

Deep South Dressage and Combined Training Association

Policies and Procedures

Updated February 2026

1. MEMBERSHIP

- A. The DSDCTA membership year runs from December 1 through November 30 of any given year. To be considered a member in good standing, member(s) must have their membership dues paid in full in order to take advantage of the rights and privileges of DSDCTA members. As a specific example, scores earned before a person has paid their membership will NOT count toward year end awards. There will be no exceptions.

Members may join DSDCTA at any point during the aforementioned membership year but will only enjoy member benefits from the date that dues are paid. This date is defined as the day the Membership Chair or his/her agents receive said payment either in hand (not the date on the check) or electronically through a mobile payment service (Paypal, Venmo, etc.).

- B. Membership privileges include the following:
1. Eligibility to compete for Year End Awards;
 2. Eligibility to receive scholarships for clinics and seminars;
 3. Eligibility to serve on the DSDCTA Board
 4. Membership discounts to DSDCTA sponsored clinics;
 5. A GMO membership to USDF, which includes:
 - Subscription to USDF Connection, USDF's monthly magazine.
 - Yearbook issue of USDF Connection.
 - A USDF Group Member card and eligibility to compete at USDF-recognized shows.
 - Eligibility to participate in Rider Award Programs.
 - Eligibility to earn USDF University credit. Member discount rates for USDF events.
- C. There are three (3) classes of membership: Supporting, Junior, and Honorary Members. These members are classified as follows:

1. **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. Supporting Members shall receive United States Dressage Federation (USDF) Group Membership and such member benefits as the board members deem necessary from time to time and are voting members.
 2. **Junior Members** are those 18 years old and younger. These members are eligible for all benefits of a Supporting Membership in DSDCTA, USDF and as the Board of Directors deems necessary from time to time, but are not allowed to vote.
 3. **Honorary Members** shall consist of all persons whose contributions to the purpose, aims and goals of dressage and/or combined training are deemed worthy of membership. The names of the prospective honorary members shall be submitted to the Board of Directors. Such designation may be granted by the unanimous vote of the Board of Directors and are not voting members, and are not entitled to USDF, USEF privileges.
- D. The Board of Directors has the right to increase dues at any point with a majority vote in favor of said increase. Said vote to increase dues must be done at one of the general Board meetings. All Board members are required to attend. If the Board of Directors, at one of the general meetings, decides to increase dues, the increase will be for the upcoming year, not the current year.

Annual Dues: \$45.00 per year

Early Bird Discount: \$5.00 discount paid prior to Oct 31

- E. The Board of Directors may, by two-thirds (2/3rds) vote, censure a member for conduct deemed prejudicial to the best interests of DSDCTA. Members subject to censure shall be notified in writing detailing the grounds for censure, and shall have the right to a closed hearing before the Board prior to any vote to impose censure. The member has ten (10) days from the date of the written notice of censure to request a hearing before the Board. Imposition of censure by two-thirds (2/3rds) vote of the Board shall be issued in written form detailing the reason for the censure along with statement from the Board regarding the circumstances of the censure. Said censure will be in the form of a suspension which may be for a period of time not to exceed the remainder of the suspended member's paid in full membership.

- F. Volunteer Requirement. A minimum of four (4) volunteer hours is required from all members age thirteen (13) and older (as of the beginning of the competition year) for a member to be eligible for DSDCTA Year End Awards.

A volunteer may donate their hours worked to a DSDCTA member. If volunteer hours are worked on behalf of a DSDCTA member – whether by a non-DSDCTA member or by another DSDCTA member – this must be declared to the Volunteer Coordinator or show manager NO LATER than the time that the volunteer who is donating his/her hours checks in with show/event management at the host facility on the day that the volunteer hours are to be worked.

Note that only hours worked by a current DSDCTA member or for a current DSDCTA member will be applicable to the DSDCTA Year End Awards Program requirement

In appreciation for our volunteers, DSDCTA has elected to provide the following incentives and ways to earn volunteer hours.

Volunteer Perks: DSDCTA members earning volunteer hours **in excess of the four hour minimum requirement** may choose to trade in their volunteer hours at the end of the year for an incentive from the following list. Hours cannot be combined from one year to the next.

- 8-19 hours \$10 Gift Card
- 20-39 hours Stall reimbursement at DSDCTA-sponsored show
- 40-50 hours..... One class entry fee at DSDCTA-sponsored show
- 51-59 hours..... \$40 Gift Card
- 60+ hours..... One (1) ticket for USDF Convention

2. BOARD OF DIRECTORS

- A. The affairs of DSDCTA shall be governed exclusively by and under the supervision of the Board of Directors.
- B. The Board of Directors of DSDCTA shall consist of five (5) executive officers. The President, Vice President, Secretary, Treasurer and Parliamentarian should be elected by the General Membership every two years.
- C. The Board of Directors shall be elected by the members of DSDCTA Elections shall be held every two years, and Board members shall hold

office for a two year term or until their successors have been formally elected or appointed. Election rules and criteria are available in these Policies and Procedures under Section 3 "Election of Officers".

- D. Should a vacancy on the Board occur mid-term, the Board of Directors by majority decision will appoint an interim Board member to serve until the next formal elections are held.
- E. The Board of Directors retains the right to create Chairpersons or Committees to aid in developing specific programs and/or lead any specific projects or goals created by the Board. The aforementioned chairpersons will be appointed to their position by a majority decision of the Board of Directors and shall serve at the will of the Board or until the position is no longer warranted. Committees may be freely appointed by the corresponding and relevant Board of Directors member. Neither chairpersons nor committee persons shall have rights within DSDCTA beyond those of other non-commissioned by simply being DSDCTA members.
- F. Disciplinary Action. If the conduct of any member shall appear to be in willful violation of these Policies and Procedures or By-Laws (the rules) of DSDCTA or prejudicial to DSDCTA's interests, the DSDCTA Board of Directors may, by affirmative vote of the majority of the entire DSDCTA board, suspend or expel such member. Before taking such action, a written copy of the charges must be served upon the member and an opportunity given to be heard in their defense before the Board. Any member so expelled, and during such suspension, shall be refused admittance to all DSDCTA meetings. At the Board's discretion, expelled or suspended members may petition the Board to be reinstated as a member in good standing. A majority vote of the entire Board is required to return an expelled or suspended member to the status of a member in good standing.
- G. Removal, Suspension and Expulsion of DSDCTA Officer. Any member may be removed from Office, suspended or expelled from active participation in DSDCTA for just cause as determined by the prevailing standards and rules of DSDCTA, the United States Equestrian Federation (USEF), the Federation Equestre Internationale (FEI) and/or the United States Dressage Federation (USDF). Suspension or expulsion of a member will be determined by a vote of at least two-thirds (2/3rds) of the DSDCTA Board of Directors.

- H. Removal of DSDCTA Director. Any Director may be removed with cause only after reasonable notice and opportunity to be heard before the DSDCTA Board.

3. ELECTION OF OFFICERS

- A. Every two (2) years, prior to the Annual Awards Banquet all officers (President, Vice President, Secretary, Treasurer, and Parliamentarian) shall be elected to the Board of Directors by the General Membership. They shall be elected to serve for a two (2) year term. The installation of new officers shall take place during the Awards Banquet.
- B. A ballot vote will be sent out to the General Membership in November every two (2) years for election of DSDCTA Officers.
- C. In case of a resignation or other vacancy among officers, the Board of Directors shall appoint a Member in good standing, who is over 18 years of age, to fill the vacancy and complete the term of office.
- D. Nominating Process
 - 1. The President shall appoint a nominating committee no later than the first week of October. The nominating committee shall consist of four (4) members, the Board Secretary shall be the Chair of the nominating committee.
 - 2. The general membership shall have from October 8 through October 15 to submit any suggestions for the new slate of Officers to the Board Secretary, via email.
 - 3. The nominating committee shall select a slate of Officers as nominees to fill the five (5) Officer vacancies and they shall be delivered to the Secretary. Said slate of officer nominees shall be emailed to the Secretary by October 30.
 - 4. The Board Secretary shall prepare a ballot of nominees for election of the Officers. Such ballots shall be presented electronically to all voting members in good standing no later than November 7. Completed Ballots must submitted no later than November 15. These ballots shall be the only official campaign material to be recognized by the Association.
 - 5. Electronic ballots may be collected via email or via an online voting platform/app coordinated by the Board Secretary.

6. Any electronic ballot received after the closing date shall be discarded.
7. The five (5) nominees receiving the largest number of votes for their prospective position shall be the newly elected Officers.
8. In case of a tie there will be a run-off election.
9. Any candidate running unopposed shall be elected by acclamation.
10. Election results shall be announced no later than December 1.
11. The installation of officers shall take place at the Annual Awards Banquet and Meeting.

4. **POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

President:

- A. The President shall be the chief executive officer of DSDCTA and the DSDCTA Board of Directors and shall preside over all meetings of the Board of Directors, General Membership meetings, Annual Membership Meeting and any special meetings of the members in accordance with Robert's Rules of Orders latest edition.
- B. The president will be charged with the general supervision and management of the business and affairs of the Association, subject to the approval of the Board of Directors.
- C. The President shall be a member ex-officio of all committees except the nominating committee.
- D. The President, with the approval of the Board, will appoint all committees.
- E. The signature of the President shall be registered with the Bank(s) through which the Club's financial accounts are handled.
- F. The President shall be made aware with the Treasurer, on payments of checks that are above \$3,000 for all functions, activities, invoices, contracts and/or other instruments which the Board of Directors has authorized to be executed.
- G. The President shall call meetings of the Board of Directors as may be necessary to conduct business of the Association.
- H. The President shall call meetings of the Membership as the President or board deem necessary.

- I. The President, except as otherwise provided in these By-Laws, shall have the right to make motions and to vote on any and all Association matters and shall not be precluded from making motions or from voting based merely on his or her position as President.
- J. Any written, electronic, or other communications to be sent out by DSDCTA or under DSDCTA's name shall be approved by the President or his/her designee prior to sending.

Vice-President:

- A. The Vice-President in the absence of the President, shall exercise all of the functions and be vested with all of the powers and restriction of the President.
- B. The Vice-President shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors.

Secretary:

- A. Attend to all correspondence of the Association.
- B. Read orally communications at the meetings of the Board of Directors.
- C. Maintain permanent files of the Association.
- D. Notify all Board Members of meeting dates, lectures, etc.
- E. Attend to other matters pertaining to meeting procedures as directed by the President.
- F. Prepare and mail ballots for election of officers, amendments to the By-Laws and other ballots designated by the Board of Directors.
- G. Receive and secure Proxy votes for Nominating Committee or Board.
- H. Shall take minutes of each meeting of the Association and Board of Directors, to include attendance.
- I. Shall be responsible for furnishing each member of the Board with a draft of the minutes as promptly as practicable after the meeting.

Treasurer:

- A. Handle funds received and disbursed by the Association and Board of Directors.
- B. Issue receipts for monies paid into the Association and keep a record of all receipts and disbursements.

- C. Maintain a complete record of all business transactions.
- D. Be prepared to report on the financial status of the Association at all times.
- E. Keep an accounting book belonging to the Association.
- F. Receive money obtained by the Association
- G. Promptly deposit all monies and other valuable effects in the name of the Association into such depositories as the Board may designate.
- H. Act as a signature authority on all DSDCTA accounts.
- I. Be responsible for presenting an annual financial statement from the previous year and a proposed budget for the upcoming year to the membership at the Annual Membership Meeting.
- J. Obtain budgets from/for DSDCTA horse shows and committees.
- K. Keep the checkbook register up-to-date by entering all deposits and payments, and categorizing all transactions for reports
- L. Maintain a file of invoices paid along with any other backup information submitted with invoice.
- M. Balance the checkbook monthly and email the President and Board a copy of the year-to-date checkbook register, and a breakdown of income/expenditures.
- N. Perform additional duties as assigned by the President or Board of Directors.
- O. After the Annual Awards Banquet there will be a review of the financial accounting for the year which will be comprised of three (3) Board Members, appointed by the President and approved by the Board of Directors, one of the members being the Treasurer.
- P. There shall not be any movement of funds between accounts or financial institutions without the prior approval of the DSDCTA Board of Directors with a quorum. There will be a 48 hour turn around for approval.
- Q. Maintain the membership roster including submitting memberships to USDF in a timely manner.

Parliamentarian:

- A. Provides advice to the president (presiding officer) during meetings regarding the proper procedures.

- B. Acts as a confidential resource for officers and members to help them carry out their duties.
- C. Ensures the club's activities and decisions comply with its charter, bylaws, and standing rules.
- D. Act as a signature authority on all DSDCTA accounts.

Each officer, at the expiration of his/her term of office (or in case of resignation, suspension or removal) shall transfer all records to the succeeding officer in a timely fashion of 7 to 10 days.

Immediate Past President will have the following duties to advise the current President in order to provide continuity, help as needed with DSDCTA activities (banquets, shows, clinics, etc.) and will participate in Board Meetings.

Each member of the Board of Directors are 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 DSDCTA membership. 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.

Special meetings of the Board of Directors shall be called when deemed necessary by the President. Fifty percent plus one of the total number of Board members shall constitute a quorum. The Board of Directors should meet no less than four (4) times a year including the Board Meetings after or before the Annual Membership Meeting and the Awards Banquet.

Each Board Member may send a written proxy vote to the DSDCTA Secretary containing authorization to vote in the event they are unable to attend a Board of Directors Meeting. The proxy letter must identify the Board Member that will be voting on their behalf.

Any Board Member who is absent from all meetings for one (1) calendar year without valid cause will be automatically terminated from the Board. Attendance shall be recorded/noted in the minutes of each Board meeting by the Secretary. Proxy votes shall not be used for the purpose of meeting this requirement.

The President may call a business meeting of the Board of Directors with seven (7) days' notice or a business meeting of the Association with fourteen (14) days' notice. Members may request or be invited to come before the Board to present problems or suggestions to the Board. Board votes on general GMO business require a quorum of two thirds of the total number of Board Members.

5. MEETINGS

- A. General Board Meetings - General Board meetings shall be intermittently held throughout the year. The date, time, and location of the general meetings of the board will be announced to the membership through email, website, or social media. These meetings are open to all DSDCTA members in good standing or invited guests. A quorum of the Board members must be present to conduct the meeting. This quorum is defined as a majority of the voting members of the Board.

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

Any Board Member who is absent from all meetings for one (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.

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. Each Board Member may send a written proxy vote to the Board of Directors Secretary authorizing to vote in the event they are unable to attend a Board of Directors meeting.

- B. Special Board Meetings - DSDCTA Board of Directors is allowed to call Special Board Meetings in the event an issue arises that needs immediate attention. Special Board Meetings are not open to the general membership unless specifically stated. The Special Board Meetings must be known to the entire Board of Directors via phone, text, or email. Special Board Meetings do not have to be in person, but all issues discussed in the designated Special Board Meeting must be made known at the same time and through the same communication as the announcement to have a Special Board Meeting. Any decision made must be made by a majority of those Board

Members participating in the Special Meeting. Special Meetings of the Board shall be called when deemed necessary by the President. A quorum of the Board members must be present to conduct the meeting. This quorum is defined as a majority of the voting members of the Board.

- C. Recall Meetings - To remove a member of the Board of Directors there must be a Special Recall Meeting held. All members of the Board of Directors,

excluding the Member in question, are eligible to vote to begin recall proceedings. All Board Members are allowed, and encouraged, to vote on the recall of the Board Member in question. A two-thirds (2/3rds) majority of those voting is required to remove a Board Member. Upon removal of any Officer of the Board, it is incumbent on the Board of Directors to appoint, by majority vote, an interim replacement to serve in the vacated position until the next official election.

- D. Annual Membership Meeting - The Annual Membership Meeting of the general membership shall be held in August of each year, at which time the annual reports from the President, Secretary and Treasurer, and all committees shall be presented. The date shall be set by the Board of Directors with no less than fifteen (15) days' electronic notice to the general membership. In the event of postponement, the meeting may be held within thirty (30) days of the original date, or as soon as possible thereafter. A quorum for the Annual Membership Meeting shall be 40% of the total number of voting members. Additional meetings of the general membership may be held throughout the year to conduct additional business, provide educational content or such other activities for the benefit of the membership at the discretion of the Board of Directors with no less than fifteen (15) days' electronic notice to the general membership.
- E. By-Laws Meeting/Vote - In the event proposed amendments/addendum's or rewrite to the DSDCTA By-Laws occurs, a Special By-Laws meeting/vote of the General Membership shall be called by the President with a minimum of fourteen (14) days advanced notice to the General Membership. The advanced notice will include the proposed by-law changes for review and comment by membership. Proposed amendments/addendum's or rewrite shall be passed by 50% of the members present/email votes, plus one (50% +1). New By-Laws will be published on the DSDCTA website within five (5) days of adoption.

6. COMMUNICATIONS

Any official (non-routine) written or electronic communication to be sent out by DSDCTA or under DSDCTA's name shall be approved in advance by a majority of the board prior to sending.

7. FISCAL STATEMENTS

DSDCTA shall keep its books and financial records on a calendar year, cash basis, in accordance with accepted accounting principles, including but not limited to its assets, liabilities, receipts, gains, losses, capital and surplus. The Board shall

approve all financial statements and them to available to the membership upon request.

8. BARTERING ARRANGEMENTS

The Board of Directors shall be notified of any and all barter arrangements, including all pertinent details of the arrangement before entering the arrangement.

9. AWARDS BANQUET/GALA

The Annual Awards Banquet/Gala will be held within the first quarter of the calendar year. The date shall be set by the Board of Directors with no less than fifteen (15) days' electronic notice to the general membership.

10. WEBSITE AND NEWSLETTER

A. The official website of DSDCTA is deepsouthdressage.com and copies of the current By-Laws and Policies & Procedures will be available along with a calendar of events sponsored by DSDCTA.

B. The official newsletter of DSDCTA is the Tempo. The Tempo will be published periodically throughout the year and circulated to the membership via email.

C. Official email addresses of DSDCTA include:
dsdcta@yahoo.com
dsdcta@gmail.com
dsdctasecretary@gmail.com
submitmyscore@gmail.com

11. PROCEDURE FOR AN EVENT TO BE DSDCTA SPONSORED

A fully DSDCTA-sponsored event is one in which the club organizes and assumes all risks for liability, profit, and loss. These events include clinics, schooling and recognized shows, and other educational opportunities. Before sponsoring a new event or clinic, the following steps must be taken.

1. A proposal submitted to the Board outlining the scope and purpose of the event, all the expected costs involved, proposed location and its requirements, and all manpower required.

2. A detailed proposed budget must be submitted to the Board, including: lodging, meals, transportation, facility fees, supplies, clinician fees, official's fees, announcer's fees, catering, rental fees, postage, delivery, any other related expenses, and fees which will be collected from participants.

3. All DSDCTA-sponsored shows will use the show secretarial services of ShowSecretary.com (Minimum level of services to be obtained: Full secretarial support before and after the show with "virtual support" from the home office during the show.)
4. Upon approval, DSDCTA will contact its insurance provider to determine if insurance needs to be acquired for the event and will then obtain certificates of insurance if necessary. A single Board member should be noted as the designated contact person for the event. DSDCTA Board member(s) must be involved in the planning of the event and present at the event to ensure our standards are maintained, all receipts are obtained, and so that a responsible club representative is included in all decision making. If at any time the designated Board member is busy/actively participating in the event, another person must be appointed to act in their stead. Unexpected expenses exceeding \$300 beyond the scope of the initial budget must be approved by a Board vote.

At the conclusion of the event, the following must be submitted to the DSDCTA Treasurer as soon as possible, preferably within two weeks:

1. All receipts
2. All monies collected (checks from fees collected should be made payable to DSDCTA)
3. Notification and/or receipts of any charges made to the club credit card
4. A list of all participants from whom fees have been collected. A recap will then be given to the DSDCTA Board at the next meeting following the event, and the Treasurer will provide a summary of the costs and profit or loss incurred by the club. For existing and recurring events that the club sponsors, a re-evaluation by the Board will take place annually to ensure the fiscal soundness of continuing the event. A proposed budget shall be submitted, highlighting any new challenges or expenses. If the Board allows the event to continue, the following must be submitted to the DSDCTA Treasurer as soon as possible, preferably within two weeks from the conclusion of the event:

1. All receipts
2. All monies collected (checks from fees collected should be made payable to DSDCTA)
3. Notification and/or receipts of any charges made to the club credit card

4. A list of all participants from whom fees have been collected

A recap will then be given to the DSDCTA Board at the next meeting following the event, and the Treasurer will provide a summary of the costs and profit or loss incurred by the club.

Note that for existing or recurring events, a single Board member should be noted as the designated contact person for the event. DSDCTA Board member(s) must be involved in the planning of the event and present at the event to ensure our standards are maintained, all receipts are obtained, and so that a responsible club representative is included in all decision making. If at any time the designated Board member is busy/actively participating in the event, another person must be appointed to act in their stead. Unexpected expenses exceeding \$300 beyond the scope of the initial budget must be approved by a Board vote.