

CAYUGA DRESSAGE AND COMBINED TRAINING, INC.
BY-LAWS revised Fall, 2020

ARTICLE I: NAME

The name of this organization shall be Cayuga Dressage and Combined Training, Inc., herein referred to as CDCT and its registered office shall be the address of the current Treasurer.

This organization is to be registered as a Group Member Organization (GMO) with the United States Dressage Federation (USDF)

ARTICLE II: PURPOSE

The purpose of this organization is to foster and stimulate interest in the equestrian disciplines of dressage and combined training by offering educational activities for horse and rider. These activities may consist of schooling and recognized shows and events, clinics, lectures and related social activities.

This organization is organized exclusively for educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

Notwithstanding any other provision of these activities, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by any organization contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE III: MEMBERSHIP AND DUES

Section 1. Membership is open to all who are interested in dressage and combined training and pay appropriate dues.

Section 2. Membership shall be on a calendar year basis starting November 1, in accordance with USDF protocol.

Section 3. Membership shall be divided into Individual, Family and Youth membership categories in accordance with USDF protocol. An individual member shall have the right to vote at all meetings, to hold office, and participate in all organization activities.

All family members above the age of 21, living in the household holding a family membership shall have the right to vote at all meetings, to hold office, and the right to participate in all organization activities.

Youth members under the age of 21 years shall have the right to participate in all organization activities but may not vote or hold office.

Section 4. Dues shall be reviewed annually and may be changed according to the mandate of USDF. Dues shall become due and payable to the organization every November 1 for the upcoming year. Dues not paid as of January 1 shall result in a member being dropped from the roster. Payment of delinquent dues returns a person to active status. Dues paid apply only to the current calendar year.

Section 5: Membership fees shall include membership in the USDF under the GMO protocol.

ARTICLE IV: Board of Directors ("The Board")

Section 1. The Board of Directors shall consist of the elected officers, the immediate past president, the media coordinator and up to **five (5)** additional at-large directors as the membership shall elect. These additional Board members shall serve two-year terms. The immediate past president shall serve a one-year term. There shall be not less than **five, (5)** nor more than **twelve, (12)** Directors constituting the Board. Vacancies on the Board shall then be filled by a vote of the majority of the Directors until the membership shall elect replacements. It is understood that all board members will uphold these three commonly recognized board values:

- a. fiduciary, the club's financial health
- b. loyalty, or avoidance of conflicts of interest
- c. obedience, to the rules of the organization

At the annual meeting, the General Membership will elect officers and a twelve person Board of Directors.

Section 2. The officers of the organization, each of whom are Board members, shall be chosen by the membership at the annual meeting. Elections for principal officers will be held in alternating years. Elections for board members whose term has expired will be held annually.

There will be a President, a Vice-President, a Recording Secretary, Roster Manager (Formerly Membership Secretary,) and a Treasurer.

There will also be a Website Manager, a Social Media coordinator and a Newsletter Editor.

The chief officers of the organization shall serve for a single, two-year term. Board members may serve for two consecutive terms.

The new officers will succeed at the Annual Meeting in November. Any vacancy occurring in any office, at any time, shall be filled by the Board of Directors.

In the event that a full slate of officers cannot be elected at the Annual Meeting, the General Membership will elect an eleven-person Board of Directors. This Board will then name officers among its membership.

The President shall be the chief executive officer of the organization and shall preside at all meetings of the membership and the Board of Directors. They shall have general charge and supervision over the business and affairs of the organization. The President ***or her designated appointee*** may enter into and execute in the name of the organization, contracts or other instruments in the regular course of business which are authorized by the Board.

No single individual or officer can enter into an agreement in the name of CDCT without written board approval or without appointment by the president. The board must review all proposals for CDCT sponsored events. Any board member, general member or contractor appointed by the board functioning in service to the CDCT must secure board approval in writing before any financial commitments are entered into

The Vice-President shall perform such duties as delegated by the President. In the absence of the President, the Vice-President shall perform all the duties of the President. In the event of the resignation or death of the President, the Vice-President shall succeed the President for the balance of the latter's term in office.

The Recording Secretary shall keep the minutes of all meetings of the organization. The Secretary shall be in charge of all correspondence.

The Roster Manager serves as our liason with USDF. She shall be responsible for maintaining all records of membership, including a current list of active (i.e., paid-up members). A full membership list with contact information will be distributed annually. The Toser Manager shall also maintain a record of term start and finish dates for all officials.

The Treasurer shall be the chief financial officer of the organization and shall collect all monies due. The Treasurer shall keep full and accurate accounts of all receipts, disbursements, payments made to

officials, deposit monies and other valuables in depositories designated by the Board, and pay all bills of the organization. The treasurer will submit the proper forms to the IRS and tax authorities.

The Treasurer shall report the financial status of the organization to the Board when so requested and make an annual report to the membership.

A member of the board will be appointed as a designated "second" to the treasurer for the purpose of management of monies.

All expenditures over \$150.00 shall be approved by the Board. The treasurer will reimburse monies spent with proper documentation.
Petty cash must be accounted for with a written record.

Section 3: At-Large Members

At-large members, numbering 5-6, shall assist the Officers in running CDCT activities.

ARTICLE V: Meetings

Section 1. The meetings of the organization shall consist of an Annual meeting and such other meetings as called by the Board of Directors or the President.

Meetings of the Board may be called by the President with at least two days notice. Also, meetings may be called on the request of two Directors with at least two days notice. The membership shall be given notice of the time and place of CDCT meetings by the newsletter, email or website.

Section 2. At all meetings of the Board, a simple majority of Directors then in office shall constitute a quorum for the transaction of business.

Section 3. The Board of Directors shall report all actions and decisions to the membership.

Section 4. In the absence of a meeting, the Directors shall have the right to take any actions which they could take at a meeting by obtaining the written/verbal approval of a simple majority of the Directors. Any action so approved shall have the same effect as though taken at a meeting of the Directors.

Section 5. Annual Meeting: The Annual Meeting shall be held in November. Members shall be notified at least fifteen (15) days in

advance of the meeting. The election of officers and directors shall take place at this meeting.

At the Annual Meeting, a quorum shall consist of a simple majority of the Board of Directors and at least five currently active members. Members may be represented at the meeting by written proxies. A vote of the majority of those present at a meeting and those represented by proxies shall be deemed the act of the membership.

The Annual Meeting and any special meetings may be held at any place designated by those authorized to call the meeting, provided notice of time, place, and date of the meeting is contained in said notice.

ARTICLE VI: Committees

Standing Committees:

Youth Engagement
Recognized show
Sponsorship
Awards
Combined Training
Casual show
Education
Publicity
Western dressage

Ad Hoc Committees are appointed as needed.

ARTICLE VII: MEETINGS

Section 1: *Robert's Rules* is the parliamentary authority of CDCT. All meetings are to be run according to the current version of this format, including electronic procedures.

Section 2 The meetings of the organization shall consist of an Annual meeting and such other meetings as called by the Board of Directors or the President.

Section 3. The membership shall be given notice of the time and place of CDCT meetings by the:

1. the monthly newsletter,
2. **email**
3. Our website page and our facebook page.

Section 4. The Annual Meeting shall be held in November. Members shall be notified at least fifteen (15) days in advance of the meeting. The election of officers and directors shall take place at this meeting.

Section 5. At the Annual Meeting, a quorum shall consist of a simple majority of the Board of Directors and at least five non-board, currently active

members, as recorded by the membership secretary for said year and defined in section III, 5 of this document.

An agenda of matters to be considered and voted on by the full membership shall be made public a minimum of at least fifteen (15) days prior to the annual meeting.

Members may be represented at the meetings by written proxies. A vote of the simple majority of those present at a meeting and those represented by proxies shall be deemed the act of the membership.

Section 5. The Annual Meeting and any special meetings may be held at any place designated by those authorized to call the meeting, provided notice of time, place, and date of the meeting is contained in said notice.

ARTICLE VIII: DISPOSITION OF ASSETS UPON DISSOLUTION

In the event of dissolution of CDCT, Inc. or other termination of its activities, all of its assets shall be paid over or transferred to:

- A. The United States Equestrian Federation, Inc., for the use of the Dressage Team or Combined Training Team only, or:
- B. Such national dressage or combined training supervisory organization, or research organization that may exist at the time of dissolution or termination which shall have been recognized by the Internal Revenue Service as an exempt organization under the Internal Revenue Code, contributions to which are deductible for Federal tax purposes, or:
- C. The New York State College of Veterinary Medicine, for the specific purpose of equine research.

ARTICLE XI

The By-Laws of Cayuga Dressage and Combined training, Inc., as herein provided, except Article IX hereof, may be altered, amended or repealed or new By-Laws may be adopted by members or by the Board of Directors, if **INTENTION** of said alteration, amendment, repeal or adoption of new By-Laws by IS **contained in the notice of the meeting.** The provisions contained in Article IX hereof shall remain in full force and effect and shall not be altered, amended or repealed except by the vote of two-thirds of the currently active members.