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**Arkansas Valley Dressage Association**

**Chapter of the Rocky Mountain Dressage Society, Inc.**

**Constitution and By-Laws**

**Revised January 2024**

**Constitution**

**Article I**

**Name**

The name of this organization shall be known and operated as the

Arkansas Valley Dressage Association (AVDA)

Chapter of the Rocky Mountain Dressage Society, Inc.

**Article II**

**Objectives**

This chapter is organized and shall be operated exclusively for charitable and /or educational purposes within the meaning of the Section 501(c)(3) of the Internal Revenue Code.

1. Promote and encourage a high standard of accomplishment in dressage through educational programs. In furtherance of this goal, the Chapter will work closely with local, regional and national organizations to:
	1. Improve the general understanding of dressage through educational clinics, forums and seminars, and to promote these and to other activities to affect this goal.
	2. Assist and cooperate with local and regional dressage organizations in matters of common concern.
	3. Cooperate with other organizations having an interest in training horses, riders, and judges through the principle of dressage.
2. To represent the interests of the Chapter’s members in forming the policies of and in managing ~~the Rocky Mountain Dressage Society, Inc.~~ Arkansas Valley Dressage Association.

**Article III**

**Address**

The Chapter’s Executive Board shall determine the address of this Chapter.

**Article IV**

**Membership**

Any member is good standing of the RMDS shall be eligible for membership in this Chapter in accordance with the provisions of the RMDS Constitution and By-Laws, Article IV.

**By-Laws**

**Article V**

**Dues**

Section 1. Basic Dues

 Basic Dues for this Chapter shall be in the amount specified in the Standing Rules of the Rocky Mountain Dressage Society, Article VII.

Section 2. Supplemental Dues

Supplemental dues may be levied on Chapter members by amendment of this Section in accordance with the provisions of Article IX of the RMDS Constitution and By-Laws.

Section 3. Dues Collection

Chapter Basic or Supplemental dues may be collected, at the discretion of the chapter Executive Board, either through the annual renewal process with RMDS or by separate levy by the Chapter.

Section 4. Membership Year

 The Chapter membership year shall be the same as the RMDS membership year.

**Article VI**

**Officers**

Section 1. Officers

The Chapter officers shall be the President, Vice President, Secretary, and Treasurer. One person can be elected to serve in two positions.

Section 2. Qualifications

 Chapter officers shall be RMDS members in good standing by February 1st of the current year.

Section 3. Elections and Terms

All Chapter officers shall be elected in accordance with the provisions of Article X of the AVDA By-Laws annually, or until a successor has been duly elected.

Section 4. Vacancies

In the event of a vacancy in any elected position, the remainder of the term shall be filled by a general election in accordance with the provisions of Article X.

Section 5. Records

At the conclusion of his/her term of office, each officer shall transfer all records pertaining to his/her office to the succeeding officer within a period of two (2) weeks.

Section 6. Duties of the President

The President shall be the chief officer of the Chapter. He/She shall call and preside over all Chapter and Executive board meetings.

The President shall act as the Chapter representative at all RMDS Executive Board meetings.

He/She shall act as the official Chapter spokesperson before the public in all matters.

He/She shall break ties in a vote of the Chapter Executive Board and appoint all committee Chairpersons by nomination, subject to the approval of the elected officers.

He/She shall perform such duties as is normal for an organization President.

Section 7. Duties of the Vice President

In the absence of the President, the Vice President shall exercise any power or duty of the President.

Section 8. Duties of the Secretary

The Secretary shall give notice to the membership of all Chapter meetings and to the officers of the Executive board of all meetings and the location of such meetings.

He/She shall keep an accurate summary of minutes of both AVDA Chapter and Executive Board meetings and report the same at each meeting. He/She shall forward condensed versions to the Communications and marketing committee.

He/She shall provide a written copy of the Chapter’s Constitution and By-Laws whenever they are amended to the RMDS Executive Board.

He/She shall receive and compile, or attend and take notes of, committee meeting decisions for record-keeping purposes.

In the absence of the President and Vice President, the Secretary shall exercise any power or duty of the President.

Section 9. Duties of the Treasurer

The Treasurer shall be responsible for keeping the Chapter financial records, maintaining the Chapter accounts and reporting the Chapter financial status at each Chapter Meeting.

He/She shall sign all financial contracts for the Chapter upon approval of ~~the~~ a quorum of the Executive Board, which shall be three members.

He/She shall make known to the Executive board such recommendations and /or suggestions as to the manner in which the financial affairs f the Chapter are conducted.

He/She shall prepare and report income tax status to the RMDS treasurer at the end of the fiscal year.

In the absence of the President, Vice President and Secretary, the Treasurer shall exercise any power or duty of the President.

Section 10. Removal from Office

Any Chapter office shall be declared vacant upon the petition of 40% or more of the Chapter Members. This petition must be delivered to the President or, if the position is to vacate the office of President, to the Vice President. The vacated office shall be filled by election in accordance with the provisions of Article X.

**Article VII**

**Chapter Executive Board**

Section 1. Members

The Chapter Executive board shall consist of the elected officers of the Chapter, the permanent committee Chairpersons of the Chapter, and one member (in good standing) at large, chosen by the President and appoved by a majority of the officers.

Section 2. Responsibilities

The Chapter Executive Board shall be responsible for the day-to-day operation of AVDA Chapter and for the implementation of motions adopted by the membership.

Section 3. Meetings

 The Chapter Executive Board shall meet as necessary to fulfill its responsibilities.

Such meetings shall be official and accurate minutes shall be required to record discussions and decisions voted on b the Board.

Decision making by the board regarding expenses exceeding $50.00 shall be presented for adoption to the General Membership at the next scheduled meeting.

Section 4. Standing Committees

The Standing Committees shall be appointed by the president, having voting rights on Chapter business, and shall consist of the following:

Communications/Marketing Committee

The Chair shall be responsible for the public relations and the social media pages and Website.

The Chair shall keep the RMDS newsletter, the Centaur, up to date on AVDA activities.

He/She shall stay abreast of items of interest, e.g. individual member news, and report these on social media pages and the Website.

Education Committee

The Education Chair shall plan and coordinate the educational activities of the Chapter, including arranging for speakers at the monthly membership meetings.

The Chair shall be responsible for arranging educational clinics and seminars for improving the knowledge and skill of riders and horses in dressage techniques.

He/She shall work with the RMDS Education Chair, when required, on the Society’s education events.

He/She shall coordinate with the Communication and Marketing Committee in a timely fashion.

Jr/YR Liason

The Jr/Young Rider Representative shall activate young riders in the Chapter area and encourage participation in clinics, shows, seminars, and other educational events.

He/She shall coordinate with other Jr/YR activities in other chapters of RMDS.

 Event Committee

He/She shall coordinated shows, Ride-A-Tests Shows and any other event in the Chapter area. He/She may form a committee of other Chapter volunteers to help with these events.

He/She is expected to work closely with the Education Committee on event planning.

He/She shall coordinate with other activity organizers in other chapters of RMDS,

 Awards Committee

He/She shall be responsible for implementing and organizing any award activities of the Chapter.

Duties will include but are not limited to: recruiting new specific awards for the Chapter; tallying year-end awards/scores; coordinating the ordering of trophies and prizes.

He/She shall coordinate with other awards organizers in other chapters of RMDS.

 Western Dressage Liaison

 He/She shall activate western dressage riders in the Chapter area and encourage

 participation in clinics, shows, seminars, and other educational events.

He/She shall coordinate with other Western Dressage activities in other chapters of RMDS as well as the Western Dressage Association of Colorado.

**Article VIII**

**Meetings**

Section 1. Regular Meetings

 The Chapter shall hold at least six (6) regular meetings annually.

 Such meetings shall be open to all Chapter members and guests.

A regular meeting shall be on for which the date, time and location gas been announced by written notice to the Membership at least two (2) weeks in advance of the meeting.

Section 2. special Meetings

The President shall have the power to call special meetings of the Chapter at any time and must do so when requested in writing by 20% or more of the Chapter members. Such meetings shall be open to all Chapter members.

Written notice of the date, time, place and purpose of the Special Meeting shall be sent to the membership at least one (1) week in advance of the meeting.

Section 3. Quorums

The quorum for any Chapter meeting shall consist of one-half (1/2) of the ~~Executive Board~~ Officers, plus three (3) additional Board/Chapter members.

 The quorum for any Board meeting shall be three (3) members of the Executive Board.

Section 4. Adoption of Motions

Except as otherwise specified in these By-Laws, a majority vote of the members present and voting shall be required for adoption of a motion at a properly called meeting of this Chapter.

**Article IX**

 **Delegates to the RMDS Board of Governors**

Section 1. Selection

 Delegates to the RMDS Board of Governors shall be appointed by the Chapter President by nomination and shall meet the requirements specified by the RMDS Constitution and By-Laws. Attendance at the Board of Governors should include the Chapter President.

Section 2. Decreased Voting Rights

In the event the Chapter’s voting rights at the RMDS Board of Governors meeting is less than the number of appointed delegates, the Chapter President shall select form the delegates those who will represent the Chapter at the RMDS board of Governors.

Section 3. Increased Voting Rights

In the event the Chapter’s voting rights at the RMDS Board of Governors meeting is greater than the number of appointed delegates, the Chapter president may either appoint additional delegates or distribute the voting amongst the delegates.

**Article X**

**Elections**

Section 1. Nominations

The Vice President shall chair a Nominating Committee from the members at the September membership meeting.

The Nominating Committee shall report the proposed slate of officers to the Secretary by October 1st for publication in the October Newsletter, the AVDA Website, and Face Book page.

Section 2. Elections

Elections shall be held annually at the November regular membership meeting for the purpose of electing Chapter officers and elections/appointing delegates to the RMDS Board of Governors.

In the event of a vacancy in a Chapter office, elections shall be held to fill the office at any regular meeting, or any special meeting, provided a notice of the pending election was stated in the written notice of the special meeting.

Members must be present to vote.

The ballot shall be closed unless the candidates are unopposed.

Newly elected officers shall assume office on December 1st to provide an early start for appointing committee chairs and developing activities for the coming year.

Following election, the old and new boards shall operate jointly through the month on December.

All terms of office and appointments run from January through December.

**Article XI**

**Amendments**

These By-Laws may be amended at any regular meeting of the Chapter by a two-thirds (2/3) vote of the members present, provided written notice of the purport of the proposed amendment was provided to the membership at least thirty (30) days prior to the meeting.

**Article XII**

**Dissolution**

Upon dissolution of this Chapter, all of its assets shall be paid or transferred to one or more exempt organization of the kind described in Section 501(c) (3) of the Internal Revenue Code.

**Article XIII**

**Parliamentary Authority**

Roberts Rules of Order Newly Revised shall govern all meetings of the Chapter to the extent they do not conflict with these By-Laws.

Revised 2019