

**CONSTITUTION AND BYLAWS
OF THE
FOOTHILLS DRESSAGE CHAPTER OF THE ROCKY MOUNTAIN DRESSAGE SOCIETY**

ARTICLE I

Name

The name of this organization shall be FOOTHILLS DRESSAGE CHAPTER (FH) OF THE ROCKY MOUNTAIN DRESSAGE SOCIETY (RMDS).

ARTICLE II

Purpose

This Chapter is organized and shall be operated exclusively for charitable and/or educational purposes within the meaning of Section 501©(3) of the Internal Revenue Code of 1986 (or the corresponding section of any future federal tax code). These purposes shall be the following:

1. To 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
 - a. Improve the general understanding of dressage through educational clinics, forums, and seminars, and to promote these and other activities to effect this goal
 - b. Assist and cooperate with local and regional dressage organizations in matters of common concern
 - c. Cooperate with other organizations having an interest in training horses, riders, and judges through the principles 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. (RMDS).

ARTICLE III

Address

The address of this Chapter shall be determined by the Chapter Executive Board.

ARTICLE IV

Membership

Section 1. Any member in good standing of the RMDS shall be eligible for membership in the Chapter in accordance with the provisions of the RMDS Constitution and Bylaws, Article IV.

Section 2. The Chapter membership year shall be the same as the RMDS membership year.

ARTICLE V

Dues and Assessments

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

Section 2. Supplemental Assessments

Supplemental dues may be levied on the Chapter members by the Executive Committee.

Section 3. Dues collection

Chapter basic dues will be paid to the Chapter from RMDS. Supplemental Assessments will be collected by the Chapter.

Section 4, Use of Dues and Assessments

The Foothills Chapter will use dues and assessments to:

1. Augment the operating, educational, and events expenses or membership of each chapter member In the Foothills Chapter.
2. Cover Foothills Chapter contributions toward expenses of year end awards for Foothills Chapter members if eligible and the chapter has a year end banquet and award program.
3. Cover any other Foothills Chapter expenses of Foothills Chapter activities deemed appropriate by the Foothills Chapter Executive Committee or the membership when approved by a specific vote.

ARTICLE VI

Officers

Section 1. Officers

The Chapter Officers shall be President, Vice-President, Secretary, and Treasurer. One (1) person may be elected and serve in two (2) positions.

Section 2. Qualification

Chapter Officers shall be members in good standing.

Section 3. Election and Term

Chapter officers shall be elected in accordance with the provisions of Article X for a term of one (1) calendar year 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 Officers

A. The President shall

1. Preside at all official club meetings and functions
2. Break ties in a vote of the Executive Committee
3. Appoint Committee Chairmen subject to approval of the Executive Committee
4. Serve on the RMDS Executive Board.
5. Serve as an alternate signature on any Chapter bank accounts or financial documents

B. The Vice-President shall

1. Assist the President in the performance of duties and act for him/her in his/her absence
2. In the absence of the President the Vice President shall exercise any power or duty of the President
3. Automatically succeed to the Presidency unless specifically voted against by a quorum of the chapter membership.
4. Be delegated as the official alternate Foothills Chapter delegate at RMDS meetings

C. The Secretary shall

1. Give notice to the membership of all Chapter meetings
2. Keep accurate summary of minutes of Chapter meetings and shall forward condensed versions to the webmaster.
3. In the absence of the President and Vice-President, the Secretary shall exercise any power or duty of the President.

D. The Treasurer shall

1. Receive and deposit all dues from RMDS, assessments, and all other money forthcoming to the organization and act as custodian thereof.
2. Pay all bills authorized by the organization. Authorized expenses shall be defined as follows:

a. Contracted services shall be in writing and shall clearly specify fees and conditions, shall identify the individual or company performing the service(s) and shall require approval by the Foothills Chapter Executive Board.

b. Expense reimbursements to members shall be distributed by the Treasurer when an appropriate request with receipts has been presented. If there is any question whether reimbursement is appropriate, the Executive Committee shall review the request and determine whether it should be paid.

c. Any official of the Foothills Chapter who serves in a paid position or is receiving any compensation may not vote on issues pertaining to that issue.

2. Report the Chapter financial status at each Chapter meeting
3. Sign all financial contracts for the Chapter upon approval of the Executive Board
4. Shall prepare and report income P & L to the RMDS treasurer at the end of the fiscal year
5. In the absence of the President, Vice-President and Secretary, the Treasurer shall exercise any power or duty of the President.

E. 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 petition is to vacate the office of the President, to the Vice-President. The vacated office shall be filled by election in accordance with the provisions of Article X.

Section 7. Delegates

The delegates are elected at the October 15th meeting or appointed by the President after the election and before the RMDS Board of Governors' meeting in November. The Delegates serve as the Chapter delegates to the RMDS Board of Governors' meeting. RMDS Central Office, Executive Director will notify Foothills Chapter the number of delegates the chapter needs based on that years membership.

ARTICLE VII Chapter Executive Board

Section 1. Members

The Chapter Executive Board shall consist of the elected officers of the Chapter and the Appointed Committee Chairmen.

Section 2. Responsibilities

- A. The Executive Committee shall consist of Foothills Chapter President, Vice President, Secretary, Treasurer, Committee Chairpersons, and if applicable the President Emeritus and Past President (only the first year after serving)
- B. The Executive Committee shall meet at least quarterly and may meet in conjunction with the regular chapter meetings. Special meetings of the Executive Committee shall be called when deemed necessary by the President. Three voting members shall constitute a quorum of the Executive Committee.
- C. The Executive Committee shall establish policies and procedures that coordinate with the Foothills Chapter activities.
- D. It shall be the duty of the Executive Committee to conduct all business of the Foothills Chapter between meetings of the membership. The Executive Committee shall guide the expenditures of funds necessary to carry on the activities of the chapter.
- E. The Executive Committee, by a two-thirds (2/3) vote, may change its composition and add other members to the committee, as deems fit.
- F. The Executive Committee is responsible to the Foothills Chapter membership. None of its official actions shall conflict with a position taken by a majority of the membership.

Section 3. Meetings

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

ARTICLE VIII Meetings

Section 1. Regular Meetings

The Chapter shall hold a minimum of four (4) meetings with the possibility of a banquet being held between November 15 and January 31. All meetings are open to the membership. Notice of the meetings will be posted on the website and email notification be sent to members.

Section 2. Special Meetings

A special meeting may be called by a quorum (1/3) of the members or announced by the Executive Board. Time and place shall be announced by email to all members at least seven (7) days in advance.

Section 3. Quorum

The quorum for any Chapter meeting shall be two (2) members of the Executive Board plus three (3) additional members.

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 the Chapter.

ARTICLE IX Delegates to the RMDS Board of Governors

Section 1. Selection

Delegate/s to the RMDS Board of Governors shall be elected by the Chapter and shall meet requirements specified by the RMDS Constitution and By-laws.

Section 2. Decreased Voting Rights

In the event the Chapter's voting rights at the RMDS Board of Governors' meeting are less than the number of elected delegates, the Chapter President shall select from the elected 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 are greater than the number of elected delegates, the Chapter President may either appoint additional delegates or distribute the voting rights equally among the elected delegates.

**ARTICLE X
Elections**

Elections shall be held annually at the October regular meeting for the purpose of choosing Chapter Officers and 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. New officers will begin their duties January of the following year. Unopposed candidates must receive a majority of the votes. Contested elections shall be decided in favor of the candidate receiving the most votes.

**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 but not more than sixty (60) days prior to the meeting.

**ARTICLE XII
Dissolution**

Should the Foothills Chapter be dissolved, any sums remaining after payment of all debts, current expenses, and obligations are to be donated to a charitable organization or fund as approved by the membership of the Foothills Chapter.

**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.

Bylaws Amended – 1-9-2012