

Policies and Procedures of the Central Texas Dressage Society

Article I. Name and Purpose

Section 1. Name

The name of the organization shall be the Central Texas Dressage Society (A.K.A. CTDS) hereafter referred to as “the Society”.

Section 2. Purpose

The purpose of the organization shall be to promote cooperation and interchange of ideas among those engaged or interested in dressage and related activities; to provide member and others with opportunities for learning and competing; to stimulate interest in the community; to sponsor meetings and other educational activities; and to provide activities at a variety of geographical locations.

The Society is a non-profit corporation in the State of Texas and is considered tax exempt by the Internal Revenue Service. All financial support is obtained through CTDS schooling shows, USDF/USET recognized shows, other fund raising activities, and advertisements in the newsletter.

The Policies and Procedures define the rules, guidelines, and philosophy for the routine operations of the Society. Unless explicitly stated, Robert’s Rules of Order, Newly Revised shall be used.

Article II. Membership

Section 1. Eligibility

Membership in the organization shall be open to all persons actively interested in the objectives of the Society, and who have paid their annual dues or assessments as prescribed herein. Membership is not transferable or assignable.

Section 2. Definition of Membership

- a) A member in good standing is defined as an eligible person under Article II, Section 1, who has paid applicable annual dues and is not currently under censure or suspension by the Officers. Each member in good standing shall be entitled to one (1) vote on all matters governed by the vote of the general membership. A member in good standing shall be eligible to run for any elected

position except as limited in Article III, section 2, and to participate in any and all of the Society benefits.

- b) A membership form shall be completed and signed with submission of the dues.
- c) A suspended member is defined as a member in Article II, but is currently under suspension by the Officers. A suspended member shall not be eligible to vote on any Society matters, run for any Office or Appointed Committees/Positions or participate in any Society benefits until and unless the Officers reinstate the suspended member as a member in good standing. The Officers as defined in Article III, Section 3, shall suspend a member.
- d) CTDS membership includes General Member membership to USDF, if the membership application is received before August 31 of the membership year.

Section 3. Types of Memberships

- a) Senior: A senior member shall consist of an individual who is entitled to one (1) vote and all rights and privileges as defined under Article II, Section 2a, upon payment of annual dues. A senior member has his/her 18th birthday before December 1st of the membership year.
- b) Family: A family membership shall consist of one (1) primary and one (1) additional member of a family unit and shall be identified on the membership form. The family unit is entitled to two (2) votes (the USDF does not recognize Family Memberships; therefore, the two voting members shall be registered as individuals with the USDF and to all rights and privileges as defined under Article II, Section 2a, upon payment of annual dues. One (1) family member shall be designated as the primary member (PM). The family membership shall receive one (1) copy of the Society publications sent to the address of the primary member.
- c) Junior: A junior membership shall consist of an individual who, by USEF definition is a junior. The junior member has not reached his/her 18th birthday by December 1 of the membership year. A person becoming 18 on December 1 of the preceding year is not eligible for junior membership, the junior membership entitles the junior to one (1) vote and to all rights and privileges as defined under Article II, Section 2a, upon payment of annual dues.

Section 4. Loss of Membership

A member shall cease to be a member upon the occurrence of any one (1) of the following:

- Upon submission of a letter of resignation to the President of the Society;

- Upon the member failing to pay annual dues or any portion thereof payable on the dates stipulated for making such payment; or
- Upon the passing of a resolution by the Officers following a hearing of complaints against the member of conduct prejudicial to the Society; and after having been given a fair and full hearing.

Section 5. Annual Dues

- a) Annual dues shall be payable to CTDS from December 1st thru November 30th. Dues received after August 31 entitles a member to CTDS membership benefits only.
- b) Annual dues shall be an amount fixed by the Officers and notified to the member as stipulated in Article II, Section 6.
- c) A fee will be charged to all checks returned “Non-Sufficient Funds”.
- d) All monies raised in each fiscal year by way of dues or otherwise shall be spent for the purpose(s) for which the Society was founded and the benefit of its members..

Section 6. Notification of Annual Dues Payable

- a) The Vice-President shall notify the member of the dues payable by them to maintain membership. Publishing the due date for annual dues in the bi-monthly newsletter shall constitute notice, and if such dues shall not be paid within thirty (30) business days of the date due, the members in default shall cease to be members.
- b) Notice of dues shall be published in the bi-monthly newsletter a minimum of 30 business days prior to the due date for the annual dues.

Article III. Ethics and Limitations

Section 1. Ethics Statement

All Officers and Appointed Committees/Positions shall sign the following “Oath of Office” statement before assuming duties:

“I agree to serve the Central Texas Dressage Society (the Society) to the best of my ability, to abide by the Bylaws and Policy and Procedures, and to keep the Society’s best interests foremost in the conduct of my duties, signed _____,
date_____.”

Section 2. Conflict of Interest

Officers shall be required to declare to the Board any conflict(s) of interest. A conflict of interest is defined as any affiliation, duty, interest in, or conduct that could be deemed contrary to the Society's best interests. Examples include, but are not limited to, family relationships, business relationships, etc. Officers shall be excused from voting on any matter before the Board that pertains to a declared or undeclared conflict of interest.

Officers shall not be eligible for awards/scholarships/honors when the recipient is chosen by the Board as established in Article VII, Section 2, Year End Awards Committee and Scholarship Committee.

Section 3. Censure

Officers shall by two-thirds (2/3) vote censure a member for conduct deemed prejudicial to the best interests of the Society upon receipt of a written petition detailing the cause. The written petition shall be initiated by any Society member and shall be signed by a minimum of five (5) Society members.

Members subject to censure shall be notified in writing the grounds for censure and shall have the right to a closed hearing before the Officers prior to any vote to impose censure. The member has ten business days from the date of the written notice of censure to request a hearing before the Officers.

Imposition of censure by two-thirds vote of the Officers shall be issued in written form detailing the reason for the censure along with a statement from the Officers regarding the circumstances of the censure. The Officers shall by two-thirds vote elect to publish the name of the censured member and the censure statement in the bi-monthly newsletter. Censure shall include membership termination for sufficient cause.

Section 4. Suspension

The Officers shall by two-thirds vote suspend a member the duration of which shall be a period of time not to exceed the remainder of the suspended member's paid-in-full membership for any of the following causes.

- Ceases to be a member in good standing under Article II, Section 2a;
- Upon written notification, the member has outstanding indebtedness to the Society and the debt remains unresolved;
- Has been censured by the Officers;

- Conduct deemed prejudicial to the best interests of the Society; or
- Has been suspended by the USEF and/or the USDF.

Members subject to suspension shall be notified in writing detailing the grounds for the suspension, and shall have the right to a closed hearing before the Officers prior to any vote to suspend the member. The member has ten business days from the date of the written notice of suspension to request a hearing before the Officers.

Suspension of a member by two-thirds vote of the Officers shall be issued in written form detailing the reason for the suspension, duration of the suspension, and actions required by the member for restoration of full membership.

The Officers shall by two-thirds vote elect to publish the suspended member's name, the grounds for suspension, and the duration of the suspension in the bi-monthly newsletter. If so published, the Officers shall publish in the newsletter a statement regarding the changed status of the suspended member after the completion of the suspension, or upon lifting the suspension by two-thirds vote of the Officers.

Section 5. Limitations

The following limitations shall be imposed upon members who choose to run for a position as an Officer:

- Only one member of a family unit per household;
- Shall be a member in good standing as defined in Article II, Section 2a;
- Shall be able to sign a contract in the State of Texas; and
- Shall have served previously on the Board as an Officer or Appointed Committee Chair for a minimum of one year to run for the Office of President.

The Ballot Committee shall determine the eligibility of all members indicating a desire to run for Office as defined in Article VII, Section 2.

Article IV. Board

Section 1. Definition

The Board of Directors (hereafter referred to as "the Board") shall consist of ten elected Officers and seven appointed Committee Positions as defined in Article IV, Section 3. Officers shall be voting Directors. Appointed Committee Positions shall be non-voting Directors except as allowed under Article VII, Section 2.

The Board is responsible for the overall policies and direction of the Society. The Board receives no compensation other than reasonable reimbursement of expenses incurred as a result of carrying out their respective duties.

Section 2. Officers

The primary governing body of the Society shall be the Officers and shall consist of the following positions elected by the membership:

- President
- Vice-President
- Secretary
- Treasurer
- Mini-Show Manager
- Program and Clinics Coordinator
- Awards Coordinator
- Marketing/Communications Coordinator
- Webmaster
- Newsletter Editor

Officers shall have voting power to administer the affairs of the Society. Officers shall only hold one voting position but may also serve in an appointed Committee Position. Each Officer shall have only one vote regardless of the number of positions held, except the President, which shall be a non-voting position except in the event of a tie vote. In the event of a tie vote, the President shall cast the deciding vote.

Except as noted in Article IV, Section 4(a)(b)(c), Officers shall hold only one Board position at one time. An Officer shall not run for an overlapping Board position, or the Board has appointed a replacement.

Section 3. Appointed Committee Positions

The following Committee Positions shall be appointed by the Officers as needed:

- Membership Liaison
- Volunteer Coordinator
- Year End Awards Committee
- Ballot Committee
- Youth Rider Coordinator
- Youth Rider Representative

- Scholarship Committee
- Others as appointed by the Board

Except as stipulated in Article VII, Section 2, appointed Committee Positions shall be non-voting positions. Officers shall chair the Ballot Committee and the Year-End Awards Committee. Appointment of an Officer to a committee or non-voting chair position shall not abridge the right of Officers to vote on matters before the Board. Each Officer or appointed Committee position shall have the power to appoint Society members as Committee members to assist the Chair with Committee responsibilities. The Officers shall have the power to appoint other Committee Chairs, both ad hoc and permanent, as needed. If additional permanent Committee Positions shall be deemed necessary, the Board shall define those committee positions.

Section 4. Vacancies

- a) In the event of the resignation, vacancy, demise, or removal of the President during his/her term of office, the Vice-President shall assume the President's duties, responsibilities and restrictions until the next presidential election.
- b) In the event of the resignation, vacancy, demise, promotion to President or removal of the Vice-President during his/her term in office, the Officers shall appoint a new Vice-President from the Officers.
- c) In the event of the resignation, vacancy, demise, promotion, or removal of any other Officer during his/her term of office, the Officers shall appoint a member in good standing as a replacement for the remainder of his/her term. A vacancy may be temporarily filled by an officer who shall be actively recruiting to fill the position. Article III shall apply to all appointments.
- d) In the event of the resignation, vacancy, demise, promotion, or removal of any appointed Committee Position during his/her term in office, the Officers shall appoint a member in good standing as a replacement for the remainder of his/her term. Article III shall apply to all appointments.

Section 5. Removal from Office

- a) Officers shall be removed from office by a three-fourths vote of the Officers, excluding the President. The President shall only vote in the event of a tie vote. Removal from office shall be initiated for any of the following causes:
 - Ceases to be a member in good standing under Article II, Section4;
 - Failure to perform duties satisfactorily;
 - Conduct deemed prejudicial to the best interests of the Society;

- Violation of any Section of Article III; or
 - Failure to meet attendance requirements as defined in Article IV, Section 6.
- b) Appointed Committee Positions shall be removed from office with or without cause by a three-fourths vote of the Officers.
- c) The Board may be removed from Office by a no-confidence vote of the general membership. Such vote shall apply to the Board as a whole and may not be used to target a single board member. A minimum of 25 member signatures is required to initiate a no-confidence vote on the current Board. Delivery of the 25 signature list to an Officer shall constitute notice of no confidence by the general membership.

Section 6. Attendance

- a) Officers shall be required to attend 80% of the minimum number of scheduled Board meetings as defined in Article V, Section 3, and actively participate in the majority of the Society sponsored events. Physical attendance shall be mandatory for three meetings per year. Officers who shall be absent from any scheduled Board meeting shall notify the President at least three business days prior to the scheduled meeting when possible and shall assign his/her vote [proxy] to another Officer for that meeting except where such assignment would violate Article IV, Section 2. In addition, the Officer shall provide a written report to be presented at the meeting by another member.
- b) Automatic removal from office shall become effective after three absences from the regularly scheduled Board meeting without a proxy or not physically attending two meetings per year. The Secretary shall notify the President of the three absences; the President shall notify the officer involved and place the matter on the agenda of the next regularly scheduled Board meeting.

Section 7. Terms of Office

- a) Officers shall serve in their positions twenty-four months. In the event of the resignation, vacancy, demise, or removal of any Officer, the following schedule shall be used to determine the length of term of the newly appointed Officer.
- b) Officers shall be elected according to the following schedule:
- 1) Odd numbered years;
 - a. Vice-President
 - b. Mini-Show Manager
 - c. Newsletter Editor

- d. Programs and Clinics Coordinator
- e. Secretary
- 2) Even numbered years;
 - a. President
 - b. Treasurer
 - c. Marketing/Communications Coordinator
 - d. Webmaster
 - e. Awards Coordinator
- c) No term limits shall be imposed upon service on the Board as an Officer except for the Office of the President. Service in the Office of the President shall be limited to two full terms or five years whichever comes first. A term shall be defined as twenty-four months.
- d) Outgoing Board members shall attend the first meeting of the new Board to effect the transition.
- e) The following Appointed Positions shall serve in their positions twelve months from January 31 to the new board year.
 - 1) Membership Liaison
 - 2) Volunteer Coordinator; and
 - 3) Other appointed Committee Positions shall serve in their positions twelve months from January 1 to December 31.

Article V. Meetings

Section 1. General Membership Meetings

There shall be a general membership meeting and election held in early September. Other meetings may be called as specified in Article V, Section 2 and 3. All Board meetings shall be open to all members as defined in Article II, Section 2.

Section 2. Special/Unscheduled Meetings/Emergency Board Actions

- a) Special meetings may be called by either the President, or by vote of at least ten members as defined in Article II, Section 2, two Officers, or two individuals of the appointed Committee Positions.
- b) Officers shall be notified in writing, via regular mail or electronic mail, at least two business days in advance of any special or called meetings, and of the purpose of that meeting. Notification shall include the proposed agenda and only items on that agenda shall be voted on at that special/unscheduled meeting.
- c) Emergency Board actions (e.g., a proposal or motion) may be passed by a vote of greater than 50% of all voting members of the Board. Voting may be conducted via electronic mail.

Section 3. Board Meetings

- a) There shall be a minimum of six scheduled Board meetings annually. Board meetings shall be open to all members in good standing. General membership attendees may participate in limited discussion but shall have no voting powers at Board meetings.
- b) The location, date, and time of Board meeting shall be determined by the Board, and shall be published in the preceding newsletter and on the website.

Section 4. Quorum

- a) A quorum for Board meetings shall consist of greater than 50% of the non-vacant voting Officers, none of which may be the President. Proxy votes may be counted towards the quorum. Non-voting appointed Committee positions shall not be counted towards the quorum.
- b) A quorum for general membership meetings shall consist of the members who are present.
- c) Votes may be cast in person, via electronic mail, or proxy. Officers shall proxy their vote to other Officers with the following limitation: Only 25% of the Officers shall proxy their vote for the same Board meeting.

Article VI. Nominations and Elections

Section 1. Nominations

- a) The Ballot Committee as defined in Article VII, Section 2, and Subsection 4 shall be responsible for all elections.
- b) All members in good standing, except as limited in Article III Section 5, and Article IV, Section 7, shall be eligible to be nominated.
- c) Positions up for election shall be published in the July and September newsletter.
- d) All nominations shall be received by the last day of August.
- e) A nominee submits their qualifications to the Chair of the Ballot Committee. Upon approval, the nominees shall be placed on the ballot.
- f) Approved nominees may also submit a 50 word resume detailing the nominee's qualifications. The resumes shall be published unedited in the September newsletter.
- g) The final ballot of candidates shall be published in the September newsletter.

Section 2. General Elections

- a) All members in good standing shall be eligible to vote.
- b) The election of officers shall be announced at the General Member meeting held in the early part of September.
- c) Each voter shall vote for one nominee per elected position on the ballot.
- d) A complete mail-in ballot of the nomination names shall be published in the September newsletter.
- e) Any member wishing to vote by mail-in ballot shall fill out the ballot and return it to the Chair of the Ballot Committee or another designated member before the start of the voting process at the General Member meeting to be held the early part of September.
- f) Mail-in ballots may be carried by other members to the meeting and given to the Chair or other designated member.
- g)
- h) General Elections shall be held according to the following guidelines:
 - 1) Treasurer shall accept dues up to the start of the balloting and a Ballot Committee member shall distribute a ballot to each paid member present.
 - 2) Candidates may give a two-minute speech prior to the final vote.
 - 3) Ballot Committee shall collect and tally the ballots, and add this number to the mail-in ballots.
 - 4) A candidate is elected if that candidate receives more than 50% of all the votes cast for that office.
 - 5) In the event there is no winner, a run-off shall be held at the same meeting between the top two candidates.
- i) A candidate may file a written request to the Secretary immediately following the announcement of the election results, if the candidate feels that the votes have been improperly tallied. At that time, the Board shall convene and tally the votes for that office. All nominated persons for that office shall have the right to attend the tallying meeting.
- j) In the event of contested elected positions, the losing nominee shall be offered vacant elected positions, if any, by the Ballot Chair. If the losing nominee accepts that offer, the President shall call for a vote by acclamation.
- k) In the event of contested elected positions and more than one losing nominee indicates a desire for the same vacant elected position, if any, the Ballot Chair shall provide secret ballots, and the President shall call for a vote by those secret ballots.
- l) In the event that all elected positions shall be filled, the losing nominee shall be offered a vacant appointed Committee Position, if any, by the Officers at the next scheduled Board meeting.
- m) There will be a joint Board meeting in November – with the outgoing and incoming Board members.

- n) In the event the winning candidate cannot assume office, the vacancy shall be filled according to Article IV, Section 4.

Article VII. Duties of Officers

Section 1. Duties of Officers

All duties listed below shall be the responsibility of the specified officer, however, the officer may delegate the task to another individual. The duties listed shall not be limited to the following. As items arise a task shall be assigned to a specified individual.

1. President

- a. Prepares the agenda for and presides over all meetings, both general and Board.
- b. Appoints Committee Positions with the approval of the Officers.
- c. Is an ex officio member of all committees except the Ballot Committee.
- d. Acts as the primary representative of the Society.
- e. Acts as the point of contact for the USEF and the USDF on behalf of the Society. Updates rosters for Region 9 as needed.
- f. Acquires Judges, Technical Delegates, Show Officials, Clinicians and venues or appoints an individual to do so.
- g. Acquires necessary documentation at the national or local level such as USEF and SWDC numbers for a recognized show, etc. or appoints an individual to do so.
- h. Ensures deadlines are met and signs contract on behalf of CTDS or appoints an individual to do so.
- i. Assigns tasks and gives realistic deadlines to be met by the Board Members as necessary.
- j. Attends meetings or submits a report at the Board meetings.
- k. Attends or appoints someone to attend USDF, USEF, Region 9 meetings.
- l. Ensures the necessary checks and balances shall be in place to prevent fraud or personal gain.
- m. Identifies the Society needs.
- n. Signs check on behalf of the Society as needed.
- o. Charge and custody of all the Society debit/credit cards, as needed.

2. Vice-President

- a. Assumes the duties, obligations, and restrictions of the President in their absence.
- b. Actively recruits new members for the Society.

- c. Creates and distributes the membership application form for the upcoming membership year no later than October 1 of the year prior to the upcoming membership year.
- d. Coordinates with the newsletter editor and the webmaster for distribution of the membership application.
- e. Maintains the official membership roster for the club.
- f. Submits roster updates to USDF region 9 membership coordinator.
- g. Provides the current membership roster to the webmaster to publish in a restricted access section of the website. (Membership roster is restricted to member access only and only includes those members who have opted to have their membership information published per their membership application).
- h. Responsible for the procurement of insurance to cover Society sponsored functions and for the initial presentation of show, clinic and other function date to the insurance company.
- i. Notifies the insurance company of changes and cancelations.
- j. Manages any insurance related issues between the club and the insurance provider.
- k. Keeps current of all USDF, USEF and Region 9 rules and regulations.
- l. Assists in fraud prevention and personal gain issues.
- m. Attends meetings or submits a report at the Board meetings. Report to Board should include current membership count as well as any issues pertaining to insurance for the club.
- n. Reviews the budget as well as any extraordinary expenses.

3. Secretary

- a. Presents and retains correspondence to the Society at all meetings.
- b. Maintains the official record of attendance at Board meetings and determines whether a quorum is present.
- c. Records the official minutes of all meetings.
- d. Attends all meetings or submits a report at the Board meetings.
- e. Submits report to board no later than five business days from date of meeting for approval.
- f. Submits approved minutes within five business days to the Newsletter Editor for publication in the following newsletter.
- g. Be the governing and central repository for all original and/or current documentations such as bylaws, policy and procedures, contracts, etc.
- h. Maintains a list of the Society owned software and licenses.

- i. Submits approved changes to the Policy and Procedures to the Newsletter Editor for publication in the next newsletter.
- j. Provides the current Bylaws and Policies and Procedures to the Vice-President for the Membership Directory.

4. Treasurer

- a. Handles all financial transactions as approved by the Officers.
- b. Charge and custody of all the Society funds, debit/credit cards, and securities.
- c. Notifies members of dues via the newsletter and website.
- d. Works with the CPA to ensure that required tax returns shall be completed and filed and that the accounting books shall be audited on an annual basis.
- e. Submits USDF dues on behalf of the Society.
- f. If applicable, responsible for a centrally located storage unit to maintain storage of any of the Society property and makes the monthly rental payment and controls the keys/combination for the lock.
- g. Is the registered agent for Non-Profit Organization status.
- h. Reviews the Society financial accounts on a bi-monthly basis.
- i. Composes and maintains a list of assets, their location, and estimated value and tracks depreciation.
- j. Identifies assets which may be sold or donated.
- k. Keeps all financial affairs up to date and provides financial reports to the Society members upon request.
- l. Prepares an annual budget based on the fiscal year, January 1 to December 31, and presents it in written form to the Officers at the first Board meeting of the fiscal year.
- m. Attends meetings or submits a financial report at the Board meetings.
- n. Provides a baseline budget for CTDS events.
- o. Upon approval, pays all the Society expenses to vendors, judges, clinicians, etc.
- p. Submits a financial report to the IRS according to all Federal guidelines and deadlines.
- q. Duties of the Treasurer include the following:
 - 1) Maintaining a checking account at a local bank with multiple branches;
 - 2) Ensuring that only the President and Treasurer shall be authorized to sign checks (one of the two signatures shall be required);

- 3) Verifying that reimbursement of expenses shall be done in a timely manner only upon receipt of appropriate documentation including, but not limited to itemized invoice and/or receipt.
 - 4) Verifying that itemized invoices or receipts shall be sent within ten business days of the purchase, or ten business days after an event for reimbursement of approved by the Treasurer;
 - 5) Ensuring that all checks issued identify a payee;
 - 6) Issuing reimbursement for emergency expenditures to Officers for authorized projects that have been approved by the Board;
 - 7) Establishing a budget for ongoing or long-term project for approval by the Board;
- 8) Verifying the debit/credit card shall only be used for expenses that have been pre-approved by the Board.

5. Mini-Show Manager

- a. Organizes and conducts a minimum of four Dressage schooling shows (herein called “Mini-Shows”) per calendar year.
- b. Secures, contracts with appropriate faculty(ies) as show venue(s), and makes payment to facility owner/manage upon conclusion of each show.
- c. Provides Board with projected show dates at the first of the calendar year for approval.
- d. Submits an annual budget indicating expected expenses and income to Treasurer for approval.
- e. Secures and contracts with Mini-Show judges:
 - 1) Establishes a signed contract with the judge specifying details of the show to be judged;
 - 2) Verifies that judges’ qualifications adhere to the Society-approved show requirements;
 - 3) Coordinates lodging for judges authorized an overnight stay in Austin;
 - 4) Coordinates Judge Hospitality volunteer to ensure lunch and refreshments on show day; and
- 5) At show conclusion, reimburses judge after show for: judge’s fee, mileage or airfare, rental car (if Authorized), and lodging (if not pre-paid).
- f. Provides articles and information to Newsletter Editor detailing time, location, rules and procedures for entering the Mini-Shows.
- g. Provides Public Relations & Advertising Coordinator with all information about Mini-Shows for public distribution.
- h. Notifies the Board of date changes, location changes, show expansions to multiple rings, or cancellations.
- i. Develops and follows policies and processes for severe weather, medical emergencies (human and/or equine), and dealing with unruly or abusive individuals.
- j. Coordinates all administrative, logistical, and operational aspects of the Mini-Shows including, but not limited to, the following:

- 1) Purchases and maintains all required show supplies, including consumables such as rosettes, batteries, calculator tape, pens, tests, etc.;
 - 2) Receives entries with appropriate payment and proof of negative Coggins test with "blood drawn date" within the past twelve months inclusive of the date of the Mini-Show;
 - 3) Ensures that all CTDS members pay a lower entry fee at Mini-Shows. Membership fee may be paid either before, with the show entry fees, or on the day of the show to qualify for members' reduced fees;
 - 4) Ensures that show volunteers who also compete pay a reduced fee;
 - 5) Establishes the show schedule, emails it to all entrants, and posts on the CTDS website;
 - 6) Ensures that scratches and no-shows are handled consistently and equitable;
 - 7) Conducts show (including Friday afternoon prior), ensuring safety of all horses and riders and enjoyment by participants, volunteers, and spectators;
 - 8) Ensures that all USDF and USEF rules apply at the Mini-Shows unless otherwise stated in the posted Mini-Show rules (e.g., attire, etc.);
 - 9) Ensures that abuse of horses and humans does not occur; and
 - 10) Follows-through with placing entrants, distributing rosettes, and posting results via-email, on the website, and provided to the Newsletter Editor for inclusion in the newsletter.
- k. Solicits, assigns, and oversees volunteers to assist with the Mini-Shows.
- l. Manages all aspects of the CTDS Fall Formal. In addition to the management requirements of all Mini-Shows (5j above):
- 1) Works with Awards Coordinator to ensure awards and prizes for Fall Formal are secured in a timely manner and distributed in an equitable manner at the Formal; and
 - 2) Coordinates complimentary food and beverages (paid for by CTDS) for competitors and volunteers.
- m. Provides year-end awards data (e.g. scores and membership status) to Awards coordinator for all Mini-Shows during the year.
- n. Issues "Schooling Show Approval Instructions and Applications" upon request.
- 1) Accepts and reviews applications for the approval of schooling shows.
 - 2) Verifies that the following information is included in the "Show Approval Application":
 - a) The dates shall not conflict with any Society-recognized show, clinic, or Society event;
 - b) A prize list and a proposed program are included with the application;
- i. Judge(s) name(s) shall be provided;
- ii. Judge(s) shall be recognized USEF "r", "R", "S" or the foreign equivalent or graduates of the USDF Learner "L" Judges Program; and
- iii. Classes maybe offered at any level appropriate to the level of the presiding judge(s).
- c) Verifies current GMO membership of requestor;
 - d) Accepts a non-refundable fee to be paid by check or money order to the Society for review of the application.

- 3) If any aspect of application is incomplete, returns the application with no decision or coordinates with requestor to obtain information necessary for Board consideration.
- 4) Presents application for show approval to the Board for decision.
- 5) Informs requestor in writing of the Board's decision.
 - a) Upon Board approval, requests Society membership mailing labels from Vice-President and delivers to requestor;
 - b) Upon Board approval, requests a business card-sized advertisement for the show and submits to the Public Relations and Advertising Coordinator, the Newsletter Editor, and the Web Master;
 - c) Re-issues and charges a fee for mailing labels if a second set of labels is requested.
 - d) Receives a show schedule with ride times and submits to Web Master for posting at least 24 hours prior to the show's first ride.
 - e) After show, ensures that official results are submitted to the Society with a copy submitted to the Awards Coordinator, Newsletter Editor, and Web Master for posting in newsletter and on Society webpage.
- 6) Ensures that schooling show organizers receive approval of a maximum of two schooling shows per year.
 - o. Attends Board meetings and submits a written report, providing additional information as necessary and/or requested.
 - p. Is allowed to ride in the Mini-Shows and the Society's Fall Formal.
 - q. Is eligible for Year-End Awards except those made by Board vote.
 - r. Shows a monetary profit from the Mini-Shows and related activities (i.e., Schooling Show Approvals).

6. Programs and Clinics Coordinator

- a. Responsible for organizing and coordinating all (minimum of three educational programs and clinics for the benefit of the Society members.
- b. Attends meetings or submits a report at the Board meetings.
- c. Provides the Board projected program and clinic dates for the following year at the end of the current year.
- d. Provides Public Information and Advertising Coordinator dates and information for educational programs.
- e. Provides Newsletter Editor and Webmaster articles for the Society's sponsored educational programs and clinics detailing time, place, procedure for being accepted into the educational programs and clinics, agenda, open, drawing and closing dates for educational programs and clinics.
- f. Provides a three month calendar of educational programs and clinics to the Newsletter Editor and a year long calendar with monthly updates to the Webmaster for publishing in each bi-monthly newsletter and posting on the website, respectively.
- g. Provides Newsletter Editor an article detailing the outcome of the Society sponsored educational programs for the following newsletter.

- h. Suggests clinic additions, deletions or changes to the Board.
- i. Duties for clinics and educational programs include:
 - 1) Corresponds and contracts with clinicians for following year;
 - 2) Secures suitable place (central location, covered arena, stables for overnight boarding, parking space for trailers and vehicles and proximity to airport for clinician);
 - 3) Schedules dates (avoiding conflict with other events in the area to maximize participation);
 - 4) Negotiates clinicians' fees;
 - 5) Contracts for suitable grounds (see 2. Above);
 - 6) Processes participants' entries;
 - 7) Schedules ride times;
 - 8) Arranges for hospitality and transportation for the clinician;
 - 9) Provides Treasurer with all entry fees and itemized expenses in a timely manner;
 - 10) Verifying that payment is received with registration. The opening date of the clinic shall be the earliest date an entry may be postmarked and accepted. The closing date is the date by which the clinic shall be filled or cancelation may occur;
 - 11) Verifying there is no preferential treatment in obtaining slots in the clinic, and clinics shall be filled on a first come, first served basis by postmark. There shall be no holdover of waiting lists from clinic to clinic.
 - 12) Establishing a drawing system to fill slots for the clinic. The drawing system shall be as follows:
 - i. At or after the drawing date, if the clinic is oversubscribed by entries postmarked the opening date, the slots for the clinic shall be filled by drawing lots from that day's entries;
 - ii. If the clinic fills subsequent to the opening date postmarks, each day in turn is reviewed and all entries for that day get a clinic slot until the date that causes the over-subscription;
 - iii. Entries postmarked on the over-subscription date form a drawing pool to fill the remaining slots by lot.
 - 13) Attempting to fill vacant slots from the official waiting list if a participant is unable to attend;
 - 14) If unable to fill the vacant slot, notifying participant that participant shall be responsible for finding the replacement;
 - 15) Ensuring that no refunds shall be provided for absent participants;
 - 16) Establishing an official waiting list using the protocol in
 - 17) Verifying that each horse attending has a negative Coggins test less than one year old.
- j) Provides approved Educational Calendar of events from 21 November of the preceding year to 20 November of the current year to the Year End Awards Committee.
- k) Reviews educational clinics for possible recognition for Society education points.
- l) Approves Society education points based upon the following criteria:

- 1) One point shall be given for each educational program/clinic audited or participated, per day regardless of the number of hours of attendance per day;
- 2) Programs and clinics shall be open for auditing and/or participation for all the Society members. Specific program and/or clinic targeting only juniors, licensed officials, breeds, etc. shall not be considered for education points;
- 3) Lessons/clinics for Texas based instructor/trainers shall be not eligible for education points. The exception being if the instructor/trainer contracts with the Board to be a guest speaker at a Board Meeting or other function approved by the Board.
- 4) Organized clinics, other preapproved clinics and educational programs held in Region 9 shall be counted towards education points.
- m) Applies for grants to subsidize clinics.

7. Awards Coordinator

- a) Attends meetings or submits a report at the Board meeting.
- b) Responsible for maintaining rider/horse scores at the Society recognized meets, schooling shows and recognized shows, and for calculating year-end awards based on those scores.
- c) Maintains education points for the Society approved programs and clinics.
- d) Maintains the perpetual trophies.
- e) Orders awards and ribbons for all CTDS events including, but not limited to, January Awards Banquet, Recognized Shows, Fall Formal, etc., and organizes distribution of these items.
- f) Chairs the Year End Awards Committee.
- g) Communicates rider/horse scores on record to all riders eligible for year-end awards prior to calculating year-end awards.
- h) Ensures the year end award shall be based upon a year time line of 21 November of the preceding year, to 20 November of the current year.
- i) Provides to the Newsletter Editor and Webmaster all year end award winners for publication in the January newsletter.
- j) Ensures that all awards shall be open to all Society, with the exception of the Board Members in accordance with Article III, Section 2.
- k) Provides Newsletter Editor and Webmaster with notice to publish in the newsletter nominations for Best Supporting Non-Rider Award with the criteria for the award with a close date of 20 November.
- l) Provides notice to the Society members via the newsletter and website of the following requirements for reporting of scores for publication:
 - 1) The rider shall be a member on the date of the show for the scores to count towards year-end awards;
 - 2) Scores shall be reported to the Awards Coordinator;
 - 3) Scores shall be reported by 20 November;

- 4) Scores shall be tabulated either by sending the front of the test, or on the "Rider's Report Form", or a USDF computer print out of competition record;
- 5) Reviews proof of rider's status in his/her respective division. If rider fails to comply with the request, he/she shall not be considered for that award.
- m) Plans year-end award banquet.
- n) Presents awards at the annual banquet.
- o) Ensures year-end awards shall be presented for the following categories and meet the associated criteria:
 - 1) The high point award in each of the following levels - Introductory, Training, First and Second levels, for the Adult Amateur, Open and Junior divisions will be the average of the four highest ride scores under at least two different judges. Riders that submit less than four scores will not be considered.
 - 2) High point awards for each division for Introductory, Training, First, and Second levels in the Adult Amateur, Open and Junior divisions at USEF recognized shows will be the average of the two highest ride scores under different judges. Riders that submit only one score will not be considered.
 - 3) Masters Award: Member who is age 50 or over who has the highest average of four rides under two different judges on any one horse. Statement of age shall be indicated on entry form to be eligible. Rides may be from the Society or USEF recognized shows.
 - 4) Rookie Cookie Award: Horse and rider in the first year of showing. Recipient to be determined by the Board.
 - 5) Combination Award: To be awarded to the highest age of horse and rider combined receiving the highest percentage in any one test at either the Society or USEF recognized shows. Copy of driver's license and proof of horse's age shall be sent to the Year-End/Awards Committee to be eligible.
 - 6) Best Attendance Award: It is awarded to the member who attended the most of the Society recognized shows on any horse at any level. If there shall be ties, the highest average of all rides is the Champion, second highest Reserve Champion, the third highest receives Honorable Mention.
 - 7) Most Contributing Member: Individual selected by the Board. The recipient shall be a member of the Society, but need not be a rider.
 - 8) Best Supporting Non-Competitor Award: Individual who is not a competitor, who has given special support to the Society or its members during the year. Individual selected by the Board. The recipients need not be a Society member.
 - 9) Education Award: CTDS member with the highest number of approved education points accumulated throughout the year. Award will consist of a perpetual trophy(i.e. Top Flight Farms award) and a permanent award to the recipient.
 - 10) Obtains and issues plaques to the Society members that show in the Society or USEF recognized shows and receive scores of at least 60%.
- I. Ensures one plaque shall be awarded to each member when the first score of 60% is achieved.

- II. Ensures one silver toned plate shall be awarded to the horse and rider combination for the Society scores.
- III. Ensures one gold plate, shall be awarded to the horse and rider combination for USEF scores.
- IV. Ensures all plates shall include the year, name of the horse, level and number of scores of 60% received.
- V. Ensures scores of 70% or better shall be denoted with an asterisk on the plate.
 - 11) Ensures permanent mementos are given to Champions and Reserve Champions in each level and division combination.
 - 12) Verifies if horse and rider combination move up a level during the year, that horse and rider combination shall only compete in two consecutive levels for awards.
 - 13) Verifies if the same horse and rider combination re-ride a test at an informal schooling show, that only the horse and rider combination first score shall count toward year-end awards.
 - 14) Any horse and rider combination are eligible to receive Champion or Reserve Champion once per level during their competitive years together.
 - 15) Verifies scores submitted shall be earned at the Society and USEF recognized shows.
 - 16) Ensures private awards shall be fully funded each year by the private sponsor.
- I. Presents the private awards to the Board for approval.
- II. Established guidelines for the acceptance of private awards.
 - 17) Participates on the Scholarship Committee as indicated in Article VII, Section 2, and Subsection 7.

8. Public Relations and Advertising Coordinator

- a. Responsible for all advertising and publicity.
- b. Organizes the solicitation and production of advertisement and sponsorships for all schooling and recognized show events, newsletter, the website and other events as approved by the Board.
- c. Promotes and publicizes the Society activities, including schooling and recognized shows, clinics and educational programs and social events, etc.
- d. Maintains the Society scrapbook and other historical documents.
- e. Procures advertisements for the newsletter, website, prize lists and show programs.
- f. Attends meetings or submits a report at the Board meetings.
- g. Establishes advertising rates for the program, newsletter and directory, website and prize lists on a yearly basis for approval by the Board.
- h. Develops promotional ads for Omnibus or the Society-sponsored events.
- i. Promotes the Society and its events to the public, including newspapers, magazines, newsletter, etc.
- j. Promotes the Society and its events to the public, including newspapers, magazines, newsletter, etc.

- k. Responsible for all press releases and other promotional avenues to promote the Society as a whole to include events such as the Bluebonnet Shows.
- l. Promotes and/or appoints a committee member to publicize the Society and the Society sponsored events to the notice of the general community through various media outlets where appropriate.
- m. Responsible for ensuring production of Recognized Show program.

9. Webmaster

- a. Responsible for creating, maintaining, moderating, updating, and securing the Society website, electronic mail list and other forms of electronic communication.
- b. Responsible for domain name and hosting services, registration and renewals.
- c. Maintains current minutes of the meetings, by laws, policy and procedures, newsletters, calendars of events, education and shows.
- d. Maintains updated versions of the Society bylaws and Policy and Procedures on the website.
- e. Electronically sends Newsletter or notifies that newsletter is available on the website to members upon request.
- f. Attends meetings or submits a report at the Board meetings.
- g. Performs ongoing website related duties such as updating keywords, re-submissions to search engines, etc., for the promotion of the Society's website.

10. Newsletter Editor

- a. Attends meetings or submits a report at the Board meetings.
- b. Develops newsletter on a semi-monthly basis.
- c. Assists Vice President in development of the Society Membership Directory.
- d. Distributes newsletter during the first week of month.
- e. Submits newsletter electronically to the Webmaster prior to distribution.
- f. Submits itemized monthly invoices to Treasure for newsletter.
- g. Designs voting ballots, response forms, surveys, invoices and other items assigned by the Board to be included in the newsletter.
- h. Solicits and writes articles on topics pertinent to the Society membership.
- i. Ensures that written contributions/advertisements for the newsletter are received by the 15th of the month prior to publication shall be included in the newsletter.
- j. Determines the size of publication of unpaid submittals based upon space available on a case by case basis.
- k. Ensures information not received by the deadline shall be included in the upcoming issue and shall provide which issue the information shall be published.
- l. Ensures newsletter expenditures shall conform to the annual budget.
- m. May accept material that is not sent electronically or typed and camera-ready.
- n. Duties as Newsletter Editor shall include:
 - 1) Preparing layout: newsletter pages must be divisible by 4; member news/announcements, news from the Region 9 Director, & USDF news go in beginning

of the newsletter (usually page 2 or 3); calendars & classifieds usually in back of newsletter & Mini-Show Info/Entry pages(place Mini info page in front of or behind the Mini Entry form so it can be torn out as one page); membership application usually next to last page.

- 2) Editing material for clarity as needed: editor responsible for proofing & correcting written material; ensuring photos submitted to newsletter are high quality images; if photos not print appropriate, then author or person submitting photos is responsible to rectify situation(editor may withhold photos that aren't good quality)
 - 3) Typing, printing, & mailing newsletter: send hardcopy to USDF & The Dressage Foundation; send electronically to the current Region 9 Director and to the other Region 9 newsletter editors; contact the Vice President at end of each month to get updated member list which will show new members who prefer hardcopies(be sure to include their name into the address label forms); round up to the nearest cent for stamps to help decrease the number of stamps required for postage of newsletters; ideally should keep six copies of each newsletter(minimum of three).
 - 4) Calendar of events: education calendar must show at least three months in advance; USDF Recognized show calendar and Mini-Shows must show entire year; Outside the Ring calendar shows in advance per preference; any CTDS sponsored event (board meetings, clinics, shows, etc) are listed in bold on the calendar.
 - 5) Advertising: if person who is submitting an ad is not a CTDS member, send a complimentary copy of the newsletter with his/her ad; there are no charges for USDF ads; include a picture for free for classifieds; advertising sponsors are responsible for ensuring advertisements are high quality for viewing & printing.
 - i. Business card as: 3 ½" wide x 2" tall
 - ii. ¼ page ad: 3.75" wide x 4.9375" tall
 - iii. Full page: 7.5" wide x 9.875 tall
- o. Responsible for including the following information into all newsletters:
- 1) Calendar of events;
 - 2) Advertising;
 - 3) Information as required by the USDF for GMO newsletters;
 - 4) Advertising Rates; and
 - 5) Messages from the Region 9 Director.
- p. Responsible for publishing the following events/items in the next newsletter or as they occur:
- 1) Location and time of Board meetings;
 - 2) Promotions and articles on the Society functions;
 - 3) All the Society show placing and scores;
 - 4) All USDF information forwarded by USDF from the Region 9 Director;
 - 5) Highlights of the Minutes of the Board Meetings
 - 6) Changes to the Policy and Procedures;
 - 7) Information submitted by Board Officers;

- 8) Information concerning the registration and rules for educational programs and clinics;
 - 9) Outcome of educational programs;
 - 10) Business card advertisement for the Society Approved Shows;
 - 11) Information concerning time, place, procedure for registration to the mini-shows and the Society recognized shows;
 - 12) Posting of censured member, reason for censure and duration of the suspension; and
 - 13) Statements regarding the changed status of the suspended member after the completion of the suspension, or upon lifting of the suspension.
- q. Responsible for publishing the following items in the months indicated:
- 1) Include Profit & Loss in January, February, or March.
 - 2) The Year-End award winners typically end up in the February newsletter, not the January.
 - 3) Include/create USDF awards list of CTDS members in March (members are responsible for sending their USDF scores, awards, recognitions, and medals earned from November 21 of previous year to November 20 of current year to the Awards Coordinator by November 20).
 - 4) In May, announce recruiting for Ballot Committee.
 - 5) In July, announce Board and Committee positions up for election and appointment along with the members of the Ballot Committee.
 - 6) The Mini-Show entry form and Mini-Show info page typically so not need to be included in the July & August newsletters due to the break in showing (however, first check with the Mini-Show Manager). Be sure to put them back in for the September newsletter.
 - 7) In September, all of the nominations for Board positions with a mail in voting ballot.
 - 8) In October, be sure to include the Fall Formal entry form & regular Mini-Show entry form.
 - 9) November: Notice of nominations for Best Supporting Non-Rider; requirement for reporting scores to Awards Coordinator; and notification of yearly dues.
 - 10) December: Nominations for following Year End Awards; membership application; Year End Survey; and announcement and RSVP for Year-End Awards Banquet.
- r. Ensures the following for advertisements:
- 1) Members receive four free classified ads (up to 25 words) per calendar year.
 - 2) Classified ads (up to 25 words) for non-members and members that have used their four free classified ads shall be charged a fee;
 - 3) Classified ads which exceed 25 words shall be charged a fee for each additional 25 word increment for all advertisers; and
 - 4) No refunds shall be provided for classified advertisements.
- s. Develops tracking system for advertisements.
- t. Sends reminder notices for renewals to entities that advertise for one year or more.
- u. Sends invoices to all entities who advertise in the Society newsletter.
- v. Verifies that payment is received prior to publishing an advertisement.
- w. Accepts payment of advertisements.

- x. Forwards all payment and associated invoices to Treasurer on a monthly basis.
- y. Prioritizes articles as follows:
 - 1) The Society information;
 - 2) Paid advertising;
 - 3) Submissions from the Society member; and
 - 4) Submissions from non-Society members.
- z. Retains copy of newsletter for CTDS records.

Section 2. Duties of Appointed Committees/Positions

All duties listed below shall be the responsibility of the specified individual or committee, however, the individual or committee may delegate the task to another individual upon approval by the Board. The duties listed shall be not the only tasks of the individual or committee rather it is just a guideline. As items arise a task shall be assigned to a specified individual or committee.

1. **Volunteer Coordinator**

- a. Appointed by the President and approved by the Board.
- b. Solicits volunteers to assist with the recognized show.
- c. Responsible for ensuring volunteers shall be on time and working in their appropriate capacity.
- d. Duties include organizing workers for the following:
 - 1) Grounds set-up
 - 2) Scribes;
 - 3) Paddock masters;
 - 4) Scorers;
 - 5) Runners;
 - 6) Parking attendants;
 - 7) Grounds clean-up; and
 - 8) Judge hospitality.
- e. Participates on the Scholarship Committee as indicated in Article VII, Section 2, and Subsection 7.

2. **Ballot Committee**

- a. Appointed by the President and approved by the Board in May.
- b. Shall consist of three Society members, no more than two of whom may be current Board members. Members that shall be nominees shall not be on the Ballot Committee.
- c. Shall be published in the September newsletter.
- d. Shall not present themselves as a candidate for President.
- e. Shall publicize the positions up for election in the September newsletter and accepts all nominations that meet the qualifications as defined in Article VI, Section 1.

- f. Shall find at least one qualified candidate per position.
- g. Shall not pass judgment on the merits of the nominees except to ensure that each nominee is fully aware of the duties and meets the qualifications.
- h. Ensures presidential candidates shall have no influence regarding the selection of the candidates for Board positions.

3. Youth Rider Coordinator

4. Youth Rider Representative

5. Scholarship Committee

- a. Shall consist of the CTDS President, Awards Coordinator, Programs & Clinics Coordinator, and Volunteer Coordinator
- b. Duties include the following:
 - 1) Awarding two scholarships per year to CTDS member and verifying the following:
 - i. Three alternates shall be named in case winners are unable to attend the designated educational event. That the winner notifies Scholarship Committee within two weeks of the designated event if they are unable to attend, so that an alternate may take their place.
 - ii. Member shall only receive a CTDS scholarship once every two years.
 - iii. Only one member of a family unit shall receive a scholarship per year.
 - iv. Scholarships are non-transferable.
 - v. Scholarship value shall not exceed the amount specified by the Board.
 - vi. Scholarship monies shall be used for entry/registration fees only and shall not be used for travel, stall fees, grounds fees, hauling, vet expenses, etc.
 - 2) Ensuring scholarships shall be based upon approved Education points accumulated during the Awards year(November 21 of preceding year to November 20 of current year).
 - i. Verifies, along with the Volunteer Coordinator, that the scholarship candidate shall have volunteered a minimum of five hours of time in some capacity to a CTDS related event. Volunteer hours, skill, or services shall be for the following: CTDS sponsored shows, clinics, educational events, fundraisers or other CTDS related events – reimbursement of any type(reduced or waived fees for shows or clinics, etc.) will not count towards volunteer hours.
 - ii. If there is a tie in education points, then the scholarship winner shall be the member who volunteered the most hours to CTDS.
 - iii. Verifying that the type and amount of scholarship shall be determined by the CTDS Board based upon upcoming CTDS approved Educational events for that particular year, and on the current CTDS financial budget.
 - iv. Providing scholarship in the form of reimbursement of entry/attendance fees.

- v. Providing in a timely manner, reimbursement entry/attendance fees to the scholarship recipient after receipt of proof of participation in the event.
- vi. Requesting Scholarship recipients to draft a review article for the CTDS newsletter explaining their educational experience after their scholarship funded event is completed.

Article VII Parliamentary Authority

The current edition of "Robert's Rules of Order" shall be used as a reference for procedures at all membership and Board meetings when not in conflict with these Policies and Procedures.

Article IX Amendments

All members in good standing, except as limited in Article II, Article III Section 5, and Article IV Section 7, shall submit either in person or via written proposal, amendments to the President. The President shall request that the member present the proposal at the next regular Board meeting. The proposed amendment shall be table for consideration, published in the newsletter and on the website and shall be voted on at the next regular meeting of the Board following the presentation.

These policies and procedures may be amended by two-thirds vote of the Board of Director when a quorum is present. Voting shall be conducted in person, proxy, or via electronic mail. Upon passage by the Board, the former and new language of the amendment shall be published in the first newsletter following the Board meeting.

Revised on 12/26/09