

UTAH DRESSAGE SOCIETY RULES 2010

Mission Statement

The Utah Dressage Society (UDS), an affiliate of the United States Dressage Federation (USDF), exists to educate, promote, encourage, and inspire its members and the general public through programs, publications, and competitions, in a way that enhances the image of dressage and promotes the welfare of the horse. Dressage is the gradual, harmonious advancement of the horse, both physically and mentally, to develop its natural abilities and to make riding a graceful and pleasurable experience. The programs of the society shall be educational and competitive and provide a framework in which individuals can progress with the schooling of their horses and themselves.

Benefits of UDS Membership

1. Members receive UDS Newsletters.
2. Members receive the UDS Omnibus.
3. Members are eligible for UDS Awards.
4. Members receive a group membership to USDF. USDF group members may compete for USDF national "rider awards;" and USDF group members receive the USDF magazine.
5. Members may compete in UDS-recognized shows, while non-members are assessed a \$5.00 non-member fee.
6. Members have access to the UDS Library.

Membership Year: The UDS Membership Year runs from December 1st through November 30th each year

Annual Dues

1. Annual dues for adult members including those 18 years of age and older, shall be \$50.00. Annual dues for junior members, which include those less than 18 years of age, shall be \$40.00. Dues shall be considered paid on the date they are post-marked, received via on-line payment or are hand delivered to the treasurer.
2. Members of chapters of UDS shall also pay dues to UDS as defined above. A one-time recognition fee of \$50.00 shall also be assessed per chapter.
3. Johanna Adolphi and Eva-Marie Adolphi are honorary members of the UDS and as such are not subject to UDS annual dues.

UDS Newsletter: UDS shall publish at least eight issues of the newsletter.

Omnibus: UDS shall publish an annual Omnibus. The Omnibus will include: the prize lists for UDS recognized shows; a membership directory; and a calendar of events.

Video Library

1. UDS shall establish a Video Library.
2. All members may use the Library.
3. A member may borrow one video at a time, free of charge.
4. A member may borrow a video for one week. Videos are due back to UDS seven days after the date they were borrowed.
5. Members must pay a \$50.00 deposit upon borrowing a video. The deposit shall be returned to the member when the member returns the video undamaged, and on time. If a member loses or damages a video, the member must pay the entire replacement value of the video. Members will be fined \$5.00 per day for late returns.
6. Members who live too far away to pick up and drop off videos may borrow videos for two weeks at no charge. However, those members must pay shipping, both ways, to have a video sent to them. The members must send the video back, undamaged, within two weeks of receiving the video.

UDS Website

1. UDS shall maintain a website.
2. The website shall offer free links to members' websites including websites for trainers, barns, and services.
3. The website shall publish current versions of the UDS By-laws and Rules.
4. The website shall publish contact information for members of the UDS Board of Directors.
5. The website shall publish a current list of UDS members and a current list of horse-and-rider combinations registered with UDS.

Show Recognition and Competition Management Requirements

1. UDS will recognize shows that meet the following criteria:
 - a. The show must conform to USEF and USDF Dressage Division rules. However, UDS will permit the following exceptions to the rule: 1) a competitor may enter the show using a UDS Recognition Show Entry Form; 2) the judge may be a USDF "L" candidate or Eva-Marie Adolphi; 3) a steward or technical delegate is not required; 4) it is recommended that medical personnel and a farrier be on-call, but it is not required; 5) please note that a competitor who is judged in a class by a person who has instructed the competitor within 30 days of the show may not use the score from that class for Year-end Awards.
 - b. Show management must pay a show recognition fee to the UDS. The fee for a show shall be \$50.00 for each day of show recognition.
 - c. A show held outside the State of Utah must be recognized by USEF.
 - d. The competition must advertise itself as UDS-recognized to all members of the UDS either by mail or by notice on the UDS website prior to opening day of the entries.
2. Within ten days after the last day of competition, show management must report to UDS all scores of all competitors. If UDS does not receive the results within twenty days after the last day of competition, UDS will notify show management. If UDS does not receive the results within thirty days after the last day of competition, UDS will assess a \$50.00 fine which must be

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paid prior to subsequent UDS recognition. The names of competitions not complying with this rule will be published in the UDS Newsletter or the UDS website. Competitors will be given an opportunity to send a copy of the front page of affected tests to the Awards Tabulator.

3. If UDS does not receive the results by December 31st, no score from that show will qualify for UDS Awards. UDS shall not recognize any show under the same name or management during the following award year.
4. Mathematical computations and accuracy in recording scores are the responsibility of the show management. Competitors should be urged to check their test sheets for errors prior to leaving the competition.

Awards: General Rules

1. The UDS Award year begins December 1st and ends the following November 30th.
2. All UDS members may earn UDS Awards
3. Only scores earned at UDS-recognized shows shall count toward Year-End Awards and Equine Achievement Awards. Scores will be accepted from USDF and FEI recognized classes with the exception of quadrille, pas de deux, the FEI Young Rider Individual Test, the Young Rider Grand Prix Test and breed-restricted classes.
4. The UDS will recognize scores earned by UDS members from the USDF regional championships and open show at which they compete in the current UDS award year.
5. UDS records the scores members earn at UDS-recognized shows during the current show season. However,
 - a. UDS recommends competitors keep their own show records.
 - b. Competitors should compare their recorded scores with those posted in the UDS newsletter and on the UDS website.
 - c. Contact the Awards Tabulator to confirm or contest scores. A copy of the contested test may be required.
6. UDS members will be given a final opportunity to confirm or contest scores at the end of the UDS Award year.
7. UDS Provides a UDS Score Passport to assist competitors in recording their own scores.
 - a. UDS Score Passports are available at all UDS functions, in the Omnibus, on the UDS website or upon request.
 - b. To request a UDS Score Passport, send a self-addressed, stamped envelope to: UDS, P.O. Box 562, Draper, UT 84020, or request from the Awards Tabulator.
8. Lease Registration for Awards
 - a. The UDS accepts the USDF rule (GR1108) for recognizing ownership of a leased horse/pony for UDS competition awards.
 - b. A copy of the certified lease agreement sent to the USEF will serve as documentation to register the lessee as owner of the horse/pony for UDS awards.
9. Additional Awards Information
 - a. For additional information about UDS awards, or to verify qualifying scores, contact the Awards Tabulator.
 - b. Show managers will send copies of show results to the Awards Tabulator.

UDS Perpetual Trophies

1. The UDS perpetual trophies are awarded to UDS members at the UDS Annual Show.
2. The trophies and criteria are listed on the prize list for the UDS Annual Show.
3. The trophies are to be returned to the UDS president or a designee by July 1 of the year following receipt of the trophy.
4. The trophies are the property of the UDS and may be recalled at any time for any reason.

Year-end Awards

1. Year-end Awards shall be awarded to the same horse-and-rider combination.
- ~~2. Both the horse's owner and the horse's rider must be members of UDS at the time the score is earned to qualify for Year-end Awards.~~
3. To qualify for Year-end Awards, the horse-and-rider combination must **meet the following criteria:** be registered with UDS.
 - ~~a. There is no charge for registration with UDS.~~
 - ~~b. A registration form is available on the UDS website, in the Omnibus or from the Awards Tabulator.~~
 - ~~c. Submit registration forms to the Director of Membership.~~
 - ~~d. The UDS website has a current list of members and registered horse-and-rider combinations.~~
 - a. The rider must be a member of the UDS, having a USDF GMO membership number. R/A 12-2009**
 - b. The owner must be a member of the UDS, having a USDF GMO membership number. R/A 12-2009**
 - c. The horse must have a USDF Horse identification (HID) or Lifetime Horse Registration number (LHR). R/A 12-2009**
4. Year-end Awards shall be awarded for the following levels: Training, First, Second, Third, Fourth, Prix St. Georges, Intermediare I, Intermediare II, Grand Prix, Freestyle, Pas de deux and Quadrille.
5. Freestyle, Pas de deux, and Quadrille scores may not be used to qualify for UDS year-end awards at a given level, but are eligible for UDS Freestyle, Pas de deux and Quadrille Year-end Awards.
6. For Training Level through Grand Prix, Freestyle, Pas de deux and Quadrille UDS will present Year-end Awards for Junior, Adult Amateur, and Open Divisions.
 - a. For training through Fourth Levels, the Year-end Award shall be based upon the average of the top five scores from three different shows or judges
 - b. For FEI levels, Freestyle, Pas de deux and Quadrille, the Year-end Awards shall be based upon the average of the top three scores from three different shows or judges.
7. Year-end Award scores must be earned during a single year.
8. Except for Grand Prix, Freestyle, Pas de deux and Quadrille, any horse-and-rider combination that wins a first place Year-end Award may not again qualify for a Year-end Award for the same level and division.
9. UDS will present Year-end Awards at the Annual UDS Awards Banquet.
10. UDS will not accept correction either to the year-end award results or award standings after December 31st each year.

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11. To be eligible for the Adult Amateur (AA) Award, competitors must have a USEF card and their AA status must be posted on the USDF website. Individuals are eligible as Juniors until the end of the calendar year in which they reach the age of 18. Individuals are eligible as Young Riders from the beginning of the calendar year in which they reach the age of 16 until the end of the calendar year in which they reach the age of 21. Competitors shall compete as Adults from the beginning of the calendar year in which they reach the age of 22. Individuals possessing current amateur certification are only eligible as Adult Amateurs from the beginning of the calendar year in which they reach age 22. Junior, Young Rider and Adult Amateur status must be recorded as such on the UDS membership roster. An Open division competitor is anyone who is neither a Junior, a Young Rider nor an Adult Amateur.

Equine Achievement Awards

1. UDS designed this award to spotlight exceptional equine talent. Equine Achievement Awards are awarded to a particular horse.
2. In order for a score to count toward the award: both the horse's owner and the horse's rider must be UDS members at the time the horse earns the score; and the horse must earn the scores at UDS-recognized shows.
3. A horse may earn a UDS Equine Achievement Award at each level. The horse must earn five scores at the given level, and each score must be a minimum of: 65% at Training Level; 64% at First Level; 63% at Second Level; 62% at Third Level; 61% at Fourth Level; and 60% at the FEI Levels.
4. UDS will not tabulate scores for UDS Equine Achievement Awards. A horse's rider or owner must apply to the Awards Tabulator for the award. The Awards Tabulator shall cross-check UDS score passports against the UDS records as proof of qualifying scores.
5. A single horse may be awarded only one UDS Equine Achievement Award at each level; however, a horse may be awarded a UDS Equine Achievement Award at every level.
6. There is no time limit for earning qualifying scores. However, because the UDS Equine Achievement Award program began in 2001, only qualifying scores earned during 2001, and later, shall count toward the award.
7. The horse's owner will receive, as an award, an engraved plaque for the first UDS Achievement Award the horse earns. An engraved notation will be added to the plaque for each subsequent UDS Equine Achievement Award the horse earns.

Amending the UDS Rules

1. The UDS Board of Directors may add, change, delete, or amend the UDS Rules upon a simple majority vote of a quorum of the Board of Directors.
2. New Rules shall become effective upon publication on the UDS website or in the UDS newsletter.
3. Rule changes throughout the year will be published as addendums to the Rules.
4. The UDS Secretary shall maintain a copy of the Rules and addendums to the Rules.
5. The Secretary will compile the Rules and addendums annually, prior to the publication of the Omnibus.
6. The updated Rules will be published in the Omnibus and on the website.

Elections

1. The UDS President shall appoint a Vote-tabulating Committee. The committee shall be comprised of at least three adult members who are not current members of the UDS Board of Directors. The committee shall oversee the tabulation of votes to fill vacancies on the UDS Board of Directors.
2. The voting procedures for membership on the UDS Board of Directors shall be as follows:
 - a. The committee shall receive votes by mail.
 - b. Within twenty days after the election closes, the committee, in the presence of the entire committee, shall open and count the ballots. The ballots shall be, then, sealed in an envelope. On the front of the envelope, the committee shall note the date and the official result of the election. Each member of the committee shall sign the envelope to certify the results of the election. The signed and noted envelope shall be placed in the permanent records of UDS. The envelope may be destroyed two years after the election to which it pertained.
 - c. If the winner of a given election wins by five votes or fewer, the committee shall contact all of the candidates for that Board position. If the election was won by five votes or fewer, any candidate for that position may demand a recount of the votes. Upon a request for a recount, the committee shall recount the ballots in the presence of the entire committee. The committee will place the ballots in an envelope and seal, sign, and note the envelope as set forth above.
 - d. The Board of Directors shall establish a closing date for the election. The committee shall discard ballots postmarked after the closing date.
 - e. The candidate who receives the greatest number of votes, of the ballots cast, shall be elected to the position on the UDS Board of Directors.
3. The UDS By-laws allows the removal of members of the UDS Board of Directors for "just cause" via a majority vote of a quorum of the members of the Board of Directors. A member of the Board of Directors shall automatically be removed from the Board if, in one calendar year, that member misses either two consecutive or three total meetings of the Board of Directors without prior arrangement as set forth in the rules governing each Board position. A board member removed under the definition of "just cause" may petition to the Board of Directors for reinstatement. A majority vote of a quorum of the remaining members of the Board of Directors may reinstate the removed member.
4. In the event of the death or resignation of a member of the UDS Board of Directors, the President shall appoint a successor upon approval of the remaining members of the UDS Board of Directors. The appointee shall fill the vacancy until the normal expiration of the term. The President shall appoint, and remaining members of the Board shall approve, a successor within thirty days of the death or resignation of the member of the Board.

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UDS Board of Directors

Guidelines for the President of UDS

The President shall:

1. Be a current UDS member.
2. Establish the agenda for all meetings of the Board of Directors, and for the Annual Meeting.
3. Preside at all meetings of the Board of Directors, and at all meetings of the general membership.
4. Call special meetings of the Board of Directors as he or she deems necessary.
5. Contract on behalf of UDS, upon the approval of a two-thirds vote of the Board of Directors.
6. Sign checks on behalf of UDS and make deposits to the checking account.
7. See that the By-laws and UDS Rules are properly enforced.
8. Have a key to the Post Office Box, and shall pick up the mail and distribute it as necessary.
9. Represent UDS at the regional and national levels.
10. Communicate with other horse clubs and coordinate activities with other clubs.
11. Organize such committees or assign chairpersons to organize such committees as are necessary to accomplish and assist him or her in carrying out his or her duties.
12. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committee under his or her supervision. In the event of the President's absence, a written report shall be submitted to the Vice President three days before the Board meeting.
13. Oversee UDS Awards Program. ~~Awards Banquet, and Silent Auction.~~
14. Appoint an Awards Tabulator. Duties of the Awards tabulator shall include:
 - a. Calculate year-end points for UDS members.
 - b. Provide the list of Year-end Award winners for publication.
 - c. Maintain show results and year-end points for at least five years.
 - d. Prepare the awards for the Year-end Awards Banquet.

Guidelines for the Vice President of UDS

The Vice President shall:

1. Be a current UDS member.
2. In the absence of the President, exercise any power and duty of the President.
3. Have a key to the Post Office Box, pick up the mail, and distribute it as necessary in the President's absence.
4. Organize committees or appoint committee chairpersons to organize committees as are necessary to assist him or her in carrying out his or her duties.
5. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committees under his or her supervision. In the absence of the Vice President, the Vice President shall submit a written report to the President three days before the Board meeting.
6. Carry out such other duties as the President may assign.

Guidelines for the Secretary of UDS

The Secretary shall:

1. Be a current UDS member.
2. Take accurate minutes for all meetings of the Board of Directors, and of the general membership; and submit the minutes to the Director of Communication. In the event the Secretary cannot be in attendance, the Secretary shall arrange for a substitute to take the minutes.
3. Take accurate minutes for special meetings called by the President or Board of Directors.
4. If minutes are deemed necessary for any meeting of a UDS committee, the committee chairperson shall designate an individual to take minutes. The minutes will be forwarded to the Secretary.
5. Maintain permanent records of the minutes arranged chronologically.
6. Maintain the current, official, electronic copy of the UDS By-laws and Rules in Microsoft Word format.
7. Maintain all other UDS records.
8. Keep on file the Chapter By-laws and Chapter reports.
9. Correspond with members, USDF, judges, and others, as directed by the President or Board of Directors.
10. After the Annual Awards Banquet, notify members who are not current in their dues via mail or electronically, that they will receive a copy of the UDS Omnibus once their dues are paid.
11. Write thank-you notes or otherwise recognize appropriately all sponsors, contributors, and non-Board-member volunteers.
12. Maintain a file of correspondence.
13. Organize committees or appoint committee chairpersons to organize committees necessary to assist him or her in carrying out his or her duties.
14. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committees under his or her supervision. In the absence of the Secretary, the Secretary shall submit a written report to the President three days before the Board meeting.
15. Carry out such other duties as the President may assign.

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Guidelines for the Treasurer of UDS

The Treasurer shall:

1. Be a current UDS member.
2. Attend as many meetings of the UDS Board of Directors as possible.
3. Maintain the books of UDS in a secure place and in an orderly manner.
4. Answer member inquiries into the status of UDS' finances.
5. Retain canceled checks and bank statements for a minimum of seven years.
6. Understand, protect, and help interpret UDS' IRS 501(c)(7) status, and maintain a written synopsis of applicable IRS and Utah State regulations.
7. Prepare a summary of categorized income and expenses associated with the Annual Show for reporting at meetings of the Board, the Annual Meeting, and the UDS Newsletter.
8. Help prepare year-end budgeting worksheets for action by the Board of Directors at the Annual Meeting, and otherwise assist in the budgeting process.
9. Present a verbal and written, categorized report of income and expenses, and a year-end balance at the Annual Meeting and for the final issue of the Newsletter for the year. The categories shall, at a minimum, include: dues and donations; newsletter, omnibus, educational events; the Annual Show; the Awards Banquet and Silent Auction; postage and supplies; and promotional items such as brochures and the web page.
10. Organize committees or appoint committee chairpersons to organize committees as are necessary to assist him or her in carrying out his or her duties.
11. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committees under his or her supervision. In the absence of the Treasurer, the Treasurer shall submit a written report the President three days before the Board meeting.
12. Prepare and file income tax returns for the state and federal taxes annually.
13. Carry out such other duties as the President may assign.

Guidelines for the Director of Communication of UDS

The Director of Communications shall:

1. Be a current UDS member.
2. Prepare at least eight issues of a monthly newsletter designed to: inform UDS members of upcoming events; review UDS meetings and events including the listing of official show results; publish official UDS announcements; list UDS members' classified advertisements; print information regarding the purpose and makeup of the UDS, as well as membership and dues information; print advertisements; and print articles submitted of interest to UDS members.
3. Collect funds from advertisements printed in the newsletter.
4. Edit articles submitted for publication in the newsletter. The Director of Communication shall have the right and the responsibility to edit the contents of the UDS Newsletter.
5. Ensure that the newsletter is printed, stamped, and mailed or sent electronically.
6. In December of each year, remind members that "this is your last newsletter until dues are paid."
7. After January each year, only send newsletters to current members.
8. Answer members' inquiries regarding the newsletter and the website as well as answering general questions regarding the UDS.
9. Keep copies of all the newsletters published.
- ~~10. Submit to local newspapers and other publications advertisements of the UDS generally and also its activities.~~
11. Organize committees or appoint committee chairpersons to organize committees as are necessary to assist him or her in carrying out his or her duties.
12. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committees under his or her supervision. In the absence of the Director of Communications, the Director of Communications shall submit a written report the President three days before the Board meeting.
13. Carry out such other duties as the President may assign.
14. Maintain and update the website as needed.

Director of Competitions of UDS

The Director of Competitions shall:

1. Be a current UDS member.
2. Produce and distribute the Omnibus.
3. Organize the Annual Show, including, at a minimum, the following tasks: obtain all show recognitions; contact show officials and send contracts; order ribbons and tests; make sure all showing requirements of USEF and USDF are met; provide a list of volunteers to the Director of Membership in order that the Director of Membership can get addresses to the Secretary so the Secretary can thank them.
4. Organize committees or appoint committee chairperson to organize committees as are necessary to assist him or her in carrying out his or her duties.
5. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committees under his or her supervision. In the absence of the Director of Competitions, the Director of Competitions shall submit a written report to the President three days before the Board meeting.
6. Carry out such other duties as the President may assign.

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Director of Membership of UDS

The Director of Membership shall:

1. Be a current UDS member.
2. Maintain current UDS membership records electronically, including email addresses.
3. Maintain a list of people, for example members who have not paid their dues, who are not current UDS members.
4. Maintain a distinction between members who are subject to dues and members who are not.
5. Act as the contact for USDF regarding membership records.
6. Oversee activities designed to promote new membership.
7. Provide the Director of Communications or his or her designate with current labels at least three days before the newsletter is mailed. Separate the labels of members who are current in their dues and those who are not. After January each year, do not print newsletter labels for members who are not current.
8. Provide to any UDS member current mailing labels upon the receipt of \$5.00 to cover the cost of the labels. Members of the Board of Directors may have mailing labels at no cost.
9. Keep extra copies of the newsletter and Omnibus to send to members renewing their memberships and to send to new members.
10. Update USDF and prepare membership reports for USDF as needed. Before August 30th each year, send new membership information to USDF twice-a-month. This is especially important during show season. After August 30th each year, do not send new membership information to USDF until after the USDF annual update has been completed. Get a check from the Treasurer to cover dues to send to USDF.
11. Compare the UDS roster with the USDF roster often in order to discover and resolve errors and discrepancies.
12. Coordinate with the Director of Communications to ensure the UDS website contains a current member list.
13. At the Annual Awards Banquet distribute copies of the Omnibus to all current members who attend. Collect membership dues from non-current members who attend the banquet before giving them a copy of the Omnibus.
14. Update USDF numbers when they become available.
15. Serve as the UDS members' contact person regarding address problems and such needs of members.
16. Serve as a liaison to members outside of the Salt Lake Valley area.
- ~~17. Oversee volunteers.~~
- ~~18. After each event involving volunteers who are members of UDS, provide a list of names and addresses to the Secretary so that he or she may thank the members.~~
19. Organize committees or appoint committee chairpersons to organize committees as are necessary to assist him or her in carrying out his or her duties.
20. Report to the Board of Directors on a monthly basis the status of all areas of responsibility and the progress of any committees under his or her supervision. In the absence of the Director of Membership, the Director of Membership shall submit a written report to the President three days before the Board meeting.
21. Carry out such other duties as the president may assign.

Director of Marketing

The Director of Marketing shall:

1. Be a current UDS member.
2. Be responsible for UDS public relations and advertising.
3. Submit to local newspapers and other publications advertisements of the UDS generally and also its activities.
4. Work closely with the Directors of Communications, Competitions, Membership and Events and Outreach to secure sponsorship and advertising for UDS events.
5. Organize committees or appoint committee chairpersons to organize committees as are necessary to assist him or her in carrying out his or her duties.
6. Carry out such other duties as the President may assign. R/A 11-2009

Director of Events and Outreach

The Director of Events and Outreach shall:

1. Be a current UDS member.
2. Serve as a liaison between members and the Board of Directors.
3. Be responsible for the UDS Annual Awards Banquet and Silent Auction
4. Be responsible for activities which foster member participation and cohesiveness
5. Oversee volunteers.
6. After each event involving volunteers who are members of UDS, provide a list of names and addresses to the Secretary so that he or she may thank the members.
7. Organize committees or appoint committee chairpersons to organize committees as are necessary to assist him or her in carrying out his or her duties.
8. Carry out such other duties as the President may assign. R/A 11-2009