

REVISED
2003 CONSTITUTION AND BY-LAWS
OF THE
DEEP SOUTH DRESSAGE AND COMBINED TRAINING ASSOCIATION, INC.

The name of this organization shall be the DEEP SOUTH DRESSAGE AND COMBINED TRAINING ASSOCIATION, INC.

PURPOSE

The purpose of the Deep South Dressage and Combined Training Association, Inc. shall be to promote dressage and combined training. Dressage is the gradual, harmonious development of the horse's physical and mental condition with the aim to improve its natural gaits and develop a perfect understanding with its rider. Combined training, the complete test of horse and rider, tests both horse and rider in dressage, cross-country (endurance) and stadium jumping. The cross-country test, originally the measure of the horse as a military courier, follows a prescribed course over natural obstacles within a specified time. To test the horse's ability to continue following previous demands on his endurance, the stadium test requires obedience, accuracy and frequent changes of direction over a course of show jumping fences.

The program of the association shall be educational and shall be designed primarily to offer a framework in which individuals can progress with the schooling of themselves and their horses. Activities shall be directed towards a better understanding of dressage and/or combined training.

ARTICLE I - MEMBERSHIP

There shall be seven (7) classes of membership: Supporting, Family, Contributing, Life, Honorary, At-Large and Junior Members. These members shall be classified as follows:

- a. Supporting Members shall consist of all persons actively interested in the purpose of the association as described in this constitution, and who have paid annual dues and assessment.
- b. Family Members are Supporting Members who belong to the same family and live at one address. The first Supporting Member's name is sent to USDF for Group Membership. All mailings will be sent to that member.
- c. Contributing Members are Supporting Members who have contributed \$50.00 or more annually to the Association.
- d. Life Members are Supporting Members who at any one time contribute \$500.00 or more to the Association. Such individuals shall be waived dues or assessments after the contribution is made.
- e. Honorary Members shall consist of all persons whose contributions to the purpose, aims and goals of dressage are deemed worthy by the Supporting Membership. The names of the prospective honorary members shall be submitted to the Board of Directors. Such designation may only be granted by the unanimous vote of the Board of Directors.
- f. At-Large Members (ALM) shall pay dues of \$20.00 per year, receive USDF Group Membership and TEMPO.
- g. Junior Members are those members 18 years old and younger. These members are eligible for all benefits of a supporting membership in DSDCTA.

Section 1 ANNUAL DUES

- a. Supporting Members - \$20.00 per year

- b. Family Members - \$20.00 for the first Supporting Member plus \$10.00 for each additional family member
- c. Contributing Members - \$50.00 per year
- d. Life Members - \$500.00 or more at any one time
- e. At-Large Members - \$20.00 per year
- f.. Junior Members - \$20.00 per year

(Note: It was voted and passed by the Board at the 2003 Annual Meeting that dues for Supporting, Family, Contributing, At-Large, and Junior Members will be raised \$10 for 2004 to keep pace with the USDF dues increase of \$7)

Section 2 Dues become payable January 1 of each year and membership will be dropped when dues are not paid by March 1st.

Section 3 Eligibility to participate in the Association sponsored activities, for Supporting Members only, necessitates current dues to be paid.

Section 4 If a new member joins the Association after October 1, dues for the remainder of the year shall be waived and the dues shall apply for the forthcoming year. USDF membership shall become effective after January 1st of the year to which the dues apply.

ARTICLE III - VOTING

Section 1 All Supporting and At Large Members in good standing shall be entitled to one vote each.

Section 2 Any and all voting may be either by 1) Mail ballot, 2) Email ballot, or 3) participation at the General Membership meeting. Method will be at the discretion of the Board of Directors (except as provided in Section 3). Voting by proxy is allowed.

Section 3 Election of the Board of Directors and voting for proposed changes of the by-laws shall be by electronic or mail ballot. To reduce time and cost, electronic ballot is preferred, however mail ballots will be sent to any member on without access to electronic ballot or upon request.

ARTICLE IV - OFFICERS AND DIRECTORS

Section 1 Officers shall consist of President, Vice-president, Treasurer, and Secretary (Recording/Corresponding).

Section 2 All officers shall be elected annually from the Board of Directors.

Section 3 The Board of Directors shall consist of (12) members and shall serve for a term of three years on a rotating basis. Additionally, the President of each chapter of the Association shall be a member of the Board of Directors for the duration of their term as chapter President.

Section 4 Elections of the Board of Directors shall be held to fill vacancies on a staggered basis so that one-third (1/3) of the Board shall have their term expired each year. Newly elected members of the Board shall take office at the end of the Annual Meeting.

ARTICLE V - DUTIES OF OFFICERS AND DIRECTORS

Section 1 The President shall prepare agendas for and preside over all meetings of the Association and of the Board of Directors, appoint all committee chairmen, be an ex-officio of all committees (except the nomination committee); make all appointments (with the approval of the Board of Directors and be an official representative of the Association (or may appoint such a representative).

Section 2 The Vice-president, in the absence of the President, shall exercise all of the functions and be vested with all of the powers of the President.

Section 3 The Corresponding Secretary shall have the following duties:

- a. Attend to all correspondence of the Association; read orally communications at meetings of the Board of Directors, or (optionally) at the meetings of the Association.
- b. Maintain the permanent files of the association.
- c. Notify all Board Members of meeting dates, lectures, and attend to other matters pertaining to meeting procedures as directed by the President.
- d. When so directed, prepare and mail ballots for election of officers, amendments to the by-laws, and other ballots designated by the Board of Directors.
- e. Recruit assistance from Supporting Membership for any singular or successive job pertinent to the execution of the business of the Association.

Section 4 The Recording Secretary shall take minutes of each meeting of the Association and the Board of Directors.

Section 5 The Treasurer shall have the following duties:

- a. Handle all funds received and disbursed by the Association; funds to be maintained in a bank approved by the Board of Directors.
- b. Issue receipts for monies paid into the Association when necessary.
- c. Maintain a complete record of all business transactions and be prepared to report on the financial status of the Association at all times.

Section 6 Each officer, at the expiration of the his/her term of office (or in the case of resignation) shall transfer all records to the succeeding officer as soon as possible.

Section 7 Each member of the Board of Directors is required to attend the Board of Directors meetings; may serve as the chairman of a committee if and when appointed and shall be sensitive to the thoughts and wishes of the Association membership.

- a. It shall be the duty of the Board of Directors to conduct all business of the association between meetings of the membership. The Board of Directors shall expend those funds deemed necessary to carry on the activities of the Association.
- b. Special meetings of the Board shall be called when deemed necessary by the President. Seven (7) members shall constitute a quorum.
- c. Each Board Member may send a proxy with written authorization to vote in the event they are unable to attend a Board of Directors meeting.

d. Any Board Member who is absent from all meetings for (1) calendar year without valid cause will be automatically terminated from the Board. Proxy votes shall not be used for the purpose of meeting this requirement.

ARTICLE VI - ELECTION OF BOARD OF DIRECTORS

Section 1 There are (12) members on the Board of Directors, one-third (1/3) of which are elected annually.

Section 2 The President shall appoint a nominating committee in May. The nominating committee shall consist of (3) members, two (2) of which will be Board of Directors members whose terms do not expire during the year in question. These should represent different geographical regions. The President shall designate a chairman of the nominating committee.

a. The general membership shall have until July 15 to submit to the chairmen of the nominating committee any suggestions for the new slate of the Board of Directors.

b. The consent of the nominee shall be obtained prior to nomination.

c. The nominating committee shall select at least six (6) nominees to fill the four (4) vacancies and they shall be delivered to the Corresponding Secretary and prepared for mail ballot, said ballot to be mailed by August 15.

d. The Secretary shall prepare a ballot of nominees for election to the Board of Directors. Such ballots shall be presented, by mail or electronically, to all active members no less than fifteen (15) days prior to the last date on which such ballots must be returned (September 15). These ballots shall be the only official campaign material to be recognized by the Association.

1. A committee of (3) Supporting Members not connected with the Board of Directors shall be appointed by the President to oversee ballots cast.

2. One member of the committee shall receive the ballots by mail or email. Ballots shall remain sealed or be printed and sealed (in the case of email ballots).

3. The day after the closing date of the election, the committee shall, in the witness of each other, open and count the ballots. The tally of the ballots shall be the official election results.

4. The ballots shall all be sealed in an envelope. The outside of the envelope shall carry the date and the official results of the election, as well as the signatures of the committee members, and the envelope shall be returned to the Secretary to be filed.

5. Any ballot received after the closing date shall be discarded.

6. The four (4) nominees receiving the largest number of votes shall be the newly elected Board Members.

7. In case of a tie, there will be a runoff election.

Section 3 In case of resignation or other vacancy of the Board, The President shall appoint a Supporting Member to fill the un-expired term.

ARTICLE VII - ELECTION OF OFFICERS

Section 1 Prior to the annual General Membership Meeting in January, all officers shall be elected from the Board of Directors by the Board of Directors. They shall be elected to serve for a twelve (12) month term. The installations of new officers shall follow the business meeting.

Section 2 In case of resignation or other vacancy among officers, the Board of Directors shall appoint a Board Member to fill the vacancy.

ARTICLE VIII - MEETINGS

Section 1 The President shall call one annual meeting of the active membership to be held in January, at which annual reports from the President, Secretary, Treasurer, and all committees shall be presented. Championship awards shall be presented and officers shall be installed.

Section 2 The Association shall hold not less than three (3) events annually featuring educational and/or competitive activities which further the purpose of the Association.

Section 3 The President may call a business meeting of the Board of Directors with fourteen (14) days notice or a business meeting of the Associations within thirty (30) days notice. Chapters or Supporting Members may request or be invited to come before the Board to present problems or suggestions to the Board. Chapter representatives shall be notified of Board Meetings.

Section 4 Local chapters shall hold a least four (4) meetings annually featuring educational and/or competitive activities, which further the purpose of the Association.

ARTICLE IX - COMMITTEES

Section 1 There shall be such standing and temporary committees as are deemed necessary to carry on the work of the Association.

Section 2 The President shall appoint committee chairman.

ARTICLE X - LOCAL CHAPTERS

Section 1 The purpose of a local chapter is to sponsor or increase dressage and combined training activities in the local areas and to encourage a larger membership both in the chapter and thereby in DSDCTA.

Section 2 Each chapter shall have a President who will be elected by the local chapter with a simple majority vote. Duties of the chapter president shall be to encourage and organize, at the local level, activities which are educational for members interested in improving their riding abilities and their horses. The chapter President shall also be responsible for reporting to the Association Secretary the details of all chapter activities.

Section 3 Local chapters shall keep their finances separate from the Association account.

Section 4 Local chapters may apply for money to cover unusual financial needs by submitting a written application to the Board of Directors specifying in detail the proposed use of the money. The Board of Directors shall evaluate each application on its own merits. If money is appropriated to a local chapter, the chapter President must file a written financial statement of the uses of that money.

Section 5 Organizing a chapter:

a. When organizing a chapter of DSDCTA, the interested persons must first become Supporting Members of DSDCTA, followed by a written request to organize a chapter sent to the DSDCTA President. The President shall notify the Board Members by mail for a positive or negative vote. The President shall welcome the new group if the response is positive. If negative, a Board Meeting must be called.

b. To comply with the DSDCTA chapter, which is registered with the State of Florida, all chapters MUST include "DSDCTA" in their name and advertising. Example "Florabama Chapter, DSDCTA" (not "Florabama Dressage Association", etc.) All advertising, printed material, articles for magazine, chapter show prize lists and progress, etc. must have the DSDCTA initials or full name included.

c. Each chapter will strive to carry out the goals of DSDCTA on the local level and to encourage and promote dressage and combined training.

d. Each chapter will have TEMPO correspondent who will send the chapter's news and articles to the TEMPO editor.

e. For new members joining a chapter, the chapter treasurer shall receive the DSDCTA dues and chapter dues (if any). Chapter treasurer will send the chapter member's name, addressees, telephone numbers, e-mail addresses, as well as, DSDCTA dues to the DSDCTA Membership Chairman.

f. Each chapter's membership list is to be updated biannually. The first membership list is due by March 1 and should be forwarded to the DSDCTA Membership Chairman. The second update is due by September 1. The information needed for each member is: name, address, phone, e-mail, chapter, and USDF number (if a renewing member).

g. Each chapter's president shall serve on the DSDCTA Board of Directors as a voting member during their term of office.

h. Chapters shall hold a least four (4) meetings annually in order to be recognized by DSDCTA. These shall include business meetings, Clinics, shows, lectures, learner judges' sessions or any other gathering whereby the promotion of dressage and/or combined training is achieved.

Section 6 Local chapters, which choose to establish by-laws, must place on file with the Association a copy of those by-laws, which must not conflict with the by-laws of the Association.

Section 7 All chapter members must be DSDCTA members.

Section 8 Any chapter desiring to change their original name must submit the change to the DSDCTA Board of Directors for approval.

ARTICLE XI - AMENDMENTS

Amendments to the By-laws shall be recommended by the Board of Directors and shall be voted on by mail ballot of the Supporting Membership.

ARTICLE XII - MEMBERSHIP INITIATIVE

Section 1 When ten (10) percent of the Supporting Members indicate by written request to the Board of Directors that any action be taken, or any action being taken be discontinued, the Board of Directors shall submit such request to the Supporting Membership by mail ballot. Such mail ballot shall be mailed no less than fifteen (15) days prior to the last date on which such ballots must be returned.

Section 2 If ballots are returned by a least thirty-five percent (35%) of the Supporting Members, and if a majority of the ballots returned declare approval of such a request, then the Board of Directors shall fulfill the request.

ARTICLE XIII - DISSOLUTION

If at any time the Association dissolves, any funds remaining in the treasury shall be distributed to such organizations as the Board of Director shall designate, providing such organizations have purposes, goals and aims consistent with the expressed intention of the Association.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

Roberts Rules of Order Revised shall govern the Board of Directors meetings and Membership meetings, when not in conflict with these by-laws.

DEEP SOUTH DRESSAGE AND COMBINED TRAINING ASSOCIATION POLICIES

The following is a list of DSDCTA services or committees and their guidelines. Please refer to the most recent issue of TEMPO for the committee chairman's name and contact information.

1. TEMPO is the official newsletter of DSDCTA. All DSDCTA members are entitled to a subscription. Chapter correspondents and any other interested members are urged to send items and black and white photos for publication. Please note the following guidelines:

a. Publication dates will be a minimum of 4 times per year; suggested dates are January, April, July and October. Deadlines are the 15th of the preceding month prior to publication. Please print or type.

b. TEMPO will print all dates for shows, clinics, etc. submitted by chapter correspondents.

c. Guidelines for Reports:

1.) Clinics:

Date, Place, Clinician (Information about the Clinician, if new to the area), General information (Names of horses/riders, levels of ability, theme of clinic - points stressed most often).

2.) Show Results:

Date, place, judge(s) (may include short comments about the judge's achievements, ratings, etc.), Class results and scores, high percentage awards, qualifying classes.

3.) Chapter News:

Results of meetings held, officers elected or changes in officers, fun days held, money raisers and other chapter activities, chapter president's end of year report on chapter activities (how many clinics, shows, special chapter functions.)

d. In addition to the above, letters to the editor, ideas and suggestions, profiles of area riders and their horses, and any other items of interest are welcomed.

2. MEMBERSHIP DIRECTORY : A complete directory of the DSDCTA membership, it's officers, chapter officials, committee chairmen and membership information is published yearly.

3. EXPENDITURES: Expenditures must be approved by the Board and no check shall be issued by the Treasurer without a signed receipt.

4. MEMBERSHIPS: In addition to membership classifications outlined in the DSDCTA By-laws, the following guidelines concern the Family and Junior memberships. Family Memberships are for local benefit. (i.e. cost break on local show entry fees, and allows participation at all social events.) The first name listed on a Family Membership is submitted to USDF for Group Membership. That family member becomes a Group Member of USDF. The remaining family members DO NOT become USDF Group Members, but are considered members of their local chapter and of DSDCTA. Family Memberships will represent a minimum of two votes and a maximum three votes in local issues and one (1) vote in DSDCTA issues

5. AWARDS PROGRAM : Members of DSDCTA and it's chapters (Emerald Coast, Florabama, and Suwannee Valley) are eligible to submit scores for Horse of the Year Awards within the following guidelines:

a. The awards year runs from December 1st to November 30th.

b. Each horse/rider combination shall be considered as a team.

c. Scores must be accumulated in shows in Florida, Georgia, Alabama, Mississippi, Louisiana, Tennessee, North Carolina or South Carolina with an USA EQUESTRIAN recognized judge or a USDF "L" graduate judge.

- d. A running tally will be published in “TEMPO” and/or Association web site.
- e. A horse/rider combination winning a Championship at any given level will not be eligible for further competition for awards at that level or below.
- f. Junior Friends of DSDCTA - The requirements shall be the same as for the Dressage and Combined Training programs and ribbons only will be awarded at the DSDCTA annual awards banquet.
- g. Awards will be offered in the following divisions: Senior, Vintage, and Junior. Additional divisions may be awarded if there are at least 6 competitors at that level and the resulting division will have more than one competitor eligible for awards.

Dressage Awards Program:

- 1) All levels will be awarded Champion through Sixth place.
- 2) The score will be based on the average of scores submitted (see below for required number of scores.) To have been earned at a minimum of two shows from a minimum of two different judges.
 - a) Introduction through Second Level - 5 scores minimum.
 - b) Third and Fourth Level, FEI Junior/Young Rider - 4 scores minimum.
 - c) Prix St. Georges through Grand Prix - 3 scores minimum
- 3) To be eligible for awards at Introduction, Training, First and Second Level, ONE (1) score must be earned at the highest test for that level.
- 4) The average score must be 50% or higher in order to be eligible for awards.
- 5) Scores must be submitted to the Awards Chairman within 45 days of being earned. The fronts of score sheets MUST be photocopied and the following information MUST be included: horse's name, rider, date, score, name of show, and judge(s).

** Scores will NOT be accepted/taken from show results sent by chapter show secretaries. Each individual is responsible for sending in their own results.**

Combined Training Awards Program:

- 1) Awards shall be offered for both horse trials and combined tests. The score will be based on the average of scores submitted (see below for the required number of scores.) To have been earned at events/combined tests with a minimum of two different judges.
 - a) Beginner Novice through Preliminary Division - 3 scores minimum.
 - b) Intermediate/Advanced Division - 2 scores minimum.
- 2) Scores must be submitted to the Awards Chairman within 45 days of being earned. The fronts of score sheets MUST be photocopied and the following information MUST be included: horse's name, rider, date, score, name of show (event or trial) test used, dressage score and overall penalty points.
- 3) The average Dressage score must be 50% or higher in order to be eligible for awards.

Dressage Sport Horse Breeding Awards Program:

- 1) Awards shall be offered in the following age categories: Current Year, Yearling, Two Year Old, Three Year Old, and Four Year Old. Categories will not be divided by sex.
- 2) Minimum of 3 scores must be submitted. To have been earned at a minimum of two shows, from a minimum of two different judges.

Additional Awards:

- a) The Elaine Williams Memorial Trophy - this award is presented to the Training Level rider who has the three highest scores (averaged) received from a DSDCTA show.
- b) Vintage Awards - these awards are presented to riders who are at least 50 years old. Champion through sixth place will be awarded at each level.
- c) The Debbie Lillibridge Award - this award will be presented to the Junior (21 years of age and under) combined training rider who has shown the greatest improvement over the course of the year.
- d) DSDCTA Volunteer of the Year Award - this award will be presented to one member who has demonstrated outstanding volunteer effort. Each chapter within DSDCTA will submit one member's name along with one or two paragraphs describing this member's efforts over the course of the past year. This name should be submitted to the Awards Chairman where it will then be voted on by the DSDCTA Board of Directors. Deadline for submission is November 1.

Please refer to the current issue of TEMPO, DSDCTA Web Site, or the DSDCTA Membership Directory for the Awards Committee Members and their contact information.

6. FINANCIAL AID TO CHAPTERS: To apply for financial aid to assist in up-front horse show expenses (up to \$100.00), the chapter must send a written request to the DSDCTA President with the show date, location and judge(s) names. The President will call on the Board to vote approval of the loan. If the Board approves, the money will be sent. We ask the chapter to repay this loan after the show, so that we may continue to help other shows.

7. SPONSORSHIP TO OUTSIDE SHOWS: DSDCTA may provide assistance for shows sponsored by non-DSDCTA organizations by helping to pay for USA EQUESTRIAN/USDF recognition, paying to sponsor a stakes class, etc. To apply, the show must make written request to the DSDCTA President. The President will call on the Board for approval, and for a decision on how and at what level aid should be given.

8. ANNUAL DSDCTA BENEFIT SHOW: Each chapter will be encouraged to sponsor a recognized show to benefit DSDCTA, alternating years between chapters. The proceeds shall be split between the individual hosting chapter and the DSDCTA as a fund raiser. All members of DSDCTA will be encouraged to offer assistance either by volunteering at the show and/or riding, or by selling raffle tickets, advertisements, etc. DSDCTA will offer assistance to chapters giving their first recognized show by appointing consultants to the host chapter. The purpose of the annual show is to promote chapters getting to know each other better, sharing fund raising ideas, encouraging chapters to sponsor recognized shows and to increase the treasury of DSDCTA to better provide educational programs.

9. DSDCTA TEAM COMPETITIONS: Each chapter will be encouraged to offer a DSDCTA Team Competition at any or all of the chapter shows (either schooling or recognized) as a DSDCTA fund raising activity. The following guidelines shall be used for the team competitions:

- a. The cost will be \$5.00 per person

b. Teams shall consist of 3 or 4 horse-rider combinations at any level/mix of levels. At the time of entry, each team member shall designate the specific ride that will be used for the team score. All teams must be entered prior to the start of the show.

c. The percentage score of each designated ride shall be tabulated and the three (3) highest scores on each team shall be averaged for the team percentage score.

d. The team with the highest average percentage will be declared the winner. DSDCTA will provide each team member with an award and all proceeds of the team competition will be given to the DSDCTA Treasurer.

e. Notice of the intent to hold a DSDCTA team competition must be given to the Awards Committee at least two weeks in advance of the competition date in order to insure that the team trophies will be available.