

**CONSTITUTION AND BYLAWS
OF THE
NORTHERN COLORADO DRESSAGE ASSOCIATION, A CHAPTER OF THE ROCKY MOUNTAIN DRESSAGE
SOCIETY**

ARTICLE I: Name

The name of this organization shall be **NORTHERN COLORADO DRESSAGE ASSOCIATION (NCDA), A CHAPTER OF THE ROCKY MOUNTAIN DRESSAGE SOCIETY (RMDS)**

ARTICLE II: Objectives

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

1. Promote and encourage a high level of appreciation and understanding of 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."

ARTICLE III: Address

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

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

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 VIII.

Section 2: Supplemental dues: The Executive Committee may levy supplemental dues on the Chapter members.

Section 3. Dues collection: Chapter basic dues will be paid to the Chapter from RMDS.

ARTICLE VI Officers

Section 1: Officers: The Chapter Officers shall be President, Vice-President, Secretary, and Treasurer.

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 2 calendar years or until a successor has been duly elected.

a. The Secretary and Vice President are elected for terms to begin January 1 of even numbered years.

b. The President and Treasurer are elected for terms to begin January 1 of odd numbered years

Section 4: Vacancies: In the event of a vacancy in any elected position, the remainder of the term shall be filled by the following procedure: two week notice for nominations and election via e-mail with the actual election occurring during a specified meeting.

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:

1. The President shall:
 - a. Preside at all official club meetings and functions.
 - b. Break ties in a vote of the Executive Committee.
 - c. Appoint Committee Chairmen.
 - d. Serve on the RMDS Executive Board.
2. The Vice-President shall:
 - a. Assist the President in the performance of duties and act for him/her in his/her absence.
3. The Secretary shall:
 - a. Maintain a list of members in good standing, with contact information
 - b. Handle and keep a record of all member correspondence, announcements and events.
 - c. Keep minutes of the meetings.
 - d. Distribute minutes of the meetings to officers for evaluation.
4. The Treasurer shall:
 - a. Receive Chapter Dues from RMDS treasurer.
 - b. Collect all other moneys and act as custodian thereof.
 - c. Pay all bills authorized by the Executive Committee.
 - d. Handle and keep a complete record of all financial business and transactions.
 - e. Maintain an active file on all members in good standing.
 - f. Provide regular reports to NCDCA at the request of the executive board.
 - g. Provide RMDS with year end fiscal report.
5. Removal from office:
 - a. 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 posting a two weeks' notice for nominations and election via e-mail or at a designated meeting.

Section 7: The delegates are elected at the October 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.

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:

The Chapter Executive Board shall be responsible for the day-to-day operation of the NCDCA 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.

ARTICLE VIII: Meetings

Section 1: Regular Meetings: The Chapter shall hold a minimum of five (5) meetings. All meetings are open to the membership. Notice of the meetings will be in the Centaur and/or by email.

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 mail to all members at least seven (7) days in advance.

Section 3: Quorum: The quorum for any Chapter meeting shall be 2 members of the Executive Board plus three (3) additional members. A majority of the votes received shall determine the officers elected.

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 is 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 is greater than the number of elected delegates, the Chapter President may either appoint additional delegates or distribute the voting rights equally amongst the elected delegates.

ARTICLE X: Elections

Elections shall be held annually at the November 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.

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

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©(3) or the Internal Revenue Service 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.