

# ***STANDING RULES FRESNO CHAPTER CALIFORNIA DRESSAGE SOCIETY***

## **Section 1. Name / Purpose / Governance**

The name of this organization will be the Fresno Chapter of the California Dressage Society (hereto FCCDS or Chapter). The California Dressage Society (hereto CDS) is the governing organization of all California Chapters.

The purpose of FCCDS is to promote interest and participation in the sport of Dressage. The activities and programs of FCCDS will be educational in nature and are designed to increase the educational and skill level of its members as they progress in the sport either in an active or supportive role.

FCCDS is at all times governed by the Constitution and By-Laws of CDS. FCCDS mission is to promote the goals and programs of CDS. Guidance for specific procedures not contained in these standing rules can be found in Article XII, Sections 1 through 13 of the Constitution and By-Laws of CDS.

## **Section 2. Membership**

Membership in FCCDS is open to anyone who is a CDS member in good standing and chooses to affiliate with FCCDS. FCCDS is a non-limiting Chapter.

## **Section 3. Voting / Election of Executive Board**

All members in good standing with CDS and FCCDS are eligible to vote in all general FCCDS matters. All members in good standing shall be entitled to one vote each, no proxy voting will be allowed. Only the Chapter Executive Board will vote on business matters for the Chapter. The general membership shall nominate/vote on Executive Board members. Any FCCDS member with continued good standing in the Chapter and CDS shall be eligible to hold office. The secretary shall email nomination selection ballots to the general membership in July of the voting year. Nominations for the Chapter Executive Board shall be submitted to the Chairperson who will be responsible in obtaining consent from the nominee by August 15<sup>th</sup> of the voting year. From receipt of the consenting nominees, ballots will be created and then be printed by the secretary. The ballots will be mailed to all Chapter members no later than September 1<sup>st</sup> of the voting year. Members will mail or email their completed ballot to the Election Chairperson no later than September 30<sup>th</sup> of the voting

year. The Election Chairperson will hold the sealed ballots until the general meeting in October of the aforementioned year. A simple majority of the ballots cast shall determine election results. Upon election, results shall be deemed certified and final by the FCCDS Secretary.

#### **Section 4. Board Members / Officers**

##### ***Executive Board Titles***

FCCDS will be governed by an Executive Board consisting of 7 members. Executive Board members will be elected by the members of FCCDS to the following seven offices.

Chapter Chair  
Secretary  
Treasurer  
Communications Officer  
Show Manager  
Activities Coordinator  
Volunteer Coordinator

The Chapter Board may appoint as many Committee Chairs as are deemed necessary to carry out the activities of FCCDS.

#### **Section 5. Duties of the Board / Officers**

##### ***General Board Duties***

The Chapter Board will hold a minimum of one business meeting each year and as many additional meetings as are deemed necessary by the Board. The Board will be responsible for conducting all business of FCCDS. Each elected officer will have one vote. All meetings will be open to all CDS members in good standing. Closed sessions may only be held when the Board deals with sensitive personnel or financial matters. Such meeting will be properly noticed and identified prior to the conduction and exclusion of the general membership. Minutes must be kept and will be published on the FCCDS website for all open meeting actions. Minutes of closed meetings are not to be published but will be made available only to the CDS Executive Board and CDS State Officers upon written request to the governing board of FCCDS.

##### ***Specific Officer's Duties***

###### **Chapter Chair:**

The Chapter Chair will preside over all meetings of the Board. The Chair is responsible for the overall organization of the Chapter and is to ensure that the activities of the Chapter conform to the Constitution, By-Laws and Standing

**Rules of CDS.** The Chair is to set the agenda for Chapter Board and general meetings. The Chair will assist the Activities Director in setting up the committees necessary to carry out the activities of the Chapter and is to act as an ex-officio member of all committees, except the nomination committee.

**Secretary:**

The Chapter Secretary is to take the minutes of each meeting of the Executive Board and of each general meeting of the Chapter. The Secretary is responsible for the notification of all Board members regarding meeting dates, times and locations. The Secretary is to assist the Chair in setting up meeting agendas. A meeting attendance sign-in sheet is to be kept for each meeting in accordance with the “meeting waiver” requirements in Article XII, Section 9, Paragraph (e) of the CDS By-Laws. A copy of all meeting minutes (with the exception of closed Board sessions) will be provided to the Communications Officer of the Chapter for publication in the Chapter’s newsletter and on the Chapter website. The Secretary is responsible for providing the Communications Officer with an updated list of member names, addresses and email addresses.

**Treasurer:**

The Treasurer is to handle all monies received and accounts payable by the Chapter. The Treasurer will deposit monies in a financial institution that has been previously approved by the FCCDS Board. The Treasurer is to maintain a complete record of all business transactions. The Treasurer is to prepare and provide reports on the financial status of the Chapter at all Chapter meetings and at any such time that a written request of a FCCDS Board member or of a CDS Executive Board member is received. The Treasurer shall have 15 days to respond from receipt of subject request. The Treasurer is responsible for preparing all yearend reports required by the CDS Treasurer and CDS by-law.

**Communications Officer:** The Communications Officer is responsible for production and publication of the Chapter newsletter. This includes but is not limited to publication of the aforementioned newsletter on the Chapter website. The Chapter is responsible for all costs incurred in the creation and maintenance of web hosting activities and website design, along with any assistance as may be required for subject maintenance. The primary method of communication for FCCDS is through the use of members’ personal email addresses and the Chapter website. Any member of FCCDS who does not have access to either email or the internet, upon written request to the Chapter Chair, may have this information sent to them via USPS mail at the Chapter’s expense.

**Activities Coordinator**

The Activities Coordinator will be responsible for coordinating all Chapter educational programs as well as any award or grant programs sponsored by the Chapter. It is the responsibility of the Activities Coordinator, with the assistance of the Chair, to organize any committees necessary to help carry out the

educational activities of the Chapter. The Activities Coordinator is to set up and maintain an Activities Calendar with deadlines and due dates for all Chapter activities. The Activities Coordinator will work with Chapter committees to make sure these deadlines are met. The Activities Coordinator will identify all sources that provide funding for dressage related functions and educational activities. The Activities Coordinator will work with the Communications Officer to inform Chapter members and committees about activity and educational programs. The Activities Coordinator will consult with the Treasurer regarding funds required for carrying out the duties of the Activities Coordinator.

### **Show Manager**

The Show Manager is responsible for coordinating all shows organized by FCCDS. The Show Manager will set up a show committee which will select the judges and all other Independent Contractors necessary for carrying out the tasks required for the implementation of all FCCDS shows. The Show Manager will coordinate and develop all contracts related to each show and provide them to the Executive Board for final approval and signatures. All contracts must comply with State and Federal regulations related to the use of Independent Contractors. All parties contracting as FCCDS agents shall be independent in title. The Show Manager and show committee will work with the Director of Volunteers in recruiting and training volunteers to assist with show activities and programs.

### **Volunteer Coordinator**

The Volunteer Coordinator is responsible for coordinating the recruitment and the training of volunteers to assist with the activities of the Chapter. There will be two standing FCCDS volunteer committees; one for Chapter shows and the other for the Chapter educational activities. Each committee will have a committee chairperson who will be responsible for the organization and supervision of their designated committee. The Volunteer Coordinator will develop and administer the volunteer awards program and be responsible for tracking all volunteer participation.

## **Section 6: Chapter Grants and Awards**

FCCDS offers a number of awards and grants to its members. In order to be eligible for any award or grant a member must meet the FCCDS Volunteer Service Requirement. The basic requirement is to provide 4 hours of volunteer service for FCCDS sponsored shows or activities. A number of acceptable

alternatives are available for meeting the volunteer service requirement and those are described in greater detail on the FCCDS web site.

### **Amateur Clinic Grant:**

CDS sponsors an annual Adult Amateur Clinic. Each chapter is allocated one slot in the clinic. FCCDS awards a \$150 grant to the chapter member selected to represent the chapter in the clinic. The guidelines and application for the Adult Amateur Clinic will be posted on the FCCDS web site. Members must meet the volunteer service requirements in order to receive the amateur clinic grant.

### **Professional Advancement Grants:**

FCCDS also has a fund for Professional Advancement Grants which can be requested by any professional member of FCCDS. A committee appointed by the executive board will review all applications. The Treasurer will be responsible for monitoring the balance in the Grant fund. A majority vote of the FCCDS executive board is required for approving Professional Advancement Grants.

Professional members requesting a grant must submit a written request providing details related to the purpose of the grant and the amount requested. The application form can be obtained from the Chapter Secretary or the FCCDS web site. Members must meet the volunteer service requirements in order to receive a professional advancement grant.

## **Year-End High Point Awards**

### **Three Categories**

**Junior (under 18yrs) --- Amateur --- Open**

1. You must be a Fresno CDS chapter member in good standing to be eligible for these awards.

2. All qualified scores must be from the same level, with the same horse and rider combination. These scores may be earned from a combination of our

Fresno chapter rated shows and our Fresno chapter schooling show/s. Points will be awarded for placing in the classes as follows:

5 pts for first place, 4 pts for second place, 3 pts for third place, 2 pts for fourth place, 1 pt for fifth place.

3. There is no minimum number of scores you may earn, the more you show, the more points you accumulate. The same horse/rider combination in each of the three categories with the highest number of points is the Year-End High point Winner.

4. We will keep track of your scores from our chapter schooling and rated shows.

5. Members must meet the volunteer service requirements to be eligible for these awards.

### **Volunteer of the Year:**

One volunteer is chosen each year based on service to the FCCDS. The Volunteer of the Year Award is presented at the annual awards banquet.