

COLUMBIA DRESSAGE AND COMBINED TRAINING ASSOCIATION

ORGANIZATIONAL BYLAWS

REVISED MARCH 2024

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, but are not limited to, mounted and 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, origin, or sexual orientation.
- 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 winter meeting and end at the next annual winter meeting, with the exception of the President, as defined in Article III.

Section 3: Annual Meeting. The purpose of the annual winter meeting shall be to elect officers, review and approve reports, give special recognition to members who have served the club with outstanding service, honor members who 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 the 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. Meetings may be held in person or in any appropriate communications forum (Zoom, email, conference call, etc.)

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 Board Members present may adjourn the meeting.

Section 7: Duties. The Board shall

- A. Employ such persons as together they shall decide are necessary to accomplish tasks that the organization needs.
- B. Remove a committee chairperson duly chosen by committee members in the event that the chairperson has failed in performing the duties of the position.
- C. Remove any committee member or Board member who fails to perform the duties of that position.

Article III: Officers and Board Member 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, Treasurer and Member at Large. The Officers of this organization together with the Member at Large constitute 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 winter meeting. Nominations may be made in writing and sent to the nominating chairperson and/or nominating committee in advance of the annual winter meeting. Upon verification, these nominations plus those supplemented from the floor at the annual winter 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 office for Vice President, Secretary, Treasurer, and Member at Large shall be one year.

Section 4: Removal of Board Member: Any Board Member 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. Members will be made aware of the upcoming vote on the vacancy as early as possible. 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 the 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, 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. The Treasurer will present the proposed budget for the next year at the annual winter meeting. The Treasurer shall serve as the chairperson of the Budget and Finance Committee.

Article IV: Committees

Section 1: Creation. All committees and committee chairs may be made on a voluntary basis at the annual winter meeting. In the event that 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 tracks scores earned by CDCTA members in CDCTA sponsored competitions and receives riders' year-end awards packets verifying scores and volunteer hours. 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 \$150.00) 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 is responsible for selecting the manager and secretary (may be the same person) for CDCTA sponsored competitions and for 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.

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 winter meeting to the next annual winter 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 may be by check or electronic payment by the Treasurer or any other Officer if the Treasurer is unavailable. 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 in 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 include, but are not limited to, GMO membership in the USDF, receiving the monthly CDCTA newsletter, waiving any non-CDCTA member fees, voting privileges as stated in Article VII (Section 2), receiving discounts at CDCTA sponsored functions and eligibility 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 Board or general member stands to benefit personally by a decision of the Board or General Membership. A personal benefit means that the Board or general member, or someone in their immediate family or business, will profit or gain influence by the decision.

Notice by Member: If a matter comes before the Board of 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 above.

B. At least one sponsored show must be judged by a USDF 'L' graduate or a USEF licensed judge.

Section 2. Sanctioned Shows.

A. Any show recognized by USDF or USEF is sanctioned by CDCTA.

B. Any CDCTA sponsored show is also sanctioned by CDCTA.

C. Any show within a (roughly) 50-mile radius of Columbia, MO is considered sanctioned. CDCTA reserves the right to refuse sanctioning of any show.

D. The show secretary must electronically submit complete results to the CDCTA awards chairperson for scores to count toward CDCTA year-end awards.

Section 3. Scores and Awards. Scores for year-end awards must be from competitions which are sanctioned by CDCTA. Riders must submit packet verifying scores and volunteer credits to the Awards Committee by November 30 of the competition year.

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 have contributed at least six (6) hours of volunteer time to the club. This requirement may be met in the following ways:
 - i. By holding CDCTA office or chairing a standing or special committee
 - ii. Hosting a monthly meeting
 - iii. Working at a CDCTA sponsored show or clinic
 - iv. Active committee involvement
 - v. Other volunteer activities as approved by the Board

- vi. Contributing an article to the newsletter

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

DRESSAGE AWARDS:

- A) Scores will be accumulated during the USEF competition year at competitions licensed by USEF or sanctioned by CDCTA. To be eligible for year-end awards, at least two tests for National Levels (Training-Fourth) or one test for 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:
 - i. Introductory Level
 - ii. Training Level
 - iii. First Level
 - iv. Second Level
 - v. Third Level
 - vi. Fourth Level
 - vii. FEI Level
 - viii. Freestyle
 - ix. Quadrille/Pas de Deux

Age categories and requirements will follow USEF dressage rule definitions. 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).

- C) Dressage Awards Levels Defined:

Section 1: Introductory Level. Introductory Level horse/rider combinations must complete a minimum of four (4) tests; At least one (1) test must be judged by a USDF "L" graduate or USEF licensed judge.

Section 2: 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 3: FEI. At FEI Level, horse/rider combinations must complete a minimum of three (3) 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.

- D) Scores from Open, Adult, Amateur, Maiden, Junior and Senior classes will count for year-end awards.
- E) Riders must submit packet verifying scores and volunteer credits to the Awards Committee by November 30 of the competition year.
- F) 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 30. Riders must submit packet verifying scores and volunteer credits to the Awards Committee by November 30 of the competition year. CDCTA 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.
- G) 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. At each level, 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:
 - a. Green as Grass
 - b. Introductory Eventer
 - c. Beginner Novice
 - d. Novice
 - e. Training
 - f. Preliminary
 - g. Intermediate
 - h. Advanced

- C. The following information from each competition must be included in the packet and needs to be submitted to the Awards Committee by the competitor by November 30 of the competition year.
 - a. Horse name
 - b. Owner and rider name
 - c. Event name
 - d. Date and location of event
 - e. Division
 - f. USEA Area
 - g. 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 30.
- 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) combined tests at the level of competition during the award year.

HORSE TRIALS AWARDS:

- A) At each level, 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:
 - a. Starter Eventer
 - b. Beginner Novice
 - c. Novice
 - d. Training
 - e. Preliminary
 - f. Intermediate
 - g. Advanced
- C) The following information from each competition must be included in the packet and needs to be submitted to the Awards Committee by the competitor by November 30 of the competition year.
 - a. Horse name
 - b. Owner/rider name
 - c. Event name
 - e. Division
 - f. USEA Area
 - g. Score

d. Date and location of event

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

- D) The Horse 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 30.
- 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) horse trials at the level of competition during the award year.

ADDITIONAL ANNUAL AWARDS TO BE GIVEN IN THE FOLLOWING CATEGORIES:

- a. Mounted Education Participation
- b. Unmounted Education Participation
- c. Volunteer of the Year

The award recipient in each category will be chosen by the sitting President.

Article X1: 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.

