

Yearly Club Agenda and Calendar

January	New Officers begin Jan 1 Standing Committees are appointed/confirmed Set League Show dates
February	Obtain Show Approvals from ODS Start getting insurance for events Calendar Ride-A-Tests, Camps, Clinics, etc.
March	Get sponsorships
April	Register California events with California Dept of Agriculture Order Ribbons and Awards
May	Edit/Update show entries and show information
June	League Show
July	League Show
August	Review Bylaws
September	League Show
October	Organize Christmas party Nominations for next year's board Order year end awards
November	Election (Membership Meeting)
December	CCODS Annual Awards Dinner or Lunch (Annual Meeting) Combined with Christmas party

CCODS Bylaws (Adopted November 6, 2025)

Definitions:

CCODS – Cascade Chapter, Oregon Dressage Society

ODS – Oregon Dressage Society

ARTICLE I: GENERAL

Section 1: Name

The name of the organization shall be the Cascade Chapter of Oregon Dressage Society. The organization is a dba of the Oregon Dressage Society.

Section 2: Meetings

All meetings of the association shall be conducted under the provisions of Robert's Rules of Order.

Section 3: Purposes

The purposes and powers of CCODS shall be:

- A. To provide a non-profit organization for purposes of establishing good horsemanship that is politically independent of all its existing trainers and stables.
- B. Hold dressage training events that may or may not be recognized by USDF or USEF.
- C. To promote educational programs and instruction to help foster correct horsemanship according to nationally established standards, particularly in dressage, which may include such items as conditioning, training, simple first aid, stable care, riding proficiency and training theory for horse and rider.
- D. To accept donations, grants, bequests, and devises from any source, and accept property subject to special limitations.
- E. To do and perform such other acts as may be necessary to appropriate for carrying out the foregoing purposes of CCODS and in connection therewith to engage in any lawful activity authorized by the Oregon nonprofit corporation law.

Section 4: Activities

CCODS shall be restricted to activities of a charitable, scientific and/or educational nature consistent with the purposes of CCODS. No part of the earnings of the CCODS shall ensure the benefit of any private person or organization except for Oregon Dressage Society. No substantial part of the activities of CCODS shall be carrying on propaganda or otherwise

attempting to influence legislation. CCODS shall not participate in, or intervene in, or publish or distribute statements in any political campaign on behalf of any candidate for public office.

ARTICLE II: MEMBERSHIP

Section 1: Membership

Charter memberships were established by the First Board of Directors in 1978. They are, and shall remain: **Mary Wood, Winnie Heiney-Duncan and Janice Heiney.**

Regular Members shall be individuals who have an interest in dressage training. Regular members shall have voting privileges in club decisions as well as assist and promote club functions in the best interest of the club.

Section 2: Additional Duties, Responsibilities and Privileges

- A. All members will be expected to:
 - a. Assist in management of all club activities
 - b. Assist in the construction and maintenance of any dressage course, and all facilities which the club is permitted to use.
 - c. Serve on committees as established by the Officers
 - d. Promote the best interests of the club.
 - e. Always conduct themselves as to reflect credit upon the organization.
- B. Members riding and/or participating in club-sanctioned events are required to ride with the following equipment: hard hat secured with an appropriate chinstrap, saddle, bridle and riding boots with a proper heel.
- C. Club sanctioned events shall have insurance coverage through ODS or provided by the clinician/trainer to use the landowner's property.

Section 3: Oregon Dressage Society Membership

To be a member of CCODS, members are required to obtain membership with ODS and are therefore entitled to the benefits of ODS. Members will need to indicate to ODS their desire to be a member of CCODS.

ARTICLE III: BOARD OF DIRECTORS

Section 1: General Powers

The business and affairs of CCODS shall be directed by its Board of Directors, subject to approval of the general membership and to the provisions of the Oregon Non-Profit Corporation Law, the Articles of Incorporation of ODS and the Bylaws of CCODS.

Section 2: Number of Directors

The Board of Directors shall consist of the four officers hereafter set forth and all Chairmen of Standing Committees. It is understood that the number of Directors of the CCOODS may be varied or changed depending upon the number of Standing Committees and Officers. No decrease in the number of committees or Directors shall have the effect of shortening the term of office of any incumbent Director.

Section 3: Vacancies

If a vacancy in membership of the Board should occur, the remaining Directors, by the majority present at any regular meeting at which there is a quorum, may nominate a successor for the unexpired portion of the term in which the vacancy occurs. The general membership will vote on the nomination at the following General or Special Meeting.

Section 4: Meetings

- A. Board Meetings: There shall be at least 5 Board Meetings per year. Notice of these meetings shall be required in advance. Members and Non-Members may attend Board Meetings and can provide input (in accordance with Robert's Rules or Order) but may not vote.
- B. Membership Meetings: There shall be at least 1 during the year. Notice shall be given, via email, to the membership using the current roster provided by ODS. Meetings may also be published using social media and the CCOODS Website. A consent calendar may be presented to the Membership meeting for approval. Membership meetings are closed to Members only.
- C. Annual Meetings: The Annual Meeting will be held in December or at such other time as may be set by the Board of Directors and announced via appropriate media (such as email, website and/or social media). The Annual Meeting is open to both Members and Non-Members.
- D. Special Meetings: Special Meetings of the Board shall be held whenever called by the President or by three of the Directors. The Secretary shall notify each Director of the Special Meeting by email notice at least three days before the date of said meeting.

Section 5: Quorum

A majority of the Board of Directors shall constitute a quorum for the transaction of business.

Sections 6: Term of Office

Officers shall be elected in November by the membership for a term of one year, starting on the first day of the following year, serving until their successor takes office. No limitations are made on the number of consecutive terms of office being held.

Section 7: Compensation and Expenses

Offices and Board members shall serve without salary. Expenses incurred in connection with the performance of their official duties may be reimbursed upon approval of the Board.

Section 8: Appointments

The President shall appoint the Chairs of Standing Committees with the approval of the Board. Chairs will also act as Board Members.

Section 9: Non-Attendance

Action may be taken against any member of the Board who fails to attend at least three consecutive meetings and/or does not acknowledge receipt of minutes and their responsibilities noted in minutes throughout the year.

Section 10: Elections

Nominations for the Board will be taken in October with an Election to take place via email and at the Membership meeting in November (members may only vote at either the meeting or via email, but not both). The Secretary shall conduct the election, and the results will be presented to the Membership at the meeting in November.

Nominations may only be made by a member in good standing and Nominees must be a current member in good standing for no less than the calendar year prior to the election.

ARTICLE IV – OFFICERS

Section 1: President

The President shall preside at all meetings of CCODS, sign all bonds, deeds and other documents made or entered into by or on behalf of CCODS. The President will prepare all agendas in advance of all meeting, appoint committees, act as representation of CCODS and in general perform the usual duties pertaining to the office.

Section 2: Vice President

The Vice-President performs all duties and has all the powers of the President in the absence of the President. The Vice-President will keep the count of the awards, ribbons and will report to the Board when items need to be replenished. The Vice-President is

responsible for obtaining sponsorships and ensuring that sponsors are advertised and receive Thank You notes.

Section 3: Secretary

The Secretary shall be a clerk and shall give notice of all meetings of CCODS, keep the minutes of all meetings and perform such duties as are incidental to the office of Secretary.

Section 4: Treasurer

The Treasurer shall have custody of all funds and securities for CCODS and shall deposit all funds in the club's bank account. The Treasurer shall pay all bills, with the approval of the Board. The Treasurer will keep all receipts and financial records, will reconcile the bank accounts monthly and will provide a copy of the Bank Reconciliation to the Board. The Treasurer will report all financial information requested by ODS in a timely manner. At a minimum, a financial report will be made available to the CCODS Board for review, on a Quarterly basis.

ARTICLE V – STANDING COMMITTEES

Section 1: Events Committee

The Events Committee shall organize all non-show events, including, but not limited to, Clinics, Ride-A-Tests and Camps. The President is required to be on the Events Committee.

Section 2: Education Committee

The Education Committee shall plan and arrange for speakers, demonstration, movies and any other programs that will promote the better understanding of dressage and general horsemanship.

Section 3: Historian

The Historian shall be a participant of the club's social media and will keep news articles, photos, mementos, letters of importance and any other items which may be historical in nature.

Section 4: Membership Chairman

Correspond with ODS to organize and keep our chapter membership current and updates all CCODS Officers with our current members. The Treasurer is required to be on the Membership Committee.

Section 5: Show Committee

The Show Committee will organize, take entries for and plan the shows for CCODS as well as contract with venues, hire judges and apply for Show Approvals with ODS. Receipts and bills will be presented to the Treasurer along with records from each show, for deposit or payment. The Show Committee will provide post-show reports to the Treasurer as they are filed with ODS.

ARTICLE VI – INDEMNIFICATION

Section 1:

CCODS shall have the authority to indemnify, reimburse or defend any present or former Director, Officer, employee or agent of CCODS for expenses, claims, liabilities, indebtedness, penalties, damages or injuries incurred by or asserted against them in such capacity to the full extent authorized by the laws of Oregon. Indemnification pursuant to the foregoing authority shall not be deemed to be exclusive of any other rights to which such present or former Director, Officer, employee or agent of CCODS may be entitled under any other Bylaw Agreement, vote of the members or otherwise.

ARTICLE VII – ACCOUNTING YEAR AND AUDIT

Section 1: Accounting Year

The accounting year of CCODS shall be a standard calendar year, beginning January 1 and ending December 31.

ARTICLE VIII – AMENDMENTS

Section 1: Amendments

These Bylaws may be amended, altered, repealed or suspended by a majority vote and at a General Meeting of the Board and/or the membership, or at any Special Meeting called for such purpose.