



Come ride with us

# Oregon Dressage Society

Policy and Procedures Manual

December 2022



**TABLE OF CONTENTS**

**INTRODUCTION**..... 1

**PART 1 – GENERAL PROVISIONS**

Policy 102.1 – Dispute Resolution..... 1

**PART 2 – MEMBERS**

Policy 202.1 – Membership Applications and Renewals..... 2

**PART 3 – CHAPTERS**

Policy 301.1 – Recognized Chapters..... 2

Policy 303.2 – Chapter Meetings..... 2

**PART 4 – BOARD OF DIRECTORS**

**By law 402- General Authority and Responsibilities**

Policy 401.2 – ODS Programs..... 2

Policy 401.2.1 – Education..... 2

Policy 401.2.2 – Competitions..... 3

Policy 401.2.3 – Awards Program..... 3

Policy 401.2.3 A. – Horse/Rider Awards..... 4

Policy 401.2.3 B. – Special Awards..... 4

Policy 401.2.4 – Scholarships/Grants..... 5

Linda S. Acheson Education Fund..... 6

Barbara Page Memorial Fund..... 6

Pony Power Scholarship..... 6

Winnie Heiny-Duncan Scholarship Fund..... 7

**By Law 404 – Election of Directors at Large**

Procedure 404 – Election of Directors at Large..... 8

**By Law 406 – Removal of a member of the Board of Directors**

Policy 406.2 – Standards of Conduct/Conflict of Interest..... 8

**By Law 411 – Policy and Procedures Manual**

Policy 411.1 – Document Controls..... 9

Policy 411.2 – Financial Management Practices, Budgeting and Reporting

Contracts and Purchases..... 12

Policy 411.3 – Delegates to the USDF National Convention..... 12

**By Law 413 – Corporate Records**

Policy 413.1 – Retention of Corporate Records..... 13

**PART 5 – OFFICERS**

Policy 501.1 – Vice President..... 13

**PART 6 -COMMITTEES**

**By Law 601 – Executive Committee**

Policy 601.1 – Affirmative Action..... 13

Policy 601.2 – ODS Staffing..... 13

Policy 601.2.4 – Foreign Hires..... 14

**By Law 602 – Committees of the Board of Directors**

Policy 602.1 – General Procedures..... 14

**PART 7 - AMENDMENTS TO BY LAWS**..... 15

**PART 8 – CORPORATE INDEMNIFICATION**..... 15



# Policy and Procedures Manual

Policy 801.1 – Purchase of insurance.....	15
Policy 802.2 – Solicitation of bids.....	15
<b>PART 9 – DISSOLUTION.....</b>	<b>15</b>
<b>PART 10 – OTHER ODS POLICIES/PROGRAMS.....</b>	<b>15</b>
Policy 10.1 – Policies related to marketing, communications and sponsors/advertising.....	15
Policy 10.1.1 – Broadcast emails.....	15
Policy 10.1.2 – Use of ODS News Page by non ODS Entities.....	15
Policy 10.1.3 – Social Media Policy.....	16
Policy 10.1.4 – Guidelines for Sponsorships and Advertising.....	16
Policy 10.2 – Policies Related to ODS Events.....	17
Policy 10.2.1 – ODS Event Cancellations.....	17
Policy 10.2.2 – Insufficient Funds.....	17
Policy 10.2.3 – Protective Headgear.....	18
Policy 10.2.4 – Contracts for ODS Events (including Chapters).....	18



# Policy and Procedures Manual

## **INTRODUCTION**

This Policy and Procedures Manual (PPM) is established in accordance with ODS By Law 411 to ensure compliance with ODS By Laws and to ensure consistency, transparency, and the ethical management of ODS.

The PPM is intended to supplement the ODS By Laws and provide the user with complete information about the Oregon Dressage Society, policies, procedures, and programs.

The PPM is constructed to parallel the construction of the By Laws and , wherever possible, follows the numbering system of the By Laws.

For the purposes of the PPM, policies and procedures are applicable to ODS including Chapters, unless specifically noted otherwise.

Where there is a conflict between the By Laws and the PPM, the By Laws shall prevail. Likewise, if there is a conflict between the PPM and the ODS website, the PPM shall prevail.

## **PART 1 - GENERAL PROVISIONS**

### **By Law 102 – Miscellaneous Provisions**

#### **Policy 102.1 -Dispute resolution**

Disputes and controversies between Chapters, the Board of Directors, and Chapters, and within either the Board of Directors or within a Chapter, shall be submitted to arbitration by a three-member panel consisting of disinterested Directors. Each side shall select one Director and the two Directors selected shall select a third Director. The decision of the panel shall be binding.

## **PART 2 - MEMBERS**

### **By Law 202.2 - Application for membership**

#### **Policy 202.2.1 - Membership Applications and Renewals**

1. Membership applications or renewal requests must be made using the membership application form posted on the ODS website.
2. No membership applications or renewals requests are allowed by phone.

## **PART 3 - CHAPTERS**

### **By Law 301 – Chapter Formation**

#### **Policy 301 - ODS Recognized Chapters**

ODS recognized Chapters are:

- Fort Vancouver Chapter (FVC) serves the Vancouver, Battle Ground area of WA
- North Willamette Valley Chapter (NWV), serves the North Willamette Valley of Oregon
- Mid Valley Chapter (MVC) serves the Salem, Albany, Corvallis area of OR
- Twin Rivers Chapter (TRC) serves Eugene, OR
- Cascade Chapter (CC), serves Klamath Falls, OR & Tulelake, CA
- State of Jefferson Chapter (SJC) serves Ashland, Medford, Grants Pass area of Southern OR
- Umpqua Valley Chapter Dressage & CT (UVC), serves Roseburg, Douglas County area of OR



## Policy and Procedures Manual

- Central Oregon Chapter (COC), serves Bend, OR
- Eagle Cap Chapter, Serves Wallowa County

### **By Law 303 - Chapter Governance**

#### **Policy 303.1 – Chapter Officers**

Chapter officers shall be at least 18 years of age and be ODS members in good standing at the time of election and maintain membership through the term of office.

A list of Chapter officers containing Office, name, and e-mail address shall be submitted to the ODS Secretary by January 15 of each year.

#### **Policy 303.2 - Chapter Meetings**

Chapters must hold at least four (4) meetings each year, one of which must be an open business meeting, in order to be recognized by ODS.

## **PART 4 – BOARD OF DIRECTORS**

### **By Law 401- General authority and Responsibilities**

By Law 401 provides the Board of Directors with responsibility and authority to establish programs for the Society

#### **Policy 401.2 ODS Programs.**

##### **Program 401.2.1 - Education**

The primary purpose of ODS as a 501(c)(3) organization is to provide educational opportunities for its members. ODS supports educational activities sponsored by USDF/USEF and assists in the implementation. In general, the ODS Board of Directors sponsors educational activities of interest to the entire geographical area while Chapters are encouraged conduct additional educational activities on the local level.

The Board of Directors shall seek input from Chapters and members for interest in educational activities. Input may consider a survey and/or interview a diverse group within the ODS Membership about current and possible future programs. Any ODS member in good standing may suggest educational activity to be sponsored by ODS.

The Board of Directors will determine which activities will be undertaken taking into consideration the needs and desires of the membership as well as budgeting constraints. In general, educational activities may be fee based with the goal of being at least cost neutral.

Education Programs are for the benefit all ODS members to include adult members, youth members, trainers, and judges.

ODS has clinic and education programs for young riders. The ODS Education Youth Outreach Program sponsors clinics to stimulate dressage interest youth throughout the ODS area for minimal cost. Participants in the Outreach program are not required to be ODS members.

Examples of specific educational programs include but not limited to:

- Trainers continuing education workshops
- Youth Outreach clinics



- Competition workshops
- Clinics
- USDF “L” Education program
- USDF Instructor certification program
- USDF Adult Clinics

### **Program 401.2.2 – Competitions**

ODS sponsors a variety of competitions and shows as described below. Current Show and Qualifying rules, Prize Lists, and entry forms are maintained on the ODS website.

**USEF/USDF licensed shows** are the top tier competitions with scores and qualifications towards USEF/USDF/ODS horse and rider award programs, ODS Championships and USDF Regional Championships. ODS supports USEF/USDF licensed shows organized and managed by ODS Chapters. ODS organizes and sponsors a year-end ODS Championship Show.

**League Show Program** recognizes shows which are not licensed by USEF/USDF but conducted with the same tests and performance expectations. League shows intended to prepare the horse and rider for USEF/USDF/licensed shows and to provide a “second tier” level of competition and do not require USEF approved judges and therefore provide judging experiences for USDF “L” program graduates.

League shows are typically organized and managed by Chapters.

These shows are not licensed by USDF/USEF and therefore do not count towards award and championship programs sponsored by USDF/USEF. However, ODS maintains a recognition program for these shows with scores counting towards ODS awards and qualifications for a annual League Show Championship. ODS may organize and manage a year-end League Show Championship competition if there is sufficient interest.

**Practice or Schooling shows** are intended to introduce the rider and horse to various dressage competition tests and to provide an opportunity to train judges, scribes, test scorers, show secretaries, show managers, gate stewards, stable management, etc. These shows are not approved by ODS or other organizations and scores do not count towards year end rider and horse awards sponsored by ODS, USEF or USDF. They are typically organized and managed Chapters on the local level.

**Other shows** - ODS may sponsor other competitions that provide opportunities for youth programs, teams and breeders.

### **Program 401.2.3 – Awards program**

The primary purpose of the Awards Program is to establish awards to recognize individuals and horses in the following areas:

- the contributions to the dressage community through awards for volunteerism, teaching, and support;
- horses and riders for notable performance, based on the quality of a horse’s performance as demonstrated by earning consistently good scores with a given rider during the competition year, regardless of individual class placements;



## Policy and Procedures Manual

- horse and rider quality over the course of time, independent of test scores, through special awards for achievement.

### A. ODS Horse/Rider Awards for USEF/USDF Licensed Shows and ODS Approved League Shows

#### Award description

An award in the form of a small brass plate will be available to each horse/rider combination that earns a score of 60% or better at Introductory, Training, First, or Second Level at ODS approved League shows in a single membership year. Similarly, a plate will be available for a score of 60% or better at Training Level or above in USEF/USDF licensed shows in a single show season. Scores obtained in Opportunity Classes are excluded. Likewise, award plates are available for scores earned for Freestyle Rides, Quadrille Rides, and Pas de Deux rides. Riders must have been ODS member in good standing at the time the score was earned to be eligible to receive ODS awards. The rider need not be the owner of the horse. Plates are engraved with the horse's name, level of competition and number of 60% or better scores in that membership year.

#### Participation

Participation in the ODS horse/rider program is optional. A fee per award plate will be assessed (amount to be announced prior to acceptance of applications) cover the cost of the program. ODS will provide an application form on the ODS website. Applications for the ODS Horse/Rider awards require evidence horse/rider names, show name, and evidence of earned scores 60% or better at each level for which a plate is requested. Acceptable evidence of scores may be either copies of a signed score sheets or listing of scores from USDF (Licensed shows only).

### B. Special Awards

#### General Procedures

With the exception of the Volunteer of the Year, all deadlines for other award nominations must be determined and posted on the ODS website and broadcast e-mailed to members at least 30 days before that deadline.

The Volunteer of the Year nomination, deadline requires special consideration in that the winner of the Award shall also be considered for the USDF Region 6 Award. Refer to the Volunteer of the Year Award for award details.

Except as noted in the description of individual awards, award recipients are determined by a Committee of four members, comprised of at least one ODS Board member, and up to three members from two or more Chapters, general membership, or others.

Recipients are determined solely on the merit of nominee, not number of nomination letters submitted for any one individual.

Sponsors of Special Awards will be noted on the award plaques where applicable.

#### Special Award Sponsors

- ODS will strive to identify sponsors for each of the special awards.
- Sponsors shall be recognized in the description of the award published the ODS web site. The sponsor's name will be engraved on the Award Plaque where applicable.



## Policy and Procedures Manual

- Sponsors are to be invited to assist with the presentation of the award.
- The awards will be purchased and engraved by ODS. The sponsor will be provided with an invoice from ODS to cover the total cost of the award.

### Special Award Descriptions

#### a. **Volunteer of the Year**

The purpose of this award is to recognize a special volunteer who has done outstanding service for ODS as a volunteer. Nominations are in the form of a letter describing this person's contributions.

#### b. **Support Person Extraordinaire**

The purpose of this award is to recognize those who work hard behind the scenes helping our competitors ride and show. To be considered they must not receive any pay for their work. Nominations are in the form of a letter describing why the nominee deserves the award.

#### c. **M. Teresa Dunlap Award**

This award, originally a perpetual traveling trophy donated by Oregon State University and Crescent Valley Equestrian Center, was first presented in 1988 in memory of Teresa Dunlap. Teresa was a longtime boarder CVEC, a strong promoter and supporter of dressage who, unfortunately, succumbed to cancer at an early age.

It is awarded to the person who has done the most to further dressage in Oregon in both the last year and in previous years. The Recipient may only receive this award once in a lifetime. Nominations for this award are in the form of a letter to the ODS which describes a person's contributions to dressage in Oregon. A committee made up of previous recipients of the Award which makes the selection of the recipient.

#### d. **Mary Ann Judkins Memorial Instructor Award**

This award for an outstanding instructor is given each year to an ODS member in memory of Mary Ann Judkins. Mary Ann was a competitor, instructor, and ODS judge who succumbed to cancer at an early age.

Nominations are in the form of a letter of recommendation submitted to ODS.

The nominee should:

- be supportive of the students and efforts regardless of goals;
- have broad variety of experience in training students at different levels;
- be continuing their own education in dressage;
- be involved locally and/or statewide in the horse community;
- attend and support students in their competitions;
- give expert advice on suitable horses for the student;
- have prominence in the area of instruction;
- retain students over a period of years;
- show leadership in the dressage community.

#### e. **Nate Asby Inspirational Award**

The Nate Asby Inspirational Award will be given to an ODS member who by their example of overcoming an obstacle in their life such as a physical or mental disability, financial setback, or





life changing event inspires others with their determination to do their best no matter the circumstances.

### **Program 401.2.4 – Scholarships and Grants**

ODS Administers a number of Scholarships and Grants established ODS and by individual sponsors who privately fund them.

**Oregon Dressage Society Linda S. Acheson Education Fund:** The ODS Education fund was established in 1998 and was renamed the Linda Acheson ODS Education Fund in 2004 as a memorial to Linda Acheson, former ODS President, Treasurer, and USDF “L” Education Program graduate. Linda was an advocate of rider and instructor education. She organized the first ODS certified instructor program, supported the ODS “L” Education program, and judged many schooling shows.

During her tenure as ODS President, Linda established this Fund with the intent to create a specific educational Fund from which the earnings could be used to finance educational events and programs – in whole, or part – for the benefit of ODS members. In 2016, the ODS Board of Directors transferred the Fund to The Dressage Foundation (TDF) for administration and management as the Oregon Dressage Society Linda S. Acheson Fund.

The purpose of the Fund is to provide grants to ODS, ODS Chapters, and ODS Committees for organizing educational events that benefit the Oregon dressage community and help further the mission of the Oregon Dressage Society.

Applications will be accepted from ODS, Chapters, and members who are organizing an educational event for members of the Oregon dressage community. *Preference is given to ODS Chapters.*

TDF will begin accepting applications on September 15th of each year and the grant period will close on November 15th. All applications must be received by the TDF office on or before November 15th to be considered. No late applications will be accepted.

For further information refer to the Dressage Foundation website (<https://www.dressagefoundation.org>).

### **The Barbara Page Memorial Fund**

The scholarship was established to honor her memory and approach to life, by assisting a young rider in furthering his or her education in the art of dressage. Barbara strove for excellence in everything she did. She always said that it was the process of working towards something that was important, and that if one worked through the process with integrity, the goal would be realized. The award is made to the high percent winner, Training level test 2 and 3, at any USDF/ODS recognized or League Show, because the correctly schooled training level horse is the foundation for everything to come. By recognizing achievement here, we are recognizing a rider who has already committed to the process and is ready to move on.

The Youth Rider is to download the award application from the ODS website and submit the form and copies of the front of the two tests to the ODS office at least 30 days prior to the ODS fiscal year end.



## Policy and Procedures Manual

The winner of this scholarship will receive the award and \$200.00 to be paid toward clinic rides. The money will be paid directly to the clinician or instructor, payment must be arranged through the ODS Treasurer. The scholarship must be used before the end of the current fiscal year. Past recipients are not eligible.

### **Pony Power Scholarship**

Joyce and Laura Stride have established a scholarship in memory of Bahas Amiable Ali, who died at age 34 in September of 2001. Ali began his career with the Stride family in 1972 as Laura's first mount, and since, has carried many young riders through the ranks of 4-H and JR/YR shows. He helped his young riders glean the glory of medallions, hi points and year-end awards. He gave them the confidence to graduate to a full sized horse. He was famous for unseating the unwary rider – his version of the Wake-up call.

This scholarship opportunity is open to riders at any USDF/ODS recognized or League Show

Riders need to download an award application from the ODS website, and write an essay about PONY POWER, describing what makes a pony special. This needs to be submitted to the ODS office at least 30 days before the end of the ODS Fiscal Year.

The sponsor of the award, or designee, reads the essays, makes the selection and notifies show management of the recipient.

The winner will receive the award at year end plus \$150 toward a clinic of the rider's choice. Arrangements for moneys to be paid directly to the clinician or instructor must be made through the award sponsor and must be used in the next fiscal year.

Past recipients are not eligible.

### **Winnie Heiney-Duncan Scholarship Fund**

Developed to honor and support long time and well respected ODS member Winnie-Heiney-Duncan, this scholarship seeks to further develop the education of Jr/YR's within the Society. This scholarship strives to promote and encourage values that Winnie personifies, such as kindness, commitment, character, dedication, ethics, quality treatment of horses, education of humans and equines, and fairness.

One scholarship per Membership year in the amount of \$100 to a qualified Jr/YR may be awarded. Scholarship funds may be applied to various equine related educational opportunities such as clinics, symposiums, lessons, competitions, and/or travel.

Scholarship evaluation criteria:

1. Must be a member of ODS;
2. All application letters must be typed;
3. Considerations to be given to need, and educational value.
4. Preference will be given to those who commit/promise to add something back to the Society, through education to other juniors/young riders or articles written for posting on the ODS website.

Applications must be submitted to ODS at least 14 days prior to any ODS Board meeting. The ODS Education Outreach Group shall review the applications and make recommendations for approval to the ODS Board of



Directors based solely on the merit of the proposal without regard to prior awards. The Board of Directors shall decide the application by majority vote.

### **By Law 404 - Directors at Large Election Procedures (not applicable for Chapters)**

By Law 404 requires the Board of Directors to establish procedures for election of Directors at Large.

#### **Procedure 404 – Election of Directors at Large**

##### A. General Principles

1. Form of Elections - Elections for Directors at Large will be conducted utilizing on-line voting tools, including software applications.
2. Definitions - For the purposes of ODS Elections Procedures, the following definitions shall apply:
  - Distribute – shall mean any form of distribution, physical or electronic;
  - Ballot – means a listing of candidates seeking election;
  - Cast – a ballot is cast when it is completed and returned according to voting instructions.
3. Majority Vote - A simple majority of the ballots cast will rule in the election of Directors at Large.
4. Tie Votes - Tie votes for Directors at Large shall be broken by a majority vote of the sitting Board of Directors.

##### B. Election Process

The Board of Directors shall appoint a volunteer to implement and oversee the election process. Duties of the volunteer shall include:

- Preparation of ballots which shall include brief biography of each candidate;
- Instructions for casting ballots, including a closing date for submission;
- Distributing ballots to membership eligible for voting at least two (2) weeks prior to the closing date;
- Tabulation of votes;
- Notifying the Board of the voting results.

##### C. Results

The newly elected Board of Directors shall be announced at least 30 days before the start of the new Membership year.

### **By Law 406 – Removal of a member of the Board of Directors**

By Law 406, Section 2 authorizes the Board of Directors to enact Standards of Conduct policies.

#### **Policy 406.2 – Standards of Conduct**

##### **406.2.1 Recommended reading**

All persons serving on the Board of Directors have duties outlined in the Oregon Statutes. The laws expect Directors to act in accordance with certain standards of conduct. It is recommended that all Directors read “A Guide to Nonprofit Board Service in Oregon” published by the Office of the Attorney General.

##### **406.2.2 - Conflict of Interest Policy**

Decisions regarding ODS funds and activities must promote ODS public purpose rather than private interest. This policy applies to all persons serving on the Board of Directors, to ODS members appearing before the ODS Board of Directors, Chapter Officers and to ODS members appearing before the ODS Board, ODS Committee or a Chapter.



## Policy and Procedures Manual

A conflict of interest exists if a Director, Officer, or member stands to benefit personally by a decision of the Board of Directors, General Membership, or Chapter. A personal benefit means that the member or the Director, or someone in their immediate family, or their business, will profit or gain influence by the decision.

Accordingly, Board of Director members shall provide the Board with complete disclosure of any material or financial interest, including those of family members and businesses they own and operate, relating to any contract, matter or transaction pending before ODS. Any ODS Member with a real or apparent conflict of interest shall withdraw from all discussions and Board of Director members shall withdraw from voting related to the transaction.

Any contract, matter or transaction may be approved only if it is clearly in the best interest of ODS. Records for the issue shall include full disclosure of any conflict of interest and that the contract or transaction was approved in good faith.

Board of Director members, Chapter Officers, or any person acting on behalf of ODS may not accept gratuities, favors, discounts, or anything else of monetary value from potential suppliers or contractors which are not generally available to general public.

### **BY LAW 411 – Policies and Procedures Manual**

By law 411 requires the Policy and Procedures Manual (PPM) to include a document control process to ensure By-Laws, PPM, and website are current and accurate and social media postings are accurate. For the purposes of these policies, ODS website is considered to include social media.

#### **Policy 411.1 – Document controls**

1. This policy applies to the By-Laws, the Policy and Procedures Manual (PPM), which includes instructions, forms or any other similar document which is intended to assist in the implementation policies or programs established by ODS.
2. All documents shall be identified with a document title and date of approval in the header or footer.
3. Amendments/changes to Documents may be amended by vote of the Board of Directors in a manner specified in the By-Laws or PPM as appropriate for the type of amendment being addressed.
4. The effective date of PPM amendment may be specified by the Board but in no case may be earlier than the approval date, and preferably should be after incorporation and publication in the PPM.
5. The Vice President shall be responsible for maintaining the PPM in accordance with By Law 411, including reviewing all documents and ensure that the By-Laws, PPM, and website are current and accurate. No changes may be made to the ODS website without the approval of the Vice President.
6. Competition management procedures, show rules, instructions, forms and similar related items that are subject to frequent amendment are exempted from publication in the physical PPM. After approval of the amendments by the Board, the Vice President may authorize posting on the ODS Website.

#### **Policy 411.2 – Financial management practices, budgeting, and reporting**

##### **A. General Principles**

Through the ODS Finance Committee, ODS shall annually review sound cash management practices such as, but not limited to: recurring costs such as credit card processing fees; fees on financial services and



## Policy and Procedures Manual

contracts; compliance on the type of bank accounts and account services that are appropriate for ODS; and that registry of bank accounts comply with IRS regulations.

Organizers of ODS events (including Chapter events) shall submit budgets to the Board, with expense and income categories that are consistent with the account codes used for ODS General Fund tracking and reporting.

### B. Annual budget

1. The Finance Committee will develop a comprehensive annual budget. A budget will be prepared in the last quarter of each year and presented it to the executive committee for the forthcoming fiscal year.
2. Program managers will play an active role in the development of budgets for programs under their direction.
3. Chapters are required to submit annual budgets. Budget submissions shall be in a format prescribed by the Treasurer.
4. The Executive Committee will study all aspects of the annual budget and will formally present the budget to the Board for approval (not applicable to Chapters).
5. The ODS President shall review the budget at least quarterly.

### C. Requesting funds from ODS Board of Directors (excluding Chapters)

1. A budget for any event or activity that will benefit, impact or use ODS funds needs to be submitted to the Board of Directors for approval.
2. Any project or proposed spending impacting the Society's finances by \$1000 or more (e.g. either Revenues or Expenses or \$1000 or more, not a net impact of \$1000) requires a submitted budget to the Finance Committee and approval by the Executive Committee.
  - a. The request should include a stated purpose for the use or provision of funds, the budgets (formats and templates are available from the ODS Office or the ODS Treasurer), and the expected results of the project, activity, or spending.
  - b. This information should be provided to the financial committee at least 30 days prior to the proposed start of the activity.
  - c. Annual recurring activities may be included in the annual budgeting process and are not required to submit an additional budget. Examples of activities covered by the procedure are shows, clinics, seminars, fund-raisers, marketing activities, publishing activities, and contracts for outside services.
3. If financial conditions change significantly (e.g. by \$500 or more) before the completion of the activity, a revised budget, highlighting the changes must be submitted to the financial committee.
4. Within 30 days of completion of the project, the actual results should be submitted to the financial committee for presentation to the board and any funds remitted to the ODS office.

### D. Financial Reports

1. A financial report will be presented at the annual membership meeting.
2. Post-Event reports for all events sponsored by ODS, including Chapters are required within two weeks of completion of the event. Post Event Report Form templates are the responsibility of the ODS Treasurer and are posted on the ODS website for use by event sponsors.



## Policy and Procedures Manual

3. End-of-year financial reporting, both from ODS Society and from chapters shall be submitted in a format in a format prescribed by the Treasurer:
  - All financial activity shall conform to a standardized set of accounting categories (or codes) across all program activities.
  - Sponsorships and show income shall not be combined in one-line item for reporting. Advertising and sponsorships shall be tracked separately.

### E. ODS Dues

1. ODS Membership year coincides with that of USDF and USEF, January 1 to December 31. Dues shall be due and payable on or before January 1 of each year. ODS shall follow the practices of the USDF in determining applicability of dues depending upon renewal date.
2. Membership dues paid to ODS either during or prior to the start of the membership year are not refundable after the start of the applicable membership year.
3. As part of the annual budgeting exercise, the Financial Committee shall review ODS membership dues levels each spring and recommend any change, taking into consideration the following:
  - USDF affiliate dues
  - subscription costs to publications included in dues
  - costs of overhead operations
  - funds from programs, shows and other events
4. Any proposed change in dues shall be presented at any Board of Directors Meeting for vote at a subsequent Board of Directors meeting. At a subsequent Board of Directors Meeting a two-thirds (2/3) vote shall be required to effect the change in dues for the following fiscal year. Life members shall be exempt from the payment of dues.

### F. Debts to ODS

To maintain ODS membership in good standing, a member must have their annual dues paid in full and may not have any outstanding debts with ODS (including Chapters). Chapters may report unsatisfied debts (i.e., nonpayment) to the ODS Board of Directors for action.

### G. Contributions to ODS or its Chapters

ODS is a 501(c)(3) nonprofit organization that accepts contributions. Donations are tax deductible to the fullest extent of the law.

### H. Linda Acheson Education Fund Awards

The Financial Committee will review the finances of the ODS Linda Acheson Education Fund administered by The Dressage Foundation and will submit its recommendation as to how much money should be made available for scholarships/grants for the fiscal year to the Board at the Fall meeting. The Board of Directors has determined the Fund shall maintain a minimum balance of \$50,000. The Board must make its recommendation to the Dressage Foundation prior to the opening date of applications which is November 15.

### I. Tax Considerations

ODS is registered with the Internal Revenue Service as a 501(c)(3) Education non-profit organization and is therefore exempt from certain Federal and State taxes as long as all requirements are met.



## Policy and Procedures Manual

1. Tax forms are to be filed with IRS in accordance with applicable law and time frame. ODS will retain a CPA to complete and submit required tax forms.
2. The ODS Treasurer compiles annual Chapter Treasurer reports and submits the compiled report to the CPA by February 15 of each year.
3. ODS is not exempt from Federal and State tax for Unrelated Business Income. For example, sale of merchandise such as T-shirts is considered Unrelated Business income and expense and therefore must be reported to IRS separately. Likewise, tax exempt status prohibits ODS from including a link to a commercial business on the ODS website. The prohibition applies to ODS Chapters and websites maintained by those chapters.
4. ODS cannot distribute funds to any private person or organization. Scholarships, grants, and similar instruments may be awarded provided the distribution follows established criteria, policy, and procedures. Documentation of awards to demonstrate compliance with those procedures is required.
5. Listing of commercial entities on ODS websites is considered to be endorsement of that entity therefore listing, with or without a link is prohibited. A commercial entity may be listed on a website if the entity is a legitimate sponsor of ODS.
6. Donor receipts shall be issued as Oregon Dressage Society. A Donor form is provided on the ODS website.

### J. Contracts and Purchases

Contracts for show/event personnel and facilities are covered by ODS Policy 10.10 and therefore exempt from this policy.

1. General principles
  - a. ODS does not engage in procurement practices that are arbitrary or restrictive.
  - b. Conflict of interest policies apply to the awarding of contracts.
  - c. All contracts should contain language giving ODS the ability to cancel with cause. Cause includes things like:
    - Demonstrated inability to perform the required work
    - Unwillingness to complete work in a timely manner
    - Cancellation of liability insurance or workers' compensation
    - Failure to pay suppliers or workers
    - Failure to keep accurate records and make them available on request
    - Acts of God
  - d. Supporting documents for procurement transactions, including purchase orders, receipts, invoices, bids and proposals must be retained.
2. Authority

By Law 401 provides the Board of Directors with contracting authority for the ODS. Furthermore, By Law 601 provides the Executive Committee the authority to make financial decisions. It is the policy of ODS that the President, with the approval of the Board of Directors or the Executive Committee has the authority to enter into contracts on behalf of the Society.
3. Limits and Approvals guidelines
  - The spending threshold that requires a written contract with a supplier is \$500. When a purchase is made above this amount and a contract isn't feasible, the reasons for not having a contract should be documented.



## Policy and Procedures Manual

- Purchases or \$1000 or more quotations from at least 3 vendors should be obtained.
4. Contract signatures.
- Contracts require the specification of the ODS person responsible for administering the agreement. The ODS person is the one who has the authority to enter into contracts on behalf of the Oregon Dressage Society. Typically, it will be an Officer or an Event Manager who has been officially delegated responsibility. For Chapters, the authority to enter into contracts must be documented in Chapter records. Contracts are signed as agents for ODS with the name and title of responsible person.

### **Policy 411.3 – Delegates to USDF National convention**

- A. Selection of Delegates. The ODS Board of Director shall determine the number of and elect delegates annually to represent ODS interests at the USDF National Convention. Delegates are expected to be active members of the Board of Directors and attend ODS Board meetings. One or more alternates may also be appointed to fill any vacancy that may arise.
- B. USDF Notification. ODS delegates serve as General Member Organization (GMO) delegates to the USDF Board of Governors will have their names submitted to USDF by the ODS Secretary by the deadline prescribed by USDF.
- C. Delegate Financing. ODS will pay the delegates' registration fee. The Finance Committee will recommend a stipend to help mitigate delegate expenses for approval by the Board of Directors.
- D. Delegate Responsibilities.
1. Attend all regional meetings, assigned USDF committee meetings and the Board of Governors (BOG) meetings.
  2. Represent the views and position of ODS in all matters coming before the convention
  3. As ODS representatives, delegates are expected to behave professionally.
  4. Delegates shall submit a written report to ODS within one month of the convention which will be distributed to the Board and membership.

### **By Law 413 - Corporate Records**

#### **Policy 413.1 – Record retention**

Records required by By Law 413 shall be forwarded to the ODS Secretary for retention. Records pertaining to Articles of Incorporation shall be retained in perpetuity. Financial records shall be maintained for at least seven (7) years. Records of meetings and actions of the Board of Directors and Committees shall be maintained for a minimum of seven (7) years.

## **PART 5 – OFFICERS**

### **By Law 501, Section 2 – Officer Titles and Duties, Vice President**

**Policy 501.1** - The Vice-President shall be the responsible party for maintenance of the Policy and Procedures Manual and the ODS website in accordance with policy 411.1.

## **PART 6 - COMMITTEES**

### **By Law 601 – Executive Committee**





## Policy and Procedures Manual

By Law 601 authorizes the ODS Executive Committee to hire employees, temporary hires and independent contractors as needed.

### **Policy 601.1 – Affirmative Action**

ODS is committed to affirmative action to the maximum extent permitted by law.

### **Policy 601.2 - ODS Staffing (excluding Chapters except for paragraph 4. Foreign hires)**

The Executive Committee has the responsibility for the overall management of the Society including the hiring and firing of personnel. ODS positions may be volunteer, hires, temporary hires and/or contractors. Contract positions have typically included judges, clinicians, TDs, championship show managers and secretaries.

Contractors and temporary hires may also include office help, bookkeepers, CPA, and other professional services. The following paid positions are authorized by the Executive committee:

1. ODS Administrative Assistant (not applicable for Chapters)

The ODS Board of Directors may hire a person to assist with the performance of day to day of ODS activities. The duties, responsibilities and pay structure are determined by the Board of Directors and maintained in personnel files. The ODS President, or designee, is the supervisor of the Assistant. The Assistant may be a employee, contractor or temporary hire.

2. Temporary Hires (not applicable for Chapters)

ODS Executive Committee may hire a temporary employee from time to time to assist in the performance of specific tasks. Positions are typically limited to 10 hours a week.

Temporary employees:

- Assist as needed
- Are paid by the hour, rate to be determined by the Executive Committee and are not eligible for overtime
- Do not have additional benefits
- Are considered “employment at will” which means ODS reserves the right to fire temporary hires without having to have or prove a reason for the termination.
- Will sign a W-4 and I-9 when hired
- Record of hours worked will be submitted to the ODS Treasurer at the end of each month.

3. Contractors

ODS hires Contract Personnel to conduct particular duties. Contractors do not have taxes withheld and ODS must obtain a W-9 for all paid contractors. Refer to PPM Policy 411.1 J. – Contracts

4. Foreign Hires

Strict legal requirements are involved in hiring of a non-US citizen for an ODS or Chapter event. The person must have a suitable VISA to work for hire in the USA. A Tourist Visa or any other non-work visa is insufficient. The person must have a US Tax ID. For these reasons, any such hire must be approved by the Treasurer BEFORE any agreement is made to hire that person.

### **By law 602 – Committees of the Board of Directors (Not applicable for Chapters)**

#### **Policy 602.1 General Procedures applicable to all committees.**

1. Committee Chairs.

All committee chairs will be appointed for 1-year terms by the ODS President. There are no limits on the number of terms a person may serve as a Committee Chair.

2. Committee member appointments are made annually by the Committee Chair with the of approval of the Executive Committee.



### 3. Committee Minutes.

- Minutes must be kept for all committee activities. Committees shall submit minutes to the Secretary for record keeping.
- Minutes can be brief, but there are a number of areas that must be covered. At a minimum, minutes should reflect the method of communication; date, time, and place of the meeting, if held; participants, whether a quorum was met; verbatim wording of any motion, resolution, or any other matter brought before a vote, synopsis of discussion both pro and con (if any); and vote results.
- The minutes should also include reference to any item that the ODS should be doing to fulfill its legal obligation to oversee the corporation; e.g., budgets and financial reports, personnel matters (hiring someone), investigation of "suspicious circumstances" that come to the Board's attention (possible evidence of fraud), and proper handling of conflict-of-interest situations.
- Minutes must be reviewed and approved by the committee.

## **PART 7 – AMENDMENTS TO BY LAWS**

**BY LAW 701** – no specific additional policies related to Amendments

## **PART 8 – CORPORATE INDEMNIFICATION (Not applicable for Chapters)**

### **Part 8, Section 3 - Insurance**

**Policy 801.1** - The ODS shall purchase and maintain indemnification insurance for its directors, chapter officers and appointed committee chairs.

**Policy 801.2** - ODS Finance Committee shall solicit competitive bids for the ODS Liability insurance and Directors and Officers (D&O) insurance policies regularly (i.e., biannually for policies that have a two-year time horizon) and present those bids to the Executive Committee. The Executive Committee shall evaluate insurance policies regularly and vote to select the insurance carrier upon renewal dates.

## **PART 9 – DISSOLUTION**

**BY LAW 901** - no specific additional policies related to Dissolution

## **PART 10 – OTHER ODS POLICIES/PROGRAMS**

There is no Part 10 in the By Laws. For the purposes of clarity, Policies established under the general collective provisions of the By Laws are compiled in this Part 10.

### **Policy 10.1 – Policies related to marketing, communications, and advertising/sponsorships**

#### **Policy 10.1.1 - Broadcast e-mails**

This policy is established to preserve the integrity of the ODS educational mission and 501(c)(3) status and ensure emails are valued and not annoying or considered "spam."

Chapters are eligible to promote and communicate Chapter information via the ODS Broadcast email system.

- Broadcast emails may be sent to the members to inform them of upcoming events such as chapter or ODS-sponsored shows, chapter or ODS-sponsored clinics or symposiums, or of USDF approved programs.
- Emails may be sent requesting volunteers for any of the above activities



## Policy and Procedures Manual

- Emails from individual members to the general membership may not be sent if they resemble a “classified ad” or are commercial in nature (stables, services, products, etc.), with the following exception: ODS Business members may send 4 emails per calendar year that describe the product or services of that Business Member.

### **Policy 10.1.2 - Use of ODS Web News page by non-ODS Organizations**

- ODS will allow other horse related non-profit organizations to post news items on the ODS Web page provided that the posting is a horse related activity which would be of interest to ODS membership. Emails may be sent as a service to a related or affiliated organization such as USDF Region 6 and its GMOs, or California Dressage Society.
- Groups wishing to post news items must submit a request for approval by the Board of Directors.
- Advertising or similar material of a commercial nature is not to be considered as news.

### **Policy 10.1.3 - Social Media Policy**

Oregon Dressage Society Board members, employees, and contractor are representatives of the Society regardless of how or when postings are made on Social Media. Commentary is a direct reflection of both the commentor and the Society.

- Engaging with and sharing content posted by Oregon Dressage Society accounts is encouraged and appreciated.
- Engaging personally with Oregon Dressage Society stakeholders (donors, volunteers, board members, sponsors, vendors, etc.) is encouraged and appreciated.
- Sharing any organization-privileged information, including copyrighted information or organization-issued documents, through social media is strictly prohibited.
- Commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party could subject the commentor to personal liability and damage Oregon Dressage Society’s reputation and is prohibited.
- Violations of any of the guidelines listed in this policy will be subject to board action, up to and including termination.

### **Policy 10.1.4 – Guidelines for Sponsorships and Advertising**

It is the policy of ODS to comply with all 501(c)(3) nonprofit organization requirements related to sponsorships and advertisements. The Oregon Handbook for Nonprofit Organizations provides the following guidance which is to be followed for all ODS activities.

#### **A. Distinction between Sponsorship and Advertising**

##### **1. Sponsorship**

- An act of associating with another organization or cause by underwriting costs of operations or activities
- Identification of sponsor does not differentiate or favor any organization, its products or services
- Statements of sponsorship are not comparative (i.e., “The best car manufacturer in the USA”)
- Nothing is expected in return, other than neutral recognition of support
- Sponsorship may not go to the private benefit of any nonprofit officer (remuneration)



## Policy and Procedures Manual

- No political or religious association permitted
  - Sponsorship for a 501(c)(3) organization is tax deductible in whole or in part
2. Advertising
- An impersonal form of communication about ideas, goods or services that is paid for by an identified party
  - Seeks to promote an organization, product features and benefits, and services through persuasion
  - Aims to achieve sales and communications objectives through brand awareness and image
  - Attempts to influence feelings toward a brand
  - A business expense and is not a 501(c)(3) tax deduction
  - Income from advertising is taxable business income

### **B. Guidelines for ODS Sponsorship of ODS Events**

1. Sponsors provide important assistance to the Oregon Dressage Society in its mission to promote, educate and further the art of dressage. For that **primary benefit**, sponsors may be acknowledged and thanked in ODS printed programs, at shows, and on the ODS web site.
2. Sponsors may not seek to promote products or services, conduct fund raisers or promote sales. A sponsor's **principal objective** is **association** with the Oregon Dressage Society's mission and activities.
3. No comparative or competitive statements are allowed that may construe preference of ODS for any entity or product over another. ODS reserves the right to review and approve all submitted copy and images.
4. Depending on the level of sponsorship, sponsor benefits may include but not be limited to: signage, complimentary table and/or tickets, event program ad, on-site booth, and public address announcement at a show.
5. ODS will provide a letter acknowledging the sponsorship but attach no market value to the sponsorship for tax purposes.

### **C. Guidelines for Advertising in ODS Publications**

1. Whether in a show program, annual publication or on the ODS web site, advertisers pay a fee to communicate a marketing objective. The advertiser has discretion over the content of the message.
2. Income from advertising in ODS publications must be accounted for separately from sponsorship income. Advertising income is taxable.
3. ODS reserves the right to accept or reject an organization's advertising due to the nature of the business entity, its target market, or appropriateness of the message.

## **Policy 10.2 - Policies related to ODS Sponsored events**

### **Policy 10.2.1 - ODS Event Cancellation Policy (optional for chapters)**

In the event that an ODS sponsored/hosted event must be cancelled for reasons related to loss of facility, weather, equine disease outbreak, or other natural causes, the amount of the loss ODS will sustain is divided by the number of entries. The dollar amount will be deducted from the refunds for each entry or participant. This policy may be superseded by a written refund policy for a specific event. An event includes shows, clinics, banquets, symposia or similar activities.

### **ODS Policy 10.2.2 – Insufficient Funds Policy**



## Policy and Procedures Manual

It is ODS Policy to seek reimbursement for any fees applied to ODS which are associated with returned payments due to insufficient funds or any other reason. The following procedure shall be applied:

1. On the first return of the payment, attempt to process a second time;
2. If the payment is returned a second time, invoice the payer for the amount of the payment plus any processor fee and either the additional fee stayed in the prize list or a default fee of \$50;
3. If the invoice is not paid, send another invoice registered mail with return receipt.
4. If the invoice is still not paid, refer the matter to the ODS Board of Directors with a recommendation to list the status of the member as Not in Good Standing, thereby revoking membership benefits including the right to vote and participation in other ODS events and the awards program;
5. If the payment was for entry fees at a show, show management has the discretion to pursue small claims.

### **ODS Policy 10.2.3 - Protective Headgear Policy**

It is mandatory to wear protective headgear at ODS clinics, schooling and league shows and any riding event hosted by our chapters/committees. From the time horses are admitted to the event grounds, anyone mounted on a horse at any time must wear protective headgear as defined by the USEF Rule DR120 and otherwise in compliance with USEF Rule GR801. The harness must be secured and properly fitted. Any rider violating this rule at any time must immediately be prohibited from further riding until such headgear is properly in place.

### **ODS Policy 10.2.4 - Contracts for ODS Events (including Chapters)**

1. **Applicability.** This policy applies to contracting for show officials, clinicians and facilities used for ODS sponsored and approved events. Chapters and Committees may not enter contracts without an approved budget for the event in place.
2. **Contractor provided contracts.** Some larger facilities and other contractors have standard contracts which can be used. If used, contracts should include:
  - a cancellation clause that allows the contract to be cancelled for cause. Cause could include things such as disease, Acts of God, failure of the contractor to complete work or complete it on time;
  - a limited liability statement such as: ODS is an Equine Activity Sponsor as defined in ORS 30.687(3) and its liability is limited by Oregon law. Contractor understands that all equidae can behave in dangerous ways that may result in injury to participants in Equine Activities.”
3. **ODS provided contracts.** Most of the contractors for ODS events do not have standard contracts. ODS has contract templates which are posted on the ODS website. They are mandatory for use verbatim for ODS sponsored events unless an alternative contract is approved by the ODS Board of Directors. The contracts were developed by an ODS Ad Hoc Committee and have undergone legal review. The Templates may not be amended without the approval of the Committee. Legal review of amendments is recommended. Separate contracts are provided for use in Oregon and Washington.
4. **Contract signatures.**
  - Contracts require the specification of the ODS person responsible for administering the agreement. The ODS person is the one who has the authority to enter into contracts on behalf of



## Policy and Procedures Manual

the Oregon Dressage Society. Typically, it will be an Officer or an Event Manager who has been officially delegated responsibility. For Chapters, the authority to enter into contracts must be documented in Chapter records.

- Contracts are signed as agents for ODS with the name and title of responsible person. The contract templates include a signature line labeled “ITS” which means the Title of the person acting on behalf of ODS. Examples include President, Event Manager Treasurer, etc.