

**STANDING RULES OF THE SANTA BARBARA COUNTY CHAPTER  
OF THE  
CALIFORNIA DRESSAGE SOCIETY**

The following are the Standing Rules to be implemented by the Santa Barbara County Chapter of the California Dressage Society (hereinafter SBC-CDS) starting April 19, 2021.

**I. Elections, Terms, and Board Composition**

**A. Number of Elected Board Members and Positions**

1. All SBC-CDS members are eligible to vote for board member candidates. This includes Adult Amateur, Junior, and Open membership categories.
2. The total number of board members (elected and appointed) shall be a minimum of three (3) and a maximum of eleven (11).
3. The minimum board positions must include Chair, Treasurer, and Secretary.
4. From the board members elected, the following positions may also be filled: Vice Chair, Education Chair, Show Chair, Membership Chair, Sponsorship/Fundraising Chair, Communications Chair, Social Media Chair, Social Chair, Awards Chair, and Member(s) at Large.
5. Individual board positions will be elected by the newly elected board members at the first board meeting following election tabulation.
6. At the board's discretion, any elected or appointed position may be held jointly by two (2) people. Each elected and appointed board member shall be entitled to voice and voting privileges at board meetings. The Chair does not have a voting privilege but does have the authorized vote to break a tie.

**B. Appointed Positions**

1. The board may appoint other individuals to serve in positions and on committees as deemed necessary to conduct the business of the Chapter, but these individuals will not have voting rights. These individuals can be non-members; however, Board members and committee chairs must be CDS members.
2. In accordance with the CDS by-laws, the board may appoint a replacement to fill a vacated or unfilled seat with a simple majority vote. The replacement member shall have all the rights of an elected member, including voting privileges, but must run for re-election at the end of the term for which he or she has been appointed if they wish to continue to serve.

**C. Length of Terms**

The length of a term for elected officers shall be one (1) year, starting on January 1st of each year, or in the event the annual meeting for the prior year is held in January of the following year, terms will begin the day after the election results are tallied.

#### **D. Board Meetings**

Board members are expected to attend as many board meetings as possible. Meetings are generally held once per month for approximately two (2) hours.

#### **E. Committee Meetings**

Elected board members are expected to attend committee meetings as necessary to support functions relevant to their elected or assigned positions.

### **II. Finances**

#### **A. Expense Reimbursements**

All reimbursement requests shall include receipts and be submitted to the Treasurer within thirty (30) days of outlay or purchase.

#### **B. Checks and Balances:**

1. A minimum of two signatories will be on file for the Chapter's checking account. Bank statements shall be received by the Chapter Chair for review, then forwarded to the Chapter's Treasurer.
2. The Chapter Treasurer shall be responsible for providing CDS Central Office all financial reports as required by the CDS Standing Rules Article I.4.C. ([https://static1.squarespace.com/static/5ac4ce33297114a27fcd37f2/t/621ebf9ef1e80d791cec519f/1646182304506/StandingRules\\_REV2022.pdf](https://static1.squarespace.com/static/5ac4ce33297114a27fcd37f2/t/621ebf9ef1e80d791cec519f/1646182304506/StandingRules_REV2022.pdf) )
3. An annual Chapter budget will be developed and voted upon by the Chapter's Board of Directors no later than the end of the first quarter of each year.

### **III. Programs**

#### **A. CDS Adult Amateur and CDS Junior/Young Rider Clinic Participation**

SBC-CDS adheres to the rules governing participation in the CDS Adult Amateur and Junior/Young Rider Clinics as established by our governing body, the California Dressage Society. In addition, application for participation in a Chapter drawing to be selected as the Chapter's sponsored rider for the CDS Adult Amateur Clinic and the CDS Junior/Young Rider Clinic requires that the following provisions be met:

1. Applicant Eligibility: Applicants must be amateur members in good standing of SBC-CDS at the time of the drawing.
2. Applicants must be active members who have demonstrated support of the Chapter with service on the board or committees, volunteer work, or hosting of a Chapter social or educational event within the year preceding the drawing. If volunteer work is the sole criterion, applicants must have completed a minimum of 4 hours of volunteering at a show or Chapter event.

3. Applicants must be actively riding at a minimum of Training level. They must also be able to demonstrate that they have been actively training for the past 6 months on the horse they intend to take to the clinic.
4. Any member who has been the Chapter's sponsored representative to the Amateur Clinic or Junior/Young Rider Clinic must wait at least a year before re-applying for the drawing. This restriction does not prevent the individual from making direct, private application to the clinic organizer for an unused clinic slot or, if such a slot is obtained, from entering the Chapter drawing the next year.
5. Applicants must submit their name at or before the Chapter's Annual Meeting or Awards Banquet.
6. At the Chapter's Annual Meeting or Awards Banquet, the names of one sponsored rider and as many alternates as have entered the drawing will be drawn.
7. The sponsored rider agrees to write an account of his or her clinic experience for publication in the next Chapter communication following the clinic.
8. The sponsored rider agrees to write a thank-you note to CDS immediately upon completion of the clinic. Because these notes are published in the CDS newsletter, sponsored riders are encouraged to include specific comments about how the clinic advanced their riding skills and/or their partnership with their horse.

As a sponsored participant in the clinic and a representative of SBC-CDS, the applicant agrees to show respect for the clinician, the clinic organizers, other riders and the CDS rules governing participation in the clinic.

### **B. SBC-CDS Education Program**

SBC-CDS encourages dressage education for its members. The Chapter will plan and subsidize educational clinics, classes, etc. to the extent that its annual educational budget allows.

### **SBC Grant Program**

From time to time the board may, at its discretion, award Grants to its members to pursue extraordinary opportunities in dressage. Grants will be awarded based on available funds, educational merit, and member eligibility. An applicant who receives an Educational Grant may not apply again the following year. The board may appoint an Educational Grant Committee to assist the Board in reviewing applications and allocating any available funds. This program is open to any Chapter member in good standing who has actively supported the Chapter with board or committee service or at least 4 hours of volunteer work within the last 12 months.

### **C. SBC-CDS Horse Shows**

The Horse Show Committee will meet to select and recommend to the board the names, dates, and number of Chapter-sponsored shows to be held each year. The committee will also recommend to the board specific schooling shows that the Chapter should endorse. Scores from these shows will count towards the SBC-CDS Year-End Award Series.

#### **D. SBC-CDS Year-End Award Series**

The SBC-CDS Year-End Award Series was developed to encourage Chapter members to set riding goals and to reward achievement in the show ring. To be eligible for SBC-CDS Year-End Awards, a rider must be a member in good standing of SBC-CDS at the time the scores submitted are earned.

The Show and Awards Committees will present the Year-End Award Criteria for board approval by the end of the first quarter. The criteria will be posted on the Chapter website.

Changes to the Year-End Award Series criteria may be made at any time by the Chapter's Board of Directors.

These rules, as revised, were voted on and approved by the Chapter's Board of Directors on April 5<sup>th</sup>, 2022.