

Policies and Procedures of the Alamo Dressage Association

The Policies and Procedures define the rules, guidelines, and philosophy for the routine operations of The Alamo Dressage Association, herein referred to as “ADA” or the “Association”.

Article I. Membership

Section 1. Eligibility – See Article II of the ADA By-Laws

Section 2. Definition of Membership – See Article II of the ADA By-Laws

Section 3. Types of Memberships

- a) **Individual:** An Individual member shall consist of an individual who is entitled to one (1) vote and all rights and privileges as defined under Article II, Section 3, of the ADA By-laws upon payment of annual dues. An individual member has his/her 21st birthday before December 1st of the membership year.
- b) **Family:** Includes a maximum of 2 adults over 21 years old and any unmarried children under 21 years old, living under the same roof. Entitled to one (1) vote.
- c) **Junior:** A junior membership shall consist of an individual who, is under 21 years of age. The junior member has not reached his/her 21st birthday by December 1 of the membership year. A person becoming 21 on December 1 of the preceding year is not eligible for junior membership. The junior membership entitles the junior to one (1) vote and to all rights and privileges as defined under Article II, Section 3 of the ADA By-laws, upon payment of annual dues.
- d) **Five (5) Year Individual:** An individual membership lasting five (5) years from the year the 5 year membership was elected.

Section 4. Loss of Membership

A member shall cease to be a member upon the occurrence of any one (1) of the following:

- a) Upon submission of a letter of resignation to the President of the Association;
- b) Upon the member failing to pay annual dues or any portion thereof payable on the dates stipulated for making such payment; or
- c) Upon the passing of a resolution by the Officers following complaints against the member of conduct prejudicial to the Association; and after having been given a fair and full hearing if elected so by the member.

Section 5. Annual Dues

- a) Annual dues shall be payable to ADA from December 1st thru November 30th.
- b) Annual dues shall be an amount fixed by the Officers and notified to the members 60 days prior to the end of the current membership year.
- c) A fifty dollar fee (\$50) will be charged to all checks returned “Non-Sufficient Funds”.

- d) All monies raised in each fiscal year by way of dues or otherwise shall be spent for the purpose(s) for which the Association was founded and the benefit of its members.

Section 6. Notification of Annual Dues Payable

- a) The Association shall notify the members of the dues payable by them to maintain membership. Publishing the due date for annual dues in the quarterly newsletter or via Constant Contact shall constitute notice, and if such dues shall not be paid within thirty (30) business days of the date due, the members in default shall cease to be members.
- b) Notice of dues shall be published in the quarterly newsletter or via Constant Contact a minimum of 30 business days prior to the due date for the annual dues.

Article II. Code of Ethics and Limitations

Section 1: Introduction

As the guardians of the sport of dressage in the San Antonio area, and because we operate in the public spotlight, we are expected to conduct our affairs on a basis consistent with the great trust that has been placed in us. This requires our behavior to conform to the highest ethical principles. For these reasons, ADA requires its members, volunteers and officers to conduct business with integrity, to maintain a standard of ethical conduct consistent with the regulations of all countries and jurisdictions in which ADA conducts business and to be guided by the knowledge that we are guardians of dressage sport and must maintain the values, spirit, and ideals with the sport. Furthermore, because the appearance of impropriety can be just as damaging as actual impropriety, conduct, which appears to be improper, is also unacceptable. (See definitions below.) Accordingly, members, volunteers, and officers are required to comply with the following Code of Ethics when representing or participating in ADA activities, selection processes, or events:

- a) Conduct all dealings with honesty and fairness.
- b) Respect the rights of all involved (members and non-members) with ADA to fair treatment and equal opportunity, free from discrimination or harassment of any type.
- c) Know, understand and comply with the laws, regulations, and codes of ethics governing the conduct of USEF competitions and business.
- d) Ensure that all transactions are handled honestly and recorded accurately.
- e) Protect information that belongs to ADA, our donors, sponsors, suppliers and fellow members.
- f) Avoid conflicts of interest, both real and perceived.
- g) Never use ADA assets or information for personal gain.
- h) Recognize that even the appearance of misconduct or impropriety can be very damaging to the reputation of ADA and act accordingly.

Section 2. Conflict of Interest

- a) **Purpose** The purpose of this Conflict of Interest Policy is to protect the interest of the ADA when it is contemplating entering into a transaction or arrangement that might benefit the private

interest of an officer or director of ADA or might result in a possible excess benefit transaction. This Policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable organizations.

b) Definitions

1. Interested Person. Any director, officer, or member of a committee with board-delegated powers, who has a direct or indirect financial interest, as defined below, is an Interested Person. In addition, family members (i.e., spouses, brothers or sisters, spouses of brothers or sisters, ancestors, descendants, and spouses of descendants) of an Interested Person and any entity in which 35% or more of the combined voting power (in the case of a corporation), profits interests (in the case of a partnership), or beneficial interest (in the case of a trust) is owned by an Interested Person also is an Interested Person.

2. Financial Interest. A person has a Financial Interest if the person has, directly or indirectly, through business, investment or family—

- i. an ownership or investment interest in any entity with which ADA has a transaction or arrangement,
- ii. a compensation arrangement with ADA or any entity or individual with which ADA has a transaction or arrangement, or
- iii. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which ADA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature. A Financial Interest is not necessarily a conflict of interest.

Under Section c.2, a person who has a Financial Interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

c) Procedures

- 1. Duty to Disclose.** In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of his or her Financial Interest and must be given the opportunity to disclose all material facts to the directors and members of committees with board-delegated powers considering the proposed transaction or arrangement.
- 2. Determining Whether a Conflict of Interest Exists.** After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, he or she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- 3. Procedures for Addressing the Conflict of Interest.**
 - i. An Interested Person may make a presentation at the board or committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii. The Chair of the board or committee shall, if appropriate, appoint a disinterested person or committee to obtain appropriate data as to comparable

transactions and investigate alternatives to the proposed transaction or arrangement. Appropriate data as to compensation shall include compensation data from three comparable organizations in the geographic area for similar services. Appropriate data as to a property transaction may include independent appraisals and/or offers received as part of an open and competitive bidding process.

- iii. The board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interests, for its own benefit, and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

4. Violations of the Conflicts of Interest Policy.

- i. If the board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- ii. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

d) Records of Proceedings

1. Content of Minutes. The minutes of the board and all committees with board-delegated powers shall contain:

- i. The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
- ii. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.
- iii. A description of the comparability or other data obtained and relied upon by the board or committee and how that data was obtained. A description of the terms of the transaction that was approved and the date it was approved.
- ii. record of the actions of members of the board or committee having a conflict of interest with respect to the transaction.

2. Time for Completing Records of Proceedings. The minutes described in Section d.1 above must be prepared before the later of (1) the next meeting of the board or committee or (2) sixty days after the final determination as to the transaction has been made.

3. Approval of Records of Proceedings. The minutes described in Section d.1 above must be approved by the board or committee that authorized the transaction as reasonable, accurate and complete within a reasonable time period thereafter.

e.) Compensation

A voting member of the board who receives compensation, directly or indirectly, from ADA for services is precluded from voting on matters pertaining to that member's compensation. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, for ADA for services is precluded from voting on matters pertaining to that member's compensation. No voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from ADA either individually or collectively, is prohibited from providing information to any committee regarding compensation.

f.) Annual Statements. Each director, principal officer and member of a committee with board-delegated powers shall annually sign a statement which affirms such person:

- i. has received a copy of this Conflicts of Interest policy;
- ii. has read and understands the policy;
- iii. has agreed to comply with the policy; and
- iv. understands ADA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

g.) Periodic Reviews. To ensure ADA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, including the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to ADA written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

h.) Use of Outside Experts. When conducting the periodic reviews as provided for in Article II Section g , ADA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring periodic reviews are conducted.

Section 3: Enforcement

- a) Any member who violates or condones the violation of the Code of Ethics is subject to disciplinary measures, which may include censure, suspension and termination of membership (see Section 3).
- b) This code serves as a framework for ethical conduct but does not cover every situation. If you are unclear about the requirements of this code, please consult a member of the ADA Board.

Section 4. Censure

- a) Officer's shall by two-thirds (2/3) vote censure a member for violation of the By-laws, Policies and Procedures, Code of Ethics and conduct deemed prejudicial to the best interests of the Association, upon receipt of a written petition detailing the cause. The written petition shall be

initiated by any Association member and shall be signed by a minimum of five (5) Association members.

- b) Members subject to censure shall be notified in writing the grounds for censure and shall have the right to a closed hearing before the Officers prior to any vote to impose censure. The member has ten business days from the date of the written notice of censure to request a hearing before the Officers.
- c) Imposition of censure by two-thirds vote of the Officers shall be issued in written form detailing the reason for the censure along with a statement from the Officers regarding the circumstances of the censure.
- d) The Officers shall by two-thirds vote elect to publish the name of the censured member and the censure statement in the quarterly newsletter.
- e) Censure shall include membership termination for sufficient cause.

Section 5. Suspension

- a) The Officers shall by two-thirds vote suspend a member the duration of which shall be a period of time not to exceed the remainder of the suspended member's paid-in-full membership for any of the following causes.
 - 1. Ceases to be a member in good standing;
 - 2. Upon written notification, the member has outstanding indebtedness to the Association and the debt remains unresolved;
 - 3. Has been censured by the Board;
 - 4. Conduct deemed prejudicial to the best interests of the Association; or
 - 5. Has been suspended by the USEF and/or the USDF.
- b) Members subject to suspension shall be notified in writing detailing the grounds for the suspension, and shall have the right to a closed hearing before the Officers prior to any vote to suspend the member. The member has ten business days from the date of the written notice of suspension to request a hearing before the Officers.
- c) Suspension of a member by two-thirds vote of the Officers shall be issued in written form detailing the reason for the suspension, duration of the suspension, and actions required by the member for restoration of full membership.
- d) The Officers shall by two-thirds vote elect to publish the suspended member's name, the grounds for suspension, and the duration of the suspension in the quarterly newsletter. If so published, the Officers shall publish in the newsletter a statement regarding the changed status of the suspended member after the completion of the suspension, or upon lifting the suspension by two-thirds vote of the Officers.

Section 6. Limitations

- a) The following limitations shall be imposed upon members who choose to run for a position on the Board of Directors:
 - 1. Only one (or two need to decide) members of a family unit per household;
 - 2. Shall be a member in good standing;

3. Shall be able to sign a contract in the State of Texas;
4. And shall have served previously on the Board as an Officer or Appointed Committee Chair for a minimum of one year to run for the Office of President.

Article III. Board of Directors

Section 1. Definition – See ADA By-laws, Article V- Directors

Section 2. Elected Officer Duties

- a) **President:** The President shall be the Chief Executive Officer of the Association. They shall have served successfully on the ADA board a minimum of one (1) year in the five (5) year period prior to assuming the position of President. They shall:
 1. Call and preside at all Special and Regular meetings.
 2. Direct the Secretary to notify members of meetings in accordance with the rules.
 3. Sign all contracts and obligations or appoints an individual to do so.
 4. See that the By-laws and Policies and Procedures of the Association are enforced.
 5. Perform all other duties that may be prescribed from time to time by the Board.
 6. Appoint such Special and Permanent committees as she/she deems necessary any time, subject to the approval of the Board.
 7. Be ex-officio member of all committees.
 8. Appoint certain Board Positions with the approval of the Board.
 9. Act as the primary representative of the Association.
 10. Act as the point of contact for the USEF and the USDF on behalf of the Association.
 11. Acquire necessary documentation at the national or local level such as USEF, USDF and SWDC numbers for a recognized show, etc. or appoints an individual to do so.
 12. Acquire/renew liability insurance as well as Officers and Directors insurance annually. Ensures deadlines are met.
 13. Assign tasks and gives realistic deadlines to be met by the Board Members as necessary.
 14. Attend meetings or submits a report at the Board meetings.
 15. Attend or appoints someone to attend USDF, USEF, Region 9 meetings.
 16. Ensure the necessary checks and balances shall be in place to prevent fraud or personal gain.
 17. Identify the Association needs.
 18. Sign checks on behalf of the Association as needed.
 19. Appoint, if needed, a Parliamentarian who will attend all Membership and Board meetings, and when requested, committee meetings. Parliamentarian is to advise the President and members concerning the application and usage of Robert's Rules of Order and the Association's By-laws and Policies and Procedures. The Parliamentarian is not a member of the Board or any committee thus will have the right to vote only in full membership meetings.
 20. Have the authority to represent the Association and to act in its name subject only to its declare policies.

21. Is responsible for updating officer information with USEF/USDF, USDF GMO Delegate forms and other business with USDF and USEF.
22. Is responsible for drafting an annual report for the USDF Region 9 meeting.
23. Cast a vote only in the event of a tie.

b) Vice-President: In the absence of the President, the Vice-President shall have powers and shall perform the duties of the President and such other duties as may be prescribed by the Board of Directors.

c) Secretary: The Secretary shall:

1. Keep the minutes of the Board and distribute in a timely manner, a copy of the minutes of each meeting to all Board members.
2. Attend board of directors meetings which is usually held on the second Wednesday of each month
 - i. Email reminder with agenda and previous board minutes prior to meeting.
 - ii. Collect meeting inputs for board meeting agenda and provide member copies of agenda, previous meeting minutes, officer/chairman reports, and other necessary paperwork
 - iii. Record, prepare, and type unapproved minutes and send prior to next board meeting; board votes on changes and approval.
 - iv. Take attendance and archive year's roster.
 - v. Check meeting procedures.
3. Give notice to members of General and Annual Meetings.
4. Be custodian for all the safekeeping of all documents and records of the Association, excluding financial records.
5. Give all notice required by the By-laws and Policies and Procedures of the Association.
6. Engage in any and all correspondence for the Association at the direction of the Board.
7. Handle elections/voting; prepares ballots for emailing or postal mailing, receives votes, and tabulates election results.
8. Handle ADA correspondences: thank you, sympathy, and get well notes/cards, gifts, etc. as directed by board. Order office supplies; provide treasurer with receipt for reimbursement.
9. Coordinate other administrative duties as needed.

d) Treasurer: The Treasurer shall coordinate and ensure the financial oversight and financial health of the Association.

1. Ensure the Associations financial policies are being followed. Make recommendations and/or suggestions regarding the Associations financial affairs
2. Prepare an annual budget based on the fiscal year October 1 through September 30.
3. Present an annual budget and submit a written report to the officers at the November Board of Directors meeting.
4. Establish a budget for ongoing or long-term projects for approval by the Board.

5. Prepare timely and accurate financial information reports to include Balance Sheet, Income Statement, Budget to Actual comparison, bank reconciliation and special event (clinic, show, silent auction, etc.) profit/loss reports .
6. Present and submit written financial information reports at Board of Director meetings, General Membership meetings or as may be requested and/or required by the Board.
7. Provide a year-end (September 30) Balance Sheet and Income Statement to the Communications Chair for publication in the newsletter no later than November 30.
8. Receive incoming checks, cash and other payments. Immediately endorse with restrictive deposit stamp. Timely deposit all funds received by the Association in an authorized Bank that has been approved by the Board.
9. Maintain all bank accounts and reconcile bank statements with the general ledger monthly.
10. Issue checks to pay all operating expenses. Upon approval of the Board, pay all vendors, judges, clinicians, etc. Ensure all checks issued identify a payee. Ensure all outgoing payments are supported by an approved invoice or receipt. Be present or make available necessary checks to cover expenses of an Association sponsored activity at a convenient time for the chair of that activity.
11. Issue reimbursement for expenditures to Offices for authorized projects that have been approved by the Board.
12. Collect a fifty dollar (\$50) fee for all payments made to the Association and returned for “non-sufficient funds” unless a different fee is specifically stated for the activity.
13. Verify that the debit/credit card shall only be used for expenses that have been pre-approved by the Board.
14. All checks in excess of one thousand (\$1,000) must be signed by the Treasurer and counter signed by the President or Secretary.
15. Compose and maintain a list of Association assets, their location and estimated value. Track depreciation for capitalized assets. Identify assets which may be sold or donated.
16. Receive Cash Back for Education applications and verify with the Member at Large that applicant has met the volunteer requirements and that they are a member in good standing and have been for the sixty (60) days prior to the event.
17. Receive new and renewal membership dues and reporting data from the Membership Chairperson and submit required fees to USDF for processing as soon as administratively possible.
18. Receive annual membership dues and reporting data from the Membership Chairperson and submit required fees to USDF for processing by the deadline established by the USDF.
19. 24. Obtain all required permits and licenses.
24. 25. Process timely registration and payment of premiums on Association trailers (show, awards, arena flatbed). File timely annual IRS Form 990EZ.
25. File timely annual IRS Form 1099 MISC for those performing paid services totaling the amount that requires filing (currently \$600).

26. File state information reporting as required for those performing paid services.
Reporting requirements vary by state.
27. Complete the State of Texas Non-Profit Periodic Report as requested.
28. Be the registered agent in the State of Texas for the Association.
29. Maintain a calendar of filing requirements and renewals.
30. Ensure all banking supplies are stocked (check, deposit slips, endorsement stamp, etc.)
31. Ensure adequate back-up of all accounting software and electronic files (QuickBooks, Excel, Word, PowerPoint, etc.
32. Protect the Association from theft and fraud by ensuring the safety of funds and completing banking procedures promptly.

Member-at-Large: Responsibilities of the Member-at-Large include:

1. Tracking of volunteer hours for the Year End Awards Program and Cash Back for Education Program.
2. When asked, provides volunteer hours and membership status to the Treasurer for Cash Back applications.
3. When asked, provides volunteer hours to Year End Awards Chair.
4. Serves as the recognized horse show volunteer coordinator by ensuring all volunteers are contacted, utilized (or contacted if they are not utilized and why), and properly thanked for their service. Communicates with Recognized Show Committee chair and Show Manager for filling volunteer openings.
5. When asked, shall assist other Board members in their duties, if and when necessary
6. Give input at Board meetings
7. Act as a liaison between the membership and the Board of Directors

Section 3. Appointed Officers: The following Appointed Officers shall be appointed by the President and Approved by the Board as needed:

- a) Voting Officers
 1. Education Chairperson
 2. Junior/Young Rider Chairperson
 3. Communication Chairperson
- b) Non-voting Officers
 1. Membership Chairperson
 2. Recognized Show Chairperson
 3. Year End Awards Chairperson
 4. Schooling Show Chairperson
 5. Sponsorship Chairperson
 6. Others as appointed by the Board

- c) The Appointed Officers shall serve in their positions from the date of the appointment until the end of the current membership year, at which point they can be reappointed or replaced by the President with approval of the Board.
- d) Each Officer or appointed Committee position shall have the power to appoint Association members as Committee members to assist the Chair with Committee responsibilities. The Officers shall have the power to appoint other Committee Chairs, both ad hoc and permanent, as needed. If additional permanent Committee Positions shall be deemed necessary, the Board shall define those committee positions.

Section 4. Appointed Officer Duties

a) Education Chairperson:

1. Responsible for organizing and coordinating all educational programs for the benefit of the Association members.
2. Attends meetings or submits a report at the Board meetings.
3. Provides the Board projected program and clinic dates.
4. Provides Communications Chair (for publishing via Web, Constant Contact and Newsletter) dates and information detailing time, place, procedure for being accepted into the educational programs and clinics, agenda, open, drawing and closing dates for educational programs and clinics.
5. Provides Communications Chair an article with pictures detailing the outcome of the event.
6. Corresponds and contracts with clinicians.
7. Secures suitable place (central location, covered arena, stables for overnight boarding, parking space for trailers and vehicles and proximity to airport for clinician).
8. Processes participants' entries.
9. Schedules ride times.
10. Arranges for hospitality and transportation for the clinician.
11. Provides Treasurer with all entry fees and reports showing itemized income and expenses in a timely manner.
12. Verifying that payment is received with registration. The opening date of the clinic shall be the earliest date an entry may be postmarked and accepted. The closing date is the date by which the clinic shall be filled or cancelation may occur.
13. Verifying there is no preferential treatment in obtaining slots in the clinic, and clinics shall be filled on a first come, first served basis by postmark. There shall be no holdover of waiting lists from clinic to clinic.
14. Establishing a drawing system to fill slots for the clinic. The drawing system shall be as follows:
 - i. At or after the drawing date, if the clinic is oversubscribed by entries postmarked the opening date, the slots for the clinic shall be filled by drawing lots from that day's entries;

- ii. If the clinic fills subsequent to the opening date postmarks, each day in turn is reviewed and all entries for that day get a clinic slot until the date that causes the over-subscription;
 - iii. Entries postmarked on the over-subscription date form a drawing pool to fill the remaining slots by lot.
 - 15. Attempting to fill vacant slots from the official waiting list if a participant is unable to attend;
 - i. If unable to fill the vacant slot, notifying participant that participant shall be responsible for finding the replacement;
 - ii. Ensuring that no refunds shall be provided for absent participants;
 - 16. Verifying that each horse attending has a negative Coggins test less than one year old.
 - 17. Reviews educational clinics for possible recognition for USDF University credit and applying for such.
 - 18. Applies for grants available through the Dressage Foundation and USDF and USDF Region 9.
- b) **Junior/Young Rider Chairperson:** Shall be an adult member (over the age of 21) who will:
- 1. Leads Junior/Young Rider Committee
 - 2. Advise the juniors and young riders of the Association in all their endeavors.
 - 3. Devise various ways and means to promote junior young rider participation in the Association functions and awards.
 - 4. Coordinates and attends monthly Junior meetings.
 - 5. Reports on Junior activities to the ADA board.
 - 6. Establish a Junior Board and implement voting/nomination procedures with Board approval.
 - 7. Advise the board and the junior/young riders as to national, regional and local junior young rider activities and programs.
 - 8. See Article IV. Junior/Young Rider Committee
- c) **Communication Chairperson:** Shall be responsible for:
- 1. Maintaining the Association's website.
 - i. Responsible for creating, maintaining, moderating, updating, and securing the Association website, electronic mail list and other forms of electronic communication.
 - ii. Responsible for domain name and hosting services, registration and renewals.
 - iii. Maintains by laws, policy and procedures, newsletters, calendars of events, education and shows on the web.
 - 2. Sending out member communication via the Association's email marketing program.
 - 3. Maintaining email marketing address list.
 - 4. Maintaining any social media sites.
 - 5. Develops promotional ads for Omnibus or the Association-sponsored events.
 - 6. Responsible for all press releases and other promotional avenues to promote the Association as a whole to include events such as the Recognized Shows.
 - 7. Responsible for ensuring production of Recognized Show program.
 - 8. Designs voting ballots, response forms, surveys, invoices and other items assigned by the Board to be included in the newsletter, web or email marketing.

9. Responsible for publication of the quarterly Newsletter:
- i. Published 4 times a year: Winter (Jan – March) Spring (April – June) Summer (July – Sept), Fall (Oct – Dec). Newsletter should come out in the first month of each quarter. Deadline for contributions/ads is the 15th of the month previous (for example: Winter newsletter deadline is December 15th).
 - ii. Distributes newsletter by posting to the website and sending out a Constant Contact to members notifying them to newsletter is on-line.
 - iii. Solicits and writes articles on topics pertinent to the Association membership.
 - iv. Ensures that written contributions/advertisements for the newsletter that are received by the 15th of the month prior to publication shall be included in the newsletter.
 - v. Ensures information not received by the deadline shall be included in the upcoming issue and shall provide which issue the information shall be published.
 - vi. Preparing layout: member news/ announcements, President’s article, news from the Region 9 Director, & USDF news go in beginning of the newsletter ; calendars, classifieds, ads, and show entry information and forms, Board minutes, Junior minutes & news, Cash Back application, Year-end awards program information and membership application.
 - vii. Editing material for clarity as needed: editor responsible for proofing & correcting written material; ensuring photos submitted to newsletter are high quality images; if photos not print appropriate, then author or person submitting photos is responsible to rectify situation(editor may withhold photos that aren’t good quality).
 - viii. Send electronically to the current Region 9 Director and to the other Region 9 newsletter editors.
 - ix. Establishes advertising rates for the program, newsletter and directory, website and prize lists on a yearly basis for approval by the Board.
 - x. Posting of censured member, reason for censure and duration of the suspension; and statements regarding the changed status of the suspended member after the completion of the suspension, or upon lifting of the suspension.
 - xi. Responsible for publishing the year to date Profit & Loss statements quarterly.
 - xii. The Year-End award winners are announced in Winter issue.
 - xiii. In the summer issue, announce Board positions up for election and appointment and the nomination process.
 - xiv. In the Fall issue, all of the nominations for Board positions with voting ballot (this may be done electronically via email depending on timing of publication).

d) **Membership Chairperson:** Duties include:

1. Receive memberships.
2. Maintain registry of members.
3. Collect dues and forward to the Treasurer.
4. Provide the Board with monthly membership list/count
5. Provide verification of membership as requested.
6. Submit new and renewal memberships and fees to the Treasurer for processing with USDF as soon as administratively possible.
7. Submit annual membership list and fees to the Treasurer for processing with USDF by deadline established by USDF.

e) **Recognized Show Chairperson:** Duties include:

1. Assists show manager and secretary with production of the prize list. Sends the prize list to the Communication Chair for publication on web, Constant Contact and other.
2. Acquires Judges, Technical Delegates, Show Officials, and venues.
3. Arranges travel and transportation for show officials.
4. Confirms with the President that the necessary documentation at the national or local level such as USEF, USDF and SWDC numbers for a recognized show, etc. or appoints an individual to do so.
5. Confirms with the President that the proper insurance has been acquired.
6. Ensures volunteer gifts have been purchased and are available at the show.
7. Ensures volunteer positions are filled. Provides show management with volunteer schedule.
8. Arranges for show official meals (on the show grounds and in the evening).
9. Arranges for coffee, etc.. to be set up at the show for competitors, officials and volunteers.
10. Arranges meals, snacks, water for volunteers.
11. Ensures arenas are set up/dismantled and properly stored.
12. Works with Show Manager and Secretary at the show to ensure show is run properly.

f) **Year End Awards Chairperson:** Duties include:

1. Drafting recommendations for the Year End Awards program and submitting to the Board for approval.
2. Drafting year end awards program application and forwarding to the Communications Chair for posting on the Association web page.
3. Receiving awards program applications.
4. Verifies eligibility of rider/horse.
5. Processing applications and calculating year end award winners.
6. Ordering awards.
7. Drafting a list of award winners and providing the list to the Communications Chair for the banquet program.
8. Contacting award winners and encourage banquet attendance.
9. Presenting awards at the Year End Awards Banquet.

g) **Schooling Show Chairperson:** Duties include:

1. Organizes and conducts Association Dressage schooling shows and Schooling Show Championships.

2. Secures, contracts with appropriate as show venue(s), and judge(s).
3. Provides proposed show dates for approval by the board.
4. Drafts prize lists and sends to Communications Chair to post on the website and communicate via Constant Contact.
5. Verifies with President that insurance is secured for the date(s).
6. Purchases and maintains all required show supplies, including consumables such as rosettes, batteries, calculator tape, pens, tests, etc.;
7. Receives entries with appropriate payment and proof of negative Coggins
8. Organizes show volunteers.
9. Establishes the show schedule, emails it to all entrants, and sends to the Communication Chair to post on the ADA website.
10. Prepares show entry spreadsheet showing itemized fees and expenses by individual entry and submits the spreadsheet timely to the Treasurer with checks and other payments received.
11. Judge(s) shall be recognized USEF “r”, “R”, “S” or the foreign equivalent or graduates of the USDF Learner “L” Judges Program.
12. For Schooling Show Championships ensures championship entries have included qualifying scores and have qualified.
13. Annually updates Schooling Show Championships rules for approval by the Board.
14. For the Schooling Show Championships, collects and calculates prize money.
15. May appoint a committee to assist.

h) Sponsorship Chairperson:

1. Gathering and maintaining a record of sponsorships to assist in funding activities of the Association.
2. May appoint a committee to assist.
3. Reports monthly activities to the Board.
4. Organizes the solicitation and production of advertisement and sponsorships for all schooling and recognized show events, newsletter, the website and other events as approved by the Board.
5. Procures advertisements for the newsletter, website, prize lists and show programs.
6. Establishes advertising rates for the program, newsletter and directory, website and prize lists on a yearly basis for approval by the Board.
7. Sends a complimentary copy of the show program/newsletter to the advertising sponsor with his/her ad.
8. Advertising sponsors are responsible for ensuring advertisements are high quality for viewing & printing.

Section 6. Attendance

- a) Officers shall be required to attend 80% of the scheduled Board meetings and actively participate in the majority of the Association sponsored events. Officers who shall be absent from any scheduled Board meeting shall notify the President at least three business days prior

to the scheduled meeting when possible and shall assign his/ her vote [proxy] to another Officer for that meeting. In addition, the Officer shall provide a written report to be presented at the meeting by another member.

- b) Automatic removal from office shall become effective after three absences from the regularly scheduled Board meeting without a proxy or not physically attending two meetings per year. The Secretary shall notify the President of the three absences; the President shall notify the officer involved and place the matter on the agenda of the next regularly scheduled Board meeting.

Article IV. Junior/Young Rider Committee

Section 1: Definition

- a) The Junior/Young Rider Committee shall be made up of the Junior/Young Rider Chair and all the junior members of the Association.
- b) The Junior/Young Rider Chair may appoint co-chairs and may establish a Junior Board of Directors, herein referred to as the "Junior Board", with approval of the ADA Board of Directors.

Section 2: Junior Board of Directors

- a) The Junior/Young Rider Chair, with approval of the ADA Board, will determine the appropriate positions for the Junior Board and method for elections.
- b) The Junior Board will serve as a vehicle for junior members to participate in their GMO and fill leadership positions.
- c) The Junior Board serves at the pleasure of the ADA Board with the purpose of promoting dressage and positive interactions among junior members.
- d) All decisions, including expenditures, made by the Junior Board must be approved by the Junior/Young Rider Chair and presented to the ADA Board by the Junior/Young Rider Chair either in person at an ADA Board meeting or by email.
- e) All juniors, and their parents if the junior is a minor (whether or not the parent is a member), are expected to abide by the Alamo Dressage Association code of ethics.
- f) Violating the code of ethics may be reason for censure including suspension or removal from the Junior Board as well as suspension or termination of Alamo Dressage Association GMO membership (See Article II)

Article VIII. Parliamentary Authority

The current edition of "Robert's Rules of Order" shall be used as a reference for procedures at all membership and Board meetings when not in conflict with these Policies and Procedures.

Article IX. Amendments

All members in good standing shall submit either in person or via written proposal, amendments to the President. The President shall request that the member present the proposal at the next regular Board meeting. The proposed amendment shall be tabled for consideration, published in the newsletter and

on the website and shall be voted on at the next regular meeting of the Board following the presentation.

These policies and procedures may be amended by two-thirds vote of the Board of Director when a quorum is present. Policies and Procedures must comply with the Association Bylaws. In the event of an inconsistency between the Bylaws and the Policies and Procedures, the Bylaws shall control. Voting shall be conducted in person, proxy, or via electronic mail. Upon passage by the Board, the former and new language of the amendment shall be published in the first newsletter following the Board meeting.

Appendix 1. Cash Back for Education Program

Section 1: Definition

- a) Association members may eligible for up to \$50 “cash back” annually for attending dressage or horsemanship educational events.
- b) The Cash Back Fund is \$1,500 (determined annually by the Board). Reimbursements are made on a first-come-first-served basis until the fund is exhausted.

Section 2: Eligibility

- a) Must be a current Association member and have been a member for at least 60 days prior to the event.
- b) You cannot have ridden with the clinician on a regular basis (regular basis being defined at twice in the past 12 months).
- c) Association sponsored events are not eligible for reimbursement.
- d) You must volunteer a minimum of 3 hours for the Association. Note: Volunteer hours and the event attended must occur in the same year.

Section 3: Procedure

- a) You may attend and submit for reimbursement for a program prior to having completed the 3 hour requirement. Reimbursement will be made as soon as administratively possible after you have met the 3 hour volunteer requirement.
- b) You must submit a Cash Back Application available on the Association web site to the person indicated on the application within 30 days after the event.

Appendix 2. Year End Awards Program

Section 1: Requirements

- a) One application per Rider/Horse Combination per level to be applied for.
- b) Choose the Intro through Fourth Level or the FEI Application available on the ADA website.
- c) Two consecutive levels may be applied for each year (i.e... First and Second or Fourth and PSG).
- d) Riders must be ADA members in good standing at the time scores are earned.
- e) Owners of the horses competing must be ADA members in good standing at the time scores are earned.
- f) A copy of each test must be included for verification (cover page only).
- g) Include an e-mail address so we can confirm receipt; keep a copy for your records.
- h) Submit by November 23rd.
- i) Application form and test copies must be mailed.
- j) No e-mail applications or scanned copies will be accepted.

Section 2: ADA Recognized Competition Award

- a) Requires 3 scores from 3 different judges
- b) 2 scores must be from an ADA Competition
- c) Training – 4th: One test score must be from the highest test of the level.
- d) Intro Level: One score must be from Test B. Test C is not required.
- e) Championship classes count – Score 2 is for classes with two judges - an average is used for those rides.
- f) Champion Horse and Rider Combination may only win the award one time.

Section 3: ADA Schooling Competition Award

- a) Requires 3 scores from 3 different judges, scores must be from a schooling show on the ADA calendar
- b) One test score must be from test 3 of the level.
- c) Judge needs to be an "L" judge or higher.
- d) Champion Horse and Rider Combination may only win the award one time.

Section 3: Rider Achievement Award

- a) Requires 5 scores of 60% or higher.
- b) Scores from 3 different judges; "L" graduate or higher.
- c) Schooling and/or Recognized Shows or a combination is accepted.
- d) Applicant chooses Rider Achievement or Outstanding Award, not both.
- e) Rider-Horse combination may only earn this award once per level.

Section 4: Outstanding Rider Achievement Award

- a) Requires 3 scores of 70% or better from 3 different judges

- b) Scores from 3 different judges; “L” graduate or higher.
- c) Schooling and/or Recognized Shows or a combination is accepted.
- d) Applicant chooses Rider Achievement or Outstanding Award, not both.
- e) Rider-Horse combination may only earn this award once per level.

Section 6: Recognition of USDF Medalists

- a) ADA will recognize the members who have earned their USDF medals at the Year End Awards Banquet.

Section 5: Volunteer Awards

- a) Volunteer awards are given at the Year End Banquet to the three individual and three junior members based on the number of hours volunteered in the year for the Association.
- b) **Volunteer of the Year** is chosen by the Board of Directors and is not solely based on number of hours volunteered but includes other factors as well.
- c) At its discretions, The Board of Directors may choose to recognize a non-member with a volunteer award.

Section 6: Sponsor Recognition

- a) Sponsors are recognized at the Year End Awards banquet based on the value of their cash or in kind sponsorships:
 - i. Sponsor of the Year (largest sponsor)
 - ii. Blue Ribbon Sponsors - \$500 or above
 - iii. Red Ribbon Sponsors - \$400-\$499
 - iv. Yellow Ribbon Sponsors - \$200 - \$399

Appendix 3. Scholarship Program

Section 1: Definition

- a) The Association has established a scholarship fund to assist members, who are graduating seniors, with college expenses.
- b) This is a one-time scholarship.
- c) The scholarship fund is \$1,500 per year to be split evenly among the recipients, up to a maximum of \$500 per recipient.

Section 2: Eligibility

- a) Graduating Senior planning to attend college
- b) Have been a member of the Association for 2 years or more.
- c) 15 hour minimum per year of volunteer time to the Association

Section 3: Application Process

- a) Complete scholarship application (posted in March of each year on the Association website)
- b) Send application with a biography describing yourself and your riding.
- c) Attach a photo of you (with or without a horse)
- d) Email or regular mail application, paragraph and photo to the address on the application.
- e) Application (Postmark) Deadline: April 15th of each year.

Appendix 4. ADA Schooling Show Championships

Section 1: Rules for Qualifying

- a) A horse/rider combination may qualify for the ASSC Championship by earning two (2) qualifying scores. Winning or placing in the class is not necessary as long as the score is earned.
 - i. Both scores can be earned from schooling shows that are not USEF/USDF recognized competitions.
 - ii. Scores must be earned at two (2) different competitions from two (2) different judges.
 - iii. One (1) of the two (2) scores must be obtained from a USEF licensed judge or a judge who has graduated from the USDF L Program.
 - iv. The schooling show must operate under USEF/USDF rules regarding tack and equipment for the classes for which scores are submitted. Scores from special classes (costume or other classes that do not meet USEF/USDF rules) are not eligible.
 - v. Scores must be obtained during the ASSC qualifying year (see Section 1.b).
 - vi. Qualifying scores can be obtained from any test of the level the horse/rider combination is trying to qualify for.
- b) The ASSC qualifying year begins the day after the last day of the previous qualifying year and ends on the closing date of the ASSC show.
- c) The ASSC show will be held in November of each year.
- d) A horse/rider combination having won the Championships at a certain level may not compete at that level or below in the Championships in subsequent years. However, the horse may compete at any level with a different rider or vice versa.
- e) The ASSC Qualifying Secretary will notify all qualified horse/rider combinations by email and a list will be posted on the ADA website (www.alamodressage.org) three weeks prior to the Championship show.
- f) A horse/rider combination may qualify at two consecutive levels for the Championships.

Section 2: Divisions

- a) Adult Amateur: A rider age 21* and over who does not receive remuneration for instructing or coaching riders, or training or riding horses.
- b) Junior- Under 13*: A rider under age 13.
- c) Junior – 13 and over*: A rider between the ages of 13 and 20.
- d) Open: Any rider who does not fall in the Adult Amateur or Junior divisions.

*Junior riders who turn 13 or 21 during the qualifying year may compete in the division they were eligible for at the beginning of the qualifying year.

Section 3: Qualifying scores

Level	Adult Amateur	Junior/Young Rider	Open
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Introductory Level	62%	60%	64%
Training Level	60%	58%	62%
First Level	58%	57%	60%
Second Level	57%	56%	59%
Third Level	56%	55%	58%
Fourth Level and Above	55%	54%	57%

Section 3: Procedures for Qualification

- a) To qualify, riders must send the following to the qualifying secretary, postmarked by the closing date of the Championship horse show.
 - i. Two (2) qualifying scores. Either a copy of the front of a signed dressage test OR a copy of the show results.
 - ii. \$10.00 fee **per score** (e.g., two scores = \$20). Do not send cash. Money order or a check payable to “ADA” are accepted forms of payment.

Section 4: Championship Competition Rules:

- b) Each horse/rider combination may not compete in more than one division (i.e., amateur and open – must declare division upon entry) at the ASSC Championships.
- c) A horse/rider combination may qualify and compete at two consecutive levels for the Championships.
- d) Introductory Level: Qualified horse/rider combination must ride both Test A and Test B at the Championship show. Scores will be averaged to determine placing in the Championship.
- e) Training – First Level: Qualified horse/rider combination must ride the highest two tests of the level at the Championship show. Scores will be averaged to determine placing in the Championship.
- f) Second Level and above: Qualified horse/rider combination only required to ride Test 1 of the level at the Championship show.
- g) Riders do not have to be ADA members to participate but will be required to pay a nonmember fee of \$20 when entering the ASSC show.
- h) All riders may carry a whip and have their test called.
- i) Competition Attire: Prefer attire that meets USEF/USDF regulations but coats are optional. Riders should dress with conservative color riding pants and shirts and proper headgear (ASTM approved helmets) and footwear (dress or field boots, paddock or jodhpur boots - half chaps are allowed).
- j) The top three riders are strongly encouraged to return mounted (preferred) or un-mounted (in competition attire) with or without horse, for the awards ceremonies.

- k) Championship classes will be judged by USEF licensed judge or a graduate of the USDF L program.

Section 5: Championship Awards

- a) Trophies or medals will be awarded for 1st, 2nd, & 3rd places. Ribbons will be awarded for first through sixth places.
- b) Prize money will be awarded for first through third place. The amount is determined by the amount of fees collected from qualifying scores and the number of entries in all the Open, Amateur, and Junior/Young Rider Championships classes. It is allocated as follows: First/50%, Second/30%, and Third/20%. In the event a class only has two competitors, prize money will be split 60%/40%.
- c) Prize money will be dispersed at the end of the show or mailed to the competitor if the competitor does not claim prize money at the show.

Appendix 5. Ride for the Cure

Many dressage riders have been impacted by breast cancer in one way or another...they, a loved one or a friend have battled against the disease. This is the reason ADA began the Ride For the Cure.

Section 1: Guidelines

- a) Teams must submit a Team Entry Form (provided) to be eligible for Team High Score Awards. Team entry forms are available on the ADA website Shows page at www.alamodressage.org. Team Entry Forms are due on August 1st to ensure we have enough supplies, goodie bags, prizes, etc... Late entries are permitted up to the closing date of the horse show but no guarantees those riders will have goodie bags.
- b) Cost per rider is a minimum \$20 donation (\$80 for a team), checks payable to "Rally for the Cure".
- c) Teams will be made up of 4 riders. If you do not have enough riders, please enter and the remaining team slots may be filled with other riders without teams.
- d) Team members riding must be entered in the licensed competition (San Antonio Fall Dressage I) under the USEF and USDF rules for each level.
- e) Team members may consist of riders in any combination of level or division. For example, a team could consist of a junior at Intro level, a professional at Training level, an amateur at Second level, and a professional at PSG.
- f) Tests to be ridden (Team High Score): Rider can designate any test (NEW!) from any level (excludes freestyles) from recognized competition to count toward the team challenge. Test must be designated prior to the show on the Team Entry Form.
- g) Opportunity classes can be designated tests and these classes do not require USDF or USEF membership.
- h) All team challenge rides will occur on SATURDAY of the two day show.
- i) The average score of the team will be used to determine the winning team.
- j) Teams are not required to raise donations, however, teams raising donations can add percentage points to their average score: For each \$100 raised – add 1 percentage point to your team's average score

Section 2: Fundraising:

Riders can increase their average score by raising money. Here's how:

- a) Solicit sponsors. A sponsor letter is attached for your convenience in soliciting sponsorship. Contributions are tax deductible. Checks should be payable to Susan G. Komen For the Cure. If you collect cash from your sponsors, please turn in a personal or certified check or money order for these contributions. No cash will be accepted at the show.
- b) Complete a Team Member Sponsor Form(s) - attached. Please completely fill in this form with all sponsors and corresponding donations. Donations will not be credited to your team unless accompanied by this form. You MUST complete your sponsor form and ensure your totals match the total amount of funds turned in!

- c) Turn in your funds and Team Member Sponsor Form(s) by 10AM on the Saturday of the show weekend. Please do not turn in funds prior to the show date! Donations turned in after 10AM will not count toward your team's total but will still be turned in to Susan G. Komen toward the event's overall total.

Section 3: Awards

There will be an awards ceremony on Saturday evening following the competition. The following Awards will be presented to the teams:

- a) Team Ribbons through 10th place (for each team member)
- b) Team High Score – Prize for each rider
- c) Team Reserve High Score – Prize for each rider
- d) Team 3rd Place (if more than three teams are entered) – Prize for each rider
- e) 1st Place High Fundraising Individual award

Appendix X: Volunteer Hours

Section 1: Introduction

Volunteer hours are required for the following programs:

- Cash Back for Education: 3 hours
- Year-End Awards: 6 hours
- Volunteer of the Year Awards

Section 2. How and Where Volunteer Hours Can be Earned

- a) Volunteer hours can be earned by volunteering at any ADA sponsored show or event or by volunteering on ADA's behalf at the USDF Region 9 Championship show.
- b) Volunteer hours can be earned by attending an ADA Board meeting or Junior Board meeting. Limit 1 hour per year.
- c) Volunteer hours can be earned by soliciting sponsorships. \$50 in sponsorships is equivalent to 1 hour of volunteer service.
- d) Volunteer hours worked at other events that do not meet the criteria in Section 2 above must have prior approval of the ADA Board of Directors.

Section 3: Exemptions

ADA Board members and Junior Board members are exempt from the volunteer requirements for Cash Back for Education and Year-End Awards.

Section 4: Volunteer of the Year Awards:

- a) Six awards will be granted to three adults and three juniors who have accumulated the most hours of volunteer service.
- b) The "Helen Valence Volunteer of the Year" award will be granted to one adult or junior who has accumulated the most hours. In the event of a tie, the ADA Board will vote to break the tie.
- c) ADA Board members are not eligible for Volunteer of the Year Awards.
- d) ADA Junior members are eligible for Volunteer of the Year Awards however service while performing routine board duties will not count.
- e) Hours earned for collecting sponsorships does not count toward Volunteer of the Year Awards.

Section 5: Tracking of Volunteer Hours

- a) Volunteer hours will be tracked by the ADA Member-at-Large and posted periodically on the ADA website.
- b) Volunteers are responsible for signing in and out on the volunteer sign in sheet provided at ADA events. Volunteers who do not sign in and out risk not having their volunteer hours count.

Appendix XI: Email Etiquette

Section 1: Introduction

E-mail messaging now exceeds telephone traffic and is the dominant form of business communication. There are certain professional standards expected for e-mail use.

Section 2: Tips for Good Email Etiquette

Here are some things to keep in mind regarding professional e-mail conduct:

- a) Be informal, not sloppy.
- b) Keep messages brief and to the point.
- c) Use sentence case. USING ALL CAPITAL LETTERS LOOKS AS IF YOU'RE SHOUTING.
- d) Use the blind copy (BCC) and courtesy copy (CC) appropriately. Copy only people who are directly involved.
- e) Don't use e-mail as an excuse to avoid personal contact. Don't use e-mail to avoid an uncomfortable situation or to cover up a mistake.
- f) Remember that e-mail isn't private.
- g) Be sparing with group e-mail. Send group e-mail only when it's useful to every recipient. Use the "reply all" button only when compiling results requiring collective input and only if you have something to add.
- h) Use the subject field to indicate content and purpose. Change the subject field if the topic changes.
- i) Don't send chain letters, virus warnings, or junk mail.
- j) Remember that your tone can't be heard in e-mail. E-mail communication can't convey the nuances of verbal communication. Also, don't assume that using a smiley will diffuse a difficult message.
- k) Use a signature that includes contact information.
- l) Summarize long discussions. Instead of continuing to forward a message string, take a minute to summarize it for your reader. If you are forwarding or reposting a message you've received, do not change the wording. If you want to repost to a group a message that you received individually, ask the author for permission first.
- m) Give proper attribution.

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