up around town the week prior to Gold Rush. Place ads in the Sun and Shopper news in the classifieds to remind local people.

The Junior Sponsor and Jr. Members usually put the flyers around town.

On Friday of Gold Rush the parade route need to have lots of them put up – this is **extremely important**. Banners are put on the Chuck Wagon for the parade and immediately after the parade someone must get them to the community center and hung up on the north patio and on the south side of the building. When flyers are placed on utility poles, someone must remove them by Monday morning... this will help avoid any problems about illegal posting.

TABLES-AND-CHAIRS CREW

Appoint club members to make sure tables and chairs are in place well before serving time.
Co-ordinate with C.B. Mgr.

“HEAD SHOPPER” CREW for obtaining some food and supplies. Contact Bill and Brenda Cowles for advice.

COFFEE URN CREW to make sure all parts are marked so that they get back to owners. Each person should be responsible for the ones they bring.

BEVERAGE STATION CREW consisting of about 5 people, keeping coffee made, as well as the iced tea and watching ice supply.

DECEMBER/JANUARY

Coordinate with Chamber of Commerce.

Obtain source for meat. Safeway has done very well for us, but we must be very careful that we get exactly what we need and that is one-half inch trim shoulder clod, center cut. Check with Bashas too. If we buy it out of town, someone will have to pick it up and we will have to keep it cool. Al Baum has a cooler we have used in the past.

Obtain cardboard. Ask Devries to save large sheets of cardboard/boxes, and pick up often. Also check with appliance stores and Bear Cat for boxes or sheets of cardboard.

Check supply of paper bags and burlap sacks.

Obtain cole slaw and dressing prices.

Get tableware to Bill Cowles' people for wrapping meat.

Contact Mike Billingsley to ensure he will be our "meat man" on Friday afternoon and Saturday morning.

Newsletter to all members reminding them of their duties and that they should bring knives, sharpeners and especially cutting boards. Remind them again to "adjust" their work schedules so that they can help out on Friday and Saturday.

There will be at least one more meeting with the Chamber of Commerce and someone needs to be there just to make sure that they know what we need, and we learn what they expect from us.

Check with Manager of Community Center to make sure that we can set up tables on the north patio. This is a serving area for vendors only. You will need serving tables/beverages/cashiers spot.

Process garlic at February board meeting (prior to BBQ) do not do onions or lemons until Friday afternoon after meat bagging. (quarter onions) Garlic at Costco 1 gallon peeled = 3 lb per jar X 6 = 18 lbs.

Have Bill Cowles price beans, also Veggies, Garlic and onions too.

Contact all "Crew" chiefs to ensure everything is on schedule.

FEBRUARY

Have garlic and onion party on and the monthly meeting on the same night.

Develop work schedule and be sure that everyone gets a copy of it so everyone knows who is doing what. You may want a committee to follow through on this.

At this point, everything should be ordered and the pickup/delivery date and time scheduled.

THE WEEK OF GOLD RUSH

Monday and/or Tuesday

Bag ice and have final meeting before BBQ... Also process garlic.

Wednesday

Bad and store ice at Community Center... Get key from building manager.

Remind treasurer to withdraw money for the cash drawers (3) that will be used on Saturday. Review previous year for what type of change you will need... if coins are needed... get extra.

Thursday

If possible do "clean up" of BBQ stuff at Community Center kitchen this evening so Friday is free when the meat is being prepared. Since we have the building we can use it as we want. We just have to lock up our stuff in the big kitchen. The cardboard can come over when pre-cleanup crew comes over.

Make sure that you leave salt and pepper for the meat wrapping on Friday.

Friday

Person in charge of pit needs to get it ready or have talked it over with this helpers as to when and who will open the pit, load it, etc.

Deliveries will be made today, so make sure the Building Manager of the Community Center is aware that we will be doing cleanup work and getting food ready for Saturday morning. All but the beans and bread need to be cooled. Check ice supply. If hospital is willing, get it from there (see Jim Sass or Cindy Elms). Warm weather will require more ice.

Late in the afternoon, wash and soak beans in six pots. Before going home after the steak fry, ensure that the pots are full with water so they don't dry out overnight. Make sure that the pots are on the carts so they can be moved the next morning. Never put the pots on the stove to soak—beans will spoil.

If not using “just instant” tea, get 4/5 5 gal, pails and make tea concentrate. See previous information regarding concentrate.

FRIDAY AFTERNOON MEAT PREPARATION

Meat needs to be picked up and delivered to the arena between 1 and 2 p.m. Assign someone to do this. Before starting to cut up the meat, wash and bleach the table top, rinse well and let dry. Counter also needs to be done. Staple the black plastic to the center of the cutting table but not out to the edge where the cutting is done. Bring out the garlic and onions and salt and pepper, also the wire and twine to wrap/tie bundles of meat. Hose off the patio early in the day so that it has a chance to dry and mud won't be tracked all over it. Get kitchen scales to weigh meat.

Wash the two white enamel trays for the steak fry. Mike Billingsley usually cuts out of the steaks. Remind helpers to bring knives, sharpeners and cutting boards.

You will need about 200 large PAPER BAGS as you have to double these up. Jr. Members can do this job. You will need about 80 BURLAP BAGS. Remember to shake out the grain, turn them inside out before you put them in the garbage cans. They need to soak all afternoon.

BAGGING THE MEAT

Add 5 pounds of meat to a double paper bag (fist-size chunks), season with 1 tbsp. salt, 1 tsp. pepper, ¼ cup garlic per 5 pounds of meat. Shake well and add another 5 pounds of meat and season as you did the first 5 pounds. Roll top of sacks down and put on table where someone will tie with cord or set aside.

Once all the meat is bagged and tied, and the fire is just about ready, the burlap bags are brought out and lengths of wire are cut. There will be two 10-pound bags placed in each burlap bag and these are then tied with wire and put in back of truck for transport to the pit. They can be wet down with the hose if necessary, and should be drenched just prior to being placed in the pit.

Any meat scraps can be tossed in the fire and burned up, along with paper trash.

The “peanut” gallery is reminded to please stay up on the patio for safety sake.

Someone will need to make a cook fire for the steaks and make sure that the tortillas, green chili strips and seasonings are ready for cooking. This steak fry on Friday night is a treat for members who are busing their buns on making the BBQ A SUCCESS!

The work area needs to be cleaned up before everyone leaves for the night. Someone will need to keep an eye on the pit, open the pit in the morning and bring the meat over to the Community Center on Saturday morning.

The garbage cans that were used for soaking the sacks will be needed to hold the cooked meat for transport to the Community Center.

BBQ FIRE

PIT LID: Clean off lid of pit and slide it back. You will need a tractor or vehicle with a wench to do this. Lid should not be left off pit if it is going to be unattended for any length of time.

WOOD: If charcoal is good, stack new wood on top of it. There should be a minimum of 5 cords of DRY mesquite on hand for each year. No stumps as they do not burn down fast enough and it is very hard to break them up in the pit. It works best if the wood is cut into 5-foot lengths, its easier handling, and easier to fill the pit evenly for an even layer of coals.

After wood is laid and you are ready to light it, pour on 5 gallons of a Solvent Fluid. This has always been donated by Weible Petroleum on West Wickenburg Way. Any other fluid is too volatile and will explode.

Fire should be lit by 1:00 p.m. on Friday so coals will be ready. If wood is very dry, it will take between 5-6 hours to burn down to afford the best bed of coals.

Two or three men should tend the fire at all times. No one but these men should be allowed within 50 feet of the fire. Periodically, the burning wood should be poked and broken up into chunks of coals to create an even bed of coals. There are lengths of pipe, heavy gloves and jackets to perform this task.

MEAT COOKING: Once the coals are ready and the meat is bagged, lay tin on top of the coals, place the bags of meat on top of the tin. The meat bags should be hosed down just before being placed on the tin. This helps to prevent burning.

A tractor needs to be ready to pull the steel cover over the pit. Bill Cowles or Dave Underdown usually provides a tractor for this. It will take several men on each side to guide the lid as it is being slid into place. Pry bars are handy as it tends to slide around.

As quickly as possible, the lid is covered by front-end loader with sand/dirt. The 2-inch arena hose is used to wet it all down. All leaks must be sealed to prevent the meat from burning. Keep all people and animals off that area.

The pit is opened at approximately 5:00 a.m. The meat is placed in metal garbage cans and lids put on them. These cans are taken over to the community building where a crew is waiting for it.

PIT CLEAN-UP: Hose down the pit one last time to put the coals out and preserve charcoal for next year. Replace the cover on the pit and shovel dirt/sand back over it.

Take cooked meat to the patio where tables and garbage cans and a crew are waiting. Someone will cut wire, remove paper bags of meat from burlap sacks and put meat on table. Someone else will remove the paper bags and put meat onto steam trays. Mike Billingsley will take into kitchen to be shredded.

COMMUNITY CENTER INFORMATION

You will need lots of cardboard to place on floor areas for easy cleanup. The large sheets are great to put down by the two drink stations. Cardboard needs to go about half way under each stations. Cardboard needs to go about half way under each station, all the way back to the stage doors; it should always go past the stations on both sides.

Have about 6 or so sheets of cardboard for the patio, and about the same in the kitchen. These absorb the grease and juice. Store cardboard in a flat position at the arena until Friday of Gold Rush week, and stash it at the Community Center until Saturday morning.

Table arrangements for seating and serving is as shown on attached sheet.

Food on the serving tables goes (left to right): cash drawer, plates, table service, slaw beans, meat, sauce, bread, butter and drink. The beverage stations are between the two serving lines.

The stage needs two 2x4's to lie under the blue risers. Stack them so that it is wide enough to hold a coffee pot, tea cooler and water cooler. Hot cups and cool cups go on the left and right of the risers. Behind the risers put the big green tea containers. Make up about 30 gallons at a time and fill the tea cooler from the big container by the bucket. A Junior member could do this, but you need an adult in the small kitchen to keep the tea and coffee made up.

Brew concentrate in the 5-gallon buckets the night before and place them in the coolers in the small kitchen. About $\frac{1}{4}$ bucket of concentrate to $\frac{3}{4}$ bucket of water (5-gallon bucket). This will give about 20 gallons of tea per bucket of concentrate.

To make the concentrate, steep about 16 teabags per large pot of hot water (4 quart pot). These are the small double sided bags.

Although instant tea costs more it does save on the amount of work. If help is short, using all instant tea will cut work in half. *Instant tea, use $\frac{1}{4}$ jar per 5 gallons of cold water... taste test PLEASE!*

Try to collect about 6 coffee urns. WSC has 2 urns; St. Anthony's has loaned 1, Bill Cowles, and other church.

Plug in only two pots on the stage so the circuit breaker does not blow. In the big kitchen, plug in only one on the table by the door. If you use more you **WILL BLOW THE BREAKER!** You can put one in the bathroom behind the big kitchen and also plug one in the small kitchen. Watch to make sure that they are working and allow 45 minutes to an hour for them to perk.

Cold weather will demand more coffee; hot weather will require more tea and water.

SATURDAY ROUTINE

4 or 5 PEOPLE NEEDED FOR:

Arrive by 6 a.m. with plenty of muscle to left the bean pots on to the stoves and start them cooking.

Wash and sanitize sink to mix slaw and dressing. Collect all the big trays, and as you mix the slaw, pack trays and stack them in the coolers in both kitchens. You can use 5-gallon buckets too. Remember to stack in a criss-cross fashion so slaw is not crushed.

There should be a couple more people at the Community Center by 7 a.m. to fill the butter trays, slice lemons, and fill the condiment bowls. Put them out on the tables. (3 bowls per table, 125 bowls total).

Set up work area on patio to open meat bundles. Put cardboard under table and can area. Two trash cans, one at each end of table. Put wire cutters on table. Have cart at the table nearest to the kitchen door.

Bleach cutting board table so that it is ready for shredding. After meat is shredded, trays are put in the steam tables in both kitchens at a constant heat. Ovens may also be used if necessary. At least 6 people are needed for this.

Stir beans, add water as needed and allow one person to season them. Too many cooks spoil the beans, ya' know.

Set up stage for drinks. Ice down coolers and fill green container with ice tea. Keep buckets clean and work area wiped.

Set up serving tables with all utensils in proper order. Have your servers lined up ahead of time.

Cash drawers should be ready for banks (put money in at the last minute), use dish room of kitchen for "safe" area. During serving, one person should collect money from each drawer and take it to the safe. Limit access to this room. Appoint 2 to 4 cashiers.

Kitchen help will be needed to keep abreast of washing the pots and pans, etc. These people should be scheduled too.

Start coffee pots about 10:00 a.m. Remove grounds once pot ahs brewed. See "Community Center Information" for additional guidance.

As the meat cans are emptied, wash and dry them on the patio. **DO NOT LET THE GREASE STAND IN THE CANS TIL THE END OF THE DAY!!!!**

If the club has decided to serve from the back patio, you will need to set up a serving line out there after the meat has been taken care of. There have been discussions of getting extra tables and setting them up on the patio to accommodate vendors/more people.

If we do, we will need a small cash box for that table. In the past we have used our two roasters to keeps beans and meat hot while serving out there. Large pitchers are used for drinks (tea and water) and a pot of coffee is placed out there too.

One could use a regular 3 gallon cooler for coffee. You would have to fill it with hot water to get it hot and then empty and put hot coffee into it. It will stay hot for a long time. It is hard to keep a coffee urn plugged in outside.

A 100 cup coffee maker will need 3, 8 oz cups of coffee grounds. Perk with **ONLY HOT WATER** as this will cut the brewing time in half. For the Cambro that holds coffee, preheat with **VERY** hot water just before you put the hot coffee in it. A Cambro will hold 160 cups of coffee.

Brew 2 urns before 10:30 a.m. for the Cambro and then restart the coffee makers/urns.
REMEMBER TO USE HOT WATER!

Coleslaw/dressing ration: Purchase Kraft Slaw Dressing in the 1 gal containers.

When mixing the two together, add ½ gallon per 20 lbs of cole slaw. This is a good ratio... not too dry... mix well. **BE SURE TO NOT STACK THE TRAYS IN THE SAME DIRECTIONS. THIS CRUSHES THE SLAW AND SQUEEZES THE DRESSING OUT ON TO THE FLOOR. CRISS CROSS THE TRAYS.**

Have about 16 people on the serving line, 2 runners to resupply the food line, and someone on the garbage detail since we have to move garbage from the building to a truck. The town will haul it away.

Get assistance from Mike Billingsley to take care of the steam tables, meat and beans. Water and sauce has to be added to this periodically, and the steam tables must be kept at a certain temperature.

Once serving has begun, arrange to have workers clean the tables, check the serving line tables, and keep wiping spills. The serving and eating areas must be kept as clean as possible. Junior members are to work the tables, keeping trash picked up and wiping tables.

AFTER THE BBQ

PLAN AHEAD OF TIME TO HAVE PEOPLE CLEAN UP EVERYTHING AT THE COMMUNITY CENTER, AND TO HAUL ALL THE STUFF BACK TO THE WSC ARENA STORAGE BUILDING.

Pots and pans, etc. can go back up on the top shelves, but stuff that needs to be inventoried stays down on the floor. Please don't just throw it in a pile.

Cleanup needs to be done by everyone. Some folks will have been there since 6 a.m. and they want to go home too.

If extra meat is being reserved for a special event... reserve it before any meat is sold. Keep a tally to keep track of who bought/paid for meat.

Bread trays have to go back to the bread man behind Cowboy Café.

WEEKEND AFTER GOLD RUSH

This is a good time to take inventory and get everything stowed away in the attic. Unopened cups should be stored in the back so they are there for the next BBQ. Open boxes of table ware can be left down on lower shelves and used throughout the year.

Do a complete inventory list and make sure that a copy is left in the “Bible”.

The next board meeting should be used to discuss the BBQ. The chair people need to be there to kick around ideas on how to improve the event, or whatever.

Don't forget to send Thank –you's to all those who were special helpers!

SANTA'S SURPRISE

This is traditionally held on the first Sunday of December. The host families need to meet earlier to decide what fun gymkhana events they are going to do. These should be ones that can be done on horseback and on foot. Members should be advised of this fact. The number of events can vary depending on the number of people at the event. Three to five games can be played. Usually players are divided into two or three teams. Usually enough candy is purchased so that all players receive a treat for competing.

Plan on serving hot chocolate and cold drinks. You can serve refreshments (cake or cookies, etc.) as a snack afterwards. You will need to check the storage room for hot chocolate mix. If you need to purchase anything, the Senior club will reimburse you for it, ice, cookies, etc. If someone wants to make cookies that would be good too. In the past, we have had the kids make smores afterwards.

GIFTS FROM SANTA:

Each family is to provide a wrapped, unisex, gift for each child that they bring to the Santa Surprise. Do not put name tags on these as they will be placed in Santa's bag and he will hand them out at random to the children who are participating. Please do not spend more than \$10.00 on each gift as we want Santa to be fair to each child.

There are boxes/totes in the storage room with decorations that we use for this event and the Awards Banquet. Feel free to use them, but please put back so that they will be available for the banquet.

There is a new Santa Claus suit (Purchased 2001).

Arrange for Santa Claus to come in after the gymkhana events are over. We usually ask a club member to play Santa, but we have had others do it too.

Santa should arrive on horseback or mule but in the event he doesn't ride, he may choose to arrive via a buggy, cart, jeep, truck or sleigh.

Possible games on horseback and runners: Broom Polo, Candy grab, Boot Scramble, Dress up Relay, Raw Egg in Spoon, Eat a Cracker then whistle a tune, Build a Snowman with Shaving Cream, Raw Egg Toss, Water Balloon Toss (Weather Permitting) just to mention a few.