



CALIFORNIA DRESSAGE SOCIETY SAN DIEGO CHAPTER STANDING RULES AND PROCEDURES

Approved and adopted August 26, 2019

1.0 General.

(a) Name. The name of this organization is California Dressage Society San Diego Chapter (herein CDS SD). The California Dressage Society (herein CDS) is the governing organization of this and all California chapters.

(b) Purpose. The purpose of CDS SD is to promote interest and participation in the sport of dressage, by offering educational activities and opportunities for competition in a framework in which individuals can progress with the schooling of themselves and their horses. The welfare of the horse is of the highest priority at all times.

(c) CDS Bylaws. Guidance for specific procedures not contained in these standing rules can be found in Article XII of the Constitution and Bylaws of CDS (herein CDS Bylaws), and is incorporated herein. CDS Bylaws shall be posted to the chapter website.

(d) CDS SD Website. These Standing Rules and Procedures (herein CDS SD Rules) will be posted to the CDS SD website, at www.sandiegodressage.com. The CDS SD Rules are subject to periodic change by the CDS SD Board, and complete revisions shall be prepared periodically and posted to the chapter website.

(e) Pronouns. Pronouns in CDS SD Rules may be construed to include all genders.

2.0 Board Members of CDS SD.

(a) Number of Board Positions. The CDS SD Board is comprised of four positions--the Chairperson, Treasurer, Secretary (herein the Officers), and Circuit Coordinator. With the exception of the Officers, the CDS SD Board may add and eliminate positions from time to time, as the Board in its sole discretion deems prudent. Members in good standing with CDS who have declared an association with CDS SD are eligible to hold office.

(b) Term of Office. The term of a Board member shall be three years. At the end of each term, membership on the Board shall be subject to election. The election process will be conducted in accordance with CDS Bylaws. The CDS SD website shall reflect the availability of seats coming up for election. There shall be no restriction on the number of terms which may be served.

(c) Mid-term appointments. With the Board's approval the Chair may appoint members in good standing to replace vacated Board positions at any time between elections. With the Board's approval the Chair may appoint members in good standing to fill newly created Board

positions at any time between elections. In the event a position is filled by appointment between elections, the newly appointed Board member shall have all the rights of that position, including voting privileges.

3.0 **Elections and Appointments of Board Members.**

(a) **Elected Board Members.** Elections of board members shall be held and conducted in accordance with CDS Bylaws. The number of Board seats up for election, the Nominating Committee, the Ballot Counting Committee, the relevant Board meeting dates and the ballot shall be posted on the CDS SD website in a timely manner. If there are no board seats up for election, the website shall so state.

(b) **Officers.** The appointment of Officers shall be conducted in accordance with CDS Bylaws.

4.0 **Duties of Officers.**

(a) **Chair.** The Chair shall preside over all meetings of the CDS SD Board. She shall approve the meeting agenda. She shall appoint all committee chairpersons with the approval of the Board members. She shall be an ex-officio member of all committees except the Nomination Committee. She shall make all Board appointments with the approval of the Board members. The Chair shall appoint a replacement for any Board member who does not complete her term for any reason.

(b) **Secretary.** The Secretary shall take minutes of each meeting of CDS SD. She shall be responsible to notify all Board members of meeting dates and locations. She shall prepare meeting notices, meeting waivers, and agendas for all meetings with the approval of the Chair.

(c) **Treasurer.** The Treasurer shall handle all funds received and paid out by CDS SD. She shall bank funds in a bank approved by the Board. She shall maintain a complete record of all business transactions and at all times be prepared to report on the financial status of CDS SD to the Board members, membership and the CDS Executive Board. The Treasurer is responsible for preparation of the year-end financial report required by CDS.

5.0 **Conducting the Business of CDS SD.** It is the responsibility of the CDS SD Board to conduct all business of CDS SD. The CDS SD Board shall hold a minimum of one meeting each year and as many additional meetings as are deemed necessary by the Board. Meetings shall be open to CDS members in good standing, with the exception of closed meetings which will be held when there are sensitive or monetary matters to discuss, and emergency meetings, the urgent nature of which makes it impractical to provide notice to the membership. The CDS SD Board shall prepare and deliver to CDS all annual reports required by CDS Bylaws.