

## **Sonoma Chapter CDS Standing Rules**

1. The chapter shall determine the number of Board members. There must be a minimum of three. Sonoma Chapter will have eleven board members which are elected by the Chapter membership. Each of these eleven Board Members shall serve in one of these capacities on the Board;
  - a. Chair
  - b. Vice-Chair or Co-Chair
  - c. Secretary
  - d. Volunteer/Membership Coordinator
  - e. Education Coordinator
  - f. Event & Meeting/Hospitality
  - g. Junior-Young Rider Coordinator
  - h. Webmaster
  - i. Newsletter Editor
  - j. Capital Fund Raising Coordinator
  - k. Treasurer
  - l. Horse Show Coordinator
2. The decision as to what office is held by which Board member will be made by the Board as a whole at the first meeting of each year. A quorum will be represented by 50% of the current voting members of the Board.
3. Chapter Board members shall attend Board meetings and shall serve as chairpersons of committees, as appointed. Each elected Board Member shall have one vote.
4. Each officer at the expiration of his/her term of office, or upon resignation, shall transfer all records to his/her office to the succeeding officer within two weeks.
5. The one standing appointment to the Board is: Dressage In The Wine Country Manager (every other year). This position is a non-voting member of the Board and serves in an advisory capacity. This position will be appointed by the Chair with the approval of the Board. Additional advisory appointments can be made as necessary for the function of the Chapter.
6. The term of office shall begin on January 1<sup>st</sup> after the election and will be three years in duration. Terms will be staggered with three board members being elected one year and four the subsequent two years. This rotation sequence will continue year to year.
7. If there is a mid-year resignation of a Board member the Chair will appoint a replacement to fulfill the term of office of the resigned member(s) with the approval of the board.
8. Chapter elections may be by mail or held at a Chapter election meeting with notification of membership at least 20 days in advance.
9. The CDS Secretary and CDS Central Office must be notified of the elected board members of the Chapter by January 1 of the year following the election. Any changes in Board Members must be turned in to Central Office.
10. Nominating Procedures: A nominating committee shall be appointed by the current Chapter Board at its regularly scheduled September meeting of each year in which an election is held. This committee shall consist of three members, two of whom are not current members of the Chapter Board.

- a. The nominating committee shall present a ballot of nominees no later than October 15 to the Chapter Board by email or otherwise in writing through the committee's serving Board member.
  - b. In all cases, written consent of the nominee must be obtained.
11. Election Procedures: Each candidate shall be listed on the ballot. There may be a provision for write in candidates. However, write-in candidates will not be accepted without prior receipt of written consent.
  - a. The ballot shall be made available to all members.
  - b. The return date shall be listed on the ballot. This return date will be two weeks after the mailing date. Ballots returned by mail must be postmarked by this date. Ballots may also be returned at a Chapter election meeting which shall be scheduled no later than the return date listed on the ballot.
  - c. Ballots shall be returned to the Board Secretary, unless the Secretary is running. In which case they shall be returned to a person designated by the Chair. The name and address of the secretary or designate must be listed on the ballot. The ballots will be counted after the deadline by the secretary or designate and two of the nominating committee members at a mutually agreed location.
  - d. If the ballot contains more candidates than there are open positions, the individuals who receive the most votes will be declared the winners.
  - e. If there are no more candidates than open positions, the election can be by acclamation.
  - f. The Chapter Chair shall announce the winners to the Chapter membership and shall notify CDS of the names, addresses and positions of all elected Board members.
  - g. The election process must be complete by December 31.
  - h. Elections may be completed online through a secure anonymous voting tool.
12. The elected members of the Chapter Board shall select the Chapter Chair from the members of the elected Board. They will also select the Vice-Chair. Co-Chairs are permitted and will distribute the duties listed in 16.a. & 16.b. below between themselves.
13. The elected members of the Chapter Board shall also select the Secretary from the members of the elected Board or appoint the Secretary. One individual may serve as both Treasurer and Secretary.
14. The Chapter Board may appoint as many Committee Chairs as are needed to manage the planned activities of the Chapter. These individuals do not have to be elected members of the Chapter Board. Non-elected Chapter Board Committee Chairs do not carry a vote.
15. All appointed officers and Committee Chairs must be current members of CDS, in good standing, and their names must be reported to CDS Central Office.
16. Duties of the Officers;
  - a. The Chapter Chair shall:
    - i. preside over all meetings of the Chapter Board.
    - ii. approve the meeting agendas.
    - iii. appoint all committee chairpersons with the approval of the Chapter Board.
    - iv. be an ex-officio member of all committees except the nomination committee.
    - v. make all appointments with the approval of the Chapter Board.

- vi. shall appoint a replacement for any Board member who is unable to complete his/her term for any reason. The appointment must be approved by a simple majority of the Chapter Board. The replacement will have all the rights of an elected Director, including voting privileges
  - vii. be a non-voting member of the California Dressage Society Executive Committee, and be responsible for reporting to the California Dressage Society Executive Secretary details of all chapter activities. The Chapter Chair will serve as a liaison between the California Dressage Society and the Chapter.
  - viii. attend the CDS annual meeting or find an alternate.
- b. The Vice-Chair shall:
- i. take over in the absence of the Chapter Chair.
  - ii. actively maintain and improve communications between members of the Chapter Board and perform other duties as requested by the Chapter Chair.
  - iii. inventory equipment of the Chapter and take responsibility for its safe storage.
  - iv. schedule and coordinate the Chapter Year End Award Meeting with the Meeting Hospitality person.
  - v. retrieve and engrave trophies with new winners for presentation at the meeting.
- c. The Chapter Secretary shall:
- i. take minutes of each meeting of the Chapter.
  - ii. be responsible to notify all Chapter Board members of meeting dates and locations.
  - iii. prepare meeting notices, and agendas for all meetings with the approval of the Chapter Chair.
  - iv. maintain the chapter's standing rules.
  - v. collect Year End Awards scores for tallying,
  - vi. distribute year end plates & certificates.
- d. The Chapter Treasurer shall:
- i. handle all funds received and paid out by the Chapter.
  - ii. bank funds in a bank approved by the Chapter Board.
  - iii. maintain a complete record of all business transactions and be prepared to report on the financial status of the Chapter at each of the bi-monthly (6) Chapter Board meetings.
  - iv. be responsible for preparation of the yearend report required by the CDS Treasurer. (see item 22, page 5)
  - v. have a second signature on checks over \$500 except for the newsletter print payment.
- e. The Education Coordinator shall:
- i. be responsible for the development, establishment and management of clinics and other educational activities for the Chapter members.
  - ii. be responsible for presenting a budget to the Board for approval and make sure that budgets and financial statements go to the treasurer.
  - iii. coordinate the selection of the Amateur Rider representative to the CDS Amateur yearly clinics. Participants for the CDS annual drawing for the

Amateur Clinic must be current members, amateurs and be present at the Awards Meeting or send a predestinated representative approved by the Education Coordinator.

- f. The Meeting Hospitality Officer shall:
  - i. be responsible for hospitality at Chapter Board meetings and at Chapter events.
  - ii. make sure that financial reports go to the treasurer for expenditures.
- g. The Webmaster shall:
  - i. be responsible for maintaining the Chapter Website and updating it.
  - ii. coordinate with the treasurer for billing for advertising.
  - iii. maintain an email list.
  - iv. be an advisor with the newsletter editor and coordinate information for publication.
  - v. Post the newsletter on the Chapter Website.
- h. The Junior/Young Rider Coordinator shall:
  - i. Be responsible for the development, establishment and management of clinics, benefit shows and other educational activities for the Junior/Young Rider Chapter members.
  - ii. Be responsible for presenting a budget to the Board for approval and make sure financial statements and receipts go to the treasurer.
  - iii. Submit information on Junior/Young Riders to the Chapter Newsletter Editor.
  - iv. Keep a current mailing list of all Chapter Juniors/Young Riders. Liaise with the Regional CDS Northern California Junior/YR Coordinator to keep current with Regional activities involving our chapter members, encouraging their participation.
- i. The Volunteer/Membership Coordinator shall:
  - i. be responsible for organizing volunteers for Chapter and other related activities throughout the year.
  - ii. Work with event organizers to determine volunteer needs.
  - iii. Maintain a current list of volunteers from membership.
  - iv. Keep a current membership list for the Chapter and notify the Board of any member not in good standing.
  - v. Personally welcome new members, either by phone or letter. Included in that contact should be information on our newsletter, such as subscription options and our website address for event information.
- j. The Newsletter Editor shall:
  - i. be responsible for obtaining material for the Chapter newsletter, oversee its production and mailing.
  - ii. Editor will promote advertising and bill and collect ad money as necessary.
- k. The Capital Fund Raising Coordinator shall:
  - i. formulate and oversee projects to raise funds for the Chapter. All projects will be presented and approved by the Chapter Board.
- l. The Horse Show Coordinator shall:

- i. Reserve all show dates with appropriate governing bodies (USEF/USDF/CDS).
  - ii. Make all applications for recognition i.e.: Jr/YR qualifying etc...
17. The board members should be involved in as many of the chapter events as possible; however, as members of the board they are management, and as such are to oversee the general membership as volunteers for large activities not necessarily to work at every activity
18. The Chapter Board shall hold a Board meeting bi-monthly. At least one of these Board meetings shall be a general business meeting of the Chapter.
19. All meetings will be open to any CDS member in good standing, with the exception of closed meetings, which should be held only when there are sensitive personnel or monetary matters to discuss. Minutes of all meetings must be kept.
20. Minutes must be maintained with the exception that minutes of closed meetings are to be maintained but not made public. All minutes, including any closed or executive sessions must be made available to the CDS Executive Board and CDS State Officers upon request.
21. Financial Management. Each Chapter shall establish and manage its own bank account subject to audit and review by the CDS Executive Board. All Chapter functions must be financed through the CDS Chapter's bank account. Accurate records must be maintained and a yearly financial report must be filed with the CDS Treasurer. The CDS Tax ID number must appear on all Chapter accounts. Two approved signatories on the Chapter account must be on file at the bank. This normally will be the Chapter Chair or Secretary and the Treasurer. An ATM debit card may not be associated with the Chapter account.
22. State Reporting Requirements: In January of each year, the Chapter is responsible for reporting to the CDS Central Office the following:
  - a. A completed statement of Chapter Finance (by January 31) using the form provided by the CDS Central Office or the CDS Treasurer.
  - b. A complete list of current Chapter Officers.
  - c. A report on the previous year's activities including: number of meetings held, number of activities held, and description of the activities.
  - d. A list of activities planned, including dates, locations and name/contact information for person responsible.
23. Dissolution. If at any time the Chapter dissolves, any funds remaining in the treasury shall be distributed to the California Dressage Society.
24. Roberts Rules of Order Revised (10<sup>th</sup> edition) shall govern all meetings of the Chapter.
25. The Standing Rules
  - a. may be changed by a simple majority of a quorum of the Chapter Board members.
  - b. Shall be reviewed periodically and updated as necessary. The revised issue will be given to each Board member and published on the website for a period of at least 30 days.
26. Manege rental is \$50 per day. Approved non-profit organizations, including CDS Chapters shall pay \$25 per day. Rental fees will be set aside to cover repair/replacement cost of manege &/or manege trailer.
27. Any donations made from funds raised at DWC or any other fundraising function will be used for supporting nonprofit organizations helping our community.

28. The Newsletter Editor and the Webmaster are entitled to free entry to all Sonoma Chapter events.
29. The Chapter year end awards: Each horse can only have one eligible rider. The rider must be a member in good standing. Members applying for award(s) are expected to be present at the awards meeting. The Vice Chair shall keep all records of trophy winners, gather scores, collect trophies for engraving, and bring them to the award meeting. A deadline must be set by the Board for scores to be received to be considered. This date should be 30 days prior to the award meeting.  
The Chapter year-end award winners shall be determined by the averaging of two scores from two different judges for winners of FEI awards, and the averaging of three scores from two different judges for winners of training thru fourth level awards.  
CDS year-end plates will be given out at the Awards Meeting. If a recipient is unable to attend the meeting, the plates may be picked up at any board meeting or at the Shelly Siegel Show.
30. CDS Annual meeting – the chapter will cover one room at the “event rate” and up to \$100 each for two people for the weekend to cover additional expenses.
31. It is a Chapter Show Managers’ responsibility to ensure that the CDS Omnibus information reaches the Central Office prior to the deadline each year. It is the Show Managers duty to secure all show personnel, in conjunction with the volunteer coordinator on the Board. The Manager is also to obtain any show merchandise, prizes, and ribbons for the show. The Manager is to form and appoint any necessary members of the committee to run that show and schedule necessary planning meetings.
32. All Chapter activities will follow these event guidelines:
  - a. All proposed events shall be presented to the Board to prevent conflicts of dates with other scheduled events.
  - b. All events will be covered by CDS insurance. The insurance certificate will be applied for from Central Office on their form by the event manager.
  - c. All events shall be advertised in the Chapter newsletter and/or website prior to the event to maximize attendance.
  - d. If the event is a clinic, the designated clinic organizer shall maintain a wait-list of riders and draw from that on a first come, first served basis when openings occur.
  - e. A budget will be planned for each event with a goal to break even or produce a profit. Appropriate scholarships or financial aid from CDS or USDF will be applied for by the event manager or the designated organizer of the event.
  - f. A cutoff date will be decided upon by the organizer and after that date no refunds will be given.
  - g. The designated Volunteer Hold Harmless form must be signed by every volunteer participating in a Chapter event, clinic, or horse show.
  - h. Necessary positions at events will be filled in this order-
    - i. Qualified volunteers
    - ii. Qualified compensated member
    - iii. Qualified compensated professional (non member)