

CONSTITUTION AND BY-LAWS OF THE SOUTH WIND DRESSAGE AND EVENTING ASSOCIATION, INC.

The name of this organization shall be SOUTH WIND DRESSAGE & EVENTING ASSOCIATION, INC. aka SWDEA.

PURPOSE & MISSION STATEMENT

The purpose and mission of the South Wind Dressage & Eventing Association, Inc. (SWDEA) shall be to promote activities directed toward a better understanding and education of dressage, eventing, show jumping, and horsemanship.

ARTICLE I MEMBERSHIP & DUES

The general membership, which will be \$50 per individual for the year and will include membership in the local organization, SWDEA, and national organization, USDF. All general members aged 18 and older hold voting rights. Junior members do not hold voting rights.

Annual dues will be applied to the membership year that coincides with the USDF membership year. December 1st – November 30th.

Dues structure(s) will be established by the Board of Directors.

ARTICLE II ELECTION VOTING

The general membership (ages 18 and over) shall elect the officers and directors.

General members, age 18 years and older; and supporting members who are members of the SWDEA Board, all in good standing, shall be entitled to one vote each.

Voting may be either by mail ballot, e-mail, participation at a general membership meeting, or a combination of all three. The ballot may also be made available to the membership via the website. The accepted method(s) of voting in any election will be determined at the discretion of the President.

ARTICLE III OFFICERS AND DIRECTORS

Officers shall consist of President, Vice-President, Secretary, Treasurer, and Scorekeeper/Webmaster.

The Board shall consist of five (5) Officers: President, Vice President, Secretary, Treasurer, and Scorekeeper/Webmaster and six (6) Board members.

A quorum shall consist of five (5) members for the purpose of voting.

Each Officer and Board Member is elected for a two-year term.

Elections will be held in October prior to every even year, example 2016, 2018, 2020, 2022, and so on.

The general membership (ages 18 and over) shall elect the officers and directors.

ARTICLE IV DUTIES OF OFFICERS AND BOARD OF DIRECTORS

THE PRESIDENT:

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), and be an official representative of the Association (or may appoint such a representative).

The President will 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.

The President will maintain the permanent files of the association.

The President will notify all Board Members of meeting dates, lectures, and attend to other matters pertaining to meeting procedures.

THE VICE-PRESIDENT:

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.

The Vice-President shall also assist the President with any matters pertaining to meetings or other functions hosted or attended by the organization.

THE SECRETARY:

The Secretary shall take and read minutes of each meeting of the Association and the Board of Directors.

The Secretary or President may also be responsible for social media and general membership communications.

The Secretary will prepare any ballots for election of officers, and any other ballots designated by the President.

THE TREASURER:

The Treasurer shall handle all funds received and disbursed by the Association; funds to be maintained in a bank approved by the Board of Directors.

The Treasurer will issue receipts for moneys paid into the Association when necessary.

The Treasurer will maintain a complete record of all business transactions and be prepared to report on the financial status of the Association at all times.

The Treasurer is responsible for information required for filing all applicable tax forms.

The Treasurer shall recommend the auditor for each yearly financial audit.

The Board of Directors may request a financial update from the Treasurer at any time.

THE SCOREKEEPER/WEBMASTER:

Collects all scores submitted throughout the show year, creates and maintains spreadsheets with details regarding score submissions and awards programs.

Maintains the website for the club. This includes updating the website, monthly or as needed or requested by President. Responsible for collecting information and spreadsheets from other board members to update each section of the website, maintaining accurate schedules of events on the website.

Ensuring that all membership forms, show entry forms and links, etc. are posted in a timely manner and work properly.

Maintains SWDEA specific email accounts for each board position to communicate and save information with.

This position is required to have a personal computer, i.e., laptop/desktop and personal internet access for SWDEA transactions that need to be processed after business hours and on the weekends.

The Scorekeeper will work with the other officers, within the allotted budget each year, to order awards for the year-end awards banquet.

The Scorekeeper will compile the final scores for the year and help to create the program and agenda for the year-end awards banquet, assist with in addition to setting up awards to be presented.

ALL OFFICERS:

Each officer, at the expiration of his/her term of office (or in the case of resignation) shall transfer all records to the succeeding officer within 30 days, and assist when necessary, for a smooth transition.

Each member of the Board of Directors is required to attend the Board of Directors meetings and other SWDEA functions.

Any member of the Board of Directors 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.

The main purpose of the Board of Directors shall be to further the purpose and mission of the club through the roles of volunteering to serve in the interest of the general membership, implementing by-laws and board policies, and governance when decisions are made as part of the Board.

It shall be the duty of the Board of Directors to conduct all business of the association between meetings of the general membership.

Special meetings of the Board shall be called when deemed necessary by the President. All other general membership meetings are open to supporting members.

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.

Programs conducted by SWDEA shall be with the approval of the Board of Directors.

Programs shall have a set of criteria/rules in writing available to the membership.

The Board of Directors will approve or veto changes to programs, initiate new programs, or discontinue existing programs, i.e. awards criteria, scholarship program, show rules, junior programs, etc. at any time in the membership year based on need, interest, membership participation, and finances to carry out said programs.

ARTICLE V EXPENSES

These bylaws authorize the following expenses:

- A. Less than \$500 – Treasurer Approval;
- B. Greater than \$500 – Officers.

Any purchases by Board members over \$25 must be pre-approved by the Treasurer to be eligible for reimbursement. The total Year End Awards Banquet budget shall be approved by the Board.

ARTICLE VI ELECTION OF OFFICERS & BOARD MEMBERS

The Board shall consist of five (5) Officers: President, Vice President, Secretary, Treasurer, and Scorekeeper/Webmaster and six (6) Board members.

Elections will be held in October prior to every even year, example: 2021, 2023, and so on.

Installation of the new Board will occur on November 1st. The previous Board will continue to fulfill roles through the month of November and through the current year's awards banquet, to facilitate a smooth transition of leadership for the club.

Each Officer and Board Member will be elected for a two-year term.

Any nominee shall be notified prior to nomination and given the option to decline prior to the preparation of any election ballots.

Officers must have served on a previous SWDEA Board in some capacity and are in good membership standing in order to be eligible to run for an Officer position.

General Board Members do need not need to have served on the board prior to becoming elected to the Board.

The Officer or Board Member must be a member of SWDEA for the duration of his or her term, starting on December 1st of the election year and renewing membership prior to December 1st of the following term year.

The general membership (ages 18 and over) shall elect the Officers and Board members.

The window for all nominations will open prior to October 5th. The membership will be notified.

If a member wishes to decline a nomination, they may do so prior to October 14th by contacting the Secretary or membership chairman.

The Secretary shall prepare a ballot of nominees for election to the Board.

Ballots will be posted to the website by October 16th.

This ballot shall be the only official campaign material to be recognized by the Association.

Any ballot received after voting has closed shall not be counted.

The Secretary, membership chairman, or person designated by the President, shall receive the ballots by email.

Election results will be made available to the members on November 1st.

Newly elected Officers and Board Members shall have 30 days to pay their membership dues after the election results are posted.

ARTICLE VII RESIGNATION AND REPLACEMENT OF OFFICERS & BOARD MEMBERS

In case of resignation or other vacancy of the Board, the President shall appoint a member to fill the remainder of the term.

In case of resignation or other vacancy among Officers, the President shall nominate a qualified member to fill the vacancy. Approval of the new Officer will be by vote of the Board via email or at the next Board meeting.

The Board which includes ALL Officers and Board members, are expected to attend ALL SWDEA meetings and functions which includes, but is not limited to, Board meetings, general meetings, shows, and year end awards functions.

Any member of the Board who does not actively participate and/or has two or more unexcused absences from scheduled functions will be subject to review. The first step in review will include an electronic letter of concern. If the Officer or Board Member does not take actions outlined in the letter of concern, the second step of review shall be removal from the Board. The review of any Board member will be at the discretion of the Board.

ARTICLE VIII MEETINGS

General membership meetings shall be held at least one (1) time a year. Reports from the President, Secretary, Treasurer, Scorekeeper, and all committees shall be presented.

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

The President may call a business meeting of the Board with seven (7) days notice, or a business meeting of the Association with fourteen (14) days notice. General Members may attend all meetings of the General Board and may come before the Board to present problems or suggestions to the Board.

ARTICLE IX COMMITTEES

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

The President shall appoint committee chairmen.

ARTICLE X AMENDMENTS

Any member may propose amendments to the by-laws during the calendar year. After having been published on the website or by email, these shall be voted on by the Board. The Board will also determine when the amendment will take effect.

ARTICLE XI MEMBERSHIP INITIATIVE

When a general member indicates by written or verbal request to the President that any action be taken, or any action being taken be discontinued, the President shall submit such request to the Board.

The Board shall vote on the issue(s) at the next Board meeting. If a simple majority of the votes declare approval of such a request, then the Association shall fulfill the request.

The general membership shall be notified of any proposed changes or actions.

ARTICLE XII DISSOLUTION

If at any time the Association dissolves, any funds remaining in the treasury and other possessions of the Association shall be distributed to such organizations as the Board shall designate by majority vote.

ARTICLE XIII GRIEVANCE PROCEDURE

A grievance must be submitted in writing or email to the President within seven (7) calendar days of the action being grieved.

The grievance shall be decided jointly by the committee concerned and the Board, who will consult the by-laws and cite the appropriate rule to make the decision. There will be a meeting with the grieving party, the Board, and concerned committee(s) within thirty (30) days. The Association by-laws and appropriate rules will be used to determine the decision.

In the event a decision cannot be reached based on the by-laws or rules in place; the board shall convene within thirty (30) days after the referral and render a decision. This decision shall be final.

Any Officer or Board member on a committee which is grieved shall abstain from any decision vote in the grievance meeting for that particular issue. Voting must pass by simple majority.

Any horse show or competition-related grievance will be decided upon by the Show Organizer and when a decision cannot be made, the USDF, USEF, and/or USEA rules will be followed.