

DANCING HORSE DRESSAGE AND COMBINED TRAINING, INC. BYLAWS

Revised – October 2023

ARTICLE I

NAME

The name of the organization shall be Dancing Horse Dressage and Combined Training, Inc. (DHD & CT), a nonprofit corporation organized under the Laws of the State of Florida, and hereinafter referred to as the Club.

ARTICLE II

PURPOSE AND OBJECTIVES

1. The purpose of the club is to promote and encourage a high standard of accomplishment in dressage and combined training. In furtherance of this goal, the Club will work closely with local, regional and national organizations.
2. The objectives of the club are:
 - a. To improve the general welfare of horses and the understanding of dressage and combined training through educational clinics, forums, shows and seminars; and to promote these and other activities to affect this goal.
 - b. To assist and cooperate with local and regional dressage and combined training organizations in matters of common concern.
 - c. To cooperate with local, regional, national and international organizations having an interest in training horses, riders and instructors in the principles of classical dressage and combined training.
 - d. To guarantee fair representation to members from all areas in forming policies and in the management of the Club.

ARTICLE III

MEMBERSHIP

1. The membership year shall be from December 1 through November 30.
2. Classification of membership are as follows:
 - a. Single - any person twenty two years of age or older at the start of the membership year. This member is entitled to one vote and is eligible for all Club programs and awards offered. This member will be eligible to serve on the Board of Directors.
 - b. Youth - any person who has not reached their twenty second birthday at the start of the membership year. This membership carries no voting privileges, but the member is eligible for all programs and awards as may be offered by the Club. This member is not eligible to serve on the Board of Directors.
 - c. Family - upon receipt of one single membership, other members of the immediate family may join the Club and be given single or youth member status at a reduced rate.
 - d. Trainer – a trainer is defined as any person who is considered a Professional under the USEF General Rules for Dressage. This member is given the same status as a single member.

- e. Honorary - any person honored by the Board of Directors and accepted by the recipient. This membership carries no voting privileges or awards eligibility, but member may participate in programs as may be offered by the Club. This member is not eligible to serve on the Board of Directors. Recipients of this type of membership must be nominated by a member of the Board, and approved by a majority vote of the Board of Directors. The membership is automatically renewed each year until the recipient no longer accepts it.
3. Refusal, Suspension or Revocation of membership:
 - a. Refusal of membership application or suspension from membership will be automatic when any indebtedness is more than forty (40) days in arrears. Members whose membership has been suspended, refused or revoked will be notified in writing by the Secretary.
 - b. Any and/or all memberships may be revoked/suspended or membership application refused by a majority vote of the Board of Directors. Any act in violation to these instruments, the mission of the club, indebtedness to, or revocation from another horse or other animal association, society, Club, humane association or registry, may be grounds for revocation or refusal. Any actions deemed improper, unethical, dishonest, unsportsmanlike or intemperate, or prejudicial to the best interests of the sport and the Club may be grounds for suspension or refusal. Memberships may be suspended, revoked or refused if deemed by the Board of Directors to be necessary for the safety and welfare of Club members, participants, spectators or horses. Notice of a proposal for such actions will be given at least 5 days before a vote and the individual provided an opportunity to present their case. After the Board vote, the final decision will be noticed by a Club Officer as soon as possible following the vote and will take effect immediately upon notice. A 2/3 majority of the Board of Directors will be required to approve the revocation, suspension or refusal.
 - c. Reinstatement: Individuals under suspension, refusal and/or revocations due to indebtedness may request reinstatement after the indebtedness has been cleared. The Board will vote on the reinstatement request and notify the individual. Reinstatement due to other causes may be requested in writing to the Board, providing information supporting their case. The board will vote and notify the individual of the decision. A 2/3 majority of the Board of Directors will be required to lift the revocation, suspension or refusal.

ARTICLE IV

MEMBERSHIP FEES

1. Membership fees will be reviewed annually and will be set by the Board of Directors no later than the October Membership meeting. Membership fees for the upcoming membership year will be published no later than November 1.
2. Membership fees will be collected for Single, Youth, Family, and Trainer memberships. Honorary members may request a USDF GMO membership, in which case a fee in accordance with the USDF fee structure will be collected.
3. All membership renewals are due November 30 for the ensuing membership year, and shall be considered delinquent on December 1. Memberships more than sixty (60) days delinquent will be dropped from the membership roster.

4. All applications for membership in the Club shall be submitted on Club forms to the Club Secretary or other appointed official. All applications shall have monies attached for the category of membership requested prior to being processed.

ARTICLE V

GROUP MEMBER ORGANIZATION

DHD & CT is a Group Member Organization (GMO) of USDF and is structured as a single organization without chapters. All classifications of memberships include an individual USDF GMO membership and associated benefits to USDF with the following exceptions:

- Under the Family Membership, additional family members will not receive copies of the USDF hardcopy publications.
- Honorary Members may obtain an individual GMO membership upon request.

In all classifications of membership, including Honorary members who have requested a USDF GMO membership, the Club will pay the United States Dressage Federation, Inc. the apportioned GMO membership fee.

ARTICLE VI

AMENDMENTS TO THE BYLAWS

These bylaws may be amended, corrected, deleted, altered or repealed by a majority vote of the voting members in attendance at the Membership meeting where the vote is called. A true and correct copy of the proposed bylaws must be made available to all members of the Club, at least thirty (30) days prior to the call for a vote.

ARTICLE VII

ADMINISTRATION

1. Officers of the Club shall consist of a President, Vice President, Secretary, and Treasurer.
2. The governing body of the Club shall consist of a Board of Directors; comprised of the Officers, immediate Past President, unless the Past President is serving in another office or unavailable, and at least two additional members of the Club.

BYLAWS ARTICLE VIII

ELECTIONS

1. Directors (including Officers) will be elected by majority vote of the voting membership present at the October Membership meeting.
2. A nominating committee may be appointed by the President at least forty five (45) days before the date of elections. This committee will compile a list of nominees. This list will be provided to each member of the Club at least thirty (30) days before the elections take place. A call for nominations will be made to the membership at least 30 days before the elections take place.
3. Nominations may be made from the floor at the election meeting, provided however, that the nominee is in good standing, and is either present and accepts the nomination or has provided notice of acceptance to a current Club Officer.

4. Elections may be held by secret ballot unless waived by the general membership present.
5. Any candidate may request a recount of the ballots before the end of the meeting if the final election results are less than five votes apart.
6. The nominee receiving the highest number of votes shall be elected.

ARTICLE IX
FISCAL YEAR

The fiscal year shall commence on January 1, and end on December 31 of each year.

ARTICLE X
DUTIES OF THE BOARD OF DIRECTORS

1. The President is the Chief Executive Officer of the Club. The president’s duties include, but are not limited to:
 - a. Preside at all Membership meetings and Board meetings
 - b. Call any special meetings of the Board of Directors
 - c. Appoint all Committees; with the approval of the Board of Directors
 - d. In the event of the death, resignation or incapacitation of a Director, shall appoint a replacement within thirty days, with the approval of the Board of Directors
 - e. Prepare an agenda in advance of each Membership or Board meeting with the cooperation of the Secretary
 - f. Give notice concerning dates, times and locations of all Membership and Board meetings with the cooperation of the Secretary
 - g. Ensure that the Bylaws and such rules and regulations as may be adopted by the Board of Directors are properly upheld
 - h. Vote only when the vote is tied
 - i. Carry out other duties as may be assigned by the Board of Directors
2. The Vice President’s duties include, but are not limited to:
 - a. Upon the death, resignation, or incapacitation of the President, the Vice President shall assume all responsibilities of the President for the remainder of the term
 - b. In the absence of the President, the Vice President shall preside over meetings, and carry out any duties or exercise any power of the President
 - c. Carry out any other such duty as may be assigned by the President
3. The Secretary’s duties include, but are not limited to:
 - a. Prepare and keep written minutes of all meetings of the Club. A summary of the minutes shall be available to all members following each meeting.
 - b. In cooperation with the treasurer, keep record of all memberships, and see that the Club is kept current with the recording obligations of the United States Dressage Federation, Inc.

- c. Carry out any other such duties as may be assigned by the President
- 4. The Treasurer’s duties include, but are not limited to:
 - a. Report to the club on all financial matters involving said Club, and submit such written reports as may be required and/or requested by the President
 - b. Report to the Board of Directors recommendations regarding the manner in which the financial affairs of the Club are conducted
 - c. Deposit all dues and monies collected by the Club
 - d. Pay bills promptly as they are approved
 - e. Keep a record of receipts and disbursements
 - f. Prepare all necessary documentation for the financial operation of the Club & file local, state and federal tax returns including the following:
 - i. Federal Return: IRS form 990-N, Due May 15
 - ii. FL Department of State Annual Report, Due May 1
 - g. In cooperation with the Secretary, see that the Club is kept current with the financial obligations to the United States Dressage Federation, Inc.
 - h. Carry out such other duties as may be assigned by the President
- 5. Duties of all Directors:
 - a. Attend all Membership and Board of Director meetings
 - b. Present, discuss and vote on matters concerning the Club
 - c. Perform other such duties as may be assigned by the President

ARTICLE XI
MEETINGS

- 1. The Club may conduct three classifications of meetings:
 - a. Membership meetings will be scheduled monthly and will be open to the entire membership. These meetings will also be open for attendance by any interested party unless specified otherwise.

For the purpose of voting, 10% of the current membership with voting privileges shall constitute a quorum at any Membership meeting of the club.

At any Membership meeting of the Club, financial expenditures are voted on by Board members only, where a simple majority of Directors shall constitute a quorum.
 - b. Board of Director meetings may be called by the President as needed and may be conducted in person, by email, or other methods. Such Board meetings will be specifically for the Board members duly elected, and only the Board members may vote at these meetings, but the meeting is open for attendance by any interested party unless specified otherwise. A simple majority of Directors shall constitute a quorum for the purpose of conducting business that

requires a vote. Board meetings will be summarized at the next monthly Membership meeting.

- c. Committee meetings are conducted for special and specific aspects of the business of the Club. Committees have no authority to make final decisions but instead present recommendations at a Board or Membership meeting for discussion and approval.
2. Notice stating the date, time and location of each Membership meeting will be available to each member at least five days in advance of the scheduled meeting date. If mailed, such notice may be included with any regular publication mailed to the members, and shall be deemed to be delivered when deposited in the United states mail system, addressed to the member at the address as it appears on the records of the Club, with postage thereon prepaid. If electronically communicated, such notice shall be deemed to be delivered upon posting to the Club’s electronic communication sites and/or sent to the member’s email address on record with the Club.

In the case of a Board or Committee meeting, each member of the Board or Committee will be contacted 3 days prior to the scheduled meeting date with the date, time and location of the meeting.

3. Meetings will be conducted in accordance with Robert’s Rules of order. Voting shall be done by voice vote, standing vote, hand vote, roll call vote, or as requested, by secret ballot. Where there is a voice vote, the President or Chair will have the prerogative to determine the results
4. The President may appoint a Parliamentarian to serve during any meeting. Such individual shall advise on questions of parliamentary procedure as they may arise
5. No votes by proxy will be allowed during any meeting of this Club

ARTICLE XII
COMMITTEES

1. The President may appoint one or more committees to address special and specific aspects of the business of the Club.
2. A committee shall consist of at least two members, who shall be required to remain in good standing as long as they remain on the committee.
3. The primary duty of each committee involves accomplishing the assigned purpose on behalf of the club.
4. Each committee will have an appointed Chair who will liaise with the Club at Membership meetings to provide progress updates or recommendations.
5. The charge to the committee will be set at the formation of the committee by the President.
 - a. At the formation of the committee, requirements for approvals of committee proposals will be established by the President with approval from the Board. Execution of committee proposals should not occur until approvals have been given.
 - b. Progress reports will be made monthly while the committee is active. At the discretion of the President or Board, written reports may be required in advance of a Membership meeting for Board information or additional information requested before proceeding.

6. Each committee will meet on a regular basis to share knowledge and experience to plan and accomplish its purpose.
7. The following committees are recommended but are not required or limited to:
 - a. Activities committee
 - b. Awards committee
 - c. Show committee
 - d. Sponsorship committee
 - e. Nominating committee
 - f. Bylaws committee

ARTICLE XIII

NON-PROFIT/TAX-EXEMPT ORGANIZATION

1. Club is supported by membership fees and the revenue raised from horse shows and other Club activities. Club is not organized for profit and all income will be used to meet necessary expenses of upkeep and operation related to its exempt purpose.
2. No part of its net earnings will be used to exclusively benefit any member, individual, or shareholder.
3. Notwithstanding any other provisions of these Bylaws, no member, employee, or officer of the Corporation shall take any action or carry on any activity by or on behalf of the Club not permitted to be taken or carried on by a Corporation exempt from federal taxation of income under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
4. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes to a qualified non-profit organization in accordance within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.