

**NEW ENGLAND DRESSAGE ASSOCIATION, INC.
STANDING RULES**

As defined by By-laws Article 8: Section 1 and Section 10/B

“The Board of Directors, in its discretion, shall have the power to adopt Standing Rules, from time to time, consistent with these By Laws, to support and accomplish the mission of NEDA.”

From time to time, pursuant to its bylaws, the board of directors of NEDA has adopted standing rules. While the NEDA bylaws govern the affairs of NEDA, these rules represent policy and practice of the board of directors in areas not covered by the bylaws or as a means of interpreting the bylaws. The policies listed below are accompanied by the dates they were established and/or modified.

1. STANDING COMMITTEES / TERMS / USDF DELEGATES / CONTRACTS

Originally adopted November 25, 1998, and subsequently revised as necessary (latest revision by vote at Board of Directors Meeting February 20, 2008)

1.1 The Standing Committees of NEDA shall be comprised of the following Functions:

- Education Coordinator
 - Continuing Education
 - Fall Symposium
 - Spring Fling
 - Scholarship
- Competitions Coordinator
 - Fall Show
 - Sport Horse
- Public Relations Coordinator
 - Advertising
 - Tip of the Hat
 - Interactive Communications
- Membership Services Coordinator
 - Nominations
 - Recruitment
 - Volunteers
- Sponsorship Coordinator
 - Major Donors
 - Sponsorship Facilitator
- Member-at-Large

1.2 A Coordinator of a Standing Committee may not also serve as an Officer of NEDA or as a Functional Manager.

1.3 The Nominations Functional manager shall be a member of the Nominating Committee.

1.4 NEDA Delegates to the USDF Annual Convention will be selected by the Board prior to the NEDA annual meeting, in the following order:

A. Officers

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- B. Coordinators
- C. Function Managers
- D. Event Managers (non-Board)
- E. NEDA Member

In selection of Function Manager, Event Manager and NEDA Member Delegates priority shall be given to:

- 1. Involvement in NEDA activities and/or
- 2. Attendance at previous USDF conventions

All Delegates are required to attend the entire business portion of the convention in order to become informed and thereby adequately represent NEDA. Each delegate will sign a Delegate Agreement Form recognizing this obligation. Specifically: attendance is required at (1) the first Region 8 Meeting (generally on Wednesday), (2) USDF Committee and Council Meetings, which may be scheduled before or after the first Region 8 Meeting, (3) the second Region 8 Meeting (generally on Thursday), and (4) the entire Board of Governors' Meeting.

In case of Delegate attendance problems, all of the NEDA Delegates at the Convention will convene and decide one or more of the following options:

- 1. No action.
- 2. Reassign Delegate votes among the Delegates already present at the Convention.
- 3. Assign appropriate current NEDA member(s) already present at the Convention to step in as NEDA Delegate(s).
- 4. Obligate the NEDA Board to reimburse current NEDA member(s) selected by 3, just above, who is standing in as NEDA Delegate(s) per policies then in force.

Reimbursement of the delegate with attendance problems will be determined by the Board as appropriate, considering the circumstances.

Each NEDA Delegate will be reimbursed by NEDA, per decision of the Board in the same year. Reimbursement will follow only upon submission of receipts to NEDA President or Treasurer.

- 1.5 All current NEDA Board Members will be allowed free admission to most NEDA sponsored event as an auditor of that event. All other expenses will be the responsibility of the individual.
- 1.6 In the event that a member provides professional services to NEDA and receives monetary compensation or special consideration in exchange, it is NEDA's policy that a contract be drawn up which clarifies the details of the relationship, and that the Board vote on adoption of the contract after having determined that the compensation to be received by the member is deemed to be reasonable.

2. Membership Dues Structure

Adopted by vote of Board of Directors for 2004 membership year, and forward.

Adopted 11/25/1998. Revised 10/27/1999 to supersede 11/25/1998 edition. Revised 11/01/2001 to supersede 10/27/1999 edition. Revised 02/01/2002 to supersede 11/01/2001 edition. Revised 03/01/2002 to supersede 02/01/2002 edition. Revised 10/01/2002 to supersede 02/01/2002 edition. Revised 04/04/2004 to supersede 10/01/2002 edition. Revised 05/04/2004 to supersede 04/04/2004 edition. Revised 2/15/2006 to supersede 5/04/2004 edition. Revised September 17, 2008 to supersede 2/15/2006 edition. Revised January 20, 2010 to supersede 2/17/08 edition.

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2.1 Basic Member Types:

Senior	\$62.00 (\$52.00 Early Bird)
Junior (under 22)	\$47.00 (\$37.00 Early Bird)
Family*	\$82.00 (\$72.00 Early Bird)

(two adults and up to 3 juniors)

*As of 2006, all family members must join USDF; \$17 for first family member is included in the NEDA fee, then add \$10 per person for each additional family member, which goes to USDF.

Benefits: Tip of the Hat Newsletter
Salute
Omnibus (to those who renew within the Early Bird period)
USDF Group Membership
USDF Connection Magazine
Discount when upgrading to USDF Participating Member
Discount at NEDA Events and Shows

2.2 Contributing Member Types:

Bronze	\$117.00
Family Bronze*	\$137.00

*Plus \$10 for each additional family member

Benefits: Same as for Basic Member types as above, *plus*
One Day Pass to audit a NEDA Clinic.
Special Listing of Name in Salute
Free Fall Festival Program
NEDA Lapel Pin

Silver	\$167.00
Family Silver*	\$187.00

*Plus \$10 for each additional family member

Benefits: Same as for Bronze above, *plus*
5 Day Free Admission for Two to NEDA Fall Festival
Silvertone NEDA Lapel Pin

Business	\$217.00
Family Business*	\$237.00

*Plus \$10 for each additional family member

Benefits: Same as for Silver above, *plus*
Free Link on NEDA's Website, www.neda.org

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Access to Rent NEDA's Mailing List
10% Discount on ads in the TIP, Salute and Fall Festival

Gold \$267.00
Family Gold* \$287.00
*Plus \$10 for each additional family member

Benefits: Same as for Business above, *plus*
 Pass to catered VIP Tent at the Fall Festival
 Goldtone Lapel Pin

Platinum \$517.00
Family Platinum* \$537.00
*Plus \$10 for each additional family member

Benefits: Same as for Gold above, *plus*
 Tickets for two to the NEDA Annual Banquet
 Opportunity to present Year End Awards

3. CLARIFICATION OF NOMINATING COMMITTEE PROCEDURES

Adopted by vote at Executive Board Meeting June 5, 2003

VOTED (as allowed under Article 11 / Interpretation) the following clarifications to the Nominating Committee process (Article 8 / Section 10 / Paragraph D). In this motion: Board refers to the Board of Directors; List of Nominees refers to the list presented by the Nominating Committee to the Board.

- 3.1 Members of the Board, present or former, who have served satisfactorily and who so wish shall be included, and so indicated, on the List of Nominees.
- 3.2 The List of Nominees may contain one or more names for each Board position.
- 3.3 Concerning the number of Officers of the Board:
 - a. The Nominating Committee shall fill the positions in force at the time of its appointment by the Executive Committee.
 - b. Any change(s) must be presented to and approved by the Board before consideration of the List of Nominees.
- 3.4 Concerning the Standing Committees (Coordinators and Function Managers) of the Board as defined in Rule 1 of the Standing Rules:
 - a. The Nominating Committee shall fill positions defined in the Standing Rules at the time of its appointment by the Executive Committee.
 - b. Any change(s) must be presented to and approved by the Board of Directors as an amendment to the Standing Rules before consideration of the List of Nominees.
- 3.5 Upon presentation of the List of Nominees, the Board shall vote to accept it or to amend it. In case of a vote to amend, amendment(s) shall be voted at this meeting or the next meeting.
- 3.6 Once the List of Nominees is accepted by Board vote, it shall be known as the Slate and so presented to the membership.

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- 3.7 The Board shall vote to hold the current election by (1) mailed ballot with additional nominations by write in or by (2) election at the Annual Meeting with additional nominations from the floor.
- 3.8 This entire motion is adopted into the Standing Rules.
- 3.9 In the event that the Nominating Committee wishes to nominate a current office who has already served two or more terms in that position to an additional term, the Nominating Committee shall present that recommendation to the board of directors two weeks ahead of the next board meeting for the board's consideration. As required by the bylaws, the board of directors must approve such nomination by a two-thirds vote, before it may be presented to the membership. The officer(s) in question shall not participate in the board discussion or vote. The President (or Vice President, if the President is the subject of the vote) shall determine a procedure for collecting and counting proxy votes for those not present at the meeting. *[Added 2/15/2006]*
- 3.10 The Nominating Committee is encouraged to seek at least one-third new board members over each preceding three-year period. *[Added 2/15/2006]*

4. EMAIL POLICY

Adopted by vote at (Full) Board of Directors meeting February 18, 2004.

NEDA recognizes (due to recent history of email conversations becoming judgmental and contentious with resulting hurt feelings, alienation and communication shut down) the need for an Email Policy to establish discipline and order in its email communications.

- 4.1 This Email Policy applies to the use of email for any NEDA business, by any person.
- 4.2 Email is to be used only to communicate factual information and reports of NEDA activities, as well as presentation, explanation and personal opinions on NEDA issue(s).
- 4.3 Email shall maintain a civil tone and focus on presentation of facts. A Request for Email Action may be initiated when an email becomes argumentative, expresses anger, sarcasm and frustration that may silence the receiver, delivers an unhelpful or contentious tone, includes any kind of name calling or derogatory references, expands the subject to include past grievances and history, expands the scope of the debate to additional receivers when the matter should remain restricted to persons who are part of the original dialogue.
- 4.4 After a reasonable presentation of facts and opinions anyone can call for tabling a particular email conversation. Continuation after a reasonable call for tabling, may stimulate a Request for Email Action.
- 4.5 This motion creates an Email Committee of three Email Moderators, to consist of the President, Vice President, and two additional board members, with one serving as an alternate.
 - a. If necessary two Email Moderators may select a temporary Email Moderator to perform until the end of the issue (see below) or until the regular member is again available;
 - b. Vote(s) of the NEDA Board shall maintain (filling any vacancy / replacing as it deems necessary) the Email Committee at three persons, plus one alternate to act as necessary;
 - c. At all times at least one Email Moderator must be from the Executive Committee;
 - d. An Email Action shall be taken only by agreement of at least two Email Moderators;
 - e. The Email Committee shall maintain an Email Log of every Request for Email Action, including its date, names of Requester and Originator, email Receiver(s), email date and

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text, any pertinent details. This Email Log is to be kept current with date and details of each Email Action, including names and votes of the three acting Email Moderators. The NEDA Board shall have the right to require full or partial disclosure of this Email Log at any time, with understanding of confidentiality.

- 4.6 Anyone may Request an Email Action by contacting any Email Moderator or the NEDA President:
- a. This Request shall be in writing, by hard copy or by email, and shall include the name of the Requester, date of the Request and email details including its date, Originator, Receiver(s) and text.
 - b. If the Originator is one of the Email Moderators, that person shall be replaced (see above) for all discussion of this issue, first by the alternate, or secondly by a temporary Email Moderator.
- 4.7 The Email Committee shall process each Request as follows:
- a. This Request (and all subsequent relevant communication) shall be communicated immediately to all three Email Moderators (and the NEDA President if not a member of the Email Committee).
 - b. The Email Committee may communicate about the Request as it sees fit;
 - c. The Email Committee shall act depending on the Originator's history in its Email Log;
 - d. Any Email Action becomes automatically inactive twelve months after it is issued;
 - e. The Email Committee shall take one of the following five Email Actions and so notify the NEDA Officers, the Requester and the Originator.
- 4.8 Email Actions
- a. No Email Action. The Email Committee decides to not act on this Request.

Once the Email Committee decides to act, disciplinary actions shall begin with a Private Email Warning.

- b. Private Email Warning. If the Originator has no active Private Email Warning, the Originator is so notified by telephone and email.

Future Requests that the Email Committee chooses to act upon shall proceed with NEDA Board action in the following sequence.

- c. Board Email Warning. If the Originator has an active Private Email Warning, the Email Committee shall immediately so notify the NEDA Officers. At or before its next meeting the NEDA Board shall issue a Board Email Warning to the Originator. The NEDA Board minutes shall indicate this, including the names of the Originator and acting Email Moderators, and the date and description of the email.
- d. Board Email Sanction. If the Originator has an active Board Email Warning, the Email Committee shall immediately so notify the NEDA Officers. At or before its next meeting the NEDA Board shall issue a Board Email Sanction to the Originator. The minutes of this / next meeting shall so indicate and include the statement that the Originator has committed actions, in the event of a NEDA Board vote for dismissal from the NEDA Board and / or NEDA membership, which qualify as "for cause" for removal from the NEDA Board, per By Laws Article 8, Section 7 and "for just cause" from NEDA per By Laws Article 6, Section 3: Suspension and Expulsion. The NEDA Board minutes shall indicate this,

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- including the names of the Originator and acting Email Moderators, and the date and description of the email.
- e. Board Email Votes of Dismissal. If the Originator has an active Board Email Sanction, the Email Committee shall immediately so notify the NEDA Officers. At or before its next meeting the NEDA Board shall vote, as applicable, for removal of the Originator from the NEDA Board and for removal of the Originator from NEDA. The status of the Originator shall be determined, depending on the outcome of these two votes. The NEDA Board minutes shall indicate this, including the names of the Originator and acting Email Moderators, and the date and description of the email.
- 4.9 Any Email Action shall stand as active for at least 30 days after which the Originator may request, and shall be granted, a “hearing” at the next meeting of the NEDA Board at which time a motion and vote may deactivate disputed Email Action(s). The minutes of this meeting shall include clear reference to the minutes at which the original Email Action was taken and that its status is now inactive. The Email Committee shall so update its Email Log.
- 4.10 This entire motion, as passed, shall be included in the Standing Rules addendum to the New England Dressage Association By Laws.

5. TAX REQUIREMENTS

- 5.1 Anyone receiving over \$600 in prize money or any person receiving fees for judging in any amount may not receive their fee or prize money unless they have submitted to NEDA a completed W-9 form. *[Added 2/20/08]*

6. FINANCE COMMITTEE

Added 10/15/08; Revised 1/20/2010.

- 6.1 The Board voted to establish a Finance Committee, consisting of the Vice President for Services, serving as chair, the President, Secretary, Treasurer, the Vice President for Activities, another member of the NEDA Board of Directors, the Fall Show Manager, and an independent member appointed by vote of the Board of Directors, who shall be a NEDA Member that is not a member of the Board of Directors.
- 6.2 The Audit Committee shall be comprised of a subset of the Finance Committee members, and shall include all Finance Committee members *other* than those members with check-writing authority. The Secretary shall be the chair of the Audit Committee.
- 6.3 The NEDA bookkeeper will be invited, in the discretion of the Finance Committee or Audit Committee, to attend all or any portion of Finance or Audit Committee meetings to answer specific questions of the committee members, and to offer advice on any matters under consideration by the committee,
- 6.4 The Finance Committee’s responsibilities shall include adopting and reviewing financial policies and procedures for NEDA, and overseeing and regularly reviewing the financial condition of NEDA. The Finance Committee shall provide regular reports to the board.
- 6.5 The Audit Committee’s responsibilities shall include oversight of the audit process.

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7. CAPITALIZATION POLICY

7.1 All capital purchases greater than \$500 will be capitalized.

8. INVESTMENT POLICY

- 8.1 NEDA's investments should seek to preserve principal and to provide a dependable and reasonable rate of long term investment return consistent with moderate investment risk. Short-term income should be maximized within a framework of moderate risk assumption.
- 8.2 Ambitious goals of profit maximization and market timing through short-term and/or speculative investments will not be considered.
- 8.3 Investment managers retained by NEDA will be given flexibility within the guidelines of the Investment Policy to use their expertise toward the achievement of NEDA's investment goals.

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