

# **CENTRAL FLORIDA DRESSAGE**

## **Constitution and By-Laws**

### ***Article I***

#### Organization

The name of this organization is **Central Florida Dressage**, herein referred to as CFD. The name **Central Florida Dressage** may not be used without prior written approval of the Board of Directors (BOD).

### ***Article II***

#### Mission Statement

***Mission Statement:*** Dressage is that training of the horse which results in the harmonious development of the horse's physical and mental condition and emphasizes the improvement of natural gaits and refined communication between horse and rider. The purpose of CFD is to promote Dressage as an art and sport by educating and supporting the Rider, Trainer and Breeder.

*(Note: the definition of Dressage remains with the Mission Statement due to historical preservation)*

The Mission Statement will be satisfied by:

- 1) having clinics
- 2) securing industry professionals as speakers
- 3) recognizing individuals or groups for accomplishments
- 4) growing the membership
- 5) co-mingling with other Dressage clubs

Therefore the Benefits of Belonging to CFD:

- 1) Having regular educational meetings
- 2) Sense of belonging
- 3) Support group
- 4) Meeting others in the sport
- 5) Sharing knowledge
- 6) Reduced rate for CFD sponsored clinics
- 7) Published Centerline Quarterly
- 8) Local events online
- 9) Classifieds online and in the Centerline
- 10) Support from local industry businesses

### **Article III**

#### Board of Directors

The following positions on the Board of Directors (BOD) are elected by the general membership and serve at the discretion of the general membership for a term of not less than 2 years:

- President
- Vice-President
- Secretary
- Treasurer and Membership
- Junior/Young Rider Representative

#### **General Responsibilities of the Board of Directors**

It is the duty of the BOD to conduct all business between meetings of the membership. The BOD will expend those funds considered necessary to carry on the activities of CFD.

The President may call special meetings of the BOD when judged necessary. A simple majority will constitute a quorum of the BOD. A simple majority of the BOD may call for a meeting provided all Board members have been informed.

At the expiration of the term of office, or in the case of resignation, each officer will transfer all records pertaining to that office to the succeeding officer within two weeks.

#### **Specific Responsibilities of Each Officer**

##### ***President.***

The President will have the following duties:

- a) Prepare an agenda and preside over all meetings of CFD and BOD;
- b) Serve as an ex-officio member of all committees;
- c) Act as representation of CFD;
- d) Validate CFD award year-end scores.

##### ***Vice-President.***

The Vice-President will have the following duties:

- a) Assume the responsibilities of the Presidency in the absence of the President;
- b) Perform those duties assigned by the President.

##### ***Secretary.***

The Secretary will have the following duties:

- a) Attend to all correspondence and read aloud communications at meetings of the BOD or optionally, at General Meetings;
- b) Take minutes at each CFD meeting and distribute. The minutes of the BOD meetings will be read at the next General Meeting;
- c) Notify all members of meeting dates and locations, and attend to other matters pertaining to meeting procedures as directed by the President;

- d) Obtain help from the members for any individual or continuing job necessary in the administration of the business of CFD.

***Treasurer and Membership Secretary***

The Treasurer and Membership Secretary will have the following duties:

- a) Handle all funds received and paid out;
- b) Deposit funds in a bank approved by the BOD;
- c) Issue receipts for monies paid into CFD;
- d) Maintain a complete record of all business transactions and be prepared to report the financial status of CFD at all times.
- e) Participate in an annual review of financial records with another Board members as specified by the President;
- f) Keep records of all CFD general membership information;
- g) Process new member applications promptly.

***Junior/Young Rider Representative***

The Junior/Young Rider Representative will have the following duties:

- a) Present the view of Junior/Young Riders at meetings of the BOD;
- b) Develop activities within CFD to promote the Junior/Young Rider Program;
- c) Maintain communication between Junior/Young Riders.

**Appointed Officers**

The following positions on the Board of Directors are appointed by the President, as heads of standing committees, with the advice and consent of the elected members of the BOD. They serve at the discretion of the elected BOD.

*The Photographer/Historian* will attend CFD events, photograph and document the event.

*The Web Custodian* will add to the Website as directed by BOD and maintain the data.

*The Newsletter Editor* will be responsible for publishing and creating the electronic ‘E-News’ and oversees staff coordination, comprising of an Assistant Editor, Press manager, Calendar Coordinator, member Achievement Coordinator.

*The Sponsor Liaison* will be responsible for chairing the committee to acquire sponsors for CFD. The sponsors may donate services, monies or items to benefit CFD. CFD will determine how best to utilize the donations.

*The Annual Banquet Chairman* will receive submitted year-end scores and will make arrangements for the year-end Awards Banquet.

*The Show Manager* will be responsible for organizing all CFD Sponsored League Competitions and Ride-A-Tests. A mutual agreement between the CFD Board and the Show Manager concerning the profits generated from the USDF League Competitions is

stated that if a profit is earned the Show Manager will receive half the profits for duties performed.

## ***Article IV***

### Membership Classification

1. Individual Primary Membership  
Those individuals who have paid their dues for the current year. Members are entitled to participate in all CFD sponsored activities, vote during general membership meetings and receive Group USDF Membership.
2. Family Membership  
Family members must be immediate family to Member, residing in the same household. Family Members are entitled to participate in all CFD sponsored activities and vote during general membership meetings. However, they will not receive Group USDF Membership.
3. Junior/Young Rider Membership  
Must be 18 years of age or younger. Those individuals who have paid their dues for the current year. Members are entitled to participate in all CFD sponsored activities, vote during general membership meetings and receive Group USDF Membership
4. Business Membership  
Entitles one individual of business to regular CFD membership privileges plus advertising as determined by the CFD Board. Business Membership price is determined by the CFD Board.
5. Business Individual Membership – This is the individual listed in the business membership and is entitled to same as Individual Primary Membership
6. Honorary Membership
7. Honorary Member is awarded by the BOD for life. Honorary Members are entitled to participate in all CFD sponsored activities. However, they have no vote during general membership meetings and will not receive Group USDF membership.
8. Business Sponsor  
Not classified as a CFD member and is not entitled to membership privileges, but provides for levels of advertising in CFD publications including but not limited to printer Centerline, Website, and E-new Letters,. Level of advertising and price of Business Sponsorship is determined by CFD Board.

## **Article V**

### Membership Assessment and Distribution

Annual Dues are active from December 1 through November 30, mirroring the USDF term membership.

Annual Dues are as follows:

Individual Primary	\$45.00 per year
Junior/Young Rider	\$35.00 per year
Family Member	\$15.00 per person per year
Honorary Member	No Charge
Board Member	No charge during active term

Dues are apportioned to the following:

- 1) USDF
- 2) Club Activities Insurance
- 3) CFD Treasury

## **Article VI**

### Committees

Section I. There will be such standing and temporary committees as are considered necessary to carry on the work of CFD.

Section II. Committee Chairman will be appointed by the BOD. Chairmen may choose their committee members.

## **Article VII**

### Meetings

Section I. CFD will hold no less than three events per year. These events will feature educational and/or competitive activities which further the purpose of CFD.

Section II. The President may call a business meeting of the BOD after giving a minimum of seven days notice. The President with the cooperation of the BOD may forego the seven day notice. A quorum of the BOD may call a board meeting upon notification of all Board members by mail/email.

Section III. CFD will hold at least four general meetings each year which can consist of BOD meetings or General Meetings and may be attended by all members. *(Note: by definition there will be at least 3 General Meetings and 1 BOD as a minimum)*

Section IV. All members are entitled to attend Board meetings, however only officers may vote.

Section V. General Meetings will be scheduled a minimum of every four months.

### **Article VIII**

#### Amendments

Amendments to the Constitution and By-Laws will be made by the BOD and may be amended, altered, or rescinded at a special meeting called for that purpose. A quorum for such a meeting vote will be two-thirds of the Board Membership. A majority vote must be two-thirds of all BOD.

### **Article IX**

#### Election of the Board of Directors

Section I. Elected and appointed officers will serve a two-year term. The BOD will consist of the elected and appointed officers of CFD.

Section II. In case of resignation or other vacancy in the elected BOD, the President will appoint someone to fill the remaining term with the advice and consent of the elected members of the BOD.

### **Article X**

#### Election of Officers by email.

Section I. A call for nominations and explanation of process for Election of Officers can be sent by email to all CFD members for the current year.

1. Email address link for all nominations
2. Only members and family members are eligible to hold office.
3. Confirmation of a valid nomination
4. Nomination open and close dates – Open date to begin March 1 of election year and close date is June 1 of election year
5. Email voting process explained (open and closed dates)
6. Officers are elected by a simple majority
7. Declaration of the elected Officers.
8. Term is two years

Section II. Written and signed proxies must be recognized at the General Membership Meeting as the first order of business.

Section III. In case of resignation of other vacancy in the elected officers, the President will appoint someone to fill the remaining term with the advice and consent of the elected members of the BOD.

## ***Article XI***

### Central Florida Dressage Awards Criteria

Please refer to the separate document for the latest version of Central Florida Dressage Awards Criteria

#### Article XII

#### Member in Good Standing

Section I. In order to hold an office on the CFD board, the member must be a member in good standing as defined by our governing body, USDF.

Section II. In order to participate in any CFD events, the member must be a member in good standing as defined by our governing body, USDF.

From 2007 USDF Competitions Handbook, Article V, Section 1.a)

“Any member as defined in Article V, in good standing, will comply with all applicable bylaws of the United States Dressage Federation hereafter referred to as USDF. Any member not in good standing with or suspended by the National Governing Body, herein referred to as US Equestrian Federation, shall not be a member in good standing with USDF. Members not in good standing shall not be entitled to rights and privileges afforded to members in good standing.”