

ODS Standing Rules, Policies, and Procedures

1. **Board Members' ODS Membership:** The current Board members will receive the following year's membership free for service to ODS and the current Board members will meet the requirement for volunteer hours for Year End Awards for the current year, as long as they have attended at least 60% of the year's board meetings.
2. **ODS/MODA Reciprocal Recognition:** ODS and MODA will reciprocally approve each other's USEF/USDF Competitions and Schooling Shows. The approval fee will be waived. Competitions must meet ODS criteria as published on our website.
3. **Volunteer Hours:** Volunteer hours will be awarded only if the Recognized Competition, Schooling Show or Function is an ODS sponsored event.

Those members who organize a clinic, seminar or present an educational seminar will be awarded volunteer hours commensurate with their service, subject to the Board's approval.

4. **USDF Convention:** ODS shall reimburse the ODS Delegate to the USDF Annual Convention up to \$1,000 annually, unless determined by a majority of the Board of Directors that more money is needed due to individual circumstances.
5. **ODS Support of Local Organizations:** ODS will determine the amount of its donations in support of local competitions and organizations on an annual basis and will include these donations in the annual budget to be approved by the membership.
6. **ODS Show Account:** The show account will maintain a balance of \$7,500 from year to year. After payment of all show related expenses including show management, the balance in excess of \$7,500 will be paid into the regular club account.
7. **Year End Awards and ODS Bucks:** The club's policies regarding its Year End Awards and ODS Bucks programs will be as approved by the Board and published on the website.

8. **Board Meeting Minutes:** The secretary will send the board meeting minutes to the Board prior to the following board meeting. Approval of the minutes will be voted on at the meeting, but the board agrees to dispense with the reading of the minutes. The secretary will send the minutes to the membership or publish them on the website within one week of their approval by the Board.
9. **Recognizing and Approving Shows for Year End Awards:** ODS will approve the New Vocations Charity show for our Year End Awards program as long as our requirements for judges' credentials are met. We will waive the approval fee for New Vocations.

Dressage and Western Dressage classes at the Ohio State Fair will count for the ODS Year End Awards program as long as our requirements for judges' credentials are met. We will waive the fee for the fair.

10. **USDF GMOs and Board Membership:** No member of the ODS Board shall serve on the board of another USDF GMO during his or her term on the ODS board. Board members may be members of other GMOs. Board members who are members of more than one GMO must designate ODS as their primary GMO.
11. **Policy Committee:** The Policy Committee will meet annually to conduct a review of ODS' Constitution and By-Laws and Policies and will bring any recommendations to the board for approval.
12. **Notice of Meetings:** All board meetings shall be open to the general membership, and the general membership shall be given advanced notice of the date, time, location, and agenda of all board meetings. Notice of the date, time, and location of board meetings shall be listed on the ODS website at least two weeks before each scheduled meeting. Changes to the date, time, or location shall be posted on the website immediately.

The president or officer who sets the agenda shall provide the proposed agenda, in writing, to the ODS board at least one week before a scheduled board meeting. The finalized agenda shall be posted on the ODS website at least three days before each board meeting. The agenda shall include each topic of intended discussion and the specific items upon which the board may take a vote.

Notice of each board meeting, including the date, time, location, and agenda of the meeting shall be sent to the entire membership, via email, at least three days before each scheduled board meeting.

Deviations from these rules/policies shall only be made rarely and in exceptional circumstances.

13. **Taking Action:** Except as otherwise provided below, the ODS Board may only vote to take action if the subject matter of the proposed action was previously listed on the agenda for that meeting and the agenda was provided to the board and membership prior to the board meeting.

The board may vote on ancillary items to topics listed on the agenda (e.g. voting to approve marketing expenditures for a clinic that is listed on the agenda; voting to discontinue providing bedding for a show when the show is listed on the agenda)

14. **Emergency Actions During board Meetings:** Except as otherwise provided below, the Board may discuss a topic that is not listed on the meeting agenda, but it may not vote on any issues related to that topic until it has been listed on an agenda before a board meeting. If a topic is raised at a board meeting, which has not been noticed on the meeting agenda, AND board action must be taken before the next anticipated board meeting, the Board may only take action on such unnoticed topic if:

1. The circumstances rendering the topic an "emergency" are not the result of a lack of preparation (i.e. a lack of preparation on your part does not constitute an emergency on our part; there was no opportunity to have provided notice to the membership by placing the topic on the agenda); and
2. The board members present unanimously agree to consider and take action on the issue (RRO explains that unanimous means only that all board members "do not object" to considering and taking action on the issue); and
3. Any proposed expenditure does not exceed \$100 of ODS funds.

15. **Emergency Actions in Between Board Meetings:** Except as otherwise provided below, board actions may not be taken outside of scheduled board meetings, and board member votes may not be taken outside of board meetings. If an issue arises in between scheduled board meetings AND board action must be taken before the next anticipated board meeting, the Board may only take action on such unnoticed topic if:

1. The circumstances rendering the topic an "emergency" are not the result of a lack of preparation (i.e. a lack of preparation on your part does not constitute an emergency on our part; there was no opportunity to have provided notice to the membership by placing the topic on the agenda); and

2. The issue upon which board action is needed is sent, along with a motion (either concurrently sent or sent after discussion), in writing, to the entire ODS board (the ODS Secretary shall keep a record of this communication), along with the deadline by which board action must be taken; and

3. The ODS president ensures that each board member has received such communication AND the president makes a determination regarding whether notice must be given to the entire membership before action is taken; and

4. A sufficient opportunity has been given for board members to provide input on the proposed action.

The president shall set time frame for discussing the proposed topic. Action taken by the board via email requires a vote (either to approve, disapprove, or abstain from voting on the motion), in writing, by ALL ODS board members. The vote need not be unanimous; rather every board member must cast a vote in writing.

The ODS secretary shall keep a record of each board member's written vote, and a record of the vote must be presented and recorded in the ODS board meeting minutes at the next scheduled board meeting.

16. **Returned Checks:** If a check paid to ODS is returned for insufficient funds, the Board shall seek to recover the amount owed to ODS from the individual who wrote the check. Individuals whose checks are returned to ODS for insufficient funds shall, in addition to the amount tendered on the check, refund ODS for any fees charged to ODS for the returned check (i.e. returned checks will be subject to the returned check fee charged to ODS by the bank) or the returned check fee as noted on the prize list. Furthermore, until the outstanding balance is paid to ODS, ODS shall not accept any further show or clinic entries or any membership or year-end awards application from the individual who wrote the check. If applicable, year-end awards will not be presented to the individual until the outstanding balance is paid to ODS.

If an individual writes a check to ODS that is returned for insufficient funds on more than one occasion, the ODS Competition Manager or Secretary may, in his or her discretion, refuse to accept checks from such individual in the future and may require such individual to remit payment to ODS for any show fees via cash, money order/certified check, or credit card.