

# **Classical Attraction Dressage Society, Inc.**

## **By-Laws**

Revised June 1994

### **ARTICLE I: NAME**

This organization shall be called the Classical Attraction Dressage Society, Inc. The abbreviation shall be CADS.

### **ARTICLE II: PURPOSE**

The Classical Attraction Dressage Society shall be a non-profit organization for the purpose of learning, sharing knowledge and experience in, and promoting the classical art of riding. Funds will be limited, but not restricted, to dues, clinics, shows and demonstrations, for the purpose of encouraging a high standard of accomplishment in dressage throughout our area.

### **ARTICLE III: EXECUTIVE OFFICERS**

The executive officers shall consist of the president, first vice-president, second vice-president, secretary and treasurer. Each office shall be a one (1) year term which will expire with the December meeting. Nomination for officers will be by a member volunteering or motion made to nominate a member. Voting will be by majority secret ballot vote of members present at that meeting. As the current president's office expires, the first vice-president will become president, the second vice-president will move up to first vice-president and a new second vice-president will be elected. In the event there is not enough interest in either the secretary or treasurer position, a member can be nominated to fill both positions.

### **ARTICLE IV: DUTIES OF OFFICERS**

The president shall preside over all meetings of the society. He/she shall have general management of society business and shall see that all resolutions and orders of the executive officers are carried out. The various committees needed by the society will be appointed by the president and he/she shall be ex-officio member of all committees. He/she will have the general powers and duties normally vested in the office of president of other corporations.

The vice president shall perform duties as assigned by the president and exercise the powers of the president in the event of his/her absence or inability to perform in a normal manner.

The secretary shall attend all meetings. He/she shall be required to keep true minutes of these proceedings for society records. He/she will be responsible for all society correspondence.

The treasurer shall cause to be kept accurate books and records of all society receipts and disbursements. He/she shall see that all society, state and federal government requirements are compiled with in so far as money matters are concerned. He/she shall cause an annual budget and an audit of the records and transaction to be compiled once each year as specified by the president or petition of membership.



**ARTICLE V: FUNTIONAL RESPONSIBILITIES OF EXECUTIVE OFFICERS**

- A. Executive officers will exercise authority for instituting a system of controls that enables each activity to function with or without supervision from the officers.
- B. Establish operating policies and procedures.
- C. Analyze and anticipate need for capital to insure adequate funds are available when needed.
- D. Plan for provision of funds and make recommendations concerning sources of such funds.
- E. Establish systems and procedures for monitoring and handling of cash receipts and dispersements.
- F. Establish and maintain efficient banking arrangements necessary for management of bank balance and other funds.

**ARTICLE VI: MEMBERSHIP**

- A. Membership is open to all persons interested in the purpose of this society. Changes or modifications to membership may be made from time to time by motions and majority vote at an organizational meeting.
- B. Basic membership applies to one (1) person only. Membership entitles that member to one (1) voting right which is not transferable for any reason.
- C. Any expenditure that is not in the CADS fiscal budget or that is over budget must be approved by a 2/3 majority vote of the members in attendance at a regular meeting for dispersement of funds for said expenditures.

**ARTICLE VII: PETITIONS**

Petitions may be filed by membership for any reason by a two-thirds (2/3) signature of all members.

**ARTICLE VIII: MEETINGS**

The order of business for all meetings shall be as follows:

- A. Call to order by president
- B. Proof of notice of the meeting
- C. Reading of minutes of previous meeting.
- D. Reports of officers and committees.
- E. Old and unfinished business;
- F. New business.
- G. Adjournment.

Special meetings may be called by executive officers by a majority vote or by membership through petition of at least one-tenth (1/10) of voting members. Notice of said meeting to be posted at least thirty (30) days prior and to announce time, place and purpose of business to be transacted at such meetings. Proxies will not be honored by the society in any matters.

**ARTICLE IX: BY-LAWS:**

The CADS by-laws may be amended by a two-thirds (2/3) majority vote of the membership in attendance at a regular meeting.

**SPECIAL NOTE BY ORGANIZERS:**

All members are encouraged to take an active interest in society meetings and activities, and to promote the society, the classical art of riding, and sportsmanship. It shall be the duty of

