



Wisconsin Dressage Combined Training Association (WDCTA) Policies

Approved by the State Board on November 18, 2014

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A. Membership Policies

1. Over-payment of membership dues will be considered a donation to WDCTA; therefore, no refunds will be given.
2. Membership e-mail addresses are for WDCTA official use only, not to be used for advertising purposes.
3. The sale of the membership list with US postal mailing addresses for a one-time use to non-WDCTA members is \$30. Sale of membership list to members for a one-time use is \$15. List will be supplied in a mailing label format.
4. Membership in this organization shall be composed of persons that:
 - Are in agreement with the purpose and objectives of the Association,
 - Have/will act in the best interest of the organization,
 - Have been approved by the Board of Directors, and
 - Have paid the required dues and fees.

B. Promotion/Publicity/Newsletter/Website/Social Media

1. Release of information about WDCTA may only be given by the president or their designee. All WDCTA-sponsored events (chapter and state) must be advertised as such and submitted to the WDCTA calendar of events free of charge.
2. Hard copies of the WDCTA newsletter that are mailed to members will be printed in black-and-white instead of color.
3. The newsletter and website policy regarding WDCTA's calendar of events has been expanded to include other GMO's educational events such as symposia, GMO-sponsored USDF educational programs, and recognized shows.

4. Submissions for non-WDCTA-sponsored events must be approved by the state board prior to appearing in the newsletter or website.
5. WDCTA Facebook page is open to view by anyone; only members may post.
6. WDCTA welcomes comments on its Facebook Fan page from all visitors, both WDCTA members and the general public. However, to provide members with additional benefits that come with their annual membership, publicizing, shows, or other activities is reserved for WDCTA members only. WDCTA will no longer advertise private clinics or events on any WDCTA media. All other postings will be removed by a WDCTA Facebook administrator. The newsletter or website is to be used for other advertising.

C. Financial Transactions/Insurance

1. The executive board may vote to approve up to \$250 if the need arises between board meetings.
2. Refer to the WDCTA Travel Expense Reimbursement section below for information on expenses.
3. All WDCTA-sponsored clinics, shows or events (see also Liabilities and Waivers):
 - Must be insured through WDCTA. Chapters are required to pay a per-day fee to reimburse state for insurance coverage for chapter events.
 - Entries/fees payable to WDCTA.
 - The clinician/official must be paid through WDCTA state or chapter funds.
4. Paypal will be accepted for payments (such as membership).

D. Processes/Procedures

1. Twenty (20) members are required to start a new chapter.
2. All board members (with the exception of chapter presidents) must take on an additional responsibility within the state board (i.e. standing committee chair).
3. State board minutes shall be published on the website per the requirements of the Minutes of Meeting (MOM) in section below.
4. An online survey tool is permitted for use to survey members for both confidential and non-confidential purposes.
5. For on-line business to be conducted, there a minimum of 48-hour wait period between the second of the motion and a board member's call for a vote.
6. Any board meeting decisions having a financial impact or influence on any attendee, that attendee should be excused from the room to ensure a robust discussion; and invited to return for the decision.
7. President's term has been clarified as follows: The president is elected by the state board for two years per term, with a maximum number of serving for two full, consecutive terms. If a president's position is vacated early for whatever reason (resignation, termination, illness, death, board vote, etc.), the newly elected president will complete the previous president's term. for the remainder of the previous president's two-year term. This service term will NOT count as part of the two consecutive two-year terms the president-elect is to serve – regardless of the number of days the previous president served, be it one day into the two year-term or 729 days. Once the new president (president elect) has fulfilled the remaining time of the incomplete two-year term for the previous president, the new two-year, two-term maximum service will begin.

8. If one or more Chapter members are running for the same office, there must be an election process where all chapter members have the opportunity to vote by electronic voting tool (e.g. Survey Monkey), or email, or paper ballot or in person paper ballot at the Chapter meeting.

E. Awards Program

1. USDF Opportunity Classes are now accepted for the awards program; as long as they meet the requirements for WDCTA awards as schooling show scores.
2. A rider/horse combination may win the same WDCTA award, limited to three years, in the levels of Introductory through Fourth Level.
3. Whenever there is more than one person who is deserving of the Member of the Year award, the board will have the option to award more than one for any given year.

F. Liabilities and Waivers

1. Waivers will be signed for any riding event or activity involving an equine (see website under Forms for waivers).
2. For any WDCTA event, state or chapter sponsored, all riders must wear an AST/SEI approved helmet at all times while mounted.

G. Ethics

1. A Standard of Conduct policy was adopted and is posted under Forms on the website. This policy applies to members within WDCTA therefore:
 - a. A yearly review the Standard of Conduct is recommended during the November board meeting.
 - b. The annual membership form includes reference to the Standard of Conduct.

H. Volunteer Travel Expenses Reimbursement

1. **Purpose:** The WDCTA Board of Directors acknowledges that volunteers may be required to travel or incur other expenses from time to time to further the mission of this non-profit organization. The purpose of this Policy is to ensure the following:
 - a. Adequate cost controls are in place
 - b. Travel and other expenditures are appropriate
 - c. Provide a uniform and consistent approach for authorized expenses incurred
2. When volunteering for events that require travel it is up to volunteers to exercise discretion and good business judgment with the respect to those cost conscious expenses spending WDCTA's funds carefully and judiciously as possible. On occasion for larger events some expenses maybe reimbursed, this must be determined, budgeted and agreed in writing (e-mail etc.)

Prior to the event:

- a. The event planner/team determines what expenses will be reimbursable within the guidelines below. For example, it may be limited to just mileage.
- b. The documented budget must be in writing (spreadsheet etc.) and presented to the other committee members or Board (either State or Local Chapter).
- c. The event planner/team will determine the reasonableness and necessity of travel expenses presenting it with the budget. .

3. Allowable expense types:

Budgeted line items for the event must be reimbursed per the following guidelines:

- a. Mileage- must be at an IRS mileage charitable organization rate (If unsure of the current rate contact the State Treasurer.)
- b. Meals-(Including tip) Total daily meal costs shall not exceed the per diem IRS rate (M&IE Rate) at the time of expense per IRS publication 1542. If expensing for more than 1 volunteer, the requestor must document to the treasurer who is included in expense on the receipt. Tip rate not to exceed 20%.
- c. Hotel - may require multiple people to stay in a room or be limited to only a few volunteers depending on the approved budget for the event
- d. Air Travel- limited to the President for the Annual Meeting (exceptions with Board approval). Tickets to be purchased in advance minimizing the cost.
- e. Telephone/Fax/Printing - Reasonable organization-related administrative work for events
- f. Tolls
- g. Parking

4. Receipts are required for all expenses.

5. Not allowable expenses - identified below, but are not limited to this list:

- a. Items not included in the preapproved written budget.
- b. Spousal travel expenses
- c. Movies
- d. Alcohol or bar costs
- e. First class air travel
- f. Parking tickets
- g. Speeding tickets
- h. Car washes
- i. Valet service
- j. Personal services

6. It is important that under the IRS disclosure requirement for Form 990, that we do not appear to be compensating officers and directors.

7. Submitting expense for reimbursement:

The requestor will submit expenses to the Treasurer. Proper receipts will be included with the request to the Treasurer. Meal and hotel receipts must list on the receipt the names of the people covered for that expense; and be initialed by the requestor.

The requester will inform the event planner of the expense reimbursement, the amounts requested and a breakdown of type of expense. The Treasurer, State or Chapter, is responsible for verifying the expenses are reasonable, supported by receipts, and within the approval for the event.

H. Minutes of Meeting (MOM)

1. The minutes of the meeting (MOM) should provide a clear indication of the events and decisions of the meeting. These minutes should contain sufficient information and background such that someone reading the minutes, who did not attend, would be able to understand the proceedings. Care should be given in citing persons names for anything other than making a motion, seconding a motion and for follow up of action items, ensuring open and honest discussion during meetings.

2. The following is a summarized list of Roberts Rules from “The Scott, Foresman, Robert’s Rules of Order Newly Revised”, 1981 edition, pages 389-391 with modifications to reflect preferred use by WDCTA.
 - a. Outline of Contents for Minutes:
 - b. Kind of meeting – regular, annual or special.
 - c. Name of organization – WDCTA
 - d. Date, Time and place of meeting.
 - e. Names of all attendees with role for attending and any substitutes for Board Members.
 - f. Minute’s approval – read at meeting, approved electronically or approved at meeting.
 - g. Summaries of Officers and Committee reports
 - h. Relevant discussion or background to improve Minute’s understanding
 - i. Motion Content
 - j. Who Made the Motion
 - k. Who Seconded the motion (preferred but not required)
 - l. Voting Results
 - m. End minutes with “Respectfully submitted by: _____”
3. MOMs are to be send to President for comments, edits and approval prior to sending to other attendees for review and vote (either electronic or at next meeting). See also Job Description for Secretary.
4. During the course of writing the minutes, items may have status updates or be voted on electronically; these may be captured in the minutes by the way of, Post Meeting Notes, in order to capture issues between meetings.
5. Handling of Approved Minutes:
 - a. Closed meeting minutes - Secretary to send MOM’s to Webmaster for filing on server in secure restricted area.
 - b. Approved minutes to be sent to Webmaster for posting on website.