

**RULES and REGULATIONS**  
**of the**  
**Chinook Country/  
Alberta Dressage Association**

**Approved April 2019**

## 1.0 INTRODUCTION

- 1.1 The Alberta Dressage Association has, for purposes of administering Dressage activities, divided the Province into Area Groups.
- 1.2 One of the Area Groups is Chinook Country/Alberta Dressage Association encompassing the area of Alberta south of Nanton to the US border, and between the east and west borders of Alberta south of that line.
- 1.3 The Chinook Country/Alberta Dressage Association may not become incorporated as the Alberta Dressage Association is a registered non-profit society. Any Area Group may use the society incorporation number for purposes of fundraising.
- 1.4 The bylaws of Alberta Dressage Association contain various provisions relating to the operation of Area Groups, all of which are applicable within the Chinook Country/Alberta Dressage Association and all of which are incorporated herein by reference. If there is a conflict between these Rules and Regulations and the bylaws of Alberta Dressage Association, then the bylaws of Alberta Dressage Association shall supersede these Rules and Regulations.

## 2.0 CHINOOK COUNTRY/ALBERTA DRESSAGE ASSOCIATION

- 2.1 The management and administration of the Chinook Country/Alberta Dressage Association shall be vested in the Chinook Country/Alberta Dressage Association Board of Directors which shall have overall control and management of all matters falling under the jurisdiction of the Chinook Country/Alberta Dressage Association.
- 2.2 The Board of Directors, in exercising control and management of the Chinook Country/Alberta Dressage Association shall have the following powers:
  - a) the power to establish and change the Area Group Rules and Regulations as per section 7.2;
  - b) the power to create or eliminate any positions (except those positions required by the ADA Bylaws) and subcommittees and to delegate to them such authority and responsibility as the Area Group deems appropriate;
  - c) the power to create and enforce Area Group Policies in keeping with Alberta Dressage Association bylaws and policies.
  - d) the power to make business motions or financial motions on behalf of the members either at special Directors' meetings, conference calls, e-mails, and/or other electronic media.
- 2.3 The following positions constitute the Area Group Board of Directors and shall have the following duties:
  - 2.3.1 **Area Group Chair (President)**, who shall:
    - i) oversee the administration of the Chinook Country/Alberta Dressage Association
    - ii) preside at all Area Group meetings
    - iii) be an ex-officio member of all committees formed by the Chinook Country/Alberta Dressage Association
    - iv) represent the Chinook Country/Alberta Dressage Association as required.
    - v) hold an Area Representative position for the Chinook Country/Alberta Dressage Association on the Alberta Dressage Association Board of Directors.
    - vi) give notice of all meetings of the Area Group.
  - 2.3.2 **Area Group Vice-chair (Vice-President)**, who shall:
    - i) act in absence of the Chair as required and, in such, shall exercise all the powers and duties of the Chair
    - ii) assist the Chair in the performance of his or her duties as required.

**2.3.3 Secretary, who shall:**

- i) take minutes at all meetings of the Area Group.
- ii) circulate the minutes of the Area Group meetings to the Board of Directors of the Area Group.
- iii) maintain appropriate minute books of the Chinook Country/Alberta Dressage Association, which shall be open to inspection by members of the Area Group at such time and in such locations as is reasonable.

**2.3.4 Treasurer, who shall:**

- i) be charged with all financial responsibilities of the Chinook Country/Alberta Dressage Association
- ii) be responsible to keep current the signing authorities with the Area Group financial institution and ensuring the accounts are set-up requiring any two of the Chair, Vice-Chair, Secretary & Treasurer to sign cheques &/or other financial documents (i.e. investment certificates).
- iii) be responsible for books of account to be maintained and available for inspection by members of the Area Group at such time and in such place as is reasonable
- iv) ensure that such books of account are reviewed on a frequency and in a manner as may be required from time to time by the Area Group
- v) be responsible for filing a Financial Report consisting of an Income Statement and a Balance Sheet of the Area Group at the Annual General Meeting held at the conclusion of the current fiscal year.

**2.3.5 Director(s), who shall:**

- i) Participate and help coordinate and/or fulfill the activities of the Area Group.
  - a. **Education Directors**
    1. at least one, but no more than two, club members
    2. responsible for organizing Primary Shows, clinics, and other educational activities
    3. submit budgets for approval by the majority of Chinook Country/Alberta Dressage Association Board of Directors
  - b. **Competition Manager**
    1. show chairman for the annual National Show
    2. includes a membership in Equine Canada, and Alberta Equestrian Federation payable by Chinook Country/Alberta Dressage Association
    3. with the assistance of the Show Secretary, oversee and assist in the production of the annual National Show
  - c. **Show Secretary**
    1. show secretary for the annual National Show
    2. with the assistance of the Competition Manager, manage the production of the annual National Show
    3. ensuring that all appropriate memberships, applications, and certifications are completed for each show.
  - d. **Medicine Hat Area Director**
    1. represent CC/ADA in the Medicine Hat area
    2. apply to CC/ADA executive approval to host activities associated with CC/ADA
    3. provide a financial budget prior to the executive prior to approval
    4. Submit a financial statement to the executive following completion of the CC/ADA approved activity

**2.3.6. Communications Chair**, who shall:

- i) help to promote the interests of the Chinook Country/Alberta Dressage Association through encouraging or assisting in having activities reported in local media.
- ii) Keeping members informed with information relevant to CC/ADA via appropriate media (e.g. Facebook, website, email, text message, and other social media)
- iii) assist with local promotions.
- iv) collect information as required to keep the Area Group web pages up to date
- iii) prepare a report for the Area Group Annual General Meeting.

**2.3.7. Membership Secretary**, who shall:

- i) collect all membership information and fees
- ii) maintain accurate membership records
- iii) forward fees and a copy of membership information to the Area Group Treasurer
- iv) submit all membership information to the Alberta Dressage Association. as required.

**3.0 MEETINGS OF THE AREA GROUP BOARD OF DIRECTORS**

- 3.1** The Board of Directors shall meet at least three times in each calendar year at a location within the Area Group as selected from time to time by the Board of Directors. One of these shall be the Annual General Meeting for which the main purpose shall be to hold elections and to receive annual reports.
- 3.2** A special meeting of the Board of Directors shall be called by the Chair or by the Secretary, on direction of the Chair, upon receipt of a written request signed by one-third of the members of the Board of Directors. Seven days written notice shall be given.
- 3.3** Notice of any regular meeting of the Board of Directors shall be communicated by the Group Chair (President) to each member of the Board of Directors in a timely manner prior to the meeting.
- 3.4** Each member of the Board of Directors, excluding the Chair, shall be entitled to one vote at meetings of the Board where they are in attendance. The Chair shall not have a vote except in the case of a tie at which time they may vote to break the tie.
- 3.5** Fifty percent of the members of the Board of Directors present in person or responding by electronic media shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

**4.0 TERMS OF OFFICE**

- 4.1** Under the Bylaws of the Alberta Dressage Association, the term of office for the Chair, Vice Chair, Secretary and Treasurer is one year. The terms for all other offices shall be determined as required.
- 4.2** All terms of office shall run from one Annual General Meeting to the next, second or third AGM as dictated by the number of years of a "term".
- 4.3** Any vacancy occurring during the term of office for any position which is filled under section 2.3 may be filled at the next Board of Directors by an election with the remaining members of the Board of Directors voting, provided it is so stated in the next meeting's notice.

- 4.5 When any vacancy is filled during a term of office, the new incumbent shall complete the original term of office with all the powers and privileges of the position. A new election must be held at the end of the original term of office.

## 5.0 AREA GROUP ANNUAL AND SPECIAL GENERAL MEETINGS

- 5.1 Except as otherwise noted in these Rules and Regulations, every question shall be decided by a simple majority of the eligible voters who are present at the meeting in person.
- 5.2 Each current member of the Area Group, excluding the Chair, shall be entitled to one vote at the Area Group Annual General Meeting even if they hold multiple positions within the organization. The Chair shall have a vote in the event of a tie.
- 5.3 Each current member including the Chair, shall have one vote at the Annual General Meeting Elections. In the event of a tie the Chair shall not have a tie-breaking vote. The candidate with the lowest number of votes will be dropped and voting shall be repeated until elections are concluded by a majority vote. Voting shall be conducted using a written ballot.
- 5.4 A Special General Meeting of the Area Group shall be called as deemed necessary by the Board of Directors of the Area Group. All provisions relating to the Annual General Meetings shall apply to Special General Meetings, provided that no business may be transacted at a Special General Meeting other than that business specified in the notice of the meeting.

## 6.0 FINANCIAL

- 6.1 The fiscal year of the Chinook Country/Alberta Dressage Association shall be from January 1 to December 31.
- 6.2 Membership fees for the Chinook Country/Alberta Dressage Association shall be established by the Board of Directors prior to the beginning of the fiscal year for the forthcoming year.
- 6.3 The Area Group Treasurer with the assistance of the Membership Secretary, shall collect from individuals, the appropriate Provincial and Area Group fees due and payable in each year and shall remit all Provincial fees to the ADA Treasurer. All Provincial and Area Group annual fees must be paid before a person is considered a member in good standing of the Area Group and of the Alberta Dressage Association.
- 6.4 Banking resolutions, as appropriate, shall be passed by the Area Group Board of Directors: excepting that the Chinook Country/Alberta Dressage Association may not borrow or raise money by loan at any time
- 6.5 Remuneration
- i) No remuneration shall be paid to any Director, Officer or Committee Member of the Association for his or her services to participate in meetings of the Association or for carrying out the normal duties of his or her office. Directors, Officers and Committee Members may be reimbursed for reasonable out-of-pocket expenses.
  - ii) No person shall appoint himself or herself or a member of his or her immediate family to any position that shall receive payment for services or an honorarium without pre-approval as may be required from time to time by Board policies.

iii) Members may be paid by Chinook Country/Alberta Dressage Association when they are assuming the duties of a professional as required for an activity sponsored by CC/ADA eg. Judge, Steward, Coach, Clinician, and such. The payment or honorarium will be pre-approved by the simple majority of Directors of CC/ADA in a written contract.

- 6.6 The financial accounts of Chinook Country/Alberta Dressage Association shall be reviewed annually. A statement for review shall be presented within three months of the fiscal year-end. Arrangements for such financial review shall be set at the Annual General meeting.
- 6.7 Separate accounts for particular activities or events are strongly discouraged.
- 6.8 Property owned by Chinook Country/ADA that is put up for sale will be dispersed through a sealed tender process with an appropriate reserve bid being established.

**7.0 MISCELLANEOUS**

- 7.1 The Chinook Country/Alberta Dressage Association shall be represented at Alberta Dressage Association, Board of Directors, Annual or Special Meetings by one or more members of the Board of Directors.
- 7.2 The Rules and Regulations of the Chinook Country/Alberta Dressage Association shall not be rescinded, altered or added to except at a general or special meeting of the Area Group to which not less than twenty-one days notice specifying the intention has been given. The resolution must be passed by not less than two-thirds of the members present in person at a meeting of the Area Group. Any changes to the Rules and Regulations shall not be acted upon until approved by the Board of Directors of the Alberta Dressage Association.
- 7.3 All meetings of the Area Group shall be conducted in accordance with **the latest edition of "Robert's Rules of Order"** when not in conflict with these Rules and Regulations

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