

Blue Ridge Eventing Association Constitution

ARTICLE I - GENERAL

Section 1: Name

The name of the organization shall be the Blue Ridge Eventing Association.

Section 2: Purpose

The purposes and objectives of this organization are:

- A. To increase the enjoyment, education, and understanding of eventing and the demands made of the horse and rider through the disciplines of dressage, cross country jumping, and stadium jumping for members of the organization, individuals from other equine disciplines, and the general public.
- B. To provide a non-profit organization for the purposes of promoting good horsemanship. The organization shall be independent of all existing trainers and stables.
- C. To do and perform such other acts as may be necessary or appropriate for carrying out the foregoing purposes of the organization and in connection therewith.

Section 3: Authority and Liability

The organization shall have the authority to indemnify, reimburse, or defend any present or former director, officer, employee, or agent of the organization for expenses, claims, liabilities, indebtedness, penalties, damages, or injuries incurred by or asserted against them in capacity to the full extent authorized by the laws of the Commonwealth of Virginia. Indemnification pursuant to the foregoing authority shall not be deemed to be exclusive of any other right to which such present or former director, officer, employee, or agent of the organization may be entitled under any vote of the members or otherwise. No member of the Board of Director may be held responsible for expenses, claims, liabilities, indebtedness, penalties, damages, or injuries be or asserted against them. Officers and Board members shall serve without salary. Pre-approved expenses incurred in connection with the performance of their official duties may be reimbursed. All types (not specific amounts) of expenses must have prior approval of the Board of Directors.

ARTICLE II- DUES, MEMBERSHIP, AND VOTING

Section 1: Dues

Dues shall be paid on an annual basis for the current year from January 1 to December 31. Association dues shall be determined by the Board of Directors.

Section 2: Membership

A. Regular

Regular members shall be individuals who pay annual dues to the Blue Ridge Eventing Association. Each Regular member shall have one (1) vote.

B. Young Rider/Junior Rider

Young Rider members are individuals who are under twenty-one (21) years of age as of January 1st of the current membership year and pay annual dues to the Blue Ridge Eventing Association. Each Young Rider shall have one (1) vote.

C. Family

Family membership is extended to other persons living in a household having a family relationship with at least one (1) or more individual members. Each family shall have one (1) vote.

ARTICLE III - BOARD OF DIRECTORS

Section 1: General Powers

The business and affairs of the organization shall be directed by the Board of Directors.

Section 2: Number of Directors

The Board of Directors shall consist of the least nine (9) members in good standing with the organization, up to three (3) of which may be Young Rider members. Young Rider members of the Board of Directors shall have full Board voting privileges. Members of the Board of Directors shall be selected in an annual election by the membership of the organization and shall have full Board voting privileges. Officers shall be elected from and by the Board of Directors members. All Board members shall be responsible for events, education, awards, and other activities as the Board of Directors may direct.

Section 3: Non-Attendance

Action may be taken against any member of the Board of Directors who fails to attend two (2) consecutive meetings. The action taken by a fifty-one percent (51%) vote of the remaining Board of Directors shall be based on the reason for non-participation. Board members are expected to carry out their entire term on the board.

Section 4: Vacancy

If any vacancy in the membership of the Board of Directors should occur, the remaining members of the Board shall elect a successor by a majority vote for the unexpired portion of the term in which the vacancy occurred.

Section 5: Board of Directors Meetings

Regular meetings of the Board of Directors shall be held monthly at such hour and place as may be fixed by a fifty-one percent (51%) vote of the Board of Directors. These meetings shall be open to the general membership. Special meetings of the Board of Directors shall be held whenever called by the President of the organization or by a fifty-one (51%) vote of the Board of Directors. These special meetings may be closed to the general membership if deemed necessary. Closed meetings and work sessions of the Executive Board may be held.

Section 6: Quorum

Five (5) Board of Directors members shall constitute a quorum for the purpose of voting on motions made at Board meetings. For all other business, fifty-one percent (51%) of members present shall constitute a quorum.

ARTICLE IV- OFFICERS

Section 1: Terms of Officers

Officers shall be elected by the members of the Board of Directors for a one (1) year term, serving until their successor takes office. Officers other than Treasurer shall be limited to two (2) consecutive terms of each office.

For 2022: Officers who have been in their position for two (2) years or more and are willing to stay in the position for the year 2022 in order to mentor a new person may be nominated for the position and are exempt from term limits.

Section 2: Officers

EXECUTIVE BOARD

I. President

- a. The President shall be the chief executive officer (CEO) of the organization.
- b. The President shall preside over the executive board.
- c. The President shall have a working knowledge of USEA rules and guidelines.
- d. The President shall preside at the Annual meeting, the Board of Directors meetings, and the General meetings. All meetings of this organization shall be conducted under the modified provisions of Robert's Rules of Order.
- e. The President shall, along with the Treasurer, sign all contracts and obligations and perform such other duties as may be assigned to him/her by the Board of Directors.

- f. The President may call a meeting of the Board of Directors at any time with two (2) weeks written notice.
- g. The President shall appoint the Chairpersons of Standing Committees and At-Large positions.
- h. The President shall be responsible for communication with the Board of Directors and the membership. This includes social media and all email correspondence. The President may assign these duties to a presidential appointee pending approval by fifty-one percent (51%) of the Board of Directors.
- i. The President shall make emergency decisions about horse shows in the event that the Show Manager is unavailable.

II. Vice President

- a. The Vice President shall preside at meetings in the absence of the President.
- b. The Vice President shall have a working knowledge of USEA rules and guidelines.
- c. The Vice President shall assist the President, coordinate year-end award arrangements, coordinate the recruitment and retention of members, and perform such other duties as may be assigned by the Board of Directors or the general membership.
- d. The Vice President shall serve as the website liaison.

III. Secretary

- a. The Secretary shall give notice to officers of all meetings of the Board and all general meetings.
- b. The Secretary shall keep the official minutes of all meetings and perform such other duties as the Board of Directors or general membership may direct.
- c. The Secretary shall email minutes to the membership from the secretary email address.

IV. Treasurer

- a. The Treasurer shall have the custody of all funds and securities of the organization.
- b. The Treasurer shall deposit the same to the credit of the organization in such banks or depositories as the Board of Directors may designate.
- c. The Treasurer shall perform all the duties incident to the office of Treasurer, subject to the authorization of the Board of Directors.
- d. The Treasurer shall provide a current copy of the bank statement at each meeting of the Board of Directors.
- e. The Treasurer shall be responsible for making sure checks are cut for judges, park rental, insurance, clinician fees, etc.

V. Show Manager

- a. The Show Manager shall coordinate all horse shows.

- b. The Show Manager shall have a working knowledge of USEA rules and guidelines.
- c. The Show Manager shall be responsible for hiring dressage judges.
- d. The Show Manager shall be responsible for securing insurance for horse shows.
- e. The Show Manager shall be responsible for coordinating volunteers.
- f. The Show Manager shall coordinate show decisions with the executive committee and the Show Secretary.
- g. The Show Manager shall make emergency decisions about horse shows. These decisions will be passed to the Show Secretary and the executive board. The Show Secretary will then communicate emergency decisions to all entries and the President will communicate emergency decisions on social media.
- h. The Show Manager shall be in charge of determining appropriate jumping courses (Show Jumping and Cross Country) based upon USEA rules and guidelines.

NON-EXECUTIVE BOARD OFFICES

VI. Points/Hours Coordinator

- a. The Points/Hours Coordinator shall be responsible for maintaining a record of competitors, horses, and rankings to be used in the determination of Year End Awards standings.
- b. The Points/Hours Coordinator shall be responsible for maintaining and verifying volunteer hours.
- c. The Points/Hours Coordinator shall maintain a current membership email list.
- d. The Points/Hours Coordinator shall maintain a current list of all active members and their membership type for the year.
- e. The Points/Hours Coordinator shall submit a spreadsheet of current points and hours at every monthly meeting of the Board of Directors.

VII. Show Secretary

- a. The Show Secretary shall be responsible for collecting entries.
- b. The Show Secretary shall be responsible for creating and communicating ride times.
- c. The Show Secretary shall manage the show office the day of horse shows.
- d. The Show Secretary shall be responsible for ordering ribbons, awards, and numbers as necessary.
- e. The Show Secretary shall be responsible for communicating with show participants in case of an emergency.
- f. The Show Secretary shall be responsible for collecting liability waivers.
- g. The Show Secretary shall be responsible for sending results to the Points/Hours Coordinator and the President.

VIII. Education Coordinator

- a. The Education Coordinator shall plan clinics and other educational opportunities.

- b. The Education Coordinator shall be responsible for insurance for clinics.
- c. The Education Coordinator shall be responsible for coordinating payment of clinicians.
- d. The Education Coordinator shall be responsible for amenities for clinicians and water for participants.
- e. The Education Coordinator shall be responsible for collecting liability waivers from clinic participants.

IX. Facilities Manager

- a. The Facilities Manager shall coordinate organization of the BREA Room.
- b. The Facilities Manager shall coordinate with SWVADA on dressage ring maintenance.
- c. The Facilities Manager shall coordinate painting and repair of stadium jumps, cross country jumps, jump numbers, flags, etc.
- d. The Facilities Manager shall maintain relationships with other organizations and recruit them to participate in jump repair days.

ARTICLE V- AMENDING THE CONSTITUTION

The Constitution may be amended by a fifty-one percent (51%) vote of the general membership present at a general meeting. The Board of Directors may only amend the Constitution at a special meeting called for such a purpose. Two weeks advance notice of proposed changes and scheduled meetings must be given.