



## Bylaws of the GREAT LAKES DRESSAGE CLUB

### ARTICLE I – NAME

The name of the organization shall be the “Great Lakes Dressage Club” (GLDC).

### ARTICLE II – MISSION STATEMENT

The Great Lakes Dressage Club is a non-profit social welfare and educational community group formed for the purposes of:

1. Promoting and preserving the values of classical equitation as an art form.
2. Adapting classical training techniques to a variety of American equestrian sport activities.
3. Fostering the standardization of dressage discipline in the area of teaching, training and competitive judging.
4. Educating the community in the principles of horsemanship.
5. Contributing to youth and charitable groups.
6. Fostering fellowship and sponsoring equine activities for the members.

### ARTICLE III – MEMBERSHIP

Membership is open to all persons interested in the purpose of the Great Lakes Dressage Club. Types of membership shall consist of: (a) Active (individual or family) and (b) Honorary Lifetime.

1. Active (individual or family) - Active members are paid members in good standing and may vote at meetings, hold office, nominate officers and they are expected to participate in planning and production of club events.
2. Honorary Lifetime - Honorary Lifetime membership may be granted to any person who has been a member for at least 5 years and whose contributions have made a significant impact on meeting the mission of the GLDC related to dressage instruction, training, judging, community education or youth programming. Any member may nominate any other person for Honorary Lifetime membership, and such membership may be granted after a confirmation by a majority vote. Honorary Lifetime members are entitled to the same privileges as active members, but membership fees are waived.
3. Membership dues are for the period from January 1 through December 31. New members joining during or after the GLDC schooling show will have their membership started November 1 and extended through the following year.
4. Changes of rates of membership dues will be voted on by the general membership.

#### ARTICLE IV – THE EXECUTIVE BOARD

1. The elected officers shall consist of the: President, Vice-President, Secretary, Treasurer and two (2) Trustees.
2. The executive board shall consist of the elected officers and the most recent past President.
3. A meeting of the executive board shall be held at least once a year.
4. Each outgoing executive board must leave in the treasury a sum equal to the unpaid bills or obligations for which the GLDC is responsible.
5. The President, Vice President, Secretary and Treasurer shall be elected to a one (1) year term. The President, Vice President, Secretary, and Treasurer shall hold her respective office for no more than three (3) consecutive years.
6. The Trustees shall be elected for a two (2) year term. To initiate the two year process, one (1) 2017 elected Trustee may choose to continue as a 2018 Trustee. Should neither of the 2017 elected Trustees wish to continue in their office, members will in the fall of 2017 vote one (1) Trustee for a one (1) year 2018 term and the other Trustee for a two (2) year (2017/2018) year term.
7. In the event an officer is unable to complete her term of office, the executive board shall appoint a member of the club to serve until the next election.
8. An officer who fails to carry out her duties and responsibilities may be relieved of the office by a majority vote of the executive board. Appointment of a replacement shall be made by the remaining officers.

#### ARTICLE V – DUTIES OF THE OFFICERS

1. **The President shall:** a) Preside at all general, special and executive board meetings. b) Develop a written meeting agenda for meetings. c) Appoint the committee heads after installation. d) Serve as ex-officio member of all committees except the nominating committee. e) Call special meetings when necessary. f) Retain the club's historical materials.
2. **The Vice-President shall:** a) Perform the duties of an absent President. b) Assist the president in securing meeting venues and obtaining speakers. c) Perform other duties as assigned by the President.
3. **The Secretary shall:** a) Record the minutes of all proceedings of the board and membership meetings.
4. **The Treasurer shall:** a) Have charge of all the funds of the GLDC. b) Make a quarterly financial report to the membership. c) Sign all checks. d) Keep restricted funds of the GLDC as separate accounts as needed. e) Present a written year-end financial report to the Membership. f) Purchase the GLDC general liability insurance in October for the following year. g) Obtain insurance liability coverage for events and place on the coverage the names of the facilities hosting the events. h) File an IRS Form 990N as a 501c4 Non-Profit organization when the GLDC's yearly income exceeds \$25,000. i) In August of each year, file with the Michigan Department of Licensing and Regulatory Affairs a Non-Profit Corporation Annual Report.
5. **The Trustees shall:** a) Audit the financial books of the GLDC at least once each year. The executive board may request a review of the financial records at any time.

## ARTICLE VI - COMMITTEES

1. There shall be various committees appointed to carry on the work of the GLDC. Committees may include, but not be limited to: Awards, Clinics, Schooling Shows, Membership/Goodwill, Website/Facebook, Awards Banquet, Juniors, Newsletter, Apparel.
2. There shall be a nominating committee appointed by the President to develop and present a slate of nominees for the executive board members for the following year.

## ARTICLE VII – ELECTION OF OFFICERS

1. The nominating committee shall contact the general membership for nominations and present a slate of officers by the October meeting. Nominations will also be taken from the floor and ballot write-ins. Ballots will be distributed to all members in October and must be returned by the November meeting to the nominating committee chairperson. Election results will be announced at the December meeting.

## ARTICLE VIII- MEETINGS

1. General membership meetings will be scheduled once each month, on the second weekend or second Monday. The location and time of the meetings will be communicated to the membership at least two (2) weeks in advance through email, the GLDC Newsletter, the GLDC website and Facebook.
2. Roberts Rules of Order shall govern the parliamentary proceedings of the GLDC.
3. The order of business of all meetings shall include the following:
  - a. Call to order by the President.
  - b. Presentation of the minutes from the previous meeting.
  - c. Reports of officers and committees.
  - d. Old and unfinished business.
  - e. New business.
  - f. Announcements.
  - g. Adjournment.
4. Special meetings may be proposed by the executive officers or by the general membership and approved with a simple majority vote by those in attendance.

## ARTICLE IX – VOTING

1. Voting at general membership meetings, on topics that do not change the Bylaws, require a simple majority vote by those in attendance.
2. Nonmembers may not vote.
3. Voting that impacts the Bylaws is addressed in ARTICLE X.

#### ARTICLE X – BYLAWS

1. Each in-coming executive board shall perform a review of the by-laws. A review of the by-laws should be made at least once every three (3) years.
2. Proposed changes to the by-laws shall be presented to the members in writing at least two (2) weeks prior to being voted on at a scheduled meeting.
3. The notice of the proposed changes will be advertised via email, Facebook and the GLDC website. Those who do not have access to electronic communication, will receive the notice by telephone or US Postal Service.
4. Adoption of the by-laws shall require a two-thirds affirmative vote of the members present.

#### ARTICLE XI – USE OF FUNDS

1. Treasury funds shall be used to promote the purpose of the club as stated in Article II.
2. In the event of dissolution, any remaining funds in the treasury shall be distributed directly to the United States Equestrian Team, Inc. (USET) and/or the United States Dressage Federation (USDF).

#### ARTICLE XII - BEREAVEMENT

1. A \$25.00 charity donation (family choice) and a sympathy card will be given for a member, spouse, partner and child. All others will receive a sympathy card.