

**GAVILAN CHAPTER  
CALIFORNIA DRESSAGE SOCIETY**

*"Our mission is to feed the passion of all dressage enthusiasts  
by providing a venue in which they can express themselves"*

**STANDING RULES DRAFT, OCTOBER 2008**

**ARTICLE 1 - NAME**

The name of this organization shall be the Gavilan Chapter of the California Dressage Society (CDS), a non-profit organization.

**ARTICLE II - PURPOSE**

**Section 1. Standing Rules Purpose**

The purpose of Gavilan CDS Chapter Standing Rules is to supplement the universal set of CDS Chapter By-Laws passed by the CDS Board of Directors.

These Chapter Standing Rules are intended to provide greater detail on how the Gavilan Chapter will implement the CDS Bylaws as well as address Chapter governance and operating matters not addressed by the CDS Bylaws.

**Section 2. Chapter Purpose**

The purpose of this Chapter shall be to foster an interest in Dressage. The program of the Chapter shall be educational and shall be designed to offer a framework conducive to improvement of riding skills of the individuals and the schooling of their horses. "Our mission is to feed the passion of all dressage enthusiasts by providing a venue in which they can express themselves."

**ARTICLE III - MEMBERSHIP**

All members of the chapter are strongly encouraged to do volunteer work for the Gavilan Chapter during the year, especially at the Chapter shows and other events.

The goal would be for each member to volunteer at least four hours a year.

**ARTICLE IV - CHAPTER ELECTIONS**

These rules are in addition to those stated in the CDS ByLaws.

**Section 1. Board Composition**

The Gavilan Chapter Board shall normally have a maximum of seven (7) Board positions. If there are insufficient candidates to fill a 7-person Board, the Board will be comprised of those fewer individuals elected by the Chapter membership with a minimum of three (3). In this case all quorum and voting

margins mentioned herein shall be scaled accordingly. The term of office shall be of one-year duration, beginning January 1 of the year after the election is held.

## **Section 2. Nominating Committee**

A. The nominating committee shall also be the ballot counting committee and shall receive nominations from the Chapter membership. The committee shall, when necessary, nominate individuals for office.

B. To promote a balanced representation, members who are amateurs as well as professionals, members who participate in different aspects of the sport such as breeders, trainers and riders, and members who are senior riders, etc shall be encouraged to participate as representatives on the Chapter Board.

C. A request for nominations shall be emailed to the General Membership no later than September 15th.

D. The nominating committee shall present a ballot of nominees no later than the the October meeting of the Chapter.

E. All nominees for the board shall be members of the Gavilan Chapter and members in good standing with CDS prior to being nominated.

## **Section 3. Election Procedure**

If the ballot presented by the Nominating Committee contains no more candidates than open positions, the election can be by acclamation. If there are more candidates than there are open Board positions, then the following election procedures will apply:

A. A pre-numbered paper ballot with all candidates shall be available to all Chapter members within one week of the October meeting at which the nominations are accepted.

B. Ballots returned by mail shall be returned to the Nominating Committee Chairperson. All ballots must be received by the Monday before the November Chapter Election Tea meeting, which is normally held on a Saturday. The return date deadline must be listed on the ballot. The Nominating Committee Chairperson will hold the sealed ballots until the November Chapter Election Tea meeting, at which time they will be opened and counted by the Nominating Committee. If a member's numbered ballot has not been voted by mail and they have not received a numbered ballot, one will be provided for them at the Election Tea.

C. The individuals who receive the most votes will be declared the winners.

## **ARTICLE V - APPOINTMENT OF OFFICERS**

These rules are in addition to those stated in the CDS ByLaws.

Officers shall be elected at the annual December meeting. To promote continuity in Chapter business, it is desirable but not mandatory that the Chapter Chair be elected from those Board members who have previously served on the Board. The Chapter Chair may serve no more than three (3) terms consecutively. After an absence of one year, an individual may again be elected as Chair by the Board.

## **ARTICLE VI - DUTIES OF CHAPTER BOARD AND OFFICERS**

These rules are in addition to those stated in the CDS ByLaws.

### **Section 1 . Duties of Chapter Board**

A. Board members and appointed Officers are encouraged to attend Chapter as well as Board meetings, serve as an officer or committee chairman as appointed by the Chapter Chair, be sensitive to the thoughts and wishes of the Chapter membership and be an active voting member of the Board. Board members or appointed Officers who do not fulfill his/her duties or who miss more than three (3) Board meetings in a single year will have the situation reviewed by the Board, which may ask for the resignation of the board member in question if deemed necessary.

B. The Gavilan Chapter Code of Conduct shown in Addendum B will be signed by all elected Board members and Committee members. By extension this code of conduct applies to all Chapter members. All members will be sent a copy of the code and it will be posted on the Chapter website.

## **Section 2 . Chapter Chair**

A. The Chapter Chair is the official representative of the Chapter to the Executive Board and to the Central Office and as such is responsible for representing the Chapter in person or by proxy at CDS Executive Board and/or other meetings.

The Chairman shall see that the Chapter complies with the requirements of the CDS Executive Board.

## **Section 3 . Chapter Treasurer**

The duties of the Treasurer are described in detail in Addendum A - Treasury Operating Procedures.

## **Section 4. Business Meetings**

At the annual Business meeting, annual reports from the Chapter Chairperson, Treasurer, and Event Coordinators will be provided. These reports shall also be furnished electronically to the Chapter Secretary and Web master for inclusion on the Chapter website to facilitate timely communication of Chapter business to the membership.

## **Section 5. Communications**

A. The Board may conduct business between meetings by email, telephone or mail, but all major decisions are encouraged to be discussed and decided at a Board meeting or Special Meeting.

B. If a vote is to be taken outside of regular Board meetings, then all board members must be contacted for said vote, except in exceptional circumstances where a Board member has communicated that he/she is not available. All Board members are expected to notify the Board when it is known that they will be out of town or otherwise unavailable.

C. The Chapter website, newsletter and member communication policy shall be determined by the Board and reviewed annually.

# **ARTICLE XI - MISCELLANEOUS RULES**

## **Section 1. Adult Amateur Clinic**

Chapter member application for participation in the drawing for the CDS Adult Amateur Clinic requires the following provisions be met:

1. Applicant must be a CDS and Gavilan Chapter member at the time of the drawing.

2. Prior to the December meeting applicant must submit his/her name in writing or by email to the Board member specified by the Chapter Board as the Adult Amateur Clinic drawing coordinator.
3. At the December meeting, a winner, first alternate and second alternate will be drawn at random from the submitted names. The first alternate will replace the winner if he/she is unable to attend. Should the first alternate be unable to attend if called upon, then the second alternate will replace the first alternate. The winner and the alternates for the adult amateur clinic will be announced in the January Newsletter.
4. Applicant agrees to write a recount of their clinic experience for publication in the next edition of the Chapter newsletter following the clinic.
5. Applicant agrees to write a thank you to CDS immediately upon completion of the clinic.

## **Section 2. Gifts**

Any gift must be approved by the Board in cases where the Board deems such a gift appropriate.

## **ARTICLE XIII – AMENDMENTS & PARLIAMENTARY AUTHORITY**

### **Section 1. Amendment**

These Standing Rules may be amended by a vote of the Chapter Board. A simple majority of the votes cast is required. Chapter Standing Rules, and any changes to them, shall be approved by the CDS Executive Board.

## **ADDENDUM A - TREASURY OPERATING PROCEDURES**

A. The Chapter Treasurer shall manage all funds received and paid out by the Chapter, shall maintain a complete record of all business transactions and be prepared to report on the financial status of the Chapter at Board Meetings.

B. The Chapter Treasurer shall bank funds in a bank approved by the Chapter Board, currently Washington Mutual Bank, 1177 1ST Street Gilroy, CA 95020. The CDS Tax ID number must appear on all Chapter accounts. A copy of the Chapter's bank signature card must be on file with the State Treasurer.

C. Procedure for Disbursement of Funds:

1. A request for funds shall be made to the Chapter Treasurer in writing and will include a justification for said funds by the Board Member or Chapter designee requesting funds.

2. These requests for funds will then be presented to the Board for approval at its earliest convenience or within the timeframe required for the funds.

3. Upon approval the requesting party or vendor shall provide an invoice or documented receipt, as required by the Board and by IRS rules for Non-Profit Organizations. This documentation will accompany all requests for funds. Funds will not be disbursed without this

documentation.

4. Once properly documented and approved the Chapter Treasurer will present all requests for disbursements to the Chair. The Chapter Treasurer will receive approval to disburse the funds by said Chair.

5. Whenever possible all approved requests for funds shall be paid directly to the vendor requiring payment or providing services.

6. The Chapter Treasurer will strive to use the most efficient means of providing disbursements and will insure that all disbursements are made within the required payment terms for all vendors, suppliers or service providers.

7. The disbursement will be recorded by the Treasurer in the Chapter's accounting system and will become a matter of record relative to the Chapter's financial account.

D. In situations where a contract or agreement is required with a vendor or supplier; only the Board can approve these contracts by a majority vote and only the Chair can bind the Chapter to this contract or agreement by signature. In all contract situations, only the then current approved Gavilan Chapter Contract form will be used and signed by both the contracting party and by the Chair. Any contracts not following this procedure are null and void and will not obligate the Chapter to its terms or payments.

E. Procedure for Receipt of Funds:

1. Funds which are received by any member of the Chapter or the Board shall be provided to the Chapter Treasurer within 48 hours of receipt of such funds. An exception to this are funds received during Chapter events or recognized Chapter Shows or Competitions upon which all funds will be provided to the Chapter Treasurer upon the conclusion of the event or Chapter Shows or Competition.

2. All funds received shall be properly endorsed with the Chapter's Bank account information and will be accompanied by the statement: "For Deposit Only" on the endorsement by the Chapter Treasurer.

3. All funds received shall be deposited in the Chapter's bank account within 72 hours of receipt by the Chapter Treasurer. A receipt for the deposit will be kept with the Chapter's accounting records.

4. The Chapter Treasurer shall charge a \$25 fee for all returned checks or returned items. Chapter members who fail to make good on Chapter debts within 30-days will be reported to CDS for disciplinary review, and personal checks from this individual may not be accepted for subsequent Chapter activities.

5. The Chapter Treasurer will report and document all deposits and receipts to the membership and the Board at each scheduled Board or Chapter meeting.

6. The Chapter Treasurer will report and document all returned items to the membership and the Board at each scheduled Board or Chapter meeting.

E. The Chapter Treasurer will report at each scheduled Board and/or Chapter meeting the financial state of the Chapter and provide documentation to the Chapter Secretary and Chair for incorporation into the meeting minutes.

F. The Chapter Treasurer is responsible for preparation of the year end report required by the CDS Treasurer. The Treasury Report will undergo a financial audit by the members of the Board once a year.

G. Generally Accepted Accounting Principles (GAAP) for Non-Profit Organizations will be followed and adhered to in all matters involving the treasury. It is the Chapter Treasurer's responsibility to inform the Board when requests for funds or disbursements are not in GAAP compliance. Requests not meeting GAAP may be held prior to disbursement and/or until the request is in compliance.

H. The Chapter Treasurer shall respond within ten (10) business days in writing to any Chapter Member's request for Chapter financial information.