

COLUMBIA DRESSAGE AND COMBINED TRAINING ASSOCIATION
ORGANIZATIONAL BYLAWS
(REVISED MARCH 2012)

Article I: Name and Purpose

Section 1: Name: The name of this organization shall be the COLUMBIA DRESSAGE AND COMBINED TRAINING ASSOCIATION (CDCTA).

Section 2: Purpose: The purpose of this organization shall be as follows:

A. To educate members and the general public in the usefulness of dressage and eventing including, but not limited to, their application to other areas of equestrian endeavors. Educational efforts may include mounted or unmounted clinics, presentation of media and lectures, and cross-country rides.

B. To offer the benefits of membership to any person, regardless of physical abilities, race, creed, sex or origin.

C. To uphold the standards and policies set forth by organizations with which CDCTA is affiliated: the United States Dressage Federation (USDF) and the United States Eventing Association (USEA), as well as state and national horse show bodies, such as the United States Equestrian Federation (USEF) and the Missouri Horse Shows Association (MHSA).

D. To collect and disseminate information of interest to members, which includes reporting meeting dates, activities both local and regional, shows, and equestrian products and services available.

E. To assist and support other horse-related charities and organizations.

F. To support and uphold humane practices in the care and training of horses.

Article II: Board of Directors

Section 1: General Purpose. The property, business and funds of this organization shall be controlled and managed by the Board of Directors, hereafter referred to as the Board, subject to approval of the general membership.

Section 2: Number and Composition. The Board shall be composed of the current elected officers and one representative elected from the membership at large. Terms of office on the Board shall begin upon election or appointment at the annual January meeting and end at the next annual January meeting.

Section 3: Annual Meeting. The purpose of the annual January meeting shall be to elect officers, review and approve reports, give special recognition to members that have served the club with outstanding service, honor members that have won awards determined and tabulated by the awards committee, plan for coming year activities, and for other such business as may be transacted at a regular meeting.

Section 4: Board Meetings. A meeting of the Board shall be held at discretion of the Board. Meetings may be called by the President or by any of the Board Members making written or verbal request to the President.

Section 5: Notice. Board members shall be notified at least five days in advance of any Board meeting. A majority of officers may waive this requirement for cause.

Section 6: Quorum. A majority of the total membership of the Board shall constitute a quorum for the transaction of business at any meeting of the Board. In the event that less than a majority of the membership is present at any meeting, a majority of those Directors present may adjourn the meeting.

Section 7: Duties. The Board shall:

A. Employ such persons as together they shall decide is necessary to accomplish tasks that the organization needs.

B. Appoint and remove committee chairpersons as needed. Removal of those who have failed to perform the duties of their position, will be based on fair evaluation. Before a committee chair can be removed, the Board shall notify affected chairpersons of the specific reasons for removal. The chairperson will be selected annually from the list of CDCTA members serving on the committee.

C. Remove any committee member or Board member who fails to perform the duties of that position given same provisions as in Section 7 (B) above.

Article III: Officers and Board Members at Large

Requirements: All Board members must be current active members of CDCTA in good standing and at least 18 years of age. Officers must demonstrate and practice good sportsmanship in all their actions while in office.

Section 1: Officers. The Officers of the Columbia Dressage and Combined Training Association shall be: President, Vice-President, Secretary and Treasurer. The Officers of this organization shall also be the Officers of the Board.

Section 2: Election. The Officers and board member at large shall be elected from a list of nominees prepared by the nominating chairperson and/or nominating committee. The nominees list can be supplemented by nominations from the floor at the annual January meeting. Nominations may be made in writing and sent to the nominating chairperson and/or nominating committee at least one month in advance of the annual January meeting. Upon verification, these nominations plus those supplemented from the floor at the annual January meeting shall constitute the ballot from which members will vote.

Section 3: Terms of Office.

(A) The term of office for President shall be two years.

(B) The term of office for Vice President, Secretary and Treasurer shall be one year.

Section 4: Removal of Officers. Any Officer may be removed by a majority vote of the entire Board whenever, in its judgment, the interests of this organization would be served thereby.

Section 5: Vacancies. In the event of a vacancy, the Board may select a candidate for presentation to the membership at the next regular meeting of the organization. The membership may then make additional nominations from the floor and vote to fill the vacancy.

Section 6: President. The President shall be the Chief Officer of this organization, shall preside at meetings of the Board and membership, shall engage and operate under Robert's Rules of Order and shall appoint committees not otherwise identified but needed by CDCTA. The President is responsible for submitting necessary annual affiliate forms to USDF and USEA.

Section 7: Vice-President. The Vice-President shall assist the President in the performance of the duties of President, perform those duties in the absence of the President, and perform any additional duties requested by the Board or President.

Section 8: Treasurer. The Treasurer shall be responsible for depositing funds as directed, paying bills authorized by the Board, keeping records of all transactions, publishing a semi-annual report in the newsletter showing income and expenditures, and reporting at the regular monthly meeting and any additional board meetings. The Treasurer prepares and files any needed state and federal tax forms in a timely manner, and must be able to furnish tax documents to board members upon request.

Section 9: Secretary. The Secretary shall take the minutes of all meetings and distribute them to the membership each month, shall give instruction that minutes be taken in his/her absence and may send and receive correspondence.

Article IV: Committees

Section 1: Creation. All committees and committee chairs may be made on a voluntary basis at the annual January meeting. In the event no volunteers come forth, appointments may be made by the Board.

Section 2: Types. All committees shall be either standing committees or special committees. Standing committees may include:

A. Special Events. The Special Events Committee is responsible for finding a venue, developing a program, and marketing the annual meeting to CDCTA members. Additional Special events may include outreach booths at equine events and the annual CDCTA trail ride, as directed by the membership.

B. Awards The Awards Committee is responsible for tracking scores earned by CDCTA members in CDCTA sanctioned schooling or USEF licensed competitions. The committee proposes a budget for awards and obtains and distributes the awards within the budget.

C. Budget and Finance. The Budget and Finance Committee reviews the proposed budgets of CDCTA activities and works with organizers and committees to ensure proper fiscal stewardship is maintained. It ensures adequate insurance is purchased and used to protect CDCTA. Committee activities that involve a financial (over \$50.00) or contractual commitment must present to the Budget and Finance Committee for prior approval and presentation to the Board.

D. Communications. The Communications Committee includes the newsletter editor, webmaster, and Facebook page owner and other interested members who assist the Board by communicating accurate and timely information to all members and to the broader community about CDCTA.

E. Competitions (including licensed and schooling). The Competitions Committee may receive requests for sanctioning of non-CDCTA sponsored competitions. It is responsible for selecting the manager and secretary (may be the same person) for CDCTA sponsored competitions and entering into contractual relationships with show officials and facilities with Board approval.

F. Education (including clinics and unmounted programs.) The Education Committee works with organizers to ensure quality dressage, eventing, and equestrian educational opportunities are created and disseminated to CDCTA members.

G. Membership. The Membership Committee is responsible for submitting CDCTA membership information in a timely fashion to the USDF, recruiting members, and distributing the membership list, as needed, for newsletter distribution and activity notification.

H. Nominating and Board Development. The Nominating and Board Development Committee is responsible for leadership recruitment and development to sustain CDCTA as an organization.

I. Volunteer Tracking and Development Committee. The Volunteer Tracking and Development Committee will provide volunteer training and collect information on a volunteer hours provided annually by CDCTA members. It is encouraged to nominate a Volunteer of the Year to the Board of Directors for recognition at the CDCTA annual meeting and to evaluate and submit, as appropriate, this volunteer for regional or national volunteer of the year awards.

Section 3. The Board shall have the power to add additional standing committees or combine or eliminate existing standing committees. The Board shall also have the power to create special committees for a specific function to be terminated when that function is complete.

Section 4: Duration. All standing committees and committee chairs shall serve a term from one annual January meeting to the next annual January meeting. All voting CDCTA members will be encouraged to volunteer for at least one standing committee.

Article V: Finances

All disbursements on behalf of the CDCTA shall be by check requiring the signature of the treasurer or designated signatory(ies) and authorization of at least one of the following: President, Vice-President, Secretary or Treasurer. The Treasurer shall have control/custody of the checkbook. The Board of Directors may designate additional check signer(s) as required.

Article VI: Logo

The CDCTA shall have a logo approved by the general membership. This logo shall appear on all CDCTA correspondence and promotional literature.

Article VII: Amendments

Proposed amendments to these bylaws may be approved by a majority of the board members. Such proposed amendments will be included with the CDCTA newsletter and voted on by members present at the next regularly scheduled meeting. A simple majority of club members present shall be sufficient to ratify these amendments.

Article VIII: Membership

Membership in the CDCTA confers Group Membership in the USDF.

Section 1: Type. The types of membership available in CDCTA are as follows:

- A. Family
- B. Individual

Section 2: Voting Privileges. Family membership is for two (2) or more persons residing at the same address. Each person with this membership receives all the benefits of individual membership with CDCTA. Every member shall have one vote, but only one newsletter will be sent per address. Voting privileges for GMO purposes are as designated by USDF for Family membership.

Section 3: Membership Benefits. Family and Individual members will receive all benefits of the CDCTA which includes, but is not limited to: affiliate membership in the USDF, reduced affiliate fee in the USEA, receive the monthly CDCTA newsletter, waive any non-CDCTA member fees, have voting privileges as stated in Article VIII (Section 2), receive discounts at CDCTA sponsored functions and will be eligible for year-end awards.

Section 4: Dues. Dues are paid annually and should be received by November 1st in order to receive member benefits without interruption for the membership year of December 1 - November 30. Dues will be reviewed on an annual basis by the Board and presented for approval to the membership at the annual meeting.

Section 5: Meetings. All regular meetings are open to all members, members' guests, and any individuals interested in learning more about dressage and eventing and the CDCTA. The purpose of club meetings is to offer programs and activities of interest to club members and to conduct club business.

Section 6. Conflict of Interest. This applies to all serving on the Board and to CDCTA members appearing before the CDCTA Board. A conflict of interest exists if a Director or member stands to benefit personally by a decision of the Board or General Membership. A personal benefit means that the member or the Director, or someone in their immediate family or business, will profit or gain influence by the decision.

Notice by Director - If a matter comes before the Board or a committee of the Board, for which a director has a conflict, the interested Director shall notify the Board of the material facts and the Director's interest. The Director(s) with a conflict shall not vote on the matter and the conflict shall be recorded in the minutes. The matter shall pass only by a majority affirmative vote

of all the disinterested Directors of the Board in office at that time. The majority must be more than one Director.

Notice by Member - If a matter comes before the Board or the membership for discussion, any member recognized to speak during the discussion that has a conflict of interest, shall, prior to speaking on the matter, disclose the member's conflict of interest in the matter.

ARTICLE IX: Sponsored and Sanctioned Competitions

Section 1. Sponsored Shows. Sponsored shows are those for which CDCTA is fiscally responsible.

- A. The Competitions Committee organizes sponsored competitions as per Section IV.E
- B. Sponsored shows must be judged by a USDF 'L' graduate or a USEF licensed judge.

Section 2. Sanctioned Shows. Sanctioned shows are those shows that are not sponsored by CDCTA but from which scores may be used towards year-end awards.

- A. Any show recognized by USDF or USEA shall be considered sanctioned by CDCTA.
- B. Any show within a (roughly) 50-mile radius of Columbia, MO is considered sanctioned if it has been advertised on the website or in the newsletter at least 30 days in advance of the closing date of the show. CDCTA reserves the right to refuse sanctioning of any show.

C. The show secretary must electronically submit complete results to the CDCTA awards chairperson within 30 days of the end of the competitions or to the national federation for scores to count toward CDCTA year-end awards.

Section 3. Scores for year-end awards must be from competitions sponsored or sanctioned by CDCTA.

ARTICLE X: Awards:

ELIGIBILITY for All Year-End Awards

A) Awards will be based on Horse/Rider team combinations. The rider must be a member of the CDCTA at the time the scores are earned. There will not be any nomination fee for the horse or rider.

B) To be eligible for year-end CDCTA awards a rider must be a CDCTA member, and must have contributed at least six (6) hours of volunteer time to the club. This requirement may be met in the following ways:

1. By holding CDCTA office or chairing a standing or special committee
2. Hosting a monthly meeting
3. Working at a CDCTA sponsored show or clinic
4. Active committee involvement
5. Other volunteer activities as approved by the board

Verification of volunteer hours must be submitted in writing by November 30 of competition year to the awards chairperson.

Volunteer hours must be submitted to the Volunteer Development and Tracking Committee within two weeks of the Volunteer activity and completed by November 30 of the competition year to count towards award eligibility that year. Activity organizers are encouraged to submit completed volunteer schedules for the activity.

DRESSAGE AWARDS:

A) Scores will be accumulated during the USEF competition year at competitions recognized by USEF or the CDCTA. Information regarding CDCTA sanctioned shows will be made available to the membership through the newsletter and website. To be eligible for year-end awards, at least two tests for National Levels (Training - Fourth) or one test for walk trot, Introductory, or FEI must be from a USEF licensed dressage judge or USDF 'L' graduate. USDF score verification will be used to collect scores earned at licensed competitions.

B) Championships and reserve championships will be offered for Junior/Young Riders (may be split if membership warrants) and Seniors at the following levels:

Walk/Trot	Third Level
Introductory Level	Fourth Level
Training Level	FEI Level
First Level	Freestyle
Second Level	Quadrille/Pas de Deux

Age categories and requirements will follow USEF dressage rule definitions. The CDCTA newsletter will publish the age categories approved by the membership for the coming competition season prior to the first CDCTA sanctioned show of the year and show secretaries are encouraged to publish awards requirements in their prize lists.

C) In order to be eligible for year-end awards at any level, horse/rider combination must compete in at least one CDCTA-sponsored show (e.g. shows in which CDCTA is the licensee or organizer).

D) Dressage Award Levels Defined:

Section 1. Walk-Trot. The walk-trot award is for beginners to dressage who do not yet canter in competition and riders cannot cross enter into cantering divisions. At walk-trot, a horse/rider combination must complete a minimum of four (4) tests with walk and trot only (rider cannot compete that includes canter for that competition year). At least one (1) test must be judged by a USDF 'L' graduate or USEF licensed judge.

Section 2. Introductory Level. Introductory Level horse/rider combinations must complete a minimum of four (4) tests; at least one (1) test must be from the highest test offered at Introductory Level. At least one (1) test must be judged by a USDF 'L' graduate or USEF licensed judge.

Section 3. National Levels (Training, First, Second, Third and Fourth Level). At National Levels horse/rider combinations must complete a minimum of six (6) tests; at least one (1) test must be from the highest test offered for each respective level. At least two tests must be judged by a USDF 'L' graduate or USEF licensed judge.

Section 4. FEI. At FEI Level, horse/rider combinations must complete a minimum of four (4) tests but they need not be the highest test offered at FEI Level. At least one (1) test must be judged by a USDF 'L' graduate or USEF licensed judge.

E. Scores from

Open, Adult Amateur, Maiden, Junior and Senior classes will count for year-end awards.

Scores from freestyle classes will only be counted for freestyle awards.

G. Year-end awards will be determined by taking the average of submitted qualifying scores.

The highest resulting average will be awarded championship. Second highest resulting average

will be awarded reserve championship. Competition year runs December 1st - November 30th.

All scores must be submitted by November 30th) Dressage Competition secretaries will be responsible for submitting scores to the national federations (licensed competitions) or awards chairperson (schooling shows) within 30 days after competition. The rider may verify accuracy of his/her submitted scores by contacting awards chairperson and is encouraged to submit any test sheets for the awards committee.

H) Horse/rider combinations are not eligible to receive year end-awards for Introductory Level consecutively. At National Levels, horse/rider combinations are not eligible to receive year-end awards at the same level more than twice. FEI Championships are not restricted.

COMBINED TEST AWARDS:

A) Only members of the CDCTA are eligible for these awards. At all levels, the lowest average score of those submitted will be used to determine Champion. The second lowest average scores of those submitted will then be awarded Reserve Champion.

B) Championships and reserve championships will be offered for Juniors and Seniors at the following levels:

Green as Grass	Training
Introductory	Preliminary
Beginner Novice	Intermediate
Novice	Advanced

C) The following information needs to be submitted to the Awards Committee by the competitor by November 30 of the competition year.

1. Horse name
2. Owner/rider name
3. Event name
4. Date and location of event
5. Division

- 6. USEA Area
- 7. Score

Reminders for submittals will be placed in the October and November Newsletters of each year.

D) The Combined Test Awards Program will follow the calendar year December 1-November 30.

E) Packets that include the information in Section C, qualifying scores and volunteer verification must be submitted to the Awards Committee by November 30th.

F) To be eligible for year-end CDCTA Awards the horse/rider must volunteer a minimum of 6 hours for CDCTA and complete a minimum of three (3) combined tests at the level of competition during the award year.

HORSE TRIALS AWARDS:

A) Only members of CDCTA are eligible for these awards. At all levels, the lowest average score of those submitted will be used to determine Champion. The second lowest average scores of those submitted will then be awarded Reserve Champion.

B) Championships and reserve championships will be offered for Juniors and Seniors at the following levels:

Starter	Preliminary
Beginner Novice	Intermediate
Novice	Advanced
Training	

C) The following information needs to be submitted to the Awards Committee by the competitor by November 30 of the competition year.

- 1.Horse name
- 2.Owner/rider name
- 3.Event name
- 4.Date and location of event
- 5.Division
6. USEA Area
- 7.Score

Reminders for submittals will be placed in the October and November Newsletters of each year.

D) The Trials Awards Program will follow the calendar year December 1-November 30.

E) Packets that include the information in Section C, qualifying scores and volunteer verification must be submitted to the Awards Committee by November 30th.

F) To be eligible for year-end CDCTA Awards the horse/rider must volunteer a minimum of 6 hours for CDCTA and complete a minimum of two (2) trials at the level of competition during the award year.

Article XI: Dissolution

In the event that the Columbia Dressage and Combined Training Association should be dissolved, all assets at the time of dissolution shall revert in equal part to the United States Dressage Federation and the United States Eventing Association.