



## OADG By-Laws (Official as of December 6th, 2015)

### Purpose of the Group:

1. The Ottawa Area Dressage Group is a non-profit, non-incorporated association which fosters and encourages interest and participation in dressage riding and the ownership of dressage horses in the Ottawa and surrounding area. It encourages shows, demonstrations, clinics and competitions involving dressage riding. It collects monies and raises funds by way of annual fees to hold, expend or deal with the same in furtherance of the objectives of the association. Its objectives are sufficiently general to allow it to undertake whatever dressage related activities its members wish to have such as the sponsorship of different local dressage shows and an annual year-end award program and banquet.
2. The OADG is a member group of CADORA Ontario and has a voting representative on the CADORA Ontario Board.

### Head Office:

3. The head office of the OADG will be the residence of the President.
4. The mailing and e-mail addresses of the OADG are those of the President except for matters that are directly related to the delegated functions of any individual director; ~~in;~~ in that case, they are those of the director involved.

### Board of Directors:

5. At the Annual General Meeting, ~~up to 12~~ 10 directors are elected by the senior members of the OADG who are in good standing with the Association and who are present (or by legitimate proxy), for a term of 1 year.
6. The President ~~and Chairperson~~ of the OADG is elected for a term of 1 year by all elected OADG directors that are present at the Annual General Meeting, ~~for a term of~~ 1 year.
7. The positions of President and ~~Secretary~~-Treasurer can only be filled by a senior member who has been a director for at least 2 years.
8. Should the President leave the Board during the course of his/her mandate, the directors must elect at a special meeting of the Board called by the secretary/~~treasurer~~ within 2 weeks of the resignation, by secret ballot and from within the directors in good

standing and who have been on the Board for at least 2 years, a replacement for that position for the remainder of the original tenure.

9. Should a director resign from the Board during the course of his/her mandate, the president may choose to allocate the functions to other directors for the remainder of the term or he/she can ask the Board to appoint a senior member of the OADG to complete the tenure of that director.
10. During their tenure of office, the directors must always be in good standing with the OADG to have the right to vote.
11. At a meeting of the Board following the Annual General Meeting, on the recommendation of the President, the specific functions of the directors must be approved by a single majority of the directors present. The directors remain in tenure until they resign or a change in functions is approved by the Board. A minimum of 10 directors is desirable in order for the Board to function effectively. In the case that there are less than 12 directors, the President shall assign combined functions as required in order to have complete coverage. The President shall endeavor to keep the Board at a minimum of 10 but no more than 12 directors.
12. The Board consists of the following 12 personspositions:
  1. President
  2. Secretary ~~/Treasurer~~
  - 2-3. Treasurer
  - 3-4. Show ~~Coordinator~~Director
  - 4-5. Award director
  - 5-6. Banquet director
  - 6-7. Communications director
  - 7-8. Education ~~Coordinator~~Director
  - 8-9. Membership director
  - 9-10. Sponsorship director
  - 10-11. Website director
  - 11-12. OADG CADORA ONTARIO Representative
13. An official list of the members of the Board must be sent by the President to the President of CADORA Ontario no later than December 10<sup>th</sup> following the election and to the “responsibility insurance” provider no later than December ~~31<sup>st</sup>~~ following31<sup>st</sup> following the Annual General Meeting.

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Functions of the directors:

14. The ~~individual portfolios of the directors and the~~ description of the functions of each portfolio must be confirmed at the ~~first~~second regular Board meeting following the AGM.

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15. The description of the functions remains in effect until modified by a majority of the directors present at any subsequent regular meeting.

-3-

**Meeting of the Board:**

16. Meetings of the Board may be held at such dates, times and places as may be found most convenient from time to time and must be approved at the last meeting but a minimum of 4 meetings must be held during the year including the first one that has to be held in January and the last one that has to be held in November.

17. Meetings are called by the President but any two members of the Board may request the President to hold a special meeting.

18. A notice of any meeting, including an agenda, must be given by the President to all directors at least two weeks before it is scheduled to be held.

19. A quorum will consist of 5 members of the Board and the President will be the chairperson unless he/she delegates the function to another director.

20. Decisions of the Board must be approved by a single majority of the members present and in the case of a tie, the chairperson will have a second vote.

21. Changes to the By-Laws must be approved by at least 6 directors present at a meeting and are in force immediately but must subsequently be ratified by the membership at the following AGM meeting.

22. Any member in good standing may attend the regular meetings of the Board but they cannot present any motion or vote on any matter discussed.

23. Directors must prepare a motion paper and send it to all directors at least one week before the meeting in order to be able to table the motion unless the Chairperson at his/her discretion, accepts to do otherwise. This does not include subsequent actions taken by a director on a project already approved in principle by the Board.

24. Minutes of any meeting must be sent to all directors by the ~~President~~Secretary within 2 weeks of any meeting and prior to the next meeting and approved by the Board at the following meeting.

**Financial matters:**

25. All acquisitions and expenditures over \$100.00 made on behalf of the OADG must be approved by at least 6 directors present at the meeting unless they are included in the approved Budget Forecast.
26. The Signing Authority for any matter approved by the Board, rests jointly with the President and the ~~Secretary~~-Treasurer except for on going financially related matters which rests with the ~~Secretary~~-Treasurer or in the absence of the ~~Secretary~~-Treasurer with the President.

-4-

**AGM meetings:**

27. An Annual General Meeting of the members of the OADG shall be called by the President and held every year on the first Sunday of December.
28. It will take place at a convenient place and at a date and time decided by the Board.
29. Notice will be given to all members by the President at least one month before the meeting and will be published on the OADG website.
30. The quorum will be 10 members, including the proxies if applicable but 6 directors must be in attendance.
31. The agenda of the meeting will be limited to the report as to the quorum, the reading and approval of the minutes of the last AGM, the report from the individual directors, the presentation of the annual budget, the approval of all acts taken by the Board during the year, the fixing of the annual fees, changes to the By-Laws of the OADG, the appointment of the directors and the date and place of the Annual Award banquet.
32. Members must be present and in good standing with the Group to vote but they may do so by way of proxy; the proxy form approved and published by the Board shall be in writing, under the hand of the appointer and shall cease to be valid at the conclusion of the meeting. The proxy must be in the hand of the Secretary/~~Treasurer~~ prior to the start of the meeting and may be general or stipulate the item of business on which the proxy may be exercised.
33. All decisions shall be decided by a majority of the votes duly cast on the question. In the event of a tie, the chairperson will have a second vote.
34. Voting is by show of hands, unless a member requests that it be secret.
35. If it is decided that the vote be secret, the secretary-~~treasurer~~ must destroy the ballots after the meeting is terminated.

**Membership:**

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36. There will be three categories of members:

- a. Senior members
- b. Junior members
- c. Honorary members

37. Fees must be paid to the membership director in one payment prior to June 1<sup>st</sup> of the year in question using the form approved by the Board. In the case of directors, payment must be made prior to the second regular meeting of the year.

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-5-

**Fiscal year:**

38. The fiscal year of the OADG will end on November 30<sup>th</sup> in each year.

**Name:**

39. This document will be recognized as the Rules and Forms governing the Ottawa Area Dressage Group and will be published and updated on the OADG website.

**ADDENDUM:**

**A. General (Official as of December 7<sup>th</sup>, 2014)**

**a. Portfolios and Functions of Board Directors'**

**PRESIDENT**

- ~~a. Has overall responsibility for the application of all policies and decisions approved by the Board.~~
- ~~b. Sets the dates for the regular meetings and the annual general meeting and chairs them.~~
- ~~c. Is responsible for the agenda of regular Board meetings and of the AGM.~~
- ~~d. Ensures OADG official information released to the members and the public is in line with the policies and decisions approved by the Board.~~
- ~~e. Makes arrangements for the date and site of the award banquet~~
- ~~f. Must send a list of the Board members to the President of CADORA Ontario no later than December 10<sup>th</sup> following the Annual General Meeting and to the liability insurance carrier no later than December 31<sup>st</sup> following the Annual General Meeting~~

- ~~g. Approves the final draft of regular Board meetings' and AGM's minutes and issues them to the directors and membership in the later case~~
- ~~h. Liaises with Equine Canada, Ontario Equestrian Federation and CADORA.~~

~~**DIRECTORS:**~~

~~**1. SECRETARY/TREASURER**~~

- ~~a. Has overall responsibility in the absence of the President.~~
- ~~b. Receives and banks all revenues of the OADG.~~

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- ~~c. Issues cheques for all expenses incurred and approved by the OADG or approved in budget forecast.~~
- ~~d. Maintains the OADG's checking and savings account in a bank or savings institution approved by the Board.~~
- ~~e. Maintains a positive balance in all bank accounts held by the OADG.~~
- ~~f. Maintains a cash reconciliation of the bank accounts held by the OADG.~~
- ~~g. Prepares the OADG Budget Forecast in conjunction with the president.~~
- ~~h. Invests funds as directed by the Board.~~
- ~~i. Remits the appropriate membership fees to CADORA Inc. and CADORA Ontario.~~
- ~~j. Completes the annual director's insurance paperwork and related payment to the carrier.~~
- ~~k. Receives and banks all revenues of the OADG.~~
- ~~l. Prepares the OADG Budget Forecast in conjunction with the President.~~
- ~~m. Issues quarterly financial reports~~
- ~~n. Presents Year End Budget and Budget Forecast at the AGM~~
- ~~o. Takes minutes at regular and annual general meetings~~

~~**2. MEMBERSHIP DIRECTOR**~~

- ~~a. Receives all membership applications.~~
- ~~b. Updates membership list including memberships to other associations.~~
- ~~c. Remits all fees to the secretary-treasurer.~~
- ~~d. Prepares a monthly membership status report for the President until the month of August.~~

~~**3. EDUCATION COORDINATOR**~~

- ~~a. Is responsible for OADG Education Clinics approved by the Board.~~
- ~~b. Remits any related fees to the secretary-treasurer.~~
- ~~c. Provides information to the communications director on clinics given by other organizations.~~

~~**4. AWARD DIRECTOR**~~

- ~~a. Is responsible for maintaining rules governing the yearly awards approved by the Board by mid-February.~~

- ~~(1) Initiates and/or receives from members suggestions for changes to the yearly awards program.~~
- ~~(2) Secures board approval for all suggested changes for next competition season.~~
- ~~(3) Revises the Award Criteria document, the Changes Overview document and all forms as required to reflect changes~~
- ~~(4) Secures necessary assistance and prepares timeline of activities to achieve successful trophy preparation for the year-end banquet.~~
- ~~(5) Updates timeline as required based on competition schedule and banquet date.~~

~~7~~

- ~~b. Communicates Award Criteria document and Changes Overview to the Communications director for publication to the membership and to the Website director for publication on the OADG website by March 15<sup>th</sup>.~~
- ~~c. Keeps on-going competition results of shows sponsored by the OADG and publishes interim standings (mid season). Receives and responds to errors or omissions feedback from competitors.~~
- ~~d. Tabulates and publishes Final Year-end results of competitions by November 1<sup>st</sup>.~~
  - ~~(1) Receives competitors input on external scores by the end of October~~
  - ~~(2) Publishes complete standings by the end of October.~~
  - ~~(3) Receives and responds to errors or omissions feedback from competitors~~
- ~~e. Administers the awarding of special awards:~~
  - ~~(1) Arranges e-mail voting by the directors for special awards such as: Senior Rider, Horse Owner, Volunteer of the year and other awards as determined for the current competition season by the 7<sup>th</sup> of November.~~
  - ~~(2) Provides the Brian Mills Foundation with a list of 5 junior riders and their achievements for the Brian Mills award by the 5<sup>th</sup> of November.~~
  - ~~(3) Arranges for special cash awards, bursaries, etc. as required.~~
- ~~f. Manages trophy preparation for the year-end banquet.~~
  - ~~(1) Organizes delivery stations for the returning of trophies from previous year's recipients by September 25<sup>th</sup>.~~
  - ~~(2) Organizes central depot for inventory and instructions for cleaning and repairs of all awards.~~
  - ~~(3) Organizes transportation to engraver, along with engraving details for year-end results by the of October.~~
  - ~~(4) Organizes delivery of trophies, medals, plaques, bursaries, etc. to the banquet.~~
  - ~~(5) Assists the banquet director for the display and distribution of the trophies at the banquet on the day of the banquet.~~

#### 5. SPONSORSHIP DIRECTOR

- ~~a. Recruits and thanks sponsors for the Year end banquet and any other OADG events approved by the Board.~~

- ~~b. Assists the Silver Championship organizer in the recruitment and thanking of sponsors.~~
- ~~c. Uses the moneys attributed to the function by the Board to buy prizes for OADG sponsored shows and the Year end banquet.~~
- ~~d. Remits sponsorship monetary donations to the secretary treasurer.~~
- ~~e. Is responsible for all promotion actions of the OADG.~~

~~8~~

#### ~~6. BANQUET DIRECTOR~~

- ~~a. Is responsible for the Year end banquet arrangements excluding date and place.~~
- ~~b. Finds MC for year end banquet.~~
- ~~c. Presents a list of names for the guest speaker at the banquet, to the Board at its regular third meeting.~~
- ~~d. Is responsible for organizing the photographic needs for the banquet.~~
- ~~e. Remits banquet fees to the secretary treasurer.~~

#### ~~7. SHOW COORDINATOR~~

- ~~a. Coordinates the show actions taken by barn/show organizers.~~
- ~~b. Prepares the annual CALENDAR of OADG sponsored shows.~~
- ~~c. Acts as the link with barn owners and/or show organizers.~~
- ~~d. Is responsible for the organization of the distribution of OADG sponsorship prizes to OADG sponsored shows, approved by the Board.~~
- ~~e. Is responsible for all matters related to technical rules in use for competitions.~~

#### ~~8. COMMUNICATIONS DIRECTOR~~

- ~~a. Is responsible for the issuance of all official OADG communications to members and the public via the appropriate communications channels, which include (but are not limited to):
  - ~~— regular e-mails, Face Book page, community boards (such as Equitation and Horse World's dressage board), and other on-line channels~~
  - ~~— regular newsletter (3 issues per year; more if and as appropriate)~~~~
- ~~b. Edits the Face Book and on-line community board updates in conjunction with the president, and the different directors:
  - ~~— Issues brief updates to keep all interested parties informed on OADG developments and initiatives, information about shows and other local events, and general dressage news that may be of interest to the local dressage community~~~~



~~c. Edits the in-depth e-mail updates to the paid membership (i.e., not the “Face Book members” or the “website visitors”) in conjunction with the president, and the different directors:~~

~~— Issues concise newsworthy updates to keep the membership well-informed on OADG developments and initiatives, and to provide more “depth” than the Facebook/community boards.~~

~~d. Edits the regular newsletter:~~

~~— Develops in conjunction with the Board of Directors and specific contributors~~  
~~— Final draft to be approved by the president before publication~~

~~9.~~

~~— 3 issues per year, early Spring (late March), Summer (mid July) and early Fall (late September)~~

~~— Newsletter to be distributed by e-mail to the paid membership only.~~

~~e. Supports the following Directors in their specific portfolios:~~

~~— Works with the Website Director to ensure a steady source of information to be posted on the website~~

~~— Works with the Sponsorship Director to develop communications material such as hand-outs at shows~~

~~— Work with the Show Coordinator and the Award Director on shows coming up and show results during the show season.~~

~~f. Works with all Directors to ensure consistent messaging and “branding” of all OADG communications material, and to ensure that all communications channels provide our members with relevant, interesting information.~~

#### ~~9. WEBSITE DIRECTOR~~

~~a. Maintains the upkeep of the website on an ongoing basis.~~

~~b. Updates the website on a regular basis in conjunction with the president and the different directors.~~

#### ~~10. CADORA ONTARIO REPRESENTATIVE~~

~~a. Is the OADG CADORA representative~~

~~b. Attends CADORA Ontario Board meetings.~~

**B. Proxy form**

PROXY

I, \_\_\_\_\_, being a senior member in good standing of the Ottawa Valley Dressage Group, hereby appoint \_\_\_\_\_, a senior member in good standing of the Ottawa Valley Dressage Group to vote on my behalf at the Annual General

Meeting of the Ottawa Valley Dressage Group to be held on Sunday, December \_\_\_\_\_, 20\_\_\_\_, in the City of Ottawa, in the province of Ontario.

\_\_\_\_\_  
\_\_\_\_\_  
(signature of appointer)

\_\_\_\_\_  
\_\_\_\_\_  
(witness)

**C. Suggested Motion Presentation form for Board meetings**

**Motion Presentation form for Board meetings**

Any OADG member may bring forward a motion to the OADG Board of Directors. Prior to the development of the motion, the idea must first be discussed with the relevant OADG Director to get their initial approval to work up the idea more fully into a motion. The full motion must be delivered to the relevant OADG Director at least 1 week prior to an OADG Members meeting, so

that the motion can be distributed to the other OADG Directors. This will allow all the OADG Directors a chance to read over the information and be properly informed prior to the discussion at the meeting.

DATE OF MOTION:

TITLE OF MOTION:

EXPLANATION/DETAILS OF MOTION:

(What is the motion for, whom will it impact, implementation details)

PROS: (Why is this motion "good" for the OADG?)

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CONS: (Why is this motion "bad" for the OADG?)

IMPACT ON OADG: (monetary, member reduction, member increase...)

DIRECTOR'S NAME:

#### **D. Policy on communications**

All communications that relate to policies of the OADG:

1. Must be approved by the President before they are published and,
2. Must be issued by the Communications Director or the Website Director on behalf of the Board or of a specific member of the Board.

#### **E. The following info/form documents must be yearly approved by the Board at its first regular meeting in January and are exhibited in a separate part of the website as shown in parentheses. (Official as of December 7<sup>th</sup>, 2014.**

- a. Year End award criteria (Award)
- b. Competition Requirements form for riders and owners (Show)
- c. Membership form (Membership)
- d. Pee Wee (Award)
- e. Volunteer of the year form (Award)
- f. Horse owner of the year form (Award)
- g. Senior rider of the year form (Award)
- h. Non-local competition report form (Award)
- i. Young horse award form (Award)
- j. Para-Equestrian award form (Award)

