



# Wisconsin Dressage Combined Training Association (WDCTA) Policies

Approved by the State Board on May 17, 2017

## INDEX

- A. [Membership Policies](#)
- B. [Promotion/Publicity/Newsletter/Website/Social Media](#)
- C. [Financial Transactions/Insurance](#)
- D. [Processes/Procedures](#)
- E. [Awards Program](#)
- F. [Liabilities and Waivers](#)
- G. [Ethics](#)
- H. [Volunteer Travel Expenses Reimbursement](#)
- I. [Minutes of Meeting \(MOM\)](#)
- J. [Job Descriptions for State Board Voting Positions](#)

### 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:
  - o Are in agreement with the purpose and objectives of the Association,
  - o Have/will act in the best interest of the organization,
  - o Have been approved by the Board of Directors, and
  - o 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 by 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.

**I. 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 siting 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.

#### **J. Job Descriptions for State Board Voting Positions**

These job descriptions for board member voting positions provide guidance in fulfilling these positions. Anyone considering accepting a nomination for a position should carefully review these requirements.

State board officers are responsible for upholding the purpose of the WDCTA. The WDCTA Bylaws contain these requirements for board positions State board officers are involved in strategic planning, setting policy, and setting the tone of the organization. Specific responsibilities of EACH BOARD OFFICER are:

- a. Attend state board meetings and special meetings.

- b. Notify the President of any expected absence.
- c. Serve on committees as appointed by the President and/or the membership.

**Title: President**

**Responsibility:** To provide leadership and direction to the governing Board and ensure that the Board fulfills its responsibility for upholding the purpose of the WDCTA.

**Duties:**

1. Fulfill all duties and responsibilities of a Board Officer, as outlined in bylaws
2. Notify Board of Directors ten days in advance of each meeting and provide a tentative meeting agenda or set up a schedule for the membership year in advance
3. Preside over all business and special meetings of the WDCTA.
4. Ensure meetings open at the appointed time, that a quorum is present, and that order is maintained.
5. Guide the board in strategic planning.
6. Ensure that the board abides by the WDCTA bylaws and established policies.
7. Serve as the contact point for State and Chapter board members on governance and program issues.
8. Act as principal spokesperson for the WDCTA and the Association's USDF Delegate.
9. Serve as ex-officio member of all committees except the nominating committee.
10. Appoint standing committee chairs and representatives.
11. Evaluate annually the performance of the organization in achieving its purpose.
12. Serve as co-signer on the state accounts in the event the Treasurer is unable to fulfill his/her duties. See Treasurer for check writing back up.

**Requirements:**

- Commitment to the organization and its values
- Ability to delegate responsibility and demand accountability
- Knowledge of parliamentary procedure
- Accessibility and time to devote a minimum of 10 hours per month to the organization
- Ability to work in a team and bring people to consensus
- Excellent communication skills
- Has been a member of WDCTA for at least 2 years

**Preferred Skill Set:**

- Ability to motivate others
- Sense of humor
- Flexibility
- Public speaking

**Length of Term:** Two years

**Title: Vice-President**

**Responsibility:** To assume the responsibilities of the President in the event that the President is unable to serve.

**Duties:**

1. Fulfill all duties and responsibilities of a Board Officer.
2. Preside over all business and special meetings of the WDCTA in the absence of the President.
3. Assist in ensuring meetings open at the appointed time, that a quorum is present, and that order is maintained.
4. Accede to the Presidency in the event the position becomes vacant prior to a scheduled election.
5. Become oriented to the duties of the President.
6. Act as alternate spokesperson for the WDCTA, when the President is not available.
7. Represent WDCTA as requested by the President.
8. Serve on the Executive Committee and other committees as elected or requested by the President.
9. Chair the Scholarship, Education and Outreach Committees.
10. Serve as ex officio member of any committee formed within the Association with the purpose of hosting a USDF recognized program.
11. Mentor JR/YR representative and help organize their programs.
12. Select and purchase award(s) for Member(s) of Year award winner(s).

**Requirements:**

- Ability to assume responsibilities of Presidency, immediately if needed.
- Ability to delegate responsibility and require accountability
- Understand volunteer motivation
- Commitment to the organization and its values.
- Has been a member of WDCTA for at least 2 years

**Preferred Skill Set:**

- Ability to motivate others
- Sense of humor
- Flexibility
- Public speaking

**Length of Term:** One year

**Title: Secretary**

**Responsibility:** To document and safeguard the records of the Association. Maintain a record of all policies, important publications (not posted on the website), board minutes, and changes enacted by the Board.

**Duties:**

1. Fulfill all duties and responsibilities of a Board Officer including the Executive committee
2. Take minutes of all state business, including electronic business, and special meetings noting list of participants, motions made and voting results.
3. Assume responsibility for the maintaining permanent of corporate records including articles of incorporation, bylaws, policy, board minutes and reports, and all other documents related to the Association governance.
4. Submit a copy of the minutes to the President to review and approve prior to publication in the association newsletter and/or website. In the absence of the President presiding over the meeting, the minutes should be submitted to, reviewed and approved by the Vice President.
5. Attend to other matters pertaining to meeting procedures as directed by the President.
6. Attend to all needed correspondence to the association board of directors.
7. Prepare, receive and count ballots for elections and votes.
8. At his/her discretion, obtain help from voting members for any job necessary for the administration of Association business.
9. Maintain a complete file of all important publications of the Association not posted on the website.
10. Maintain memorabilia of the Association.
11. House and oversee distribution of official Association documents, banners and logos as requested.

**Requirements:**

- Ability to summarize meeting discussions and key decisions succinctly
- Ability to keep records in an organized fashion.
- Have space to store association records and memorabilia.
- Work effectively with the Board officers and committee chairs.
- Commitment to the organization and its values
- Has been a member of WDCTA for at least 2 years

**Preferred Skill Set:**

- Detail oriented
- Organized
- Knowledge of parliamentary procedure

**Length of Term:** One year

**Title: Treasurer**

**Responsibility:** To ensure that the Board fulfills its responsibility for the financial oversight of the organization.

**Duties:**

1. Fulfill all duties and responsibilities of a Board Officer including the Executive committee.
2. Handle all funds received and paid out by the Association;
3. Maintain funds in a financial institution approved by the Association;
4. Maintain a complete record of all business transactions and be prepared to report on the financial status of the Association at all times;



5. Receive year end chapter financial summaries and manage accountability for Chapter financial accountability;
6. Be the contact point for liability insurance for chapter events.
7. Be responsible for maintaining insurance coverage for directors and officers plus any other insurance coverage needed by the GMO.
8. Coordinator for year-end tax filing, and file any necessary tax documents. If it is determined Association needs to out-source non-profit tax preparation services, will be responsible for managing the relationship with the outside resource for year tax filing
9. Responsible for paying bills from WDCTA accounts. The President will be a co-signer on the accounts in case the Treasurer is unable to fulfill his/her duties, including writing privileges until Treasurer is able to resume responsibilities.
10. Be responsible for maintaining and storing all WDCTA accounting records up to 7 years.
11. Dispose of accounting records older than 7 years.

**Requirements:**

- Familiarity with general accepted financial accounting methods
- Ability to work as a member of a team
- Ability to work effectively with committee chairs to oversee educational programs and events cash flow.
- Ability to manage relationship with outside accounting firm, if needed.
- Has been a member of WDCTA for at least 2 years

**Preferred Skill Set:**

- Experience with nonprofit accounting concepts
- Experience with accounting software (i.e. Excel, Quickbooks).

**Length of Term:** One year

**Title: Membership Recorder**

**Responsibility:** The Membership Chair is responsible for collecting, organizing and disseminating membership information to State Board members (such as Chapter Presidents, the Newsletter Editor and the Webmaster) and the USDF. The Membership Chair often fields questions (by phone/text or email) posed by prospective members. Members sometimes contact the Membership Chair with questions about their membership benefits.

**Duties:**

1. Fulfill all duties and responsibilities of a Board Officer.
2. Attend WDCTA State Board and special meetings prepared to update the board on the membership list.
3. Acknowledge each new and renewed membership by either electronic or traditional mailing.
4. Process membership applications and payments; verify information; input into the data base.
5. Receive and process Stable/Instructor/Breeder/Business (SIBB) listings and payments. Communicate listing information to the Newsletter Editor and Webmaster.

6. Submit regular (at least monthly) member listings to the USDF; arrange payment for GM membership.
7. Communicate new and renewed membership information to the Newsletter Editor and the Chapter Presidents within one month of receipt.
8. Aid the Secretary in other matters pertaining to membership.
9. Serve on committees as elected or requested by the President.

**Requirements:**

- Adequate time availability to process and organize membership information and respond to prospective member and member inquiries in a timely manner.
- Comfortable organizing information into an electronic database.
- Commitment to the organization and its values.

**Preferred Skill Sets:**

- Competent using database software such as Excel.
- Comfortable using technology to electronically communicate with members.
- Enjoys meeting new people.

**Length of Term:** Two years

**A Few Helpful Hints**

- Remind chapter presidents they should only pass on mass membership data to their chapter members in hard copy only. Never send out mass mailings electronically, except to chapter members for chapter business. If one needs to send information to all of WDCTA, send the information to each chapter president and the president will forward it to their chapter members.
- Stamp “Deposit Only” on the back of checks before depositing. Include a listing of what the checks are for. For example, which member category, SIBB listings, etc.
- Email WDCTA treasurer in advance of charging USDF membership fees on WDCTA debit card. Funds come out of the account immediately, so make certain treasurer has enough money in the account to cover the payment.
- Keep a file of original membership application in binder.
- Check procedure for sending monthly updates to USDF on their website or email from contact person.
- Membership cards are no longer sent out to members as part of the USDF “Going Green” program.
- If overpayment is received, contact member to see if they’d like to send new check for correct amount or consider the overpayment as a donation.
- If underpayment is received, do not accept or record the membership until payment is received in full. Let the individual know there is a balance due on their membership and that processing cannot be completed until it is paid. If you activate membership before you receive payment in full, you will never get the balance.
- Date of membership begins on the date a complete application is received with sufficient funds.
- Make this job easier by performing the tasks on timely basis. Keep a schedule for yourself that makes sense and stick to it.

- Accuracy of email addresses is essential for the newsletter.

### **Membership Drive Procedure**

The following is a procedure used to implement a very successful membership drive.

- Prepare membership drive plan and budget for state board approval by September meeting.
  - Solicit new member prospects from all chapter presidents in September.
  - Write copy for membership drive materials; update membership application.
  - Consider gathering sponsors for membership drive incentives.
- Begin membership drive in October; use email whenever possible.
  - Market membership renewal to current year's members
  - Market membership renewal to past members in database
  - Market new membership to prospect list.
  - Recommend marketing business memberships using U.S. Mail

### **Title: Newsletter Editor**

**Responsibility:** To write articles as necessary, solicit and coordinate editorial and advertising submissions, and manage layout, production and distribution of the Association newsletter.

#### **Duties:**

1. Fulfill all duties and responsibilities of a Board Officer.
2. Attend WDCTA State Board and special meetings prepared to update the board on the state of electronic and written communications with the membership.
3. Be the contact point for calendar postings, and manage the calendar postings for WDCTA State and Chapter functions, as well as non-WDCTA sponsored events.
4. Manage advertising submissions, ensuring that payment has been made prior to publication and state treasurer has received payment for advertisements.
5. Coordinate with Treasurer on invoice payments, as well as keeping Treasurer up-to-date on out-of-pocket costs and/or payments related to the newsletter.
6. Manage the distribution of hard copies of newsletter, if any, either with newsletter duties or help from a volunteer.
7. Make judgments on editorial submissions that are in keeping with news and not business promotions, unless article is, for example, a profile of a member and his/her business.
8. Bring any questionable submissions to the State Board's attention, prior to publishing.
9. Act as co-administrator with webmaster on WDCTA's Facebook page and editing content for advertising, negative comments about WDCTA and/or its members. Work with co-administrator if a second opinion is required and/or bring to the State Board's attention.

#### **Requirements:**

- Good spelling and grammar skills.
- Comfortable using technology to produce an electronic newsletter.
- Time and interest in preparing a newsletter for monthly publication.

#### **Preferred Skill Set:**

- Likes writing, editing and providing input on printed documents.

- Comfortable using technology to electronically communicate with members.

**Length of Term:** Two years

**Job Title: Webmaster**

**Responsibility:** To oversee, maintain and keep current the Association website.

**Duties:**

1. Fulfill all duties and responsibilities as a Board Officer
2. Attend WDCTA State Board and special meetings prepared to update the board on the state of the website
3. Serve on committees as elected or requested by the President
4. Be the contact point for all items needing to be placed on the website including calendar of events, news, articles, advertising and forms.
5. Works collaboratively with the Newsletter Editor and Communications Chair to ensure consistency between the two communication channels.
6. Works collaboratively with the Treasurer and Membership Chair to identify and communicate membership renewals and any payments that are processed through the website.
7. Works collaboratively with the web host provider to identify issues and future needs for the website.
8. Identify the evolving website needs for the organization and provide suggestions for improvements to the Board.
9. Provide annual website budget information to the President and Treasurer
10. On a weekly basis, perform maintenance to the website, including identifying and installing website software updates & core upgrades.

**Requirements:**

1. Knowledge of website development, HTML, PHP, Joomla
2. Good spelling and grammar skills
3. Availability of time and interest in maintaining the website, a minimum of 4 hours per month with the understanding at times of greater club activities when additional hours are required. Access to internet connection and computer
4. Willingness to work on a tight deadline
5. Works well in a team environment

**Preferred Skill Set:**

1. Enjoys time on the computer
2. Comfortable using current technology and learning new skills.

**Length of Term: Two years**

**Title: Member at Large**

**Responsibility:** Attend WDCTA State board and special meetings and represent the interest of all WDCTA members.

**Duties:**

1. Fulfill all duties and responsibilities of a Board Officer.
2. Attend WDCTA State Board and special meetings prepared to represent the members on State issues.
3. Represent WDCTA to the community and the members as requested by the President. Serve on committees as elected or requested by the President.
4. Look for new ways to grow WDCTA membership and integrate WDCTA into the dressage and eventing communities in Wisconsin and the UP of Michigan.

**Requirements:**

- Commitment to the organization and its values.
- Thinks “outside of box”, looking for new ways to help further the Association’s purpose.

**Preferred Skill Set:**

- Works well in a team environment
- Flexibility
- Creativity

**Length of Term:** Two years

**Title: Chapter Representative**

**Responsibility:** Attend WDCTA State board and special meetings and represent the interest of all WDCTA members with special attention toward the chapter represented.

**Duties:**

1. Fulfill all duties and responsibilities of a Board Officer.
2. Actively participate in chapter events and issues enabling representation to the board.
2. Attend WDCTA State Board and special meetings prepared to represent the members on State issues.
3. Represent WDCTA to the community and the members as requested by the President. Serve on committees as elected or requested by the President.
4. Look for new ways to grow chapter WDCTA membership and integrate WDCTA into the dressage and eventing communities in your region.

**Requirements:**

- Commitment to the organization and its values.
- Thinks “outside of box”, looking for new ways to help further the Association’s purpose.

**Preferred Skill Set:**

- Works well in a team environment
- Flexibility
- Creativity

**Length of Term:** One year