

OPERATING INSTRUCTIONS

WRIGHT-PATTERSON RIDING CLUB

Wright-Patterson Air Force Base, Ohio

REVISED 2001

Article I – General..... 4

Section 1: Name..... 4

Section 2: Authority..... 4

Section 3: Purpose 4

Section 4: General Services Policy..... 4

 Feed..... 4

 Temporary Absence..... 4

 Bedding..... 4

 Other..... 5

Article II -- Administration 5

Section 1: Advisory Board..... 5

Section 2: Meetings..... 5

Article III -- Membership..... 6

Section 1: WPRC Membership 6

Section 2: Associate Membership 7

 Category I..... 7

 Category II..... 7

 Category IIA..... 7

Section 3: Hired Professionals/Caregivers 8

Section 4: Guests 8

Section 5: Membership Termination 8

Article IV -- Stall Assignments 9

Section 1: Applications..... 9

Section 2: Termination..... 9

Section 3: Temporary Accommodations..... 9

Section 4: Selling of a Horse 10

Article V -- Methods of Financing 10

Section 1: General 10

Section 2: Administration 10

Section 3: Income..... 10

Section 4: Fees 10

Section 5: Assessments 11

Section 6: Fee Schedule 11

Section 7: Liability..... 12

Section 8: Insurance..... 12

Article VI – Veterinary Health Regulations 12

<u>Section 1: General</u>	12
<u>Section 2: Entry Policy for New Horses</u>	13
<u>Section 3: Isolation and Quarantine Policy</u>	13
<u>Section 4: Coggins (EIA) Test</u>	13
<u>Section 5: Immunizations</u>	13
<u>Section 6: Worming</u>	14
<u>Section 7: Clinics</u>	14
<u>Section 8: Records</u>	14
<u>Section 9: Sanitation</u>	15
<u>Article VII – Advisory Board Duties</u>	15
<u>Section 1: General</u>	15
<u>Section 2: President</u>	15
<u>Section 3: Barn Manager</u>	16
<u>Section 4: Stabling Manager (or Health and Safety Manager)</u>	16
<u>Section 6: Secretary</u>	17
<u>Section 7: Treasurer</u>	17
<u>Section 8: Heath and Safety Manager</u>	18
<u>Section 9: Work Day Chairman (or Barn Manager)</u>	18
<u>Article VII - Work Program</u>	19
<u>Section 1: General</u>	19
<u>Section 2: Administration</u>	19
<u>Section 3: Projects</u>	20
<u>Section 4: WPRC Equipment</u>	20
<u>Article IX - General Operating Procedures</u>	20
<u>Section 1: General (Behavior and Courtesies)</u>	20
<u>Section 2: Children</u>	20
<u>Section 3: Aggressive Behavior</u>	20
<u>Section 4: Facilities Use</u>	20
<u>Section 5: General Health Care, Feeding, and Maintenance</u>	21
<u>Section 6: Pastures</u>	22
<u>Section 7: Riding Courtesies</u>	22
<u>Section 8: Safety/Area Rules</u>	23
<u>Section 9: Stall Maintenance</u>	24
<u>Article X – Conduct, Complaints, and Actions</u>	24

Section 1: General 25
Section 2: Complaints 25
Section 3: Conduct 25
Section 4: Advisory Board Actions 25
ARTICLE XI -- Adoption and Amendments 25
Section 1: Adoption 25
Section 2: Amendments 25
Section 3: Dissolution 26
Section 4: Distribution 26

ARTICLE I – GENERAL

SECTION 1: NAME

This Wright Patterson Air Force Base (WPAFB) Services activity is hereby established and shall be named the Wright Patterson Riding Club, hereafter referred to as the "WPRC".

SECTION 2: AUTHORITY

WPRC is established under the provisions of Air Force Instruction (AFI) 34-201. It will be operated as a government instrumentality and will be entitled to all the immunities and privileges thereof. The administration, operation and dissolution of the WPRC is under the general supervision of the Commander, 88th Support Group, Wright Patterson AFB. Any provision of the WPRC General Rules which conflicts with DOD, Air Force or Wright Patterson AFB directives will be changed administratively.

SECTION 3: PURPOSE

The purpose of the WPRC is to provide horse care services through convenient stabling facilities for horses owned by club members; to offer recreational facilities to its members; to provide the opportunity for equitation training; to encourage member activities that promote an appreciation for horses/horsemanship; to teach proper and humane care of horses; and to contribute to the general morale, welfare, and recreational climate of Wright Patterson AFB. WPRC is a Co-op, a facility solely run by member volunteers, keeping fees as low as possible. A co-op doesn't employ staff, it counts on its members to do the work.

SECTION 4: GENERAL SERVICES POLICY

The WPRC is a self-sustained boarding facility, not a full-care barn. Members boarding their horse(s) on the club facility will be required to provide their animals with daily care. The Advisory Board and general membership have chosen to provide certain services to ease the required care an owner must provide. The following general services sections delineate those services.

Feed

The WPRC will provide feed to boarded horses twice daily. The feed will consist of water, hay and owner purchased grain. Hay will be part of the basic board rate.

Temporary Absence

If a boarded horse is to be temporarily absent from the WPRC facility for a period of 10 days or less, the member may draw rations for the period. The member must provide advanced written notice to the Advisory Board for such arrangements to be made.

Bedding

The WPRC will make available limited bedding for occupied stalls. The member is responsible for cleaning the stall each day. Under no circumstances will the stall be neglected for cleaning. Bedding is provided on a pro rata fee basis to all members each month and is solely dependent upon commercial availability. The entitlement is normally limited to four wheel barrow loads per week. During periods of limited supply, the Advisory Board will establish appropriate weekly entitlements. Members are not permitted to hoard or stockpile club purchased bedding.

Other

Any other services, such as grooming, equipment, cleaning, or veterinary services will be the direct responsibility of the member.

ARTICLE II -- ADMINISTRATION**SECTION 1: ADVISORY BOARD**

The governing body of the WPRC is the WPRC Advisory Board, empowered by the Commander, 88th Support Group, Wright Patterson AFB, through the Director of Services. The Advisory Board will be elected from the general membership to provide and conduct all business of the WPRC in accordance with the WPRC Operating Instructions. The Advisory Board will supervise all operations of the WPRC; and will ensure that the WPRC fund resources are managed efficiently (see [Article VII – Advisory Board Duties](#)).

The WPRC Advisory Board will consist of a President and a minimum of four additional members. The Advisory Board will be elected annually by the general membership in September and terms of service will begin October 1. Nominations for Board positions will be taken in writing and close 1 week prior to the day of voting. The President is highly recommended to be an Active Duty military officer or DoD civilian due to the necessary coordinations with base support personnel. Vacancies on the Advisory Board will be filled by election at the next general membership meeting following the creation of such vacancies. If a Board position becomes vacant and there is less than three months to the regular WPRC Board elections, the existing WPRC board may appoint a member to fill the vacancy until the next election. Incumbent members are eligible for re-election.

Duties and responsibilities will be divided along organizational functional lines such as financial, administrative, operations, social, horse shows and youth activities.

The minimum suggested Advisory Board positions are:

- President
- Barn Manager
- Health & Stabling Manager
- Secretary
- Treasurer

If it becomes the best interest of the club to remove any elected member of the Advisory Board from his/her duties, the WPRC Advisory Board maintains the sole authority to remove a board member and appoint a member to fill vacancy. A vote to remove the President may be made in writing with the concurring signatures of 50% of the WPRC membership. The WPRC membership, at the conclusion of a general membership hearing on the request, shall vote by secret ballot upon the request for removal, and if 2/3 of the eligible voting membership votes in favor of removal, the President shall be removed from his office and notice given to the Services Director. The President shall have jurisdiction over removal and appointments of the appointed positions (e.g. horse show chairman).

SECTION 2: MEETINGS

The Advisory Board will meet a minimum of once a quarter at an hour and location designated by the President. Advisory Board members must attend 90% of the scheduled meetings (Board & General membership) to remain active on the Advisory Board. Absences due to TDY, Deployment, etc. will not be counted against the member. The President will normally conduct such meetings but may appoint another

Board member to preside in his/her absence. To conduct business, 60% of the voting Advisory Board must be present. The proceedings of such meetings will be recorded; will indicate the members in attendance; and will include copies of the most recent WPRC financial statements and any pertinent reports. When the proceedings are approved by the WPRC President, they will be made available to the general membership via the WPRC bulletin board. Issues on which substantial disagreement exists within the Advisory Board will be decided by majority vote of the Advisory Board present.

A WPRC general membership meeting will be held a minimum of four times a year. Such meetings will be held at the direction of the Base Commander, the Advisory Board, or upon written request of 50% of the WPRC general membership. These meetings will be conducted by the WPRC President, or if absent, by the Barn Manager, Health & Stabling Manager, Treasurer or Secretary (in that order). Attendance at these meetings is mandatory, and a failure to attend a general membership meeting without advance notification to an Advisory Board member can result in adverse membership action. At these meetings, the Advisory Board will report on the WPRC financial condition and other subjects of general interest to the membership.

Notice of general membership meetings will be posted on the WPRC bulletin board at least seven days prior to such meetings. When such a meeting has been duly publicized, those members in attendance shall constitute a quorum sufficient to conduct the meeting and vote any issue.

Election of Advisory Board members, approval of changes to the WPRC-OI's, and other questions which, in the opinion of the WPRC Advisory Board, warrant approval by the membership, shall be decided by a membership majority vote present at a general meeting. Voting will be restricted to adult family members in good standing (no delinquent fees) on the basis of one vote per member/sponsor family unit. A member may, if absent, designate a proxy (WPRC adult member) in writing. Prior to the conduct of business, such proxies will be verified by the Secretary or designee.

ARTICLE III -- MEMBERSHIP

SECTION 1: WPRC MEMBERSHIP

Membership in the WPRC will be voluntary and in accordance with AFI 34-201. The eligibility criterion are as follows:

- a. Active duty military personnel assigned to or supported by WPAFB.
- b. Active duty military personnel residing in the local area.
- c. Retired military personnel residing in the local area.
- d. DOD civilian personnel who are employees of WPAFB.
- e. Active Reservists or National Guard residing in the local area (must possess a current military ID card).
- f. Current WPAFB contractors (must possess a base ID).

Eligible persons desiring membership in the WPRC shall make written application for stall rental. Applications must be dated, signed by the applicant, and indicate eligibility status. Proof of status is required and the H&S Manager will keep a copy of this eligibility on file. Membership becomes effective upon the member's horse(s) arrival at the WPRC facility. Attendance at club functions and meeting for members who's horses have not yet arrived at the WPRC is requested, but not mandatory. Associate membership is also available to eligible persons, and is more fully detailed below.

WPRC membership/associate membership will attest to the applicant's willingness to accept responsibilities for the operation of the club and associated facilities. Membership requires accepting the

nomination for an elected or appointed Advisory Board position if asked, and the cooperation and participation in work days and other activities approved by the Advisory Board. Adult members will share in the responsibilities and duties of the operations.

Each WPRC member will receive a copy of the WPRC operating instructions. Eligible persons desiring associate membership will complete the associate membership application.

SECTION 2: ASSOCIATE MEMBERSHIP

Associate members of the WPRC are those persons otherwise eligible for membership but do not have a horse stabled at the WPRC facility. Associate members are sponsored by regular members to ensure compliance with and knowledge of the WPRC-OIs. It is the sponsors' obligation to ensure that Associate Members they sponsor know, understand, and follow the OI and any subsequent changes. Should an Associate Member engage in an activity that would normally result in a Special Assessment fine, the sponsor of that Associate Member will receive the fine. There are two separate classifications of associate membership in the WPRC. They are as follows:

Category I - Associate Member Sharing Responsibility For and/or Use Of a Member's Horse

It is assumed that associate members in this category have the same access to and use of the facility as a regular member. Members in this category are not required to participate in WPRC club activities (work days, general membership meetings, horse shows, etc.) but are strongly encouraged to attend for the good of the WPRC facility. They do not have the right to vote at the general membership meetings. The Advisory Board may limit the number of associate members in the category as necessary. No more than 2 associate members are permitted per member horse.

Category II - Associate Member for Purposes of Taking Lessons at the WPRC Facility

This category of associate member only uses the facility for lessons. Therefore, Category II members are not required to participate in WPRC club activities (work days, general membership meetings, horse shows, etc.) but are strongly encouraged to attend for the good of the WPRC facility. They do not have the right to vote at the general membership meetings. The number of these associate members is limited to 5 total for the club (unless granted written approval by the Advisory Board). In addition, the horses these members bring to the facility for lessons must have had a negative Coggins test within the past year. The horses are not permitted in areas other than the arenas designated for lessons, and are not to come in contact with regular member's horses. If an associate member in this category allows their horse to be in restricted areas (pastures, paddocks or barn aisles) without express permission from an Advisory Board member, that associate member's membership will be revoked.

Category IIA – Associate Member for Purposes of Taking Lessons at the WPRC (utilizing a WPRC member horse)

This category of membership is for those people eligible for regular membership but are simply wishing to learn more about riding and horse care. Typically, this person is taking lessons/instruction from a regular WPRC member. For this instruction, the WPRC member's horse is being used. The WPRC member is responsible for all actions and behavior of the Category IIA member and must be present when the Category IIA member is at the facility. Should the arrangement between the regular member and the Category IIA member involve times when the Category IIA member is working on their skills without the regular member being present, the associate membership will be transferred to a Category I membership and be governed as such. Category IIA members are required to pay an initial membership fee of \$25 within the first 30 days of their arrangement with the regular member. Category IIA members are

encouraged, but not required to attend work days, club functions and general membership meetings. They are not allowed to vote and cannot hold an Advisory Board position. Category IIA memberships are limited to 2 Category IIA members per regular WPRC member, unless the Advisory Board grants a waiver in response to a written request for such.

Associate member applicants that do not fit these categories will be examined by the Board on a case-by-case basis.

SECTION 3: HIRED PROFESSIONALS/CAREGIVERS

A "Hired Professional or Caregiver" is defined as any person contracted by a WPRC regular member to give horse care/training to said member's horse for a fee. Professionals include, but are not limited to, instructors, farriers, trainers, veterinarians, massage therapists, and chiropractors. Due to the various work schedules of the WPRC members, hired professionals are allowed to work on the member's horse at the WPRC facility without the member being present (unless otherwise directed by base regulations). However, the WPRC member is directly responsible for any and all actions/behavior by any professional they contract with. Professionals are not required to become associate members and therefore do not pay membership fees.

SECTION 4: GUESTS

Utilization of the WPRC facilities is a privilege. Members bringing guests are personally responsible for their safety and conformance to WPRC OI's. Guests must be accompanied at all times by a sponsor or an eligible dependent of the sponsor. No former member whose membership has been revoked for cause may be a guest at the WPRC. Guests misbehaving may be asked to leave by an Advisory Board member. Violations of guest regulations will be reported to the President for action.

SECTION 5: MEMBERSHIP TERMINATION

Membership in the WPRC may be voluntarily terminated by the member by giving a two week written notice to the Advisory Board, or may be involuntarily terminated for failure to abide by the club OI's. Termination of membership by the Base Commander, the Services Director, or the Advisory Board may be made after, but not limited to, a thorough review of the following circumstances:

- Failure of a member to meet his financial obligations to the club.
- Repeated failure of a member or members of his family or guests to comply with the provisions of the Constitution/By-Laws.
- Unauthorized use of or damage to WPRC or to a member's property.
- Failure to participate regularly in club business meetings and required support activities.
- Other valid reasons as determined by the Base Commander, the Services Director, or the Advisory Board.

Termination of membership for any reason results in termination of **ALL** membership privileges. Those who were previous members and desire to become members again are required to submit a new application, pay the initial membership fee, etc. If a membership is terminated due to disciplinary action (or other involuntary termination reasons), a majority vote of the Advisory Board is required to grant membership at any time in the future should the person request to rejoin WPRC.

ARTICLE IV -- STALL ASSIGNMENTS

SECTION 1: APPLICATIONS

Applications for stalls will be honored by priority and postmark date of application in accordance with eligibility outlined in the AFI 34-201 and with this OI's. A priority list will be maintained and posted on the WPRC bulletin board. As stalls become available, applicants will be notified according to priority and date of application. If the applicant notified fails to accept a stall within 24 hours of notification, the applicant will be considered to have refused the stall and the next applicant on the list will be offered the stall. After two refusals by an applicant, that applicant will be dropped to the bottom of the waiting list.

If a member is dissatisfied with an assigned stall or wishes to change to a different stall, written application to change stalls may be made to the Stall Manager. Reasons for requesting the change must be stated. As stalls become available, these requests, in priority of submission, will be approved/disapproved by the Stall Manager.

Incoming horses cannot be projected more than 90 days prior to the expected arrival date.

A member will only be allowed a maximum of two stalls, unless special permission is obtained from the Advisory Board. Additional stalls, beyond two, will be on a temporary basis and the member could be asked to relinquish the stall on a thirty day written notice. Combined retired military and civilian stall assignments may not exceed 16 of the 32 total stalls available.

A member cannot hold a stall longer than 60 days. Extensions may be granted by 30 day increments (at full board rate if there is a waiting list), or at regular holding fee if there is no waiting list (i.e. 50% of full rate)), upon acceptance of written requests to the Advisory Board. Stalls for mares who are off the premises due to foaling can be held at the normal holding fee rate for the duration of their required absence (not to exceed 6 months).

No WPRC member will be allowed to sublet, rent or lease their stall; use their WPRC membership status or the club facilities for any commercial activity, without written permission of the Advisory Board and approval of the Services Director and Wing Commander, in accordance with base regulations

SECTION 2: TERMINATION

Upon termination of club membership, the member will be responsible for cleaning, stripping, restoring, and liming the stall(s); feed tubs will be cleaned and disinfected. The member will also be responsible for replacing or paying for any damage their horse does or has done while boarded at the WPRC facility, i.e., destroying a feed tub, chewing wood to the point of required replacement, etc.

SECTION 3: TEMPORARY ACCOMMODATIONS

Transient military personnel, newly arrived personnel, individuals on the waiting list for stalls, and other individuals who would otherwise be eligible for WPRC membership are authorized temporary accommodations for their horse(s) on a space-available basis. Accommodations must be coordinated through the Stall Manager and/or the Health and Safety Manager prior to arriving. Fees for temporary accommodations will \$5 per night.

Horses temporarily accommodated in WPRC facilities must meet all the health and immunization requirements prescribed by WPRC. Temporarily accommodated horses will not be pastured nor allowed inside the WPRC barn with the permanently boarded horses and will be subject to the WPRC quarantine procedures.

SECTION 4: SELLING OF A HORSE

When a WPRC member with an assigned stall sells their horse, the buyer shall remove the horse from the facility within 14 days after date of sale (unless the buyer is another WPRC member with an assigned but vacant stall). If the buyer is not a member of WPRC but is eligible, they may apply for WPRC membership. The seller remains responsible for the horse until it is removed from the WPRC facility. If the seller is moving from the WPRC area, the horse must be removed from the WPRC facility before the seller's departure. If circumstances preclude the horse's removal from the WPRC stables concurrent with the members' departure, the departing member will insure that arrangements for the horse's removal from the facility is coordinated with the WPRC Advisory Board President.

ARTICLE V -- METHODS OF FINANCING

SECTION 1: GENERAL

The custody of the WPRC funds and property are the responsibility of the Non-appropriated Funds Financial Management Branch, Services, WPAFB. WPRC will be membership fees oriented, established by the WPRC Advisory Board subject to the approval of the Commander, 88th Support Group, WPAFB. Changes to such fees will be made a matter of record in the Advisory Board meeting minutes. Notice of such changes will be provided to each active member at least ten (10) days prior to the effective date of change.

The WPRC shall not employ or sanction any persons nor sponsor any activities from which funds are derived or paid to members which are subject to federal, state, or local taxes.

Annual audits shall be conducted at the direction of the Services Director and a copy of the audit shall be furnished to the Base Commander. The funds and accounts shall also be inspected by Services upon a change of the Treasurer.

SECTION 2: ADMINISTRATION

WPRC finances and accounting of moneys thereof shall be the responsibility of the Advisory Board Treasurer. The Treasurer shall be responsible for collecting, safeguarding, and promptly depositing all receipts.

SECTION 3: INCOME

WPRC income shall be derived from fees charged the membership for the utilization of facilities, special assessments, reimbursable sales to members, and any other mutual cooperative venture approved by the membership.

WPRC may support an occasional additional fund raising activity as authorized by the appropriate AFR directives and approved by the membership.

SECTION 4: FEES

An applicant will be required to pay an initial **non-refundable** membership fee and individual stall deposits before becoming a member of the WPRC. Membership fee is a one time cost to join the WPRC. It

covers all family members and dependents. The stall deposit charged for each stall is refundable upon a departing inspection by the Stall Manager if the stall has been satisfactorily maintained and no damage has occurred. A service/stall fee per horse and/or a stall holding fee will be charged monthly. Note: The Stall Deposit guarantees an incoming member an available stall upon their arrival. A Stall Holding Fee guarantees a member a *specific* stall.

WPRC fees are due in advance on the first day of each month and will be paid by Services VISA/MC or personal charge card. Arrangement for payment is through the Advisory Board Treasurer or WPRC member designated to receive such payments. Fees not paid on the first day of the month will be considered delinquent. Written notice of such delinquency will be sent to the member by the WPRC Advisory Board.

When a member's dues are delinquent in excess of thirty days of the month due, a letter, signed by the Advisory Board President, will be sent to the member and their organizational commander via the Services Director. If a member becomes delinquent on his monthly fee for a second time in any one-year period, the Advisory Board may revoke the member's membership and require the former member to remove his/her horse(s) and property from the WPRC facilities within 30 days. In the event the member is in retired status, the letter will be sent through the 88th Support Group Commander.

If a boarded horse is to be temporarily absent from the WPRC facility for a period of time (more than seven days), upon written notice to the WPRC Advisory Board, the Advisory Board may reduce the boarding fee to an established per day holding fee.

New members assigned a stall at a time other than the first of the month will pay in advance (on a pro rata basis) from the effective date of the membership until the last of that month. Members terminating their membership will also be charged on a pro rata basis to their termination date; two weeks written notice must be given.

SECTION 5: ASSESSMENTS

WPRC members are encouraged to support club functions. Unexcused absence from Advisory Board scheduled work day or alternative function will result in an assessment of a fine. The fine will be added to the member's monthly billing.

SECTION 6: FEE SCHEDULE

Dues, fees, and special assessments applicable to WPRC membership are established in accordance with procedures specified in the WPRC Constitution. Current charges for WPRC membership will be posted on the WPRC bulletin board.

- Initial membership (family unit) \$25.00 (non-refundable)
- Associate membership Category I \$25.00
- Associate membership Category II \$10.00 per month
- Associate membership Category IIA \$25.00
- Stall deposit (per stall) \$50.00 (refundable)
- Monthly rental fee \$100.00 ²

² Note: Members may provide their own hay and/or shavings and not take advantage of the barn-provided supplies. If a member chooses to do this, the Treasurer must be notified in advance, and will adjust the member's billing for monthly board fees to reduce that amount by the portion of the basic board rate attributable to that member's share of the club's costs for shavings and/or hay.

300-18, dated 11 June 1997 or later. The WPRC Health & Safety Manager will request the base veterinarian to recommend required and suggested immunizations, tests, required treatments, health inspections, and sanitary standards for the club. The base veterinarian is not responsible for administering medical care to privately owned horses. All costs associated with medical services for horses are the responsibility of the owner and will be borne by the owner.

SECTION 2: ENTRY POLICY FOR NEW HORSES

New animals entering the WPRC facility for stabling will have their health records examined and certified by the Health & Safety Manager **15 DAYS PRIOR** to arrival at the stables. The applicant must provide to the H&S Manager written proof from a licensed veterinarian that their horse(s) has/have been certified free from all communicable diseases and has/have had all required immunizations (see Section 5: Immunizations). Prior to the new horse unloading at the WPRC facility, the H&S Manager shall review the applicant's horse immunizations records and health certificate to assure that all WPRC veterinary requirements have been met. Once unloaded, the new horse will be immediately placed under quarantine and must abide by all WPRC quarantine procedures and policies. New horses will meet isolation, Coggins test, immunizations and worming requirements of the WPRC.

Failure to comply with any WPRC health regulation (including quarantine policy) at any time as a WPRC member will result in an IMMEDIATE fine.

SECTION 3: ISOLATION AND QUARANTINE POLICY

In the interest of protecting the health of the horses stabled at WPRC, an isolation period of 72 hours is required prior to any new horse being permitted to be pastured with horses already permanently stabled in WPRC facilities. During this time the horse will be isolated from all other stabled horses and community areas. The incoming horse may be personally examined by the base veterinarian at his discretion or at the club's request to determine the general health of the animal and to make judgment as to isolation.

Stable horses which have been off the WPRC facilities for more than ten (10) days will be ISOLATED.

Boarded horses that become sick will be isolated in a designated quarantine area, and are to stay in that area until released by a licensed veterinarian (written release) or the Base Veterinarian. Areas used by a sick horse will be cleaned and sanitized after use. Stall isolation may be recommended if the medical situation warrants such action. The Advisory Board may direct removal of a horse from the base for health reasons.

SECTION 4: COGGINS (EIA) TEST

All horses to be boarded at the WPRC stables will be Coggins (Equine Infectious Anemia, EIA) test negative. Horses presently housed on WPRC facilities will be Coggins tested by 1 May each year. This protects horses at the WPRC facilities from contact with carriers of EIA.

SECTION 5: IMMUNICATIONS

The following immunizations and tests will be required annually for each horse stabled at the WPRC facilities IAW WPAFB SOP 300-18:

REQUIRED:

- Influenza
- Eastern & Western Encephalomyelitis
- Coggins Test

- Rhinopneumonitis
- Rabies
- Tetanus Toxiod
- Strangles - (Only for horses under two years of age)
- Venezuelan equine encephalomyelitis
- Potomac Fever

Each member shall show proof of inoculation, e.g., present a veterinarian's bill, to the Health & Safety Manager to ensure the records are maintained current.

Failure to have and maintain current immunizations and test shall be cause for immediate quarantine and eventual loss of WPRC boarding privileges.

SECTION 6: WORMING

The prevention and control of internal parasites is mandatory and will be accomplished done on the 8-week (or as needed) scheduled worming program monitored by the base veterinarian and the Health and Stabling Manager. Internal parasites are the most common cause of death and illness in horses. All horses stabled at the WPRC facilities will undergo treatment for internal parasites on the same day. The pasture situation does not allow proper pasture rotation to control internal parasites, therefore whole herd parasite treatments will be utilized to interrupt the life cycle of strongyles on not less than a bi-monthly basis, or as the base veterinarian recommends. An effective strongyle control program is essential to prevent verminous aneurysms and colic in the herd. Any horse not wormed on their designated day will be confined to its stall until treated.

SECTION 7: CLINICS

The WPRC Advisory Board, as a service to its members, will consult experts in veterinary medicine to formulate advice on what additional veterinary care may be desirable for all horses. As an optional service to its members, WPRC will promote cost sharing veterinary services to reduce the cost of general veterinary care. The WPAFB Veterinarian is not available for use by members but acts in an advisory capacity.

The Health & Safety Manager shall coordinate routine veterinarian services for the WPRC and ensure that complete health records on each horse boarded in club facilities and record of health inspections accomplished by the base veterinarian are maintained.

SECTION 8: RECORDS

Medical History records of animals on base are subject to review by the base veterinarian and Health & Safety Manager at any time. Immunizations, internal parasite treatments, and other medical treatments will be annotated on the medical record. This will provide essential documentation of the animals' medical history. The base veterinarian or the Health & Safety Manager will advise the Advisory Board of any medical problems, or need to remove any animal from the facility that exhibits symptoms of any untreated illness or has habits or characteristics constituting danger to life or limb of WPRC personnel.

Medical history records for all horses stabled at the WPRC facilities will be kept, maintained and monitored by the Health & Stabling Manager. The owner ensures that the medical record is available to the veterinarian at time of medical treatments.

SECTION 9: SANITATION

The base veterinary service inspects the stables for sanitary conditions. Inspections will be annotated on AF Form 1556. Animal Sanitation Report. The Health & Safety Manager will monitor the sanitation inspections and take necessary corrective action.

ARTICLE VII – ADVISORY BOARD DUTIES

SECTION 1: GENERAL

The WPRC Advisory Board is elected/appointed as prescribed in Article II, Section 1 of this document. All Board members have the following responsibilities:

- Effect WPRC policies, regulations and membership disciplinary actions.
- Prescribe the responsibilities and authority, and provide for the appointment of such committees as may be necessary.
- Approve membership applications.
- Ascertain that all proper revenues have been received and accounted for and authorize all expenditures.
- Establish WPRC dues, fees and special assessments.

In addition, specific duties and responsibilities for each of the Advisory Board positions are noted in the sections below. Additional duties/responsibilities may be added as deemed necessary by the Advisory Board and specified duties may be appointed to additional Board members should the Advisory Board consist of more than the 5 named positions (see [Article II, Section 1](#)).

SECTION 2: PRESIDENT

- Be the chief executive of the Wright Patterson Riding Club, hereafter referred to as the "WPRC", and Chairman of the Advisory Board.
- Be responsible for insuring that membership abides by the WPRC Operating Instructions. Maintains authority to fine members as necessary IAW WPRC-Ois.
- Preside over all general membership and Advisory Board meetings.
- Negotiates all installation support agreements, lease arrangements, and the coordination of installation activities.
- Ensures that the club complies with all record and reports requirements specific in Air Force Regulations and Air Force Instructions governing the WPRC.
- Ensures proper transfer of financial responsibilities in the event of a temporary (30 days or more) or permanent change of the Treasurer.
- Ensures that the Advisory Board carries out its responsibilities.

- Appoints such committees as may be required by the club program, and supervise the activities of the standing and temporary committees as required.
- In his/her absence, the Barn Manager will serve as acting President, followed by the Health & Stabling Manager, Treasurer, and Secretary.
- Serves as alternate Real Property Custodian.
- Maintains continuity folder on his/her job duties.

SECTION 3: BARN MANAGER

- Upholds the WPRC-OIs.
- Is responsible for the day-to-day supervision and management of stable operations.
- Authorizes emergency repairs not to exceed \$100.00 to correct health or safety hazards affecting people or horses within the club's grounds.
- Real property custodian.
- Contacts civil engineering for emergency repairs or routine work.
- Ensures WPRC facilities, arenas and manure disposal areas are maintained.
- Conducts random inspections of the stables and grounds for safety, sanitation, and service ability at least weekly, initiates corrective action.
- Coordinates the purchasing and storage of hay, bedding and maintenance materials.
- Supervises or coordinates all WPRC facilities building or alterations. Prepares request for repair of facilities as necessary.
- Ensures the required documents and receipts are provided to the Treasurer for all materials and supplies procured.
- Schedules the use of club facilities for activities other than normal usage.
- Maintains continuity folder on his/her job duties.

SECTION 4: STABLING MANAGER (OR HEALTH AND SAFETY MANAGER)

- Upholds the WPRC-OIs.
- Determines the co-operative feeding schedule in coordination with the Advisory Board.
- Maintains a membership waiting list for Stalls and assigns individual stalls in the WPRC stable in accordance with the club's Constitution and By-Laws.
- Maintains past and present membership application forms.
- Conducts random inspections of the stalls for safety and serviceability at least weekly, notifying members having repair or health deficiencies, and conducting follow-up inspections.

- Notifies members having a repair or health hazard and conducts a follow-up inspection in forty-eight hours.
- Conducts inspection of the stall, tack box, and locker when a member terminates membership or transfers.
- Assigns sponsor to new members and notifies the sponsor.
- Maintains continuity folder on his/her job duties.

SECTION 6: SECRETARY

- Upholds the WPRC-OIs.
- Prepares or reviews all publications, newsletters, articles, etc., bearing the WPRC's name or reporting the club's activities prior to their distribution.
- Notifies the general membership at least ten days prior to any general membership meeting of the time, place and agenda of the general meeting.
- Provides all members with a copy of the WPRC-OIs.
- Maintains WPRC files to include: Current Operating Instructions, amendments and changes; regulations and publications under which the WPRC is organized and functions; minutes of General and Advisory Board Meetings; list of the current club officers and committee members; the support agreements negotiated by the club with the installation activities; documentation required by Air Force regulations and instructions; annual activities report; and active and historical files necessary for the conduct of club business and activities.
- Maintains continuity folder on his/her job duties.

SECTION 7: TREASURER

- Upholds the WPRC-OIs.
- Is responsible for the collection, distribution, safeguarding, and accounting of all funds incident to the WPRC's operations.
- Promptly deposits all club receipts to the club account.
- Is responsible for accounts and records of property and transactions pertaining to the establishment, operations, and liquidation of the WPRC.
- Prepares, in sufficient time to be presented at a general meeting in the fourth quarter of the fiscal year, a proposed budget and proposed dues and fees for the following operating fiscal year.
- Prepares and presents current financial statements at quarterly Advisory Board meetings and the annual financial statement at the general meeting of election of officers.
- Maintains the following records for inspection at any time: historical financial records; the quarterly financial statements; annual audits; receipts of all club expenditures; supporting voucher files; and other financial data relative to the club financial operations.

- Monitors and submits all required financial WPRC service contracts, (i.e. hay, bedding, or maintenance requirements) to Services for processing.
- Maintains continuity folder on his/her job duties.

The Treasurer is the only WPRC officer authorized to obligate or to disburse club funds. The only exception for club obligation or disbursement as authorized by the Advisory Board is the Barn Manager, who is responsible for keeping the Treasurer informed and providing purchase receipts. The Treasurer and Barn Manager are the only Advisory Board members authorized to possess IMPAC cards, unless otherwise directed by the Advisory Board. All purchase requests are to be submitted to the Treasurer. In the event the Treasurer cannot be contacted, purchase requests should be submitted to the Barn Manager, President, Health & Safety Manager, and Stall Manager (in that order).

In the event the Treasurer is to be absent from the area for greater than thirty days or is otherwise incapable of carrying out his/her responsibilities, the Advisory Board will designate another club officer as responsible for club assets. Formal documentation of any changes of responsibility shall be executed and made a part of the permanent financial files.

SECTION 8: HEALTH AND SAFETY MANAGER

- Upholds the WPRC-OIs.
- Conducts random inspections of the stables and grounds for safety and sanitation, at least weekly and initiates corrective action.
- Coordinates the quarterly sanitation inspection by the installation veterinarian.
- Monitors and controls insects and pests on the WPRC grounds and stables.
- Ensures the care of the stable cats.
- Establishes club safety rules and practices, subject to approval of the Advisory Board.
- Reviews new applicant's horse immunization records and health certificate prior to horse's entering facility.
- Maintains record of immunizations and tests on all horses and ensures base veterinary records are kept current.
- Establishes dates and requirements for annual immunizations and worming program.
- Posts riding trails on base. Posts changes of the Civil Engineering designated riding trails on base.
- Maintains continuity folder of his/her job duties.

SECTION 9: WORK DAY CHAIRMAN (OR BARN MANAGER)

- Upholds the WPRC-OIs.
- Coordinates and supervises "work day" activities, including the notification of members of the type of work to be accomplished and the equipment required to do the work. Prioritizes work to be accomplished on "work days" in coordination with the Barn Manager.

- Posts date and time of scheduled "work days" at least ten days in advance of the scheduled "work day."
- Maintains continuity folder on his/her job duties.
- Prepares a list of periodic duties (i.e. Summer Chore List) for routine maintenance activities and monitors performance of these duties. Reports those members who do not complete their assigned duties on an as needed daily basis to the Advisory Board for disciplinary action.
- Maintains a list of members participating in scheduled work days and those who do not. Submits a list of members who do not attend scheduled work days or perform scheduled duties or make-up tasks to the Advisory Board for fines.

ARTICLE VII - WORK PROGRAM

SECTION 1: GENERAL

Each WPRC member shall work on a day designated by the Work Chairman in order to accomplish improvements and essential maintenance of club facilities.

SECTION 2: ADMINISTRATION

- Work days will normally be scheduled on a Saturday from 8:30 AM to 12:30 PM with a possible extension to complete projects determined necessary by the Work Chairman.
 - WPRC "work days" will be under the direction of the Work Chairman and/or an Advisory Board members assuming this responsibility.
 - A work accomplished list will be provided to the Advisory Board by the Work Chairman.
 - Members on TDY, leave, or duty or those unable to attend their scheduled work day may request an independent project to make up the missed day. The member must provide written notice of the absence at least 3 days prior to the work day to the Advisory Board. Make-up of a missed work day must be accomplished within 7 days before or after the scheduled work day.
 - Credit for a missed work day may be obtained by completing projects designated by the Work Chairman.
 - On full membership work days there will be no horseback riding or personal activities (e.g. stall cleaning, etc.) in the arena or stable area unless specified by the Work Chairman. Members observed doing these types of activities will not be given credit for being at work day and will be required to complete a make-up project and/or be subject to reprisals as such.
 - Late comers will be required to make up the missed portion of their scheduled work day, and will be fined \$5.00 unless 24 hour notification was given.
 - There will be at least one work day scheduled per quarter. Club sponsored horse shows will count as a scheduled work day.
-

SECTION 3: PROJECTS

Projects and work day requirements will be provided by the Work Chairman who will maintain a list of ongoing requirements. Individuals may volunteer to perform ongoing requirements to fulfill their work day duties. Assignments must be coordinated with the Work Chairman.

SECTION 4: WPRC EQUIPMENT

Personnel using WPRC stables equipment will make sure that such equipment is properly stored after use.

At no time will anyone remove any WPRC equipment or supplies belonging to the club without proper authority from the Barn Manager, or President.

ARTICLE IX - GENERAL OPERATING PROCEDURES

SECTION 1: GENERAL (BEHAVIOR AND COURTESIES)

All members and guests are expected to abide by base regulations and the WPRC Constitution and By-Laws.

SECTION 2: CHILDREN

Children under thirteen years of age will not be permitted in any of the WPRC facilities unless directly supervised by a responsible adult. Exceptions will be made only if a waiver has been requested by the responsible member and granted by the Advisory Board; however, responsibility still rests with the sponsor (Note: children will not be left unattended at the WPRC facilities). Dependents must conform to commonly acceptable standards of dress and conduct while on the WPRC premises.

Dependents under the age of sixteen will not be permitted to bring guests to the WPRC property unless accompanied by a responsible member. Exceptions will be made only if a waiver has been requested each time by the responsible member and granted by the Advisory Board; however, responsibility still rests with the parents.

SECTION 3: AGGRESSIVE BEHAVIOR

Animals who are deemed dangerous or exhibit dangerous, unsafe, or unacceptable behavior towards people or other animals can be removed from the WPRC facility upon majority vote of the Advisory Board.

SECTION 4: FACILITIES USE

The general Operating Rules governing the use of WPRC facilities are:

- Each member will participate in the general upkeep and appearance of the buildings and grounds; this includes the warm room and the club trailer. Debris (such as paper, boxes, cans, bottles, and jars) will be placed in containers provided for trash collection. Members are to clean the area in front of their stalls after cleaning their stalls or grooming their horses in the aisle.

- Use of common facilities such as the arena and wash rack shall be on a first come first serve basis, with the use of common sense and courtesy. The owner/handler of the horse is to clean up any deposits left by the horse.
- The last person leaving WPRC will ensure that all lights, fans, and water faucets are turned off, and ensure the barn doors are closed when temperatures are expected to be below 40 degrees. Additionally, all stall windows are to be closed from November 1 to April 1.
- Manure and debris removed from stalls will be placed in the manure dumpster only -- do not dump on the gravel road or on the old manure pile.
- Members will repair jumps and equipment they break.
- Members will remove any manure their horses leave in the indoor arena or in the stable aisles.
- Members will place litter in the receptacles provided.
- Members will clean their aisle and bathroom when it is their turn.
- Members will perform assigned housekeeping duties.
- WPRC tractors, trucks, etc. will only be operated by members having a valid and current government drivers license authorizing the member to operate that piece of equipment.
- Members will ensure all pasture gates are closed.
- Riding is permitted on authorized trails and roads, a map of trails will be posted in the WPRC warm room.
- During hunting season use extreme caution and ride only in designated areas and times posted in base bulletin.
- Paddock areas are on a first come, first serve basis for limited use while the owner/member is at the stable. Horses will not occupy paddock areas for more than 30 minutes if there are other members needing access. By mutual agreement, horses of different owners may share the paddock areas. Paddocks are for turn-out only. No exercising of horses will be done in the paddocks.
- The indoor arena is for riding or exercising. Horses will be exercised using a lunge or lead line. Members may use the indoor arena for turn-out only when it is not being used for riding and/or exercising. If used as a turn-out area, it should be treated as a paddock (i.e. a 30 minute limit if others are waiting). Owners must clean up after their horses in the indoor arena.
- Members having a riding lesson from a paid instructor should have equal priority using one half of the indoor or outdoor arena. Posting lesson times on the indoor arena blackboard will facilitate members planning arena use.

SECTION 5: GENERAL HEALTH CARE, FEEDING, AND MAINTENANCE

- All Members will participate in the co-op feeding program.
- Daily grain rations, feed supplements and other feed stuff (i.e. treats) will be stored in metal or other vermin proof containers with a secure lid which are to be kept in individual owner's tack box or other such places designated by the Barn Manager or Health Manager. All other grain must be stored in vermin proof containers with secure lids in the grain trailer. Limit of one container per

horse, or regular sized containers stacked, in the grain trailer (container should not take up more floor space than a standard 55 gallon drum). All containers should be clearly labeled with member's name.

- Feed tubs/boxes and water containers shall be kept in a sanitary condition at all times.
- Manure and soiled bedding material shall be removed from the stall and paddock area daily and disposed of in the designated manure area(s).
- Members whose feed, water containers, or stalls fail to meet the sanitary standards as determined by the base veterinary services and/or the Health and Safety Manager shall be notified. Members will have 48 hours to correct deficiencies. Failure to comply shall result in a special assessment fine.
- Mares in foal must be removed at least four weeks prior to expected foaling. There is no foaling allowed at the WPRC facilities.
- Stud horses or stallions shall not be boarded in WPRC facilities after reaching 12 months of age.
- All horses must be weaned prior to stabling at WPRC facilities.

SECTION 6: PASTURES

- The use of WPRC pastures is a privilege, not a right. WPRC members who abuse the privilege may be denied the use of those pastures and be subject to action by the Advisory Board.
- Horses are placed in the pastures at the owners risk. The government/WPRC is not liable for any injury to horses placed in pastures.
- Close all gates to pastures. Also, all WPRC members are required to mend damaged fences.
- Horses may remain in pasture overnight with Advisory Board member approval.
- Pasture turn out will depend on weather conditions. Advisory Board members will determine when turn out is safe or in the best interest of pasture maintenance.
- An Advisory Board member may close pastures for maintenance or club needs. Horses are NOT to be placed in pastures that are closed, under penalty as outlined in the Fee Assessment Schedule (see [Article V, Section 6](#)).
- The pastures are designated for mare or gelding use. The pasture designation will be rotated as determined by the Barn Manager. It is the responsibility of the members to police and maintain these pastures, and to turn out and bring in their horses.
- Pastures are for turn out to allow a member's horse(s) exercise and to provide a healthy climate. While grass is a nutrient, pastures are not a supplement for a member's responsibility to provide proper feeding. However, pastures are not feed pens, DO NOT put grain or other nutrients in the pasture for your horse.

SECTION 7: RIDING COURTESIES

The following rules apply to all WPRC members and guests:

- Always put cavallettis, jumps, and barrels and other items used away when finished with them -- out of the way of other riders.
- Always pass other horses on the inside when riding in the arenas going in the same direction. Passing head on, pass with the oncoming horse to your left.
- Stop, dismount, or mount your horse out of the path of other riders.
- DON'T lunge your horse in the indoor arena without permission of persons riding.
- DON'T ride horses in the stall aisles.

SECTION 8: SAFETY/AREA RULES

The general operating rules governing WPRC safety are:

- Smoking is not permitted in or within 50 feet of any WPRC building.
- Dogs will be kept on a leash at all times in the barn and arena areas, and must be in the company of their owners. Dogs may be in the barn aisles provided other members have given their verbal consent on each occasion the dog is present AND the dog is kept on a leash/under control. Any dog not under the owner's direct control and/or displaying undesirable behavior will be asked to vacate the aisle and/or barn facility. Dog owners must clean up their dog's feces immediately.
- Return tools to storage area when finished.
- The speed limit in the stable is 10 miles per hour for all mechanized vehicles. Caution must be exercised at all times while driving in the vicinity.
- No rider will canter or gallop a horse on the road ways surrounding the barn facilities.
- No rider will mount or ride a horse in the stable aisles or stalls.
- Horses will enter or leave arenas at a walk. Riders entering the arenas must ensure that their path is clear.
- Riding in the pastures is prohibited, unless duties require.
- No horse will be left unattended at any time other than in stalls or pastures or paddocks.
- No horse will be out of the control of the owner/handler at any time other than in the stalls, paddocks or pastures.
- Horses are not permitted to be tied in the aisles during feeding times.
- Stall doors will be kept closed when unattended, unless the stall has a horse guard. Stall doors will be kept closed or other barriers installed, such as double height stall guards that completely restrict horse to the inside of the stall, when a horse shows aggressive behavior.
- No horse will be fed, including small treats, without the owner's permission.
- There is absolutely no free grazing allowed at any time (grazing outside the pastures/paddocks out of the direct control of the owner/handler). Violators are subject to fines and/or expulsion from the club.

- Alcohol use will be governed by WPAFB regulations.
- Hunt caps (hard riding helmets) are required to be worn for any member or guest who is jumping and all minors taking lessons (who are not regular WPRC members). However, ASTM/SEI (or similar organization) approved helmets with secured harness are strongly recommended.
- Members, dependents, and guests shall not roughhouse, tease, or otherwise abuse an animal. Violators are subject to expulsion from the club and/or facility.
- Members will announce their presence at indoor arena entryways by calling out "door" or some other appropriate word and waiting for a response. The indoor arena is not to be used as a "cut through" when horses are being ridden/exercised in the arena.
- Personal items may be stored on the member's stall door provided the items are secure (do not fall into the aisle) and stick out into the aisle no more than a typical 5 gallon bucket. Other personal items may be placed in the tack box, member's locker, or tack trailer. Items that must be stored on the stall door include a halter, a lead, a towel and a spare water bucket (in winter).
- Personal hay is not to be stored in the main barn as this represents a fire hazard. Members who wish to feed personal hay are welcome to do so. However, members may only store 1 daily feeding in the aisle directly in front of their own stall. All other personal hay must be stored in the appropriate place in the hay barn.

SECTION 9: STALL MAINTENANCE

- Stalls will be mucked out daily.
- Bedding is provided for general membership use. Approximately 4 wheel barrel loads per week per stall (or as designated by the Barn Manager). Muck your stall efficiently, do not abuse the use of bedding.

Following termination of membership, the following stall maintenance and cleaning shall be accomplished:

- Remove all bedding material and manure from the stall down to bare earth, and level the stall with clay (if available).
- Lime the stall floor.
- Clean and disinfect feed containers and water containers that are to remain in the stall.
- Scrub all walls, floors, and compartments to remove dirt, dust, and cobwebs.
- Remove all personal equipment from tack box, locker, and stall.
- Clean tack box and locker.
- Hardware is not to be removed.

ARTICLE X – CONDUCT, COMPLAINTS, AND ACTIONS

SECTION 1: GENERAL

OI's governing the operations of the WPRC are established for the information and guidance of all concerned. Members, dependents and guests are expected to observe the spirit and intent of these OI's. Members will be held personally responsible for the care and behavior of their animals.

SECTION 2: COMPLAINTS

Complaints or violations of the WPRC OI's must be submitted to the President or a member of the Advisory Board in writing. Complainants are welcome to attend the Board meeting in person to present their complaints.

Each reported violation will be presented to the accused offender by the Advisory Board. The accused offender may submit a written statement to the Board.

SECTION 3: CONDUCT

Members are required to observe and uphold the desired standards of conduct and dignity rightfully expected of club members. Any incident or questionable activity, including infraction of OI's or conduct of an unseemly nature that occurs on the WPRC premises, should be corrected on the spot. Failures to respond to corrective action should be reported to the President for disposition.

SECTION 4: ADVISORY BOARD ACTIONS

The Advisory Board may suspend the use of selected club privileges as deemed appropriate. An uncorrected violation or second offense could result in a special assessment fine. Repeated or multiple violations could result in termination of membership and loss of boarding privileges. The Secretary shall inform any member being considered for termination action, providing the member with written notice of the Advisory Board's intent, enumeration of the alleged infraction(s), and a statement that the member has the right to appear before the Advisory Board.

In termination actions, a hearing shall be conducted by the Advisory Board to offer allegations of infractions, offer documentation of such alleged infractions and allow the accused to rebut the allegations. At the completion of the hearing the Advisory Board will decide upon the appropriate action to be taken. The 88th SPTG/CC through the Director of Services is the sole approval authority for any member termination recommendations from the WPRC Advisory Board.

ARTICLE XI -- ADOPTION AND AMENDMENTS

Much more could be written about the care and upkeep of our horses and our club. Common "Horse Sense" should be your guide. If ever in doubt about "what to do", please ask someone. We are here not only as club members but also to share knowledge and help each other.

SECTION 1: ADOPTION

The WPRC Operating Instructions are effective upon adoption by an affirmative vote of two-thirds of the eligible voting membership and is subject to final approval by the Commander, 88th Support Group, WPAFB.

SECTION 2: AMENDMENTS

The WPRC OI's shall be reviewed annually by the Advisory Board. Recommended changes to the OI's may be amended by two-thirds of the eligible voting membership. All amendments to the OI's approved

by the membership shall be submitted to the Commander, 88th Support Group, WPAFB for review. Amendments are effective upon approval by the membership.

SECTION 3: DISSOLUTION

In case of dissolution of WPRC, funds that are contained in the treasury at the time of dissolution will be used to satisfy any outstanding debts liabilities, or obligations. The balance of these assets or liabilities will be disposed of as prescribed in AFI 34-201 by the direction of the Commander, 88th Support Group, WPAFB through the Director of Services.

SECTION 4: DISTRIBUTION

Each WPRC member will be provided a copy of these OI's and any addenda or changes thereto.

These Operating Instructions were approved by the General Membership of the WPRC effective date 1 July 2000.

Danny O. Lewis, SSGT, USAFR
President
Wright-Patt Riding Club

Approved: _____
Ronald R. Turmelle
Director, Services Division