

2014 – 2015 CONSTITUTION AND BY – LAWS
OF THE
DEEP SOUTH DRESSAGE AND COMBINED TRAINING ASSOCIATION, INC.

The name of the organization shall be DEEP SOUTH DRESSAGE and COMBINED TRAINING ASSOCIATION, INC.

PURPOSE

The purpose of the Deep South Dressage and Combined Training Association, Inc. shall be to promote dressage, combined training and the education of its membership. Dressage is the gradual, harmonious development of the horse's physical and mental condition with the aim to improve its natural gaits and develop a perfect understanding with its rider. Combined training, the complete test of the horse and rider, tests both horse and rider in dressage, cross – country (endurance) and stadium jumping. The cross – country test, originally the measure of the horse as a military courier, follows a prescribed course over natural obstacles within a specified time. To test the horse's ability to continue following previous demands on his endurance, the stadium test requires obedience, accuracy, and frequent changes of direction over a course of show jumping fences.

MISSION STATEMENT

The program of the association shall be educational and shall be designed primarily to offer a framework in which individuals can progress with the schooling of themselves and their horses. Activities shall be directed towards a better understanding of dressage and/or combined training.

ARTICLE I – MEMBERSHIP

There shall be six (six) classes of membership: Supporting, Family, Life, Honorary, At – Large and Junior Members. These members shall be classified as follows:

- a. Supporting Members shall consist of all persons actively interested in the purpose of the association as described in this constitution, and who have paid annual dues and assessment. Supporting Members shall receive USDF Group Membership and such member benefits as the board members deem necessary from time to time.
- b. Family Members are Supporting Members who belong to the same family and live at one address. The first Supporting Family Member will receive all mailings, while all Family Members names will be submitted to USDF and will receive numbers.

- c. Life Members are Supporting Members who at one time contributed \$500.00 or more to the Association. Such individuals shall be waived dues or assessments after the contribution is made.
- d. Honorary Members shall consist of all persons whose contributions to the purpose, aims and goals of dressage and combined training are deemed worthy of membership. The names of the prospective honorary members shall be submitted to the Board of Directors. Such designation may be granted by the unanimous vote of the Board of Directors.
- e. At – Large Members (ALM) shall pay dues directly to the association, receive USDF Group Membership and such other benefits as the Board of Directors deems necessary from time to time.
- f. Junior Members are those 18 years old and younger. These members are eligible for all benefits of a Supporting Membership in DSDCTA, USADF and as the Board of Directors deems necessary from time to time.

ARTICLE II – ANNUAL DUES

Section 1 Dues become payable November 1st of each year and membership will be dropped when dues are not paid by January 1st.

Section 2 Eligibility to participate in the Association sponsored activities, all dues must be current.

Section 3 If a new member joins the Association after September 1st, dues for the remainder of the year shall be waived and the dues shall apply for the forthcoming year. USDF membership shall become effective after December 1st of the year to which the dues apply.

ARTICLE III – VOTING

Section 1 All Supporting, At-Large, and Life-Time members in good standing shall be entitled to one vote each.

Section 2 Any and all voting may be either by mail ballot, email ballot or participation at the General Membership Meeting. Method will be at the discretion of the Board of Directors (except as provided in Section 3). Voting by proxy is allowed.

Section 3 Election of the Board of Directors and voting for proposed changes of the By-Laws, shall be by electronic email ballot, mail ballot or in person at the General Membership Meeting. To reduce the time and cost, electronic ballot is preferred, however, mail ballots will be sent to any member upon request.

Article IV – OFFICERS AND DIRECTORS

Section 1 Officers shall consist of President, Vice-President, Treasurer, and Secretary (Recording/Corresponding).

Section 2 All officers shall be elected bi-annually from the board of Directors.

Section 3 The Board of Directors shall consist of 3 members from each chapter and shall serve for a term of three (3) years. The Chapter President of each chapter of the Association shall be a member of the Board of Directors for the duration of their term as Chapter President. Newly

appointed members of the board shall take office at the end of the General Membership Meeting.

Section 4 In case of resignation or other vacancy of the Board, the President of each chapter shall appoint a Supporting Member to fill the un-expired term.

ARTICLE V – DUTIES OF OFFICERS AND DIRECTORS

Section 1 The President shall prepare agendas for and preside over all meetings of the Association and of the Board of Directors, appoint all committee chairman, be an ex-officio of all committees (except the nomination committee); make all appointments (with the approval of the Board of Directors) and be an official representative of the Association (or may appoint such a representative).

Section 2 The Vice-President, in the absence of the President, shall exercise all of the functions and be vested with all of the powers of the President.

Section 3 The Corresponding/Recording Secretary shall have the following duties:

- a. Attend to all correspondence of the Association; read orally communications at meetings of the Board of Directors, or (optionally) at the meeting of the Association.
- b. Maintain the permanent files of the Association.
- c. Notify all board Members of meeting dates, lectures, and attend to other matters pertaining to meeting procedures as directed by the President.
- d. When so directed, prepare and mail ballots for election of officers, amendments to the By-Laws and other ballots designated by the Board of Directors.
- e. Shall take minutes of each meeting of the Association and the Board of Directors.

Section 4 The Treasurer shall have the following duties:

- a. Handle all funds received and disbursed by the Association; funds to be maintained in a bank approved by the Board of Directors.
- b. Issue receipts for monies paid into the Association when necessary.
- c. Maintain a complete record of all business transactions and be prepared to report on the financial status of the Association at all times.

Section 5 Each officer, at the expiration of his/her term of office (or in the case of resignation) shall transfer all records to the succeeding officer as soon as possible.

Section 6 Each member of the Board of Directors is required to attend the Board of Directors Meetings; may serve as the chairman of a committee if and when appointed and shall be sensitive to the thoughts and wishes of the association membership.

- a. It shall be the duty of the Board of Directors to conduct all business of the Association between meetings of the membership. The Board of directors shall expend those funds deemed necessary to carry on the activities of the Association.
- b. Special meetings of the Board of Directors shall be called when deemed necessary by the President. Fifty per cent plus 1 of the members shall constitute a quorum.

- c. Each Board Member may send a proxy with written authorization to vote in the event they are unable to attend a Board of Directors Meeting.
- d. Any board Member who is absent from all meetings for one (1) calendar year without valid cause will be automatically terminated from the Board. Proxy votes shall not be used for the purpose of meeting this requirement.

ARTICLE VI – ELECTION OF OFFICERS

Section 1 Bi-annually, prior to the Annual General Membership Meeting, all officers shall be elected from the Board of Directors by the board of directors. They shall be elected to serve for a 2 year term. The installations of new officers shall follow the business meeting.

Section 2 In case of resignation or other vacancy among officers, the Board of Directors shall appoint a Board Member to fill the vacancy.

ARTICLE VII – MEETINGS

Section 1 The President shall call one Annual General Membership Meeting of the active membership, at which annual reports from the President, Secretary, Treasurer, and all committees shall be presented. Championship awards shall be presented and officers shall be installed. Membership shall be notified at least 30 days prior to the annual meeting by mail, email, or such means as the Board of Directors deems appropriate.

Section 2 The President may call a business meeting of the Board of Directors with fourteen (14) days notice or a business meeting of the association with thirty (30) days notice. Chapters or Supporting Members may request or be invited to come before the board to present problems or suggestions to the Board. Chapter Presidents shall be notified of Board Meetings.

ARTICLE VIII – COMMITTEES

Section 1 There shall be such standing and temporary committees as are deemed necessary to carry on the work of the Association.

Section 2 The President shall appoint committee chairman.

ARTICLE IX – LOCAL CHAPTERS

Section 1 The purpose of a local chapter is to sponsor or increase dressage and combined training activities in the local areas and to encourage a larger membership both in chapter and thereby DSDCTA.

Section 2 Each chapter shall have a President who will be elected by the local chapter with a simple majority vote. Duties of the Chapter President shall be to encourage and organize, at the local level, activities which are educational for members interested in improving their riding abilities and their horses. The Chapter President shall also be responsible for reporting to the Association Secretary the details of all chapter activities.

Section 3 Local chapters shall keep their finances separate from the association account.

Section 4 Local chapters may apply for money to cover financial needs by submitting a written application to the Board of Directors specifying in detail the proposed use of the money. The Board of Directors shall evaluate each application on its own merits. If money is appropriated to a local chapter, the Chapter President must file a written financial statement of the use of the money.

Section 5 Organizing a Chapter

- a. When organizing a chapter of DSDCTA, the interested persons must first become Supporting Members of DSDCTA. Subsequently, a written request to organize a chapter shall be sent to the DSDCTA President. The President shall poll the Board Members by mail/email for a positive or negative vote. The President shall welcome the new chapter if the Board response is positive. If negative, a Board Meeting must be called.
- b. To comply with the DSDCTA charter, which is registered with the STATE of Florida, all chapters MUST include “DSDCTA” in their name and advertising. Example: “Florabama Chapter of DSDCTA” (not “Florabama Dressage Association”). All advertising, printed material, articles for magazines, chapter show lists and progress, etc. Must have the DSDCTA initials or full name included.
- c. Each chapter will strive to carry out the goals of DSDCTA on the local level and to encourage and promote dressage and combined training.
- d. Each chapter will have a TEMPO correspondent who will send the chapter’s news and articles to the TEMPO editor.
- e. For new members joining a chapter, the chapter treasurer shall receive the DSDCTA dues and chapter dues (if any). Chapter treasurer will send the chapter member’s name, address, telephone numbers, email address, as well as DSDCTA dues to the DSDCTA Membership Chairman. Upon receipt of the dues to the DSDCTA Membership Chairman, the chapter’s new member’s information will be forwarded to USDF.
- f. Each chapter’s president shall serve on the DSDCTA Board of Directors as a voting member during their term of office.

- g. Chapters shall hold at least four (4) meetings annually in order to be recognized by DSDCTA. These shall include business meetings, clinics, shows, lectures, learner judges' sessions or any other gathering whereby the promotion of dressage and/or combined training is achieved.

Section 6 Local Chapters, which choose to establish by-laws, must place on file with the association a copy of those by-laws, which must not conflict with the by-laws of the association.

Section 7 All chapter members must be DSDCTA members.

Section 8 Any chapter desiring to change their original name must submit the change to the DSDCTA Board of Directors for approval.

Section 9 Termination of a Chapter. If at any time a chapter dissolves, any funds remaining in the chapter treasury shall be returned to the Association treasury for the Board of directors to distribute to organizations having purpose, goals and aims consistent with the intention of the Association.

ARTICLE X – AMENDMENTS

Amendments to the By-Laws shall be recommended by the Board of Directors and shall be voted on by mail ballot, email or in person at the Annual General Membership Meeting of the Supporting Membership. A membership representation of 50% + 1 is required.

ARTICLE XI – MEMBERSHIP INITIATIVE

Section 1 When ten (10) percent of the Supporting Members indicate by written request to the Board of Directors that any action be taken, or any action being taken be discontinued, the Board of directors shall submit such request to the Supporting Membership by mail ballot or email. Such mail or email ballot shall be mailed no less than fifteen (15) days prior to the last date on which such ballots must be returned.

Section 2 If ballots are returned by at least thirty-five percent (35%) of the Supporting Members, and if a majority of the ballots returned declare approval of such a request, then the Board of Directors shall fulfill the request.

ARTICLE XII – DISSOLUTION

If at any time the Association dissolves, any funds remaining in the treasury shall be distributed to such organizations as the Board of Directors shall designate, providing such organizations have purposes, goals and aims consistent with the expressed intention of the Association.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Roberts Rules of Order Revised shall govern the Board of directors meetings and Membership Meetings, when not in conflict with these By-Laws.