

# The Dressage Company Bylaws

Proposed: 08/22/84 Amended: 01/27/87, 04/15/91, 02/15/93, 10/16/00, 11/17/03, 01/11/05, 6/18/07, 2/18/08, 4/21/08

## ARTICLE I - Purpose and Goals

The purpose of *The Dressage Company* shall be to promote interest in Dressage in the local area; to educate the members in the form of speakers, clinics, and other educational activities; to provide information regarding the sport of Dressage; and to encourage Dressage shows in our area to provide experience for our members.

## ARTICLE II - Voting

1. All motions shall be voted on by the members present at a meeting and passed by a simple majority vote.
2. The President shall not vote unless a deciding vote is necessary.
3. If a motion is made and carried at a regular membership meeting that, after further consideration, a member believes not to be in the best interest of the club, a protest may be submitted in writing to the Board of Trustees. The Board of Trustees will then vote on whether or not a re-vote may be taken at the next regular membership meeting. If a re-vote is to be taken, notice must be given in the Newsletter and the re-vote must be held at the next regularly scheduled meeting. All action will be held on the subject of question until the re-vote. A majority vote of the members present will reverse or reinstate the motion in question. This decision will be final.

## ARTICLE III - Elections

1. Nominations shall be made at the October meeting and also will be accepted at the November meeting each year.
2. Elections shall be held at the November meeting each year.
3. Elections shall be made by a simple majority vote of the members present.
4. All officers shall be elected by ballot, or by acclamation in the event of no contest.
5. Two (2) non-nominated members shall tally all election ballots.
6. The President shall vote, but the ballot shall not be opened unless a deciding vote to break a tie is necessary.
7. The order of elections shall be: President, Vice President, Secretary, Treasurer, Newsletter Editor, Membership Chairperson, Historian, Sergeant at Arms, Librarian, and two (2) Trustees.
8. Nominees for the office of President and Vice President must be club members for at least one (1) year prior to the time of election and must have attended at least seven (7) meetings during the calendar year in which the election is being held.
9. New officers shall take their posts as of January 1.
10. Officers and Trustees may not hold the same position for more than two (2) consecutive years.
11. If at any time the President must leave the club, the Vice President shall succeed to the Presidency of the club and there shall be a special election for the new Vice President. If any other Officer or Trustee must leave the club, there shall be a special election for that vacant position.

## ARTICLE IV - Officers and Duties

1. President - It shall be the duty of the President to preside at all meetings of the Members and Trustees; to sign records; and, in general, perform all the duties usually pertaining to the office, or which may be required by the Members or Trustees.
2. Vice President - It shall be the duty of the Vice President to perform all duties of the President in case of the President's absence, and to serve as the chairperson of the Education Committee with responsibility for supervising the securing of speakers and clinicians. He/she will appoint one member of the Education Committee to develop a Calendar of Events to be published in the newsletter. The Vice President will be responsible for purchasing and presenting an engraved gift (President's Cup) for the outgoing President to be presented at the year-end party at the end of the President's last term of office.
3. Secretary - It shall be the duty of the secretary to record all minutes at the general membership meetings and Board of Trustee meeting and deliver same to the Newsletter Editor for publication in the monthly Newsletter; to act as correspondent in matters the club; to keep records pertaining to the club and its property; to circulate membership attendance sheets and announcement sheets at each regular membership meeting; and, in general, perform all the duties usually pertaining to the office. On the expiration of his/her term, the Secretary shall deliver all records, papers and club property in his/her possession to his/her successor or to the President.
4. Treasurer - It shall be the duty of the Treasurer to receive and safely keep all money of the club and to disperse same under the direction of the Board of Trustees; to keep accurate accounts of the finances of the club and hold all records open for inspection and examination by the Board or any members appointed for such an inspection; to present a monthly financial report which will be published in the newsletter and accepted by vote at the next meeting; to send memorials (not to exceed \$50.00) in case of death in the immediate family of a member; to send cards/flowers at his/her discretion in case of major illness or injury of a member; and in general, all duties pertaining to the office. The Treasurer may hire outside assistance for the preparation of taxes if necessary, at the expense of the club. The Treasurer will be responsible for getting a proposed budget from the chairperson of a planned event prior to said event. The Treasurer shall deliver all money, financial records and other property of the club in his/her possession to his/her successor or to the President.
5. Newsletter Editor - It shall be the duty of the Newsletter Editor to be in charge of the monthly Newsletter. Minutes, notices of meetings and anything else pertaining to the club business should be included in the Newsletter. Deadline for submission of entries to the Newsletter is the first of each month. The Newsletter should be mailed seven (7) days prior to each regular monthly meeting. The Editor shall put the date of the next monthly meeting in the Newsletter. He/she shall keep a copy of all past Newsletters and, on expiration of his/her term, deliver them to his/her successor; and, in general, perform all the duties usually pertaining to the office.
6. Membership Chairperson - It shall be the duty of a Membership Chairperson to keep a complete list of all current club

members including name, address, and telephone number. The Membership Chairperson shall furnish a complete membership list to the Newsletter Editor. The Membership Chairperson shall collect dues, send affiliate dues and a membership roster to the USDF and deliver the remaining money paid for dues to the Treasurer. He/she shall publish in the Newsletter a dues renewal notice at year-end, a list of members once a year, and periodic listings of new members as often as necessary. He/she shall keep copies of member guest attendance records for the entire year and until after elections in November for the following year. He/she shall greet and introduce guests at meetings, provide prospective members with a Membership Application, and inform them of the three-meeting limit. He/she shall greet and introduce new members at meetings and provide them with a copy of the Bylaws and other pertinent club information; and, in general, perform all the duties usually pertaining to the office. At the expiration of his/her term, he/she shall hand over all membership records and other pertinent membership information to his/her successor or to the President.

7. Historian - It shall be the duty of the Historian to keep a pictorial record of all club activities for the calendar year and present this at the first (January) meeting of the following year. He/she is responsible for the safekeeping of all club pictures or any other material which may be of interest regarding club activities; and, in general, perform all duties usually pertaining to the office. At the expiration of his/her term, he/she shall hand over all club property in his/her possession to his/her successor or to the President.
8. Sergeant at Arms - It shall be the duty of the Sergeant at Arms to call meetings to order; keep order at meetings; adjourn meetings; enforce all rules and policies of the club; conduct the Split-The-Pot drawing at meetings; and, in general, perform all duties usually pertaining to the office.
9. Librarian - It shall be the duty of the Librarian to attend all monthly meetings or provide an equipped substitute. The Librarian must submit monthly financial reports at the meetings and provide these reports to the Newsletter editor for publication in the Newsletter. The Librarian must compile a biannual listing of the videotapes owned by the club, publish a list of recently purchased tapes in the Newsletter bimonthly, and bring updated listings to meetings. The Librarian must keep an ongoing and updated reserve list and must submit a list of possible videos for purchase at the January meeting. A vote will be taken and tallied by the Librarian to serve as a priority purchase guide for the upcoming year. The Librarian may keep no more than \$100.00 in the Library fund and must use any amount more than \$10.00 to make priority purchases. The Librarian may borrow from the general club treasury for purchases, if necessary, and will have "emergency" rights once a year to make special purchases with a limit of \$100.00.
10. Trustees - It shall be the duty of the Trustees to attend all Board meetings and vote on matters subjected to vote at such meetings. One Trustee will be responsible for purchasing the gift for Most Contributing Member given at year-end awards. If the recipient is a Trustee, the other Trustee shall be responsible for purchasing the gift. This gift shall not exceed \$50.00. All requests for any type of donation (charitable or otherwise) shall be presented to the two Trustees, who will decide if the request should be presented to the membership.
11. Each Officer will be asked to give a report of the activities of his/her office at each meeting. Any Officer found to be shirking his/her duties or abusing the privileges of his/her office may be removed from office by a petition submitted to the Board of Trustees followed by an affirmative vote of two-thirds (2/3) of the members in attendance at a regularly scheduled meeting.

## **ARTICLE V - Meetings**

1. Regular membership meetings will take place on the third (3<sup>rd</sup>) Monday of every month, from January through November, unless otherwise decided by a majority of the members present. There will be no regularly scheduled membership meeting in the month of December. There will be a year-end party each December instead of a meeting.
2. Special meetings may be requested by the President, any three (3) Officers, or one-fourth (1/4) of the membership. Such requests shall be made in writing to the President, and the President shall call such meetings. All members must be notified of such meetings and all such meetings shall be open to all members.
3. An emergency meeting of the Board of Trustees may be called when the President and any two Board Members deem necessary.

## **ARTICLE VI - Board of Trustees**

1. The Board of Trustees shall consist of the President, Vice President, Secretary, Treasurer, and two Trustees elected for the year, as well as the immediate past president. All meetings of the Board of Trustees must be attended by at least five (5) members of the Board for the purpose of voting. In the event that fewer than five (5) Board Members are present and a vote is necessary, a Board Member's vote may be solicited by telephone.
2. Notice of Board meetings must be published in the Newsletter and Board meetings shall be open to all club members.
3. The Board of Trustees shall meet shall meet in January, April, July, October and any other time necessary.
4. If a matter comes before the Board for a vote, only Board Members will be entitled to vote on the matter and a proposal shall be passed by a simple majority.
5. The term of membership on the Board of Trustees will be one (1) year.
6. The Board of Trustees shall concern itself with the management of the business affairs of the club; more specifically, planning the agenda, activities, and finances.
7. All matters discussed and voted upon at the Board meeting shall be brought up and acted upon as necessary at the next regularly scheduled membership meeting.
8. The Board shall have a yearly audit of the finances conducted; this will be completed no later than the April meeting of the following year.

## **ARTICLE VII - Absentee Ballots**

No member may authorize another to vote for him/her at any meeting or election, but may submit a written, signed ballot to the President.

## **ARTICLE VIII - Compensation**

The club will not pay wages or salaries to any officer for performing the duties of his/her office, not to any member for

other services rendered to the club which are generally of a volunteer nature. The club may pay an officer or member to provide a service such as horse show judge, technical delegate, clinician or any other service for which the club normally pays someone.

### **ARTICLE IX - Termination**

In the event that club membership drops below 10 members and that 75 percent or more of the members in good standing elect to terminate the club, any remaining balance in the treasury shall go to a qualified nonprofit charity that pertains to horses.

### **ARTICLE X - Regulations Amended**

If it becomes necessary for these bylaws to be repealed or changed, the proposed amendment must be submitted in writing to the Board of Trustees at a regularly scheduled membership meeting or a Board of Trustees meeting. The proposed amendment or notice thereof must then be published in the newsletter to inform the membership of the upcoming vote. Discussion of the amendment will take place at the next membership meeting with a vote taken at the following meeting. The amendment must be passed by a two-thirds (b) majority of the members present.

*Note: The Article concerning **Membership and Dues** was moved to The Dressage Company Policies as per membership behest on January 11, 2005.*

## **The Dressage Company Policies**

Amended: January 1991, 02/15/93, 01/11/05, 3/19/07

1. Black and white are the official colors of the club.
2. Any club member may make the request that a motion be voted upon by a written ballot.
3. The Dressage Company will keep a minimum bank balance of \$800.00 to cover fixed expenses and to avoid bank service charges.
4. All members must submit receipts or proof of purchase to Treasurer in order to receive reimbursement for purchases made on behalf of the club.
5. Expenditures of club members related to club functions must be approved by the Chairperson of the event prior to reimbursement by the Treasurer.
6. The Dressage Company will offer a Musical Freestyle Award to be included in TDC Year End Awards. There will be two divisions: individual and group.
7. The Vice President will handle obtaining the club's yearly insurance, as well as, insurance for special events.
8. The Dressage Company will pay the standard federal rate for mileage fees incurred by judges, speakers, and clinicians.
9. Speakers who donate their time to speak at club meetings will have their dinner purchased by The Dressage Company; this may include one guest of the speaker.
10. A committee will be selected to plan miscellaneous activities and entertainment to meet the needs of the membership.
11. In case of planned activities involving reservations, all monies are payable in advance.
12. Deposit refunds will be at the discretion of the planning committee.
13. All clinic participants must sign a liability waiver.
14. Non-members will pay an additional fee for clinics. Auditors will pay a set fee whether they are a member or not.
15. A Pre-Clinic Checklist/Contract will be drawn up between the club and the hosting facility when deemed necessary by the planning committee.
16. Clinic auditor fees will be waived for the clinic manager and the owner of the facility hosting the clinic.
17. The newsletter will be limited to 1 oz. of postage.
18. In order of priority the items printed in the newsletter will be: minutes, officer's reports, club calendar, clinic and horse show flyers, yearly information (ex. Participation point form, membership list, etc.), ads and announcements, and other information such as editor's stories, letters, in memoriam stories, etc.
19. If there is more information for publication than can be sent for 1 oz. of postage, the newsletter editor will contact two Board members for their permission to publish this additional information.
20. Newsletter fees for ads and announcements for members: up to five (5) full page lines free, ¼ page \$2.50, ½ page \$5.00, full page \$10.00; non-members: up to ¼ page \$5.00; ½ page \$10.00, full page \$15.00.
21. Any educational information from speakers will be given out at that month's meeting or at the following month's meeting if there is a shortage of handout information available and more copies need to be made.
22. Any letters or information received by the newsletter editor for publications that is deemed to be inappropriate will be brought to the attention of two members of the Board of Directors. These two board members will decide if all of the board members need to be contacted. If a board meeting is held the decision to publish or not publish the item in question must be passed by a majority vote.

### **23. Membership and Dues** (moved from Bylaws on 01/11/05)

- A. Membership in The Dressage Company shall be open to all persons 18 years and older regardless of race, creed, or color.
- B. There are two types of membership: Individual (receives one newsletter subscription) and Family (individual dues + appropriate fee for each additional family member as denoted by USDF; receives one newsletter subscription.)
- C. Upon reaching the age of 18, a child who has been receiving membership privileges as part of a family must pay his/her own membership dues to receive full membership privileges including a newsletter subscription and the right to vote.
- D. Charter Members are those who joined the club before 01/01/85. An asterisk (\*) appears next to the name of charter members on the club membership roster.
- E. Membership in The Dressage Company is non-transferable.
- F. Any member found to be abusing or misusing his/her membership privileges shall have his/her membership revoked by the Board of Trustees. Ex: failure to return videotapes borrowed from the club library is an abuse of membership privileges.
- G. Dues for regular membership are \$40.00, due November 1 of each year and expiring October 31 the following year; \$17.00 of this is applied to USDF affiliation. Family memberships may be obtained by contacting the membership chairperson to determine the total of membership fees as set by USDF.
- H. Guests of members may attend only three (3) meetings after which they must pay dues and become members if they wish to continue to attend meetings.

## **The Dressage Company Show Rules**

Proposed: January 2006

Beginning with the 2006-2007 horse show season, The Dressage Company will begin to formally recognize those horse shows which apply for, and are approved for, sanctioning by The Dressage Company, and only those scores earned at Dressage Company sanctioned shows will be accepted for Year-End Award consideration and standing. Those shows which are sanctioned by USEF and/or USDF are automatically sanctioned by The Dressage Company. In exchange for recognition by The Dressage Company, management of those horse shows requesting recognition shall conform to USDF/USEF rules and regulations except as noted below:

1. Schooling shows are not required to retain the services of a Technical Delegate (TD). In the absence of a TD, Show Management must be willing to assume those duties and responsibilities typically assigned to the TD.
2. "L" rated judges are acceptable.
3. Individuals may not both serve as a member of show management and compete in the same show. However, members of the show management's family and horses owned by members of the show management may compete.

(NOTE: Show management is defined to include the show manager, show secretary/scheduler and any other individual who may be in a position to exert any influence on the ultimate results of the competition.)

In the event a show fails to comply with the above recommendations, the show management shall be notified of the transgression and warned that, should the subject show management's subsequent shows fail to comply with the above recommendations, The Dressage Company would withdraw its recognition and support of subject show, and scores awarded by the said show(s) may not be counted when calculating The Dressage Company's Year-End Award standings. In order to alert prospective competitors of the errant show's status, notice may be published in The Dressage Company Newsletter.

### **OF SPECIAL NOTE:**

#### **XV. USDF STATEMENT OF PRINCIPLE** (FINAL - 8/1/05)

USDF is committed to good sportsmanship and developing a high standard of knowledge and skill in Dressage. USDF Members are encouraged to:

1. Conduct themselves in an ethical, fair and sportsmanlike manner, and take responsibility for their actions while training and competing.
2. Treat competitors, instructors, competition management, officials and employees with respect and dignity.
3. Respect the integrity and judgment of equine caregivers and horse owners.
4. Observe and respect the rules, regulations and authority of the sports organizations that sanction each activity and competition.
5. Promote the spirit as well as the letter of the rules.

6. Protect the **welfare of the horse** during competition and in training.
7. Demonstrate proper preparation, training and fitness of horse and rider for the level at which they are competing.
8. Observe the highest standard of nutrition, healthcare and safety in the care of horses.

**The Dressage Company®**  
 A United States Dressage Federation® GMO  
**Show Sanctioning Self Certification**  
**2009 USDF Show Season**

**Please print or type the information requested.**

Name of Show: \_\_\_\_\_

Sponsoring Barn: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Show(s): \_\_\_\_\_

I, \_\_\_\_\_, Show Secretary for the show(s) described above certify that I have read The Dressage Company's Show Sanctioning Rules for the show year set out above and the show(s) described above qualify for sanctioning by The Dressage Company under the criteria contained in those sanctioning rules.

**Check the line that applies.**

\_\_\_\_\_ The show is sanctioned by either the United States Dressage Federation (USDF) or Mid-South Combined Training Dressage Association (MSCTDA).

**OR**

\_\_\_\_\_ The show will meet or has met all of the following criteria:

1. The show did or will adhere to the USDF Statement of Principles (Final 8/1/05)
2. All judges at the time of the show were qualified USDF L graduates or higher judges or Mid-South approved judges.
3. The show had or will have a USDF or Mid-South Technical Delegate on the grounds the day of the show or Show Management , did or will served as the Technical Delegate and this was stated in the show bill (except for 2007).
4. The show had or is reasonably anticipated to have at least 25 paid tests ridden with at least 10 of those test ridden by individuals who do not regularly stable at or take lesson (in the event the individual does not own or lease a horse) at the barn listed above.
5. No member of the show management did or will compete at the show.
6. The entry form for the show will offer one class of competition in at least one USDF or USEF approved test at two different levels.

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

# The Dressage Company®

## A United States Dressage Federation® GMO

### Show Sanctioning Rules

These rules have been adopted by The Dressage Company (hereinafter "TDC") to "sanction" dressage shows for the 2007 United States Dressage Federation (hereinafter "USDF") competition season. A show must be sanctioned by TDC in order for a score awarded at the show to be counted in determining TDC Year End Awards. A show may need to be separately sanctioned by TDC even if the show is already sanctioned by another organization.

**An individual who wishes to be considered for TDC Year End Awards must meet all of the requirements for consideration for such an award which are separate from and in addition to these rules for TDC show sanctioning.**

- A. There shall be no fee or charge for a show to receive TDC sanctioning.
- B. The show may advertise and/or print on its entry form that it is TDC sanctioned in any manner that it wishes so long as it is done in a dignified manner.
- C. Sanctioning of a show is for the 2007 competition year only. Each show must submit a TDC sanctioning application for each show season. It is anticipated that the sanctioning rules for 2008 and later years will be issued by October 1 of the preceding year. (example: October 1, 2007 for the 2008 USDF competition season)
- D. Each Show Secretary must self-certify that the show will or has meet all of TDC requirements for sanctioning and submit the self-certification to the TDC at the address indicated no later than October 1, 2007. Show Secretaries are strongly encouraged to submit their self-certification well in advance of their show to avoid any unforeseen problems with the application.
- E. All shows sanctioned by the USDF or the Mid-South Combined Training and Dressage Association (hereinafter "MSCTDA") are automatically sanctioned by The Dressage Company. All such USDF or MSCTDA sanctioned shows are encouraged to, but are not required to, self-certify the show for TDC sanctioning. TDC reserves the right to insist that a person submitting scores for TDC Year End Awards consideration provide proof of the USDF or MSCTDA sanctioning of a show in the event that the show has not self-certified with TDC. Proof might be a copy of the entry form for the show listing its sanctions.
- F. Each of the following requirements must be met to receive TDC sanctioning by any show that is not sanctioned by USDF or MSCTDA:
  - 1. All judges at the show must be: a USDF L level graduate or higher level judge or a MSCTDA judge
  - 2. On all days of the show, the judge must be qualified by the USDF or MSCTDA, as the case may be.
- G. The Show must have a USDF or MSCTDA recognized Technical Delegate appointed and in attendance at the show or the Show Management must agree that it will act as the Technical Delegate and will follow USDF rules when acting as the Technical Delegate. The arrangements concerning the Technical Delegate must be stated in the entry form after the 2007 show season and shows are encouraged to include them on the entry form for the 2007 season.

To receive TDC sanctioning, each show must have as a minimum:

- A. Adhere to the USDF Statement of Principles (Final 8/1/05)
- B. Competition available in one test at two (2) different test levels of USDF or USEF currently approved tests and the show must advertise the availability of the all tests to be judged on its entry form. Examples: Test 2 at Introductory level and First level, Test 1 would meet the minimum requirement if these tests were open to competitors and printed in the show bill. Introductory level Test 1 and 2 only at a show would not meet the minimum requirement.
- C. Reasonably anticipate that the show will have 25 paid tests entries, at least 10 of which test entries are by individuals who do not ordinarily stable or take lessons (if the entrant does not own or lease a horse) at a barn at which the show is located. Note that this requirement is of paid tests ridden, not individual entrants. As an example, one entrant could ride three (3) tests and this would count for three (3) of the 25 required rides.
- D. TDC reserves the right to perform an audit of the paid rides at the show to verify that this requirement was actually met. Meeting this qualification may be waived by TDC, at its sole discretion, due to unusual or unforeseen circumstances that significantly depress entries to the show.
- E. No member of the Show Management may compete at the show. Families of the Show Management and horses owned by the show management may compete.