



# **DRESSAGE NEW BRUNSWICK**

## **CONSTITUTION**

**Amended September 2020**

# TABLE OF CONTENTS

1.0	NAME OF THE ORGANIZATION .....	1
2.0	PURPOSE OF DRESSAGE NEW BRUNSWICK .....	1
3.0	MEMBERSHIP .....	1
4.0	BOARD OF DIRECTORS .....	1
5.0	ANNUAL DUES .....	1
6.0	BOARD MEETINGS .....	2
7.0	ANNUAL GENERAL MEETING .....	2
8.0	ELECTION OF NEW BOARD OF DIRECTORS .....	2
9.0	RESPONSIBILITIES OF THE EXECUTIVE .....	3
9.5	RESPONSIBILITIES OF THE DIRECTORS .....	4
10.0	COMMITTEES .....	5
11.0	DECISION MAKING .....	6
12.0	QUORUM .....	6
13.0	FISCAL YEAR .....	6
14.0	AMENDMENT OF CONSTITUTION .....	6
15.0	HEAD OFFICE .....	6
16.0	DISSOLUTION .....	6

## **1.0 NAME OF THE ORGANIZATION**

The name of the organization shall be DRESSAGE NEW BRUNSWICK hereinafter referred to as DNB.

## **2.0 PURPOSE OF DRESSAGE NEW BRUNSWICK**

To encourage participation in competition, lectures, demonstrations, and other dressage activities.

## **3.0 MEMBERSHIP**

Memberships are open to any person who has an interest in the sport of dressage. DNB Memberships shall consist of the following classes:

- 1) Competitive Senior Membership (members 18 years of age or over as of January 1<sup>st</sup> of the current year) – shall be entitled to one vote per person at the DNB annual general meeting, and shall be eligible for all DNB awards.
- 2) Competitive Junior Membership (Members under 18 years of age as of January 1<sup>st</sup> of the current year) – shall receive the same benefits as senior membership with the exception of the right to vote.
- 3) Non-Competitive Membership - shall be entitled to one vote per person at the DNB annual general meeting, and shall be eligible for non-competitive awards (James Mortimer Award).

## **4.0 BOARD OF DIRECTORS**

The DNB Board consists of an Executive and Directors. The DNB Board shall consist of the following Executive members: President, Vice President, Secretary, and Treasurer and up to six Directors. Refer to Section 8.

## **5.0 ANNUAL DUES**

Annual dues for each class of membership and late fee shall be established every year by the current Board at the first board meeting.

The Annual dues payable to DNB shall be paid on or before the 1<sup>st</sup> day of January of each calendar year. Any member who has not paid their annual dues shall forfeit their membership and will be removed from the email list.

Anyone registering for a membership renewal after the deadline set by the current Board must pay the late fee. New members are exempt from the late fee.

## **6.0 BOARD MEETINGS**

DNB Board meetings are open to any DNB members in good standing. Decision making will be voted upon by only the DNB Board. The DNB Board will have a minimum of 3 Board meetings per calendar year.

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

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes
- 4) Correspondence
- 5) Financial Update
- 6) Membership Update
- 7) Membership Dues (first meeting only)
- 8) Unfinished Business
- 9) New Business

This order of business may be suspended or varied at any meeting by a majority vote of members present at the meeting.

## **7.0 ANNUAL GENERAL MEETING**

The DNB Annual General Meeting will be held once per calendar year at such date, time, and place as the DNB Board may designate.

Thirty (30) days prior notice shall be given to each DNB member of the Annual General Meeting, at which time a general agenda will be attached.

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

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes of past AGM
- 4) President's Address
- 5) Financial Update
- 6) Membership Update
- 7) Other Business
- 8) Election of Board

This order of business may be suspended or varied at any meeting by a majority vote of members present at the meeting.

**Location and format for all DNB meetings will be determined by the President of the board. Meetings will be in person when possible. All meetings, including the AGM, may be held by teleconference or virtually when deemed necessary by the board.**

## **8.0 ELECTION OF NEW BOARD OF DIRECTORS**

Each senior member in good standing shall have one vote at the DNB Annual General Meeting. A new member does not have the right to vote until thirty (30) days after the acceptance of the applicant's DNB application for membership.

The following are the applicable election criteria;

- The DNB Board shall be elected at the DNB annual general meeting,
- Executive members must have held a Directors position for a minimum of one year within the last 3 years prior to becoming members of the Executive,
- The Executive and Directors must consist of a minimum of 5 and a maximum of 8 members.

The following is the voting procedure:

- At the DNB AGM, at the beginning of the election, the floor will open for nominations for the DNB Board. Alternatively, nominations can be submitted via electronic mail prior to the start of the meeting;
- In the event that less than 5 members are nominated, the Executive can appoint Directors following the DNB annual general meeting;
- In the event that more than 8 members are nominated, a vote will take place. The DNB members in good standing at the meeting will allocate a vote for each person, to a maximum of 8, to constitute the new DNB Board. The ballots will be counted. The four reoffering Directors with the most votes will be returned to the Board in order to ensure eligible persons are in place to serve as Executive. The remaining 1 to 6 nominees with the most votes will complete the new Board. The newly-elected Directors will then have a separate meeting (following the AGM) to decide who will represent each Executive and committee chair position of the DNB Board.
- In the event that fewer than four returning Directors reoffer, executive positions may be filled at the discretion of the new Board.

## **9.0 RESPONSIBILITIES OF THE EXECUTIVE**

**President** – The president shall be the chief executive officer and shall preside at all DNB meetings. The President shall have the responsibility for the general and active management of DNB. The President shall see that all orders and resolutions of the Board are carried into effect and shall also reserve the right to exercise the tie breaking vote in any event. The President shall serve a maximum of a three-year term.

**Vice-President** - The Vice-President shall in the absence or disability of the President perform the duties of the President and such duties as shall from time to time be imposed upon by the Board.

**Secretary** – The Secretary shall attend all sessions of the Board and all meetings of the members and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. The Secretary shall perform such duties as may be prescribed by the Board or the President.

**Treasurer** – The Treasurer shall be responsible for establishing and maintaining a system of books, records, and management practices provide reasonable assurance that: reliable financial information is produced; DNB assets are safeguarded and controlled; DNB transactions are in accordance with the relevant regulations, and the DNB resources are managed efficiently and effectively. The Treasurer shall also be responsible for the integrity and objectivity of the financial statements and shall render financial statements at each regular meeting of the Board. The role of Treasurer shall include the financial management of DNB competitions and he/she shall ipso facto serve as a member of the Competition Committee.

The following are positions to be held by Directors:

**Membership Director** – The Membership Director shall be responsible for accepting all membership applications and maintaining a system of records to insure reliable membership information is produced. The Membership Director shall also be responsible for rendering membership updates at each regular meeting of the Board. The Membership Director shall perform such duties as may be prescribed by the Board or the President.

**Communications Director** - The Communications Director shall be responsible for keeping all information on the DNB website and Facebook page up-to-date. This includes but is not limited to calendar of events, results, sponsors and news items. The Communications Director shall be responsible for email communications other than those specifically intended for Executive or Committee Chairs. The Communications Director shall perform such duties as may be prescribed by the Board or the President.

**NBEA Director** – The NBEA Director shall be responsible for keeping the line of communication open between DNB and the NBEA. The NBEA Director shall attend NBEA meetings, as per the NBEA constitution for discipline representatives and summarize any relevant information to the DNB board. The NBEA Director shall perform such duties as may be prescribed by the Board or the President

Any other members elected to the Board will serve as Directors-At-Large. Any Director may serve as Chair for any Standing or Ad Hoc Committees.

## **9.5 Responsibilities of the Directors**

Each Director shall attend all Board meetings, either in person or via conference phone call. Each Director shall participate in email consultations and votes, and respond to email queries within a reasonable time frame.

Any Director who misses 2 consecutive meetings may forfeit his/her position Board at the discretion of the Board.

## **10.0 COMMITTEES**

The following committees are chaired by a Board member. Committee members may include members and non-members of Dressage NB.

**Competition Committee** – The Competition Committee shall be responsible for coordinating all competition activities. This includes but is not limited to EC applications, Prize Lists, Entry forms, Volunteers, Judges and Stewards. The Competition Committee shall also be responsible for rendering competition updates at each regular meeting of the Board. The Competition Committee shall perform such duties as may be prescribed by the Board or the President. The DNB Treasurer shall act as financial manager on the Competition Committee.

**Special Events Committee** – The Special Events Committee shall be responsible for coordinating other DNB activities such as Clinics, Year End Banquet and BBQs. The Special Events Committee shall also be responsible for rendering updates at each regular meeting of the Board. The Special Events Committee shall perform such duties as may be prescribed by the Board or the President.

**Sponsorship Committee** – The Sponsorship Committee shall be responsible for coordinating all DNB sponsorship activities. The Sponsorship Committee shall also be responsible for rendering sponsorship updates at each regular meeting of the Board. The Sponsorship Committee shall perform such duties as may be prescribed by the Board or the President.

Ad hoc committees may be formed for specific purposes as needed.

## **11.0 DECISION MAKING**

The use of a motion will be used for the following:

- Approval of the agenda
- Approval of the minutes
- A decision to embark on an activity or to direct an individual or committee to do so
- To change or approve recommendations
- When money is involved

## **12.0 QUORUM**

During DNB board meetings, a quorum consists of half plus 1 of the Board

During the DNB Annual General Meeting, a quorum consists of at least ten (10) members in good standing.

## **13.0 FISCAL YEAR**

The DNB fiscal year shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

## **14.0 AMENDMENT OF CONSTITUTION**

This Constitution may be added to and/or altered and/or amended at any DNB Annual General Meeting by a vote of not less than ten members present at the meeting; provided, however, that the amendments, alterations, and/or additions have been submitted to the secretary soon enough to permit the secretary to give thirty (30) days notice in writing of the meeting and proposed amendments to all DNB members.

## **15.0 HEAD OFFICE**

The head office of DNB shall typically be situated at the address of the current President or the current Memberships Officer.

## **16.0 DISSOLUTION**

In the event that DNB dissolves, all items and monies collected by DNB will be held in trust by the New Brunswick Equestrian Association until such time that an organization with like interest as DNB is formed.