**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 November 7, 2019.

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

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

1. The total number of board members (elected and appointed) shall be a minimum of three (3) and a maximum of eleven (11).
2. The minimum board positions must include Chair, Treasurer, and Secretary.
3. The Chair must be an elected position. The Treasurer and Secretary may be either elected or appointed.
4. From the board members elected, the following positions may also be filled: Vice Chair, Education Chair, Show Chair, Membership Chair, Volunteer Chair, Sponsorship/Fundraising Chair, Newsletter Editor, Social Media Chair, Social Chair, and Member(s) at Large. Alternatively, any of these positions may be appointed.
5. Individual board positions may be indicated on the ballot or may be decided upon and filled by the newly elected board members at the first board meeting following election tabulation.
6. At the board’s discretion, any elected position may be held jointly by two (2) people as long as the elected number does not exceed eleven (11). Each elected board member shall be entitled to voice and voting privileges at board meetings.

 **B. Appointed Positions**

1. The board may appoint other positions and committees as deemed necessary to conduct the business of the chapter, but those individuals would not have voting rights.
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.

 **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. Term Limits**

Board member terms shall be limited as follows: Chair: three (3) years (unless no other candidate can be found to fill the term). Treasurer: five (5) years (unless no other candidate can be found to fill the term). There are no term limits on other board positions.

**E. 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.

 **F. 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. 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 statewide rules.
3. An annual Chapter budget will be developed and be 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 for the CDS Adult Amateur Clinic and the CDS Junior/Young Rider Clinic requires that the following provisions be met:

1. Applicant Eligibility: Applicant must be an amateur member in good standing of SBC-CDS at the time of the drawing.
2. Applicant must be an active member who has demonstrated support of the chapter with 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. 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.
4. The drawing will be held at the chapter’s annual meeting or end of the year Awards Banquet.
5. Applicant must submit his or her name at the Chapter’s Annual Meeting or Awards Banquet.
6. 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 edition of the chapter newsletter 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 Grant Program**

It is a goal of SBC-CDS to encourage dressage education for its members. The current board will determine if Educational Grants will be given out that year. Grants will be based on available funds, educational merit, and member eligibility. A grant shall be no more than $300 per applicant, and applicants who receive an Educational Grant may not apply again the following year. Financial need will not be considered. If funds allow, the board will determine the type of grant to be offered for the year and will invite chapter members to apply for the educational grant. The Board may appoint an Educational Grant Committee to assist the Education Chair in reviewing applications and allocating available funds.

**Criteria and Rules:**

1. Eligibility: This program is open to any chapter member in good standing who has actively supported the chapter with at least 4 hours of volunteer work within the last 12 months.
2. Educational Event Criteria: Examples include CDS Adult Amateur Clinic, USDF Convention, “L” Program participation, dressage symposia, opportunities for training outside the members ongoing regular training program, etc. Show entries are not to be funded by this program.
3. At least 90 days prior to the event, the applicant will submit an application and appropriate documentation of the nature and cost of the educational event to the SBC-CDS Educational Chair. Each member will be limited to one grant per calendar year.
4. The Education Chair will process applications and present grant requests to the board, based on criteria specified in these rules. The process may go to a lottery if a clear choice is not apparent.
5. Upon completion of the educational event, the applicant will write an article for the chapter newsletter describing the concepts and skills learned. Funds will only be distributed after the applicant has attended the event, written the article for the chapter newsletter, and submitted it to the Education Chair. A letter of congratulations from the Education Chair will be sent to the applicant with the grant check.
6. Funding for this program and the amount of individual grants will be decided during the chapter’s annual budgeting process. Any funds remaining at the end of the fiscal year will revert to the chapter’s education budget, so that they may be used to support programming that benefits members of the entire chapter.
7. Individual donations to this fund may be made at any time.
8. The applications for this fund will be available on the Chapter website, or by contacting the Education Chair.

**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 form these shows will count towards the SBC-CDS Year End Award Series. The board will not endorse any show, schooling or rated, held within two weeks of a chapter-sponsored show.

 **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.

For the 2019 award year, scores will count from shows held between November 1, 2018 and November 31, 2019). Thereafter the award year will run from December 1 to November 31. For each horse and rider combination, scores must be submitted as described below:

1. **Schooling Awards (Introductory through Fourth Level):**

Two scores must be submitted. One score must be earned at an SBC-CDS endorsed schooling show or at any SBC-CDS rated show. The other score may be earned at a CDS-rated show or at any other SBC-CDS endorsed schooling show.

Awards for this category will be given to Junior, Amateur, and Open competitors at each level from Introductory through Fourth Level.

1. **Recognized Awards (Introductory Level through Grand Prix):**
2. If the Chapter sponsors two or more CDS rated shows, then:
Two scores must be submitted, at least one of which must be earned at an SBC-CDS sponsored, CDS rated show. The other score can be earned at any other CDS rated show held during the same period.
3. If the Chapter sponsors only one CDS rated show, then:

Two scores must be submitted. Scores must be earned at two separate CDS rated shows.

Awards will be given for each level and will be awarded in the following divisions: Junior (21 and under), Amateur, and Open. Riders will be considered eligible for the Junior division until the competition year in which they turn 22.

The Show Committee may recommend other awards as appropriate (honorary awards included).

**General rules:**

 A rider and horse combination cannot win both Schooling and Recognized Awards.

 The average of the two submitted scores will be used to determine a rider’s standing at any given level.

 Rider and horse combinations may compete for Year-End Awards in up to two levels, but they must be adjoining—for example training and first, or second and third, but not first and third.

 Rider and horse combinations may only compete in Year-End Awards at any given level for two (2) years, after which time the combination will only be eligible to compete at a higher level.

 To be eligible, riders must submit scans of their tests to the awards chair by December 1 of the award year, to allow for determination of winners before our Annual Meeting.

 Changes to these rules may be made at any time by the Chapter’s Board of Directors.

These rules as revised, voted on and approved by the Chapter’s Board of Directors on November 7, 2019.