



CALIFORNIA DRESSAGE SOCIETY SAN DIEGO CHAPTER
STANDING RULES AND PROCEDURES
Approved and Adopted August 26, 2019
(As Revised January 1, 2023)

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 of its 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 the highest priority at all times.

(c) CDS Bylaws. Guidance for specific procedure 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) shall 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 Conducting the Business of CDS SD. It is the responsibility of the CDS SD Board to conduct and administer, or to oversee the conduction and administration of, all business of CDS SD.

3.0 Board Meetings. The CDS SD Board shall hold a minimum of one board meeting each year. CDS SD 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.

4.0 Board Members of CDS SD.

(a) Number of Board Positions. The CDS SD Board is comprised of three positions—Chairperson, Treasurer, and Secretary (herein Officers). A board member may concurrently hold more than one position, and such concurrently held positions will remain with that board member from term to term. With the exception of 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 and who have declared an association with CDS SD, are eligible to be appointed to an 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 shall 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.

5.0 **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 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 be responsible to notify all board members of meeting dates and locations, and shall make the notices available to the membership on the chapter’s website. With the approval of the chair, she shall prepare meeting notes, meeting waivers, and agendas for all meetings. She shall take the minutes of each meeting of CDS SD and shall cause the minutes from each meeting to be published on the public website of CDS SD.

(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 CDS SD board members and the CDS Executive Board. The Treasurer is responsible for preparation of financial reports required by CDS from time to time.

6.0 **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.

(c) Nominations from the Floor. A member in good standing with CDS for at least one year, and whose declared association has been with CDS SD for at least one year, is eligible to be nominated from the floor. Once the Nominating Committee submits its Ballot of Nominees at the board meeting scheduled for that purpose, nominations are open to the floor, at which time the eligible member must be nominated from the floor by someone other than herself, the written consent of the nominee obtained, and the nominee's name placed on the ballot.