

**RULES and REGULATIONS**  
**of the Parkland Area**  
**Alberta Dressage Association**  
**February 14, 2026**

## **1.0 PAADA MISSION STATEMENT**

The Parkland Area Alberta Dressage Association's (PAADA's) mission is to promote and increase involvement in the sport of dressage in central Alberta through:

- Rider development through clinics and other educational events.
- Public education and outreach to increase awareness of dressage.
- Increase participation in dressage through the provision of accessible local shows and education.

## **2.0 INTRODUCTION**

- 2.1** Alberta Dressage Association has, for purposes of administering Dressage activities, divided the Province into Area Groups.
- 2.2** One of the Area Groups is Parkland Area Alberta Dressage Association, which covers, but is not limited to, Central Alberta.
- 2.3** The Parkland Area Alberta Dressage Association may not become incorporated, as the Alberta Dressage Association is a registered non-profit society but may use the society incorporation number for purposes of fundraising.
- 2.4** The Bylaws of Alberta Dressage Association contain various provisions relating to the operation of Area Groups, all of which are applicable within the Parkland Area 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.

## **3.0 PARKLAND AREA ALBERTA DRESSAGE ASSOCIATION**

- 3.1** The management and administration of the Parkland Area Alberta Dressage Association shall be vested in the Parkland Area Alberta Dressage Association Board of Directors which shall have overall control and management of all matters falling under the jurisdiction of the Parkland Area Alberta Dressage Association.

**3.2** The Board of Directors, in exercising control and management of the Parkland Area Alberta Dressage Association, shall have the following powers:

- establish and change the Area Group Rules and Regulations as per section 8;
- 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;
- manage Area Group membership in accordance with ADA Bylaws and Area Group Rules and Regulations;
- set membership and/or activity fees for the Area Group;
- create and enforce Area Group Policies or Procedures in keeping with Alberta Dressage Association Bylaws and Policies and Procedures; and

**3.3** create and enforce Area Group Code(s) of Conduct in keeping with Alberta Dressage Association Code(s) of Conduct.

**3.4** All Directors and Representatives of the Association shall carry out their duties with a view to the best overall interest of the Association.

#### **4.0 DIRECTORS**

The following elected positions constitute the Area Group Board of Directors and shall have the following duties:

**4.1 Area Group Chair, who shall:**

- oversee the administration of the Parkland Area Alberta Dressage Association;
- preside at all Area Group meetings;
- be an ex-officio member of all committees formed by the Parkland Area Alberta Dressage Association;
- hold the primary representative position for the Parkland Area Alberta Dressage Association on the Alberta Dressage Association Board of Directors or delegate such responsibilities to an alternate Area Group Director, as required; and
- hold this term for 1 year.

**4.2 Area Group Vice-chair, who shall:**

- act in absence of the Chair as required and, in such, shall exercise all the powers and duties of the Chair;
- assist the Chair and other Board members in the performance of their duties, as

required;

- hold this term for 1 year.

#### **4.3 Secretary, who shall:**

- give notice of all meetings of the Area Group including distributing an agenda prior to each meeting;
- take minutes at all meetings of the Area Group;
- circulate the minutes of the Area Group meetings to the Board of Directors of the Area Group;
- maintain appropriate meeting records of the Parkland Area Alberta Dressage Association, which shall be made available for inspection by members of the Area Group at such time and in such locations as is reasonable; and
- hold this term for 1 year.

#### **4.4 Treasurer, who shall:**

- manage all financial responsibilities of the Parkland Area Alberta Dressage Association as per Section 10;
- ensure the signing authorities with the Area Group financial institution are current and that PAADA bank 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);
- maintain books of account and make them available for inspection by members of the Area Group at such time and in such place as is reasonable;
- ensure that such books of account are reviewed annually or as may be required from time to time by the Area Group;
- 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 each fiscal year;
- submit the Area Group annual financial statement to the ADA within one week after their AGM, as required;
- collect, track and remit or reimburse fees collected for national memberships (i.e. Dressage Canada, CADORA, etc.) or other expenses (i.e. meeting expenses), as required; and
- hold this term for 1 year.

**4.5 Communications Director, who shall:**

- help to promote the interests of the Parkland Area Alberta Dressage Association through encouraging or assisting with the reporting of activities, as required; and
- hold this term for 1 year.

**4.6 Membership Director, who shall:**

- collect and track membership information and fees;
- maintain accurate membership records, including an email distribution list for Area Group members;
- forward email communications to the membership, as required;
- submit required membership information to the Alberta Dressage Association, as required;
- provide money collected from membership fees, along with membership information to the Area Group Treasurer, as required; and
- hold this term for 1 year.

**4.7 Asset Management Director, who shall:**

- maintain the PAADA trailer and equipment inventory;
- manage arena rental requests, and ensure that equipment is returned in good condition;
- coordinate equipment cleaning, repairs, storage and other maintenance activities, as required; and
- hold this term for 1 year.

**4.8 Schooling Show Director, who shall:**

- maintain a list of schooling shows in Central Alberta and help promote them, as required; and
- hold this term for 1 year.

**4.9 Directors-at-Large, Two (2) who shall:**

- participate in and help coordinate and/or fulfill the activities of the Area Group, as required; and
- hold this term for 1 year.

## **5 REPRESENTATIVES**

The following positions are appointed as Area Group Representatives and shall have the following duties:

### **5.1 ADA Representative, who shall**

- attend all meetings of the Alberta Dressage Association, reporting on Area Group information, as required;
- report to the Parkland Area Board on Alberta Dressage Association information; and
- hold this term for 1 year.

### **5.2 Youth Representative(s), who shall**

- be under the age of 18 years and, therefore, a non-voting member of the Area Group's Board of Directors;
- attend the meetings of the Area Group and represent the interests and opinions of the Area Group's Competitive Junior members; and
- hold this term for 1 year.

### **5.3 Recreational Youth Representative(s), who shall:**

- be under the age of 18 years and, therefore, a non-voting member of the Area Group's Board of Directors;
- attend the meetings of the Area Group and represent the interests and opinions of the Area Group's Recreational Junior members; and
- hold this term for 1 year.

### **5.4 Competition Representative(s), who shall:**

- Chair or Co-Chair Parkland Area Alberta Dressage Association Competition Committee(s);
- attend the meetings of the Area Group and report on the competition organizational progress and budget, as required; and
- hold this term for period of each event.

### **5.5 Event Representative(s), who shall**

- coordinate ad hoc Parkland Area Alberta Dressage Association non-competitive events and/or clinics;

- Chair or Co-chair event organizational committees, as required;
- report to the Board of Directors on event organizational progress and budget, as required; and
- hold this term for period of each event.

## **6 MEETINGS OF THE AREA GROUP BOARD OF DIRECTORS**

- 6.1** The Board of Directors shall meet at least three times in each calendar year either remotely, or 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, receive annual reports, and present member awards and scholarships.
- 6.2** 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. A minimum of seven days' written notice shall be given.
- 6.3** Notice of any regular meeting of the Board of Directors shall be sent by the Chair, Secretary or Membership Director to each member of the Board of Directors not less than twenty-one days prior to the meeting. The notice shall be sent by hand, mail, fax transmission, electronic mail transmission or other means such as the Board of Directors may allow from time to time.
- 6.4** 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.
- 6.5** Fifty percent of the members of the Board of Directors present in person shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.
- 6.6** Unless a prior agreement is reached with the members of the Board of Directors, each member of the Board may by ordinary motion at a Board of Directors meeting be declared to have resigned if they do not attend a minimum of 50

percent of Board meetings during any period of 6 or more consecutive months.

- 6.7** From time to time, upon prior agreement amongst the members of the Board of Directors and when meeting in person is not feasible or possible, the business of the Area Group may be carried out by way of electronic communication. Motions may be made, seconded and voted upon by the Area Group's Board of Directors by way of electronic communication, provided that the Area Group Secretary records these business transactions in the Minutes of the very next meeting of the Board of Directors in order for a permanent record of these transactions to be kept.

## **7 TERMS OF OFFICE**

- 7.1** Under the Bylaws of the Alberta Dressage Association, the term of office for the Chair, Vice Chair, Secretary and Treasurer is one year.
- 7.2** 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".
- 7.3** Any vacancy occurring during the term of office for any position may be filled at the next meeting of the 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.
- 7.4** 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.
- 7.5** The term of office for the Chair, Vice Chair, Secretary, Treasurer and Board of Directors is limited to 5 consecutive terms served unless otherwise approved by the Board of Directors.

## **8 EXECUTIVE**

- 8.1** The Executive of the Association shall consist of the Area Chair, Vice Chair, Treasurer and Secretary.

- 8.2** The Executive shall be vested with the complete authority of the Board of Directors to make day-to-day decisions and manage the activities, affairs and finances, including budget changes of the Association between meetings of the Board of Directors, subject only to terms of reference which may be established from time to time by the Board of Directors.
- 8.3** The Executive of the Association shall carry out the duties that are ordinarily and properly associated with their respective offices. Executive duties shall be established in terms of references approved from time to time by the Board of Directors.
- 8.4** The Executive shall carry out its duties with a view to the best overall interest of the Association.

## **9 VOTING AT AREA GROUP ANNUAL GENERAL MEETINGS**

- 9.1** The PAADA Annual General Meeting must be scheduled on or before February 15<sup>th</sup> of each year, as required by the Alberta Dressage Association Bylaws.
- 9.2** Business to be addressed at the Annual General Meeting shall include :
- election of the Directors to the Board;
  - ratification, amendment and/or approval of Area Group Rules and Regulations, as required;
  - submission of reports from the Area Chair and other Board Members; and
  - review of the Area Group's Annual Financial Report and arrangement for the finances of the Area Group be reviewed by at least one person other than the Treasurer and who is not related to the Treasurer; and
  - other Area Group business as required.
- 9.3** 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 or attending online, voting in favor of the matter.
- 9.4** Each current member who is 18 years of age or older, 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.

- 9.5** Each current member who is 18 years of age or older, 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.

## **10 FINANCIAL**

- 10.1** The fiscal year of the Parkland Area Alberta Dressage Association shall be from January 1 to December 31.
- 10.2** Membership and/or activity fees for the Parkland Area Alberta Dressage Association shall be established by the Board of Directors at the beginning of the fiscal year for the following year.
- 10.3** The Area Group Treasurer shall remit Provincial and/or Area Group fees as well as optional National fees to the Treasurer of the appropriate organization. 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.
- 10.4** Banking resolutions, as appropriate, shall be passed by the Area Group Board of Directors, provided that the Parkland Area Alberta Dressage Association may not borrow or raise money by loan at any time.
- 10.5** No member of the Area Group Board of Directors shall receive remuneration for services of their elected position. However, reimbursement for reasonable out of pocket expenses incurred in the performance of duties or functions may be allowed, upon presentation of receipts, at the discretion of the Board of Directors.
- 10.6** No member of the Area Group 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 preapproval as may be required from time to time by Board policies.

- 10.7** Area Group Members may be paid by PAADA when they are assuming the duties of a professional as required for an activity sponsored by PAADA (i.e. Judge, Steward, Coach, Clinician, etc.), provided the scope of work, terms of service, cost and payment details are presented in a written contract that is pre-approved by a the Board of Directors.
- 10.8** An Area Group Member who is a party to a contract, is a party to a proposed contract, and/or has a material interest in any company or person who is a party to a contract, with the Area Group shall disclose the nature and extent of their interest in the contract. Failure to disclose conflicts of interest may result in having the contract set aside, or other actions as deemed necessary by the Area Group Board of Directors.
- 10.9** All contracts to be signed on behalf of the Association shall be signed by the President and one other Director, or as otherwise determined by the Area Group Board of Directors.
- 10.10** The financial accounts of Parkland Area Alberta Dressage Association shall be reviewed annually by at least one person, other than the Treasurer, and who is not related to the Treasurer. A statement of 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.
- 10.11** Separate accounts for particular activities or events are strongly discouraged.

## **11 MISCELLANEOUS**

- 11.1** The Parkland Area Alberta Dressage Association shall be represented at Alberta Dressage Association Board of Directors, Annual and/or Special Meetings by one or more members of the Area Group Board of Directors.
- 11.2** The Rules and Regulations of the Parkland Area 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.

- 11.3** Any changes to the Rules and Regulations shall not be acted upon until approved by the Board of Directors of the Alberta Dressage Association, as per Alberta Dressage Association Bylaws.
- 11.4** All meetings of the Area Group shall be conducted in accordance with “Call to Order – Meeting Rules and Procedures for Non-Profit Organizations” when not in conflict with these Rules and Regulations.