

## **2014 ARKANSAS DRESSAGE SOCIETY BYLAWS**

### **ARTICLE I: ORGANIZATION**

The name of the organization shall be the Arkansas Dressage Society (ADS). ADS shall at all times be operated and conducted as a non-profit corporation pursuant to the Arkansas Non-Profit Corporation Act.

### **ARTICLE II: PLACE OF BUSINESS**

The principle place of business shall be within the state of Arkansas. Business may be conducted at any place convenient to such officers as may be participating. The official address of ADS shall be that of the current ADS President.

### **ARTICLE III: PURPOSE AND OBJECTIVES**

The purpose of ADS is to promote, educate and stimulate an interest in dressage. In furtherance of this goal ADS will sponsor and promote dressage activities such as clinics, seminars and competitive events. ADS will also actively support the humane and ethical treatment of equines and will encourage good sportsmanship.

### **ARTICLE IV: MEMBERSHIP**

#### **SECTION I - Eligibility**

A person shall become a member of ADS upon application and payment of dues. Membership is nontransferable. Members may be residents of any city or state.

#### **SECTION II – Membership Year**

Membership period is concurrent with the United States Dressage Federation (USDF) membership year.

#### **SECTION III – Types of Membership**

There shall be 3 types of membership: Individual, Family, and Day.

- (a) Individual – An Individual membership shall have the right to vote and hold office if age eighteen or older. If underage, the member may designate an adult member as his/her proxy. The individual member may participate in all ADS activities.
- (b) Family – A family membership shall consist of all immediate members of a family (husband, wife, and all children under 18) and entitle the family as a single unit to one vote. The voter shall be age eighteen or older. If no one in the family membership is over age eighteen, they may designate an adult member as proxy to vote for them. One family member may be designated as the primary member to receive Group Membership benefits from the USDF. Group memberships for additional family members are available from USDF at the prevailing USDF annual fee.
- (c) Day – A Day membership shall entitle an individual to participate in an ADS schooling show or other ADS mounted activity for one day. No other membership benefits accrue to Day members. Scores earned by day members do not count toward ADS year end awards.

### **ARTICLE V: DUES**

**SECTION I – Annual dues** shall be determined by a majority vote of the Board of Directors prior to October 1 of the year before they are to go into effect. The revised dues shall be posted on the ADS website and be published by mail, email or newsletter to the membership at least 30 days prior to becoming effective.

**SECTION II –** Upon payment of dues assessed, the name of the individual or family member shall be forwarded to the USDF entitling them to a Group Membership in USDF providing all USDF requirements have been met.

## **ARTICLE IV: MEETINGS**

### **SECTION I – General Membership Meetings.**

There shall be 2 general membership meetings during the calendar year, one of which must be held in conjunction with the end of the year annual awards banquet. During this meeting, the members shall vote to elect officers and board members for the coming year. Election shall be by a simple majority vote. In case of a tie, a run-off vote will be conducted. The business meetings will be conducted immediately prior to the banquet or meal. The ADS Secretary will bring a membership roster to all membership meetings and only those memberships paid up in full a minimum of seven days prior to the meeting shall be allowed to vote.

### **SECTION II – Special Meetings.**

The President, with the support of other board members, may call for a special meeting of the membership; or any member may, by petition signed by 10% of the voting members, require the President to call a Special Meeting of the membership. Business transacted at said Special Meeting is to be limited to the purpose stated in the written notice of said meeting.

### **SECTION III – Notice of Meetings.**

Written notice stating the time and place of all General Membership meetings and/or Special Meetings and the nature of the business to be conducted will be posted on the ADS website and be published by mail, email or newsletter to the membership at least 30 days prior to the meeting.

## **ARTICLE VII: BOARD OF DIRECTORS**

### **SECTION I – General.**

The Board of Directors shall consist of a President, Vice President, Secretary, Treasurer, Newsletter Editor/Web Person and 4 Members-at-Large. To serve on the Board of Directors, a member must be age eighteen or older. Only one member of a family residing in the same household shall be eligible to serve on the Board of Directors at any one time. The operation, business and property of ADS shall be managed and controlled by the Board of Directors. The board shall receive no compensation other than reasonable expenses incurred as a result of carrying out their respective duties. A minimum of 9 meetings shall be held annually.

### **SECTION II – Officers**

(a) **President.** The President shall preside at meetings, appoint committee chairpersons, and oversee the general operation of ADS in accordance with the bylaws and serve as an ex-officio member on all committees. For any transaction in excess of \$250.00, both the Treasurer and either the President or Vice President must authorize payment

(b) **Vice President.** The Vice President shall perform the duties of the President in the absence of the President and shall perform such other duties as requested by the President.

(c) **Secretary.** The Secretary shall give notice of all meetings for which notice is required and shall be responsible for all meeting minutes. The Secretary shall distribute a summary of the minutes of each meeting to each officer prior to the next scheduled meeting. A summary of each board meeting will be published in the next publication of the ADS newsletter and posted on the ADS website.

(d) **Treasurer.** The Treasurer shall keep records of ADS finances and shall submit written reports at each ADS board and general membership meetings. The Treasurer will be authorized to sign checks in payment of approved expenditures. A notation as to the nature of the expenditure must appear on each executed check. A financial report must be presented at each meeting of the board and at the general membership meetings. The Treasurer's report will be published in each edition of the ADS newsletter and be posted on the ADS website. In addition, the Treasurer is to maintain a current membership list. The Treasurer will also be responsible for having the ADS financial statements audited once a year. Board members are prohibited from auditing themselves. Records will be available for inspection by the general membership.

The treasurer shall keep records of ADS finances in accordance with Generally Accepted Accounting Principles. The treasurer will be responsible for having the records audited once a year by an independent auditor other than a current ADS Board Member. Records are kept using a software program with all receipts, bills, assets and liabilities allocated to the proper accounts. Changes in current practices are to be approved by the auditor to assure continued accurate and comparable accounting procedures. A financial report must be presented at each board meeting and included in the minutes. The treasurer shall make all records available for inspection by the general membership upon request. At least one other board member shall be present during any inspection.

The treasurer will prepare all deposits. Two individuals must validate receipts. Checks and cash presented to the treasurer will include a list, total and signature of the person presenting the documents. The treasurer and at least one other board member will both sign all checks.

(e) Members-At-Large. Members-at-Large shall assist with various club activities as designated by the President.

(f) Newsletter Editor/Web Person. The Newsletter Editor/Web Person shall keep the ADS website updated and publish the ADS newsletter "Collections" as needed.

#### **ARTICLE VIII: ELECTION AND TERMS OF OFFICE**

Board of Directors shall be adult members (over 18 years of age) elected by the general membership for terms of 2 years. Elections will be conducted at the general membership meeting held in conjunction with the annual end of the year awards banquet. In the *uneven* years, the President, Secretary, and 2 Members-at-Large will be elected. In the *even* years, the Vice President, Treasurer, Newsletter Editor and remaining 2 Members-at-Large will be elected. If a board member is unable to fulfill their obligation, the remaining Board of Directors, by a simple majority vote, shall appoint a replacement to fulfill the non-expired term.

#### **ARTICLE IX: RESIGNATION/TERMINATION**

Any member of the Board of Directors may resign by giving written notice to the Board. Any member of the Board may be terminated for cause by three-fourths vote of the remaining directors.

#### **ARTICLE X: NOMINEES**

The president shall present a slate of nominees for the open officer and member-at-large positions at the year end general membership meeting. Nominees must be current members of ADS. A list of the nominees must be published in the ADS newsletter and posted to the ADS website at least 30 days prior to the year end general membership meeting. Candidates for the Board may be nominated from the floor at the meeting. A majority of the voting members present at a meeting constitutes a quorum.

#### **ARTICLE XI: AMENDMENTS TO BYLAWS**

Proposed amendments to the bylaws shall be published in the ADS newsletter and posted on the ADS website at least 30 days prior to a General Membership meeting or Special Meeting. The bylaws may be amended by two-thirds of the voting members present.

#### **ARTICLE XII: DISSOLUTION**

In the event of dissolution of ADS, the Board of Directors shall, after paying or making provision for payment of all liabilities of ADS, distribute the remaining funds to USDF.