



# EDCTSA

Eastern Dressage & Combined Training Schooling Association

## 2012 By-Laws

### **Board Members**

1. **General Powers and Duties.** The Board, in accordance with the provisions of applicable law and the By-Laws of this organization, shall manage the affairs of this organization. The Board shall (1) approve the President's selection of the appointed members of the Board; (2) approve matters concerning the policies of the organization; (3) conduct such business as may be necessary to perform the purposes of the organization during the year; (4) conduct votes of the Membership relating to the organization by mail, provided that any matter to be so voted on is fully explained to the Membership and provided that any matter to be so voted on is fully explained to the memberships and opposing viewpoints are explained to the Membership; and (5) see that the Membership is informed of the Board's activities through the Newsletter.
2. **Number and Qualification.** The number of members of the Board of the organization shall be not less than 11 and not more than 17. Members must have been Members in Good Standing of the organization for at least six months prior to taking office, AND be 18 years of age or older.
3. **Elected Members of the Board.** The officers who constitute elected members of the Board are the President, Vice President, Treasurer, Secretary, Newsletter editor, Website Manager, Awards coordinator, and four to six Members At Large. The elected officers shall be elected at any annual or special meeting of the Membership (at which meeting a quorum is present) by a vote of the majority of the members present at the meeting. The election of such members of the Board shall be a part of the order of business of each annual meeting of the Membership. Unless removed pursuant to #5 below or pursuant to the laws of the State of North Carolina, each officer elected shall hold office until the next annual meeting of the Membership and, in any event, until his successor is elected and qualifies.
4. **Removal.** Elected members of the Board may be removed from office for good cause shown by the affirmative vote of two-thirds of the members of the Board present at a meeting at which a quorum is present.
5. **Vacancies.** A vacancy occurring in the Board shall be filled by the President or Vice President in the case of President vacancy and approved by a majority of the Board at any meeting of such committee.

### **Meetings of the Board**

1. **Annual Meeting.** The annual meeting of the Board shall be held at such a place as the Board shall designate in the notice of meeting (or in a waiver of notice of meeting signed by all members of the Board the in office) within sixty (60) days of the end of each calendar year for the transaction of such business as may be properly brought before the meeting. If the annual meeting shall not be held within the time period designated by these By-Laws a substitute annual meeting may be called by the Board and such meeting shall be designated and treated for all purposes as the annual meeting.
2. **Monthly Meetings.** The Board shall meet monthly, if such committee deems monthly meetings necessary to conduct the business of the organization, at such place and at such date and time as the

Board shall designate in a notice of the meeting provided to each member of the committee at least ten days prior to such meeting.

3. Special Meetings. Special Meetings of the Board may be called by or at the request of the President or any three members of the Board.
4. Place of Meetings. The annual meeting or any special meeting of the Board may be held at such place, either within or without the State of North Carolina, and shall be designated in the notice of the meeting.
5. Notice of Meetings. The President shall give notice of each annual or monthly meeting of the Board by mailing or emailing such notice to each member of the board at least five to seven days before the meeting. The President or other persons calling a special meeting of the Board shall give notice thereof (or cause the Secretary to give notice) by mailing or emailing such notice to each member of the Board at least five days before the meeting of the Board. Attendance by a member of the Board at the meeting shall constitute a waiver of notice of such meeting, except where a member of the Board attends for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called.
6. Quorum. A majority of the members of the Board in office shall constitute a quorum for the transaction of any business at any meeting of the Board.
7. Manner of Action. Except as otherwise provided by law or in these By-Laws, the act of the majority of members of the Board present at a meeting at which a quorum is present shall be the act of the Board.
8. Action Without Meeting. Any action which may be taken at a meeting of the Board, or of a committee appointed by the Board, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all the members of the committee whether done before or after action is taken.

### **Committees**

1. Special or Advisory Committees. Other committees not having and exercising the authority of the Board in the management of the organization may be designated by a resolution adopted by a majority of the members of the Board at a meeting at which a quorum of the members is present. The members of each committee shall be appointed by the President of this organization, subject to the approval of a majority of the members of the Board.
2. Vacancies. Vacancies in the membership of a committee shall be filled by appointment in the same manner as provided in the case of the original appointment.

### **Officers**

1. Titles. The elected officers of the organization shall be a President, a Vice President, a Secretary, a Treasurer, an Awards Coordinator, and a Newsletter Editor, Website manager and four to six At Large officers.
2. Election and Term. The elected officers of the Organization shall be elected by the membership of this organization at the Annual Meeting and shall hold office for one year.
3. Voting. Both the elected and appointed officers of the organization shall have the right to vote upon any matter coming before the Board, and all such officers shall be counted in determining whether a quorum is present at any meeting of such Committee.

4. President. The President shall, subject to the control of the Board, (1) supervise and control the management of the organization in accordance with these bylaws; (2) when present, preside at all meeting of the Board and of the Membership; (3) sign, with any other proper officer, the instruments which may be lawfully executed on behalf of the organization, except where required or permitted by law to be otherwise signed and executed, and except where the signing and execution thereof shall be delegated by the Board to some other officer or agent; (4) call Board meetings as necessary to perform the business of the organization; (5) perform all duties incident to the office of President and such other duties as may be prescribed by the Board from time to time; and (6) serve ex-officio on all committees.
5. Vice President. The Vice President shall exercise the powers of the President during that officer's absence or inability to act. Any action taken by the Vice President in the performance of the duties of President shall be presumptive evidence of the absence or the inability to act of the President at the time such action was taken. In the event the office of President becomes vacant, the Vice President will serve as President until the next regular election of officers. The Vice President shall have such other powers and perform such other duties as may be assigned to him or her by the Board. The Vice President's duties also include managing the equipment. This would include being responsible for ribbons, tests, the show box and the arena. Duties would include keeping the inventory and reordering supplies. The Vice President may not always have physical possession of said items, but must make sure they are being managed properly.
6. Treasurer. The Treasurer shall have custody of all funds and securities of the Organization and shall receive, deposit or disburse the same under the direction of the Board; provided, that the Board may appoint a custodian or depository for any such funds or securities, and the Board may designate those persons under whose signatures or authority such funds may be disbursed or transferred. The Treasurer shall keep accurate books of the accounts and report on the financial condition of the Board at each meeting of the Membership and of the Board. The Treasurer shall make the books of accounts available for audit prior to each annual meeting of the Membership. Such audit shall be performed by two members in good standing appointed by the President.
7. Secretary. The Secretary shall have general charge of the corporate books and records, and shall record the proceeding of each meeting of the Board and each meeting of the Membership. The Secretary shall attend to all correspondence of the organization, provide the Newsletter editor and Website manager with a copy of the minutes of each meeting of the Membership and each meeting of the Board, and provide major publications with information concerning the activities of the organization. He or she shall sign such instruments as may require the signature of the Secretary. The Secretary shall attend to all correspondence concerning the Membership and shall give all notice required by law or by these bylaws. He or she shall maintain records of the names and addresses of the Membership, and perform all duties incident to the office as may be assigned to him or her from time to time by the Board. The Secretary shall see that the members are notified of their liability for dues at least thirty days prior to the close of each fiscal year.
8. Newsletter editor. The Newsletter Editor shall be responsible for compiling the articles and show results submitted to her and organizing them for presentation in the Newsletter. The editor shall also be responsible for updating the calendar and promoting upcoming EDCTSA events as new information becomes available. The Newsletter Editor shall be responsible for mailing the Newsletter to the membership every month.
9. Website Manager. This person shall be responsible for timely updates to the EDCTSA website. This includes but is not limited to: Prize Lists for upcoming shows, calendar updates, meeting times and information concerning other events that the membership or other interested parties need to know. Should be updated twice monthly.
10. Awards coordinator. The Awards Coordinator shall be responsible for keeping show results and cumulative competition results on those people competing in EDCTSA horse shows. She will keep records of those hours, which the members volunteer (members are responsible for turning their

volunteer cards into the Awards Coordinator). The Awards Coordinator will be responsible for coordinating the Year End Awards Banquet and obtaining appropriate awards for the winners.

11. At Large Members. Each At Large Member would preferably represent the northern, central and southern portions of the organization's catchment area. They represent the members in their area. Members in that area should contact their At Large Member to bring their issues to the Board.

## **Membership**

1. Classes of Membership.
  - a. Senior (\$25.00)– One person entitled to one vote in the issues addressed by the General Membership and to participate in End of Year Awards
  - b. Junior (\$20.00) – those members 18 years of age and under. Not entitled to a vote or to hold a position on the Board. Eligible for Year End Awards if qualifications are met.
  - c. Family (\$40.00) – Two or more persons of the same household to be listed with an Individual membership. Those family members who are 18 years or older are entitled to one vote, may hold a position on the board, and will be eligible to participate in end of year awards should they meet the qualifications.
  - d. Farm (\$50.00) – Farm memberships will be given one vote per farm. May hold one position on the Board. Farms with and EDCTSA membership will have a link from the EDCTSA page to their website. In addition they will get a ¼ page advertisement in the Newsletter for one calendar year.
  - e. Lifetime Ind. Member- (\$120.00)- All benefits of an individual membership for the lifetime of the club.
  - f. Lifetime Farm Member (\$250.00)- All benefits of regular farm membership for the lifetime of the club.
  - g. Honorary – such persons as may be elected by Members having voting rights or by the Board. These members shall be entitled to the same rights as Individual Members
  - h. Inactive – such persons who have failed to pay their dues for thirty (30) days after having received thirty (30) day prior notification of renewal deadline in the Newsletter.
2. Membership. Membership is open to all persons interested in dressage or combined training upon payment of dues.
3. Dues of Members. Dues shall be collected as provided in “Dues” section of these bylaws.
4. Voting Rights. Only persons holding Individual or Honorary Memberships shall be entitled to voted upon election of Officers and upon any question coming before any meeting of the Membership AND having attained the age of 18 years or more as of the date of said voting. Voting procedure shall be as described in the “Meeting of the Membership” section of these bylaws.
5. Expulsion of Members. A member may be expelled whenever, in the judgment of the Board, the best interests of the Board will be served thereby. Whenever it is proposed that a member be expelled, the following procedures shall be followed:
  - a. The member shall be notified at least thirty (30) days prior to the date on which the Board proposes to vote on his expulsion that good cause exists for his expulsion and the cause shall be stated with particularity.
  - b. The member shall be invited to the meeting at which the Board will vote upon his expulsion and be given an opportunity to be heard by the Board concerning the cause for his expulsion.
  - c. After the member has been heard, the Board shall vote upon whether the member shall be expelled. Only affirmative vote of two-thirds of the Board present at a meeting at which a quorum is present shall be sufficient to expel a member.
  - d. Expulsion shall be for a period to be determined by the Board.

- e. No member expelled pursuant to this Section shall be permitted to vote, hold office, receive points toward year-end awards, or receive any other benefits or exercise any other rights of Membership during the period of expulsion. No dues paid by the member prior to his expulsion shall be refunded.

### **Meetings of the Membership**

1. **Annual Meeting.** The annual meeting of the Membership shall be held within sixty (60) days of the beginning of each calendar year at a time and place selected by the Board and thirty (30) days written notice thereof shall be sent to each member.
2. **Special Meetings.** Special meetings may be called by the President of the Board and must be called upon the written request of ten percent (10%) of the members in good standing. Calls for meetings must state the purpose and fourteen (14) days written notice thereof shall be sent to each member.
3. **Procedure.** Unless otherwise provided in these bylaws, Robert's Rules of Order shall control.

### **Voting**

1. **Qualification.** Only Active Individual or Honorary Members in good standing for six months prior to a vote, and of the age of 18 years of age or more, shall be entitled to vote on any matter coming before the Membership.
2. **Procedure for Nomination and Election of the Elected Officials.** A call for nominees will be announced in a newsletter and on the website ninety (90) days prior to the end of the year. At the Annual meeting, nominations for the elected officials will also be taken. Courtesy dictates that the person to be nominated be approached to ask if they would like to fill the position.

### **Dues**

1. **Dues.** Dues of members of the organization for each calendar year shall be determined annually by the Board.
2. **Discount.** \$5.00 discount will be given to current NCDCTA members.
3. **Inactive Status.** Members whose dues are not paid within thirty days of receiving notice of the amount thereof shall be considered inactive until such dues are paid.

### **Administration and Affiliation**

1. **Administration.** The organization shall be responsible for complying with all laws and regulations of the federal and its state and local governments.

### **General Provisions**

1. **Checks.** All checks, drafts or orders for the payment of money shall be signed by the Treasurer or President or other individual(s) as the Board may from time to time designate.
2. **Fiscal Year.** The fiscal year of the organization shall end on December 31 of each calendar year.
3. **Gender.** As used in these Bylaws, the masculine pronoun shall include the feminine and vice versa.
4. **Amendments.** These Bylaws may be amended or repealed and a new Bylaw, or amendments to the existing Bylaws may be adopted by the affirmative vote of a majority of the Membership present at any annual or special meeting of the Membership at which a quorum is present; provided, that the notice of the proposed action shall have been waived as provided in these Bylaws.

## Awards Offered

1. Awards will be offered in BOTH Junior and Senior Divisions for the following disciplines and levels, for the following: EDCTSA Board has the right to combine any divisions as they see fit for year-end awards. Introductory Level will offer Open Division , as well as, AA(Sr.) and Jr. Divisions.

### DRESSAGE:

Introductory Level  
Training Level  
First Level  
Second Level  
Dressage Seat Equitation

### COMBINED TRAINING

Tadpole  
Maiden  
Pre-Novice  
Novice  
Training

2. Awards are based on the horse/rider combination. Members may compete for End of Year awards in Dressage or Combined Tests with any number of “member” riders in both Junior and Senior Division.
3. Junior Riders are members who are 18 years of age or younger as of January 1<sup>st</sup> of the Award Year.
4. Points for Year End Awards are based on scores reported by competitions recognized by the EDCTSA for the Award Year, January 1<sup>st</sup> through December 31<sup>st</sup>
5. To receive a Year End award in a Division, the horse/rider combination must compete at the highest level test in that Division and attend 50% of the season’s shows. This is 50% of the specific discipline and round the number up if there are an odd number of shows. For example, if there are 9 total shows, dressage awards will require 5 shows and if there were only 5 Combined Training shows out of the 9, then 3 of the Combined Training shows would be required for Year End CT awards.
6. Awards will be presented at the Annual Awards Banquet.
7. Volunteer cards equal to eight hours of volunteer service per horse, must be turned into the Awards Coordinator, in order to be eligible for Year End Awards. Volunteer cards received prior to December 31<sup>st</sup> of the current Award Year will accumulate points for the entire year. Those volunteer cards received after December 31<sup>st</sup> deadline for registration will receive points from the postmark of the Volunteer Card(s) submitted.
8. Organizers of ANY competition recognized by the EDCTSA or “Sponsored Activity”, will issue “Volunteer Cards,” verifying service. These cards may be assigned to any rider indicated by the volunteer and will be valid five years from the date of issue. Ultimately, it is the responsibility the volunteer to ensure that the card is completed and turned in.

## **Eligibility**

- 1) EDCTSA Membership must be current on date of competition for points to count towards End of Year Awards.
- 2) Points are kept on a horse/rider combination.
- 3) 8 hours of volunteer time must be completed by rider or rider’s family member during the current year.
- 4) The horse/rider team winning the End of Year Award may not compete for a Year End Award at the same level the following year, but must move to the next level.
- 5) Horse/Rider combinations may not compete in more than two consecutive levels for End of Year Awards.

### **Determination of End of Year Awards**

End of year award winners will be determined by a point system. Points will be awarded as follows:

1 <sup>st</sup> place.....	6pts
2 <sup>nd</sup> place.....	5pts
3 <sup>rd</sup> place.....	4pts
4 <sup>th</sup> place.....	3pts
5 <sup>th</sup> place.....	2pts
6 <sup>th</sup> place.....	1pt

### **Dressage**

Total points of eligible horse/rider combinations will be used to determine End Of Year Award winners. These points will be totaled and the horse/rider combination with the highest total points will win. In the event of a tie in highest total points, the horse/rider combination with the highest percentile will win. In the event of a tie in highest percentile, the tied horse/rider combinations will remain tied and will be awarded as tied award winners.

### **Combined Training**

Total points of eligible horse/rider combinations will be used to determine End of Year Award winners. These points will be totaled and the horse/rider combination with the highest total points will win. In the event of a tie in the highest total points, the horse/rider combination with the lowest penalty points will win. In the event of a tie in the lowest penalty points, the tied horse/rider combinations will remain tied and will be awarded as tied award winners.

### **Dressage Seat Equitation**

This award is based on the rider only. The rider may ride different horses at all or any competitions to be eligible for award. Points of eligible riders will be used to determine End of Year Award winners. These points will be totaled and the rider with the highest total points will win. In the event of a tie, in the highest total points, the rider with the most 1<sup>st</sup> places will win. In the event of a tie of 1<sup>st</sup> places, the riders will remain tied and will be awarded as tied award winners.

### **Special Awards**

1. Scholarships. Each year one adult and one junior rider scholarship will be awarded to a member in good standing. A topic is picked and all current EDCTSA members are eligible to participate in an essay based topic. The essays are judged by an outside party and the winning essay writer receive \$100 each, which may be used to defray actual expenses incurred while participating in the sport of dressage and combined training (lessons, clinics, showing and schooling expenses).
2. Andy Triechel Memorial Trophy. The Andy Triechel Memorial Trophy was originated in 2003. Andy was an avid Dressage and Combined Training rider who was a major supporter of EDCTSA. She lost her battle with cancer in August of that year. Andy's love for Combined Training spurred the creation for this perpetual award which designates the single best CT score of the year. This award adds a new name to its plaque each year with the rider and horse who achieved this goal.
3. Demi Scholarship. The "Demi" scholarship, originated in 2006, is in memory of the horse Demitasse. The scholarship is sponsored by Tanya and Patrick Horning. Demi was considered by Tanya as a "Dressage Professor". He had taught her many things and felt that it is now time to pass it on in his honor. The recipient of this award is the most improved rider of the year. It is chosen at the annual banquet by the current EDCTSA membership. The recipient of this scholarship will receive \$100 in the form of gift certificates that can be used to sponsor lessons, ride in clinics, refund money spent on books, videos or anything educational.

4. Banner Road Award. The Banner Road Award was developed in 2007 in honor of a long standing schoolmaster around the EDCTSA circuit. The award is sponsored by Patricia Hooton and Canamer Stables. Banner Road was retired from competition after the 2006 show season at the age of 28. Banner has won several EDCTSA awards with various riders in both Dressage and CT. This award will be given to the horse/rider team with the highest average dressage score. (Three scores must be submitted by the rider after the last show of the season.) The award will include a \$100 check, a bag of treats for the wining horse, and a perpetual trophy/plaque.

5. Other special awards may be voted on and awarded by the EDCTSA board.