



OADG By-Laws (Official as of January 27th, 2013)

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 which case, they are those of the director involved.

Board of Directors:

5. The OADG is managed by a President who is elected or reconfirmed at the Annual General Meeting by the senior members of the Association who are in good standing with the association and are present (or by legitimate proxy) at the AGM.
6. Also at the AGM, 11 directors are appointed 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 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.



OADG By-Laws (Official as of January 27th, 2013)

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 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 the first regular meeting of the Board, 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.
12. The Board consists of the following persons:
 - a. President and CADORA representative
 - b. Secretary / Treasurer
 - c. Show Ambassador
 - d. Award director
 - e. Banquet director
 - f. Communications director
 - g. Education and Youth Development director
 - h. Library and Archives director
 - i. Membership director
 - j. Promotion director
 - k. Sponsorship director
 - l. Website director
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 10th following the election and to the “responsibility insurance” provider no later than December 31st following the Annual General Meeting.

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



OADG By-Laws (Official as of January 27th, 2013)

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 October.
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 6 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 8 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 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 2/3 of the 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.



OADG By-Laws (Official as of January 27th, 2013)

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 15 members, including the proxies if applicable but nine directors must be in attendance.
31. The agenda of the meeting will be limited to the report as to the quorum, the reading 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 that require a vote by the membership at large, the election of the President, the appointment of the directors, and new business notified to the President at least 3 weeks before the meeting.
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.



OADG By-Laws (Official as of January 27th, 2013)

Membership:

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 1st of the year in question using the form approved by the Board. In the case of directors, payment must be made prior to the first regular meeting of the year.

Fiscal year:

38. The fiscal year of the OADG will end on November 30th 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.



OADG By-Laws (Official as of January 27th, 2013)

ADDENDUM:

A. General (Official as of January 27th, 2013)

1. Portfolios and Functions of Board Directors'

PRESIDENT

- a. Has overall responsibility for the application of all policies and decisions approved by the Board (on going)
- 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. (on going)
- 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 10th following the Annual General Meeting and to the liability insurance carrier no later than December 31st 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 (on going)
- i. Is the OADG CADORA representative (on going)

SECRETARY/TREASURER

- a. Has overall responsibility in the absence of the President (on going)
- b. Receives and banks all revenues of the OADG (on going)
- c. Issues cheques for all expenses incurred and approved by the OADG or approved in budget forecast. (on going)
- d. Maintains the OADG's checking and savings account in a bank or savings institution approved by the Board. (on going)
- e. Maintains a positive balance in all bank accounts held by the OADG. (on going)
- f. Maintains a cash reconciliation of the bank accounts held by the OADG. (on going)
- g. Prepares the OADG Budget Forecast in conjunction with the president
- h. Invests funds as directed by the Board.(on going)
- 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. (on going)
- 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



OADG By-Laws (Official as of January 27th, 2013)

- o. Takes minutes at regular and annual general meetings

MEMBERSHIP DIRECTOR

- a. Receives all membership applications (on going until July 1st)
- b. Updates membership list including memberships to other associations (on going)
- c. Remits all fees to the secretary-treasurer (on going)
- d. Prepares a monthly membership status report for the President until the month of August.

EDUCATION and YOUTH DEVELOPMENT DIRECTOR

- a. Is responsible for OADG Education Clinics (on going)
- b. Is responsible for Youth programs (on going)
- c. Remits any related fees to the secretary-treasurer (on going)
- d. Provides information to the communications director on clinics given by other organizations (on going)
- e. Is responsible for all matters related to technical rules in use for competitions (on going)

AWARD DIRECTOR

- a. Is responsible for updating rules governing the yearly awards (by mid-February).
 - (1) Initiates and/or receives from members suggestions for changes to the yearly awards program (on-going)
 - (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. Updates timeline as required based on competition schedule and banquet date.
- b. Communicates Award Criteria document and Changes Overview to membership. Publishes all related documents to OADG Website (by end-February).
- c. Publishes previous year's competition results (by mid-February).
- d. 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.
- e. Tabulates and publishes Final Year-end results of competitions (by early November).
 - (1) Receives competitors input on external scores (by mid-October)
 - (2) Publishes complete standings (by end-October)
 - (3) Receives and responds to errors or omissions feedback from competitors
- f. Administers the awarding of special awards:



OADG By-Laws (Official as of January 27th, 2013)

- (1) Arranges e-mail voting by the directors for special awards such as: Senior Rider, Horse Owner, Volunteer and other awards as determined for the current competition season (by end-October).
- (2) Provides the Brian Mills Foundation with a list of 5 junior riders and their achievements for the Brian Mills award (by mid-October).
- (3) Arranges for special cash awards, bursaries, etc. as required.
- g. Manages trophy preparation for the year-end banquet (mid- to end-November)
 - (1) Organizes delivery stations for the returning of trophies from previous year's recipients (by end-September).
 - (2) Organizes central depot for inventory, cleaning and repair instructions for all awards (by mid-October).
 - (3) Organizes transportation to engraver, along with engraving details for year-end results (by end-October).
 - (4) Organizes delivery of trophies, medals, plaques, bursaries, etc. to the banquet. Assists the banquet director for the display and distribution of the trophies at the banquet (on the day of the banquet).

SPONSORSHIP DIRECTOR

- a. Recruits and thanks sponsors for the Silver championship, the Year-end banquet and any other OADG events approved by the Board.(on going)
- b. Uses the moneys attributed to the function by the Board to buy prizes for the Year-end banquet
- c. Remits sponsorship monetary donations to the secretary-treasurer (on going)

BANQUET DIRECTOR

- a. Is responsible for the Year-end banquet arrangements excluding date and place (on going)
- 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. Remits banquet fees to the secretary-treasurer (on going)

SHOW AMBASSADOR

- a. Coordinates the show actions taken by barn/show organizers
- b. Prepares the annual list of OADG sponsored shows
- c. Acts as the link with barn owners and/or show organizers(on going)
- d. Assists Education and Youth Development Director in regard to technical rules of competition (on going)



OADG By-Laws (Official as of January 27th, 2013)

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):
(on going)
 - regular e-mails, Facebook page, community boards (such as Equistation 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 Facebook and on-line community board updates in conjunction with the president, and the different directors (on going);
 - 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
 - Plans a regular schedule of once every week, but this schedule could be adjusted
- c. Edits the in-depth e-mail updates to the paid membership (i.e., not the "Facebook members" or the "website visitors") in conjunction with the president, and the different directors (on going);
 - Issues concise newsworthy updates to keep the membership well-informed on OADG developments, brief show results and initiatives, and to provide more "depth" than the Facebook/community boards
 - Plans a regular schedule of once every two weeks, but this schedule would be adjusted as appropriate (for example, ad-hoc for "breaking news issues"; more often during show season; less often during the winter)
- 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
 - 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 (on going):
 - Works with the Website Director to ensure a steady source of information to be posted on the website
 - Works with the Promotions Director to develop communications material such as hand-outs at shows



OADG By-Laws (Official as of January 27th, 2013)

- Work with the Show Ambassador 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 (on going)

WEBSITE DIRECTOR

- a. Maintains the website (on going)
- b. Updates the website on a regular basis in conjunction with the president and the different directors (on going)

LIBRARY and ARCHIVES DIRECTOR

- a. Is responsible for the library material as well as the loaning of such material to members (on going)
- b. Is responsible for the OADG equipment (on going)
- c. Is responsible for keeping the OADG archives (on going)
- d. Is responsible for organizing the photographic needs of the OADG when required (on going)

PROMOTION DIRECTOR

- a. Is responsible for organizing promotional material of the OADG within the policy and financial guidelines approved in the yearly budget forecast by the Board (on going)
- b. Is responsible, in conjunction with the Show Ambassador, for the organization of the distribution of OADG sponsorship prizes to OADG sponsored shows, approved by the Board (on going).
- c. Develops promotional information such as hand-outs that could be given at shows (on going).



OADG By-Laws (Official as of January 27th, 2013)

2. 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)



OADG By-Laws (Official as of January 27th, 2013)

3. 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?)

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

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

DIRECTOR’S NAME:

4. 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.



OADG By-Laws (Official as of January 27th, 2013)

B. Document Approvals

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 January 27th, 2013)

- 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)
