

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

From time to time, pursuant to its Bylaws, the board of directors of NEDA has adopted standing rules that work with the Bylaws to govern the affairs of NEDA.

1. OFFICERS / STANDING COMMITTEES / TERMS

- 1.1 The Officers of NEDA shall be determined by the Board on an annual basis in accordance with the provisions of Section 5, but must consist of a President, Treasurer and Secretary at a minimum. In accordance with Article IX, Section 2 of the Bylaws, all Officers must be NEDA Members in good standing (annual dues paid in full, and not indebted to NEDA) during their entire tenure, December 1st to November 30th. In general, Officers should have three-year terms. If possible in the judgment of the Board, the terms of office for Officers should be staggered and Officers should serve for no more than two consecutive terms.
- 1.2 The non-Officer Board Members of NEDA shall be determined by the Board on an annual basis in accordance with the provisions of Section 5. In accordance with Article VIII, Section 3 of the Bylaws, all non-Officer Board Members must be NEDA Members in good standing (annual dues paid in full, and not indebted to NEDA) during their entire tenure, December 1st to November 30th. In general, the Coordinators and the Nominations Functional Manager should have two-year terms, and all other non-Officer Board members should have one-year terms. If possible in the judgment of the Board, the terms of office for non-Officer Board Members should be staggered and the Nominations Functional Manager should serve for no more than two consecutive terms.
- 1.3 The Standing Committees and Functions of NEDA shall be determined by the Board on an annual basis in accordance with the provisions of Section 5. In accordance with Article VIII, Section 3 of the Bylaws, all Coordinators of Standing Committees and all Functional Managers must be NEDA Members in good standing (annual dues paid in full, and not indebted to NEDA) during their entire tenure. The Coordinator of each Standing Committee is responsible for coordinating the functions of the Standing Committee in accordance with the Bylaws and these Standing Rules. Each Coordinator shall report the activities of his or her Standing Committee to the full Board on a regular basis. The Functional Managers are responsible for regularly reporting to the appropriate Standing Committee Coordinator. Each Functional Manager (or Coordinator, if necessary) shall present an activities plan to the Board on a regular basis for advice and approval. The current Standing Committees of NEDA and underlying supervised Functions (if any) are comprised of the following.

Standing Committee	Functions (if any)
Education Committee	Continuing education events Symposiums and education events Judge training Scholarships
Competitions Committee	Fall Show Spring Show Summer Show Sport horse events Year-end awards / banquet

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Public Relations Committee	Advertising Photography TIP Technology Communications and social media
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Membership Services Committee	Nominations Recruitment Salute Volunteers
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Sponsorship Committee	Major Donors Development Events
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Nominating Committee
(See Section 5 for more information about the Nominating Committee)

Dispute Resolution Committee
(See Section 6 for more information about the Dispute Resolution Committee)

Finance Committee
(See Section 8 for more information about the Finance Committee)

Audit Committee
(See Section 8 for more information about the Audit Committee)

Executive Committee
(See Section 13 for more information about the Executive Committee)

1.4 The President shall serve as an *ex officio* member of all committees, including all Standing Committees. In that role, the President may attend and participate in discussions, but shall not be a voting member of any Committee other than the Finance Committee or the Executive Committee.

1.5 At the end of his or her term, each outgoing member of the Board shall promptly (i.e., generally within a month) transfer all records pertaining to NEDA to the Board or as directed by the current or incoming President.

1.6 All current members of the Board will be allowed free admission to most NEDA sponsored events as an auditor of that event. All other expenses will be the responsibility of the individual.

2. CONTRACTS

2.1 In the event that a Member provides professional services to NEDA and receives monetary compensation or special consideration in exchange, it is NEDA's general policy that a contract

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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.

- 2.2 Notwithstanding the foregoing, pursuant to Article VIII, Section 9 and Article IV, Section 7 of the Bylaws, no Board member or Officer may be paid for his or her service on the Board, but may be reimbursed for actual expenses incurred at the discretion of the Board. No member of the Board may hold any paid position with NEDA.

3. USDF DELEGATES

- 3.1 The Board will select NEDA Delegates to the USDF Annual Convention prior to the NEDA Annual Meeting, in the following order:

- a. Officers
- b. Coordinators
- d. Functional Managers
- d. Event Managers (non-Board)
- e. NEDA Member

- 3.2 In selecting among multiple Function Managers, Event Managers and NEDA Member Delegates, priority shall be given to:

- a. Involvement in NEDA activities and/or
- b. Attendance at previous USDF conventions

- 3.3 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:

- a. The first Region 8 Meeting
- b. The USDF Committee and Council Meetings, which may be scheduled before or after the first Region 8 Meeting
- c. The second Region 8 Meeting
- d. The entire Board of Governors' Meeting

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

- a. No action.
- b. Reassign Delegate votes among the Delegates already present at the Convention.
- c. Assign appropriate current NEDA member(s) already present at the Convention to step in as NEDA Delegate(s).
- d. Obligate the NEDA Board to reimburse the expenses of any current NEDA member(s) selected pursuant to Section 3.4(c) pursuant to the provisions of Section 3.5.

- 3.5 The Board will determine if payment or reimbursement of some or all of the expenses incurred by Delegates related to attending the convention is prudent each year, given NEDA's financial

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situation that year. Any funds allocated by the Board to pay or reimburse expenses incurred by Delegates to attend the convention will be shared equally among all Delegates who are Board members, whether they are GMO Delegates or PM Delegates. Payment or reimbursement will follow only upon submission of receipts to the NEDA Treasurer. The Board will determine payment or reimbursement of the expenses of a Delegate with attendance problems, considering the circumstances.

4. MEMBERSHIP DUES STRUCTURE

- 4.1 Pursuant to Article V, Section 2 of the Bylaws the Board determines the membership dues for each Membership year that begins on December 1st.
- 4.2 Basic Member Types: Youth, Adult, Business and Family. A Family membership includes the first two people in the family, with each additional family member incurring an additional charge. All family members must join USDF.
- 4.3 Benefits. The benefits of membership, or certain categories of membership, as well as any necessary prerequisites to obtain those benefits, will be determined by the Board from time to time, and may include one or more of the following:

- Tip of the Hat Newsletter
- Salute
- Omnibus
- USDF Group Membership
- USDF Connection Magazine
- Discount at NEDA Events
- Year End Awards
- Opportunities for to participate in Scholarship program

5. NOMINATING COMMITTEE

- 5.1 The Board shall appoint a Nominating Committee during the first half of each year. If the Board shall fail to appoint a Nominating Committee, then the members of the prior year's committee shall serve until the Board appoints their successors. The Nominations Functional manager shall be the chairman of the Nominating Committee. The Nominating Committee shall consist of between three and five members (including the chairman), all of which must be Senior NEDA Members in good standing (annual dues paid in full, and not indebted to NEDA). At least half of the members of the Nominating Committee must be current Board members. At least two members of the Nominating Committee should not be current Board members.
- 5.2 It shall be the duty of the Nominating Committee to recommend to the Board, in general not later than two weeks prior to the April meeting of the Board each year (or such other meeting as is determined by the Board), for its approval in accordance with Article VIII, Section 2 of the Bylaws:
 - a. The number of Board members that should make up the entire Board for the succeeding membership year.

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- b. The titles and job descriptions of each Board position that the Nominating Committee is recommending for the succeeding membership year, and must contain, at a minimum, a President, a Treasurer and a Secretary each year.
 - c. Any changes to, deletions from, or additions to, the Officers described in Section 1.1, or the Standing Committees and or Functions described in Section 1.2.
 - d. The term of each Board position.
 - e. The number of consecutive terms that a holder of such Board position may serve.
- 5.3 After the Board has approved the items listed in Section 5.2, the Nominating Committee shall consider whether or not to give notice to the Members that the Nominating Committee will receive recommendations, in writing, for nominations of Adult Members in good standing (annual dues paid in full; and not indebted to NEDA) to the Board from the Members.
- 5.4 It shall be the duty of the Nominating Committee to recommend to the Board, not later than two weeks prior to the July meeting of the Board each year (or such other meeting as is determined by the Board), for its approval in accordance with Article VIII, Section 2 of the Bylaws, qualified candidates to fill any new or vacant positions on the Board for the succeeding membership year. Upon presentation of the list of candidates, the Board shall vote to accept it or to amend it. In case of a vote to amend, amendment(s) shall be voted at the current meeting or the next meeting.
- 5.5 In all cases, consent of the suggested nominee must be obtained prior to any nomination, and the nominee must be an existing NEDA Adult Member in good standing (annual dues paid in full, and not indebted to NEDA) or agree that he or she will become a NEDA Member on or prior to his or her election to the Board.
- 5.6 Once approved by the Board in accordance with the provisions of Section 5.4, the Nominating Committee shall notify the Secretary of the information described in Sections 5.2(a), 5.2(c), 5.2(d), 5.2(d) and 5.4 no later than September 15th of each year (or such other time as is determined by the Secretary). The Secretary shall submit a ballot of nominees with space for write-ins to all current Members no less than 15 days prior to the last date on which ballots must be returned prior to the Annual Meeting of Members scheduled pursuant to Article VII, Section 1 of the Bylaws. No nominations will be accepted from the floor at the Annual Meeting.
- 5.7 When carrying out its obligations pursuant to Sections 5.2, 5.3 and 5.4, the Nominating Committee shall abide by the following principles:
- a. The composition of the Board *shall* include all Officers and all Standing Committee Coordinators. The composition of the Board *may* include Functional Managers and one or more Members-at-Large without a specific functional role.
 - b. Any Board member, present or former, who has served satisfactorily in the judgment of the Board and who so wishes shall be included, and so indicated, on the list of nominees if he or she is qualified for the position that the Nominating Committee is seeking to fill.
 - c. The list of nominees may contain one or more names for each Board position.
 - d. Once set by the Board, the number of consecutive terms that a holder of a position may serve may only be changed by a vote of the Board. However, the Nominating Committee may make a recommendation to the Board, including the reasoning behind any recommendation.

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- e. The Nominating Committee is encouraged to seek at least one-third new Board members over each preceding three-year period.

6. DISPUTE RESOLUTION POLICY

NEDA recognizes the need for a Dispute Resolution Policy to establish discipline and order in communications and interactions between and among members of the Board, members of NEDA and others involved in NEDA business.

6.1 Application.

- a. This Dispute Resolution Policy applies to any communications and interactions between and among members of the Board, members of NEDA or others when such communications and interactions relate to NEDA business or matters related to NEDA.
- b. All communications and interactions between and among Board members, NEDA members or others regarding NEDA business or matters related to NEDA shall maintain a civil tone.
- c. All communications and interactions should focus on factual information and reports of NEDA activities, as well as the presentation, explanation and support of personal opinions on NEDA issue(s).
- d. The purpose of the Dispute Resolution Policy is to resolve disputes in a positive and productive manner for NEDA and to help all members of the Board, NEDA members and others involved in NEDA business to be able to do their job effectively and advance the interests and well being of NEDA.

6.2 The Ombudsman.

- a. The Ombudsman will be chosen by majority vote of the Board annually. If the Board shall fail to appoint an Ombudsman, then the prior Ombudsman shall serve until the Board appoints his or her successor.
- b. The Ombudsman may be a current or past member of the Board. The Ombudsman may not be a member of the Dispute Resolution Committee.
- c. The Ombudsman must have gained the confidence and trust of other members of the Board, be perceived as fair, unbiased and approachable by all members of the Board, and have the active listening and creative problem solving qualities of a good mediator.
- d. If the Ombudsman is a current member of the NEDA Board, he or she must be sensitive to ongoing matters under advisement by the Board and abstain from voting on a particular matter if a vote would threaten his or her perceived neutrality in the role as Ombudsman.
- e. The current Ombudsman chosen by the Board On August 21, 2019 is Lainey Johnson.

6.3 Composition of the Dispute Resolution Committee.

- a. The standing Dispute Resolution Committee shall consist of the Ombudsman, the President, one additional current board member chosen by the NEDA Board, and one non-board member chosen by the Ombudsman based on the nature of the dispute.
- b. The Board will review the composition of the Dispute Resolution Committee at least once per year, and members of the Dispute Resolution Committee will serve staggered terms, such that one member will rotate off the Committee each year. However, if the Board shall fail to fail in any year to review the composition of the Dispute Resolution Committee, then

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the members of the prior year's committee shall serve until the Board appoints their successors.

- c. The members of the Committee may select a chairman; either on a rotating basis year-by-year, matter-by-matter or in whatever other way the Committee chooses.
- d. The Committee will operate by majority vote of the members.
- e. An alternate member will be chosen by the NEDA Board and will serve as a full member of the Committee if any member of the Committee is a participant in the matter before the Committee, and is thereby disqualified from serving on the Committee, or if any member of the Committee decides that he or she cannot for any reason function as a fair and unbiased Committee member or if he or she could be perceived for any reason by others as not being fair and unbiased.
- f. It is critical that all members of the Committee understand and believe that the fairness of the process, and the belief of members of the Board, NEDA members and others involved in NEDA business that the process is fair and impartial, are more important than any individual outcome. If any participant questions the decision of a member of the Committee not to recuse him or herself, the participant may seek input from the Ombudsman.
- g. Each member of the Dispute Resolution Committee that is a current member of the NEDA Board must be sensitive to ongoing matters under advisement by the Board, and abstain from voting on a particular matter if a vote would threaten his or her perceived neutrality as a member of the Dispute Resolution Committee.

6.4 Initiation of a Process to Resolve a Dispute.

- a. A process to resolve a dispute may be initiated by anyone involved with a communication or interaction that adversely impacts their work on behalf of NEDA, or that may adversely affect the integrity of the organization, or by anyone who observes any such communication or interaction.
- b. A request to resolve a dispute shall be initiated by contacting the Ombudsman.
- c. The request to the Ombudsman shall be in writing (letter, fax or email) and shall include the name of the person making the request, the date of the communication or interaction giving rise to the request, and all pertinent details of the communication or interaction, including a list of all involved parties and observers and any relevant documents.

6.5 Dispute Resolution Process - Ombudsman.

- a. When presented with a request to resolve a dispute, the Ombudsman shall notify the Dispute Resolution Committee of the request promptly, including as part of the notification a brief summary of the situation and the parties involved.
- b. When addressing a situation, the Ombudsman may seek to involve others necessary to resolve the matter, and use whatever methods or approaches seem best suited to resolving the matter in a manner that enables those involved to continue to perform their NEDA duties productively and in a healthy and safe environment.
- c. If the Ombudsman is unable to achieve an informal resolution of the situation, he or she shall promptly refer the matter to the Dispute Resolution Committee, along with a report of the Ombudsman's activities, any relevant documentation, and any comments or recommendations.

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- d. The Ombudsman should monitor on a periodic basis any ongoing, resolved or unresolved issues that have not been referred by the Ombudsman to the Dispute Resolution Committee.
- e. The Ombudsman shall report to the Dispute Resolution Committee at least once each year, outlining what, if any, issues the Ombudsman has been asked to address, is addressing or has addressed since the last report. For each item included in the report, the Ombudsman shall indicate whether the matter is ongoing, resolved or unresolved, a brief summary of the situation and the parties involved. The Dispute Resolution Committee shall keep all such reports confidential, in order to protect the privacy of the participants.

6.6 Dispute Resolution Process – Dispute Resolution Committee.

- a. The Dispute Resolution Committee shall address each referral from the Ombudsman as promptly as practicable. If the Ombudsman has chosen not to refer a matter to the Dispute Resolution Committee, the Dispute Resolution Committee may nevertheless vote to pursue the matter and ask the Ombudsman to provide the Committee with all relevant communications, documents and information related to the situation.
- b. The Ombudsman’s referral (and all relevant communications, documents and information) shall be forwarded to the members of the Dispute Resolution Committee, including the alternate member.
- c. The Dispute Resolution Committee shall ask each person involved in the dispute to prepare and submit to the Committee a summary of the dispute from that person’s point of view. Each summary should include at least the following information:
 - (1) the name of the participant
 - (2) the duties the participant performs for NEDA
 - (3) the names of others the participant feels are or should be involved in the resolution of the situation
 - (4) a brief, factual statement of the problem, and of events leading up to the problem
 - (5) the specific steps the participant has taken to resolve the problem
 - (6) an explanation of how the situation adversely affects the participant’s ability to perform his or her duties for NEDA
 - (7) an explanation of how the situation adversely affects others’ ability to perform their duties for NEDA
 - (8) a statement of what the participant hopes to achieve by having the situation resolved by the Dispute Resolution Committee
 - (9) an explanation of what the participant thinks would be a fair resolution of the conflict
- d. In a situation where one or more parties to a dispute choose not to participate in the process, the other participant(s) may elect to proceed without the involvement of all, understanding the necessary limitations on the range of outcomes occasioned by that non-participation.
- e. Once all participants have submitted their written materials to the Dispute Resolution Committee, the Committee will review the materials and may meet face-to-face with some or all of the participants and seek to resolve the dispute.
- f. The Dispute Resolution Committee shall use whatever methods or approaches seem best suited to resolving the matter in a manner that enables those involved to continue to perform their NEDA duties productively and in a healthy and safe environment, and may involve others as necessary to resolve the matter. The recommendations of the Dispute

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Resolution Committee shall be specific to the particular situation, and the Committee shall consider all facts and circumstances of the situation, including the prior history of those involved in the situation, when deciding on recommendations.

- g. The Committee may make recommendations directly to the participants for an informal resolution of the situation, and may also recommend more serious measures, in each case with the objective of facilitating the best functioning of NEDA and the NEDA Board.
- h. Beyond an informal resolution by the Committee, other outcomes may include a warning from the Committee to one or more of the participants regarding acceptable conduct, a recommendation that one or more participants shift their NEDA responsibilities, a request that one or more participants resign from the Board (if they are members of the Board) or cease to perform other NEDA responsibilities, or a recommendation to the Board that one or more participants be removed from the Board (if they are members of the Board) or be asked to cease performing other NEDA responsibilities for cause, which recommendation the Board will consider in a manner consistent with the bylaws.
- i. In the event that a matter is referred to the Board for action, the Committee will provide the Board with a Committee report and recommendations, including the Committee vote and written materials submitted by the participants, but will not include the initial report of the Ombudsman to the Committee.
- j. Ongoing, resolved or unresolved issues should be monitored on a periodic basis by a member of the Dispute Resolution Committee or the Ombudsman, in each case as determined by the Dispute Resolution Committee. Anyone tasked with monitoring a situation shall periodically report back to the Dispute Resolution Committee on the progress or outcome of the matter.
- k. Once a dispute has been resolved, the participants, the Dispute Resolution Committee, the Ombudsman and the Board shall keep in mind that no further discussion shall be undertaken about the matter.

7. TAX REQUIREMENTS

- 7.1 Anyone receiving over \$600 in prize money or any United States 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 (or equivalent) form.

8. FINANCE COMMITTEE

- 8.1 The Board voted to establish a Finance Committee, consisting of the Vice President for Services, the President, Secretary, Treasurer (acting as Chair), the Vice President for Activities, another member of the NEDA Board of Directors, the Fall Show Manager, and at least one 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.
- 8.2 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.
- 8.3 At the discretion of the Finance Committee or Audit Committee, the NEDA bookkeeper will be invited 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.

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8.4 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.

8.5 The Audit Committee's responsibilities shall include oversight of the audit process.

9. CAPITALIZATION POLICY

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

10. INVESTMENT POLICY

10.1 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.

10.2 Ambitious goals of profit maximization and market timing through short-term and/or speculative investments will not be considered.

10.3 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.

10.4 Investment managers retained by NEDA should maintain some reasonable portion of NEDA's investment accounts in money market or other liquid accounts to facilitate accessing funds if a shortfall occurs in NEDA's annual operating budget accounts.

11. SUSPENSION AND EXPULSION

11.1 If a Member is to be suspended or expelled as set forth in Article VI, Section 3 of the Bylaws, a written notice shall be given to the Member in question at least ten days prior to the meeting of the Board at which the suspension or expulsion is to be discussed. The notice must state the reason(s) why the Member may be suspended or expelled, and invite the Member to attend the Board meeting and be heard. If the Member desires to attend the Board meeting, he or she shall indicate such desire in writing to the President at least 48 hours prior to the Board meeting.

12. ANNUAL MEETING OF MEMBERS

12.1 Pursuant to Article VII, Section 1 of the Bylaws, it is the Board's policy that the Annual Meeting of Members be held during the last quarter of NEDA's fiscal year (which ends on November 30th).

13. MEETINGS OF THE BOARD / EXECUTIVE COMMITTEE

13.1 The President shall prepare the agenda for, and preside over, each meeting of the Board, Executive Committee or Members.

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- 13.2 The Secretary shall be responsible for furnishing to each member of the Board a draft of the minutes of the meeting as promptly as practicable after the meeting. In addition, the Secretary shall maintain the permanent files of NEDA.
- 13.3 At each meeting of the Board, the Board shall review and approve each Functional Manager's plan for his or her assigned area of responsibility, and shall set policy relating thereto. The Treasurer shall submit financial reports to the Board at least quarterly.
- 13.3 Pursuant to Article VIII, Section 10 of the Bylaws, the Board shall have an Executive Committee, which shall be comprised of the Officers and the Coordinators of each Standing Committee.
- 13.4 The Executive Committee may meet at the discretion of the President to conduct NEDA business in between meetings of the full Board when circumstances require an action or decision before the next regularly scheduled meeting of the full Board. At any such meeting, the Executive Committee shall have all of the powers of the full Board. In such cases, all members of the full Board shall receive advance notice of, be invited to attend, and receive the agenda for, any such meeting of the Executive Committee.

14. CONTRACTS

- 14.1 Pursuant to Article X, Section 1 of the Bylaws, the Board has determined that the following Board members shall have the authority to enter into or execute and deliver the contracts and documents listed next to their name in the name of and on behalf of NEDA.

Board Member	Type of Contract
President	Any
Treasurer	Any
Secretary	Any
Vice President for Services	Any
Vice President for Activities	Any
Education Coordinator	Any related to Education and with a value not exceeding \$2,000
Fall Symposium Functional Manager	Any related to the Fall Symposium and with a value not exceeding \$2,000
Scholarship Functional Manager	Any related to Scholarships and with a value not exceeding \$2,000
Competitions Coordinator	Any related to Competitions and with a value not exceeding \$5,000
Fall Show Functional Manager	Any related to the Fall Show and with a value not exceeding \$5,000
Spring Show Functional Manager	Any related to the Spring Show and with a value not exceeding \$2,000
Summer Show Functional Manager	Any related to the Summer Show and with a value not exceeding \$2,000
Sport Horse Functional Manager	Any related to Sport Horse and with a value not exceeding \$2,000
Public Relations Coordinator	Any related to Public Relations and with a value not

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TIP Functional Manager	exceeding \$5,000 Any related to the TIP and with a value not exceeding \$2,000
Membership Coordinator	Any related to Membership and with a value not exceeding \$2,000

15. CHECKS AND DEPOSITS

15.1 Pursuant to Article X, Section 1 of the Bylaws, the Board has determined that the following Board members shall have the authority to sign checks or such other orders for the payment of money (including via bank card, debit card, credit card or vendor account card), notes, or other evidence of indebtedness listed next to their name issued in the name of NEDA.

Board Member	Account	Type of Payment
President	Any	Any
Treasurer	Any	Any
Vice President for Activities	NEDA general accounts (two) and NEDA debit cards ¹	Any
Vice President for Services	NEDA general accounts (two) and NEDA debit cards	Any
Standing Committee Coordinators and NEDA Contractors with Finance Committee Approval	NEDA general accounts appropriate for activities and NEDA debit cards	Any

15.2 NEDA’s policy for use of debit cards is that the debit cards shall remain in the possession of the President, the Treasurer and/or Standing Committee coordinators and NEDA Contractors who have been approved by the Finance Committee. Anyone needing to make an immediate debit payment who is not in possession of a debit card must send a request via email to the Treasurer, and if he or she is unavailable then to the President, along with an accompanying financial activity form indicating the amount and the payee’s contact information. The financial activity form should also be submitted to the NEDA bookkeeper indicating that the payment was requested by debit card. Once the payment has been successfully processed, the Treasurer or President, as appropriate, shall send an email confirmation to the requester and the NEDA bookkeeper.

15.3 The debit cards held by the President and the Treasurer have \$10,000 transaction limits. Debit cards held by Standing Committee Coordinators and NEDA Contractors will have transaction limits determined by the Finance Committee.

15.4 Debit cards may be revoked as determined by the Finance Committee under the following conditions:

- a. Not submitting FAF forms within 10 days of the transaction
- b. Using the card for non-NEDA transactions
- c. Using the card for NEDA transactions outside of the Coordinator/Contractor’s budgetary responsibility

¹ Debit cards include bank debit cards as well as any vendor accounts/cards such as Staples.

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- d. Resigning from the NEDA Coordinator/Contractor position

16. PARLIAMENTARY AUTHORITY

- 16.1 The current version of *Robert's Rules of Order* shall govern meetings of the Board and the Annual Meetings of Members when not in conflict with the Bylaws or these Standing Rules.

17. HELMET POLICY

- 17.1 NEDA is concerned about rider and handler safety, and recognizes that riders and handlers must be correctly attired for the equestrian activity in question, that attendants be neatly dressed and that horses be properly presented. In accordance with these principles, NEDA has adopted the following helmet policy.
- 17.2 At any NEDA event other than at a horse show recognized by the United States Equestrian Federation (including, but not limited to, schooling shows, clinics and symposiums):
 - a. It is compulsory for all riders, handlers and clinicians) to wear properly fastened protective headgear which meets or exceeds American Society for Testing and Materials / Safety Equipment Institute ("SEI") standards for equestrian use and carries the SEI tag ("Protective Headgear") while riding or handling a horse anywhere on the event grounds at any time during the NEDA event.
 - b. All Protective Headgear must be properly fitted with harness secured.
 - c. Any rider or handler without Protective Headgear will immediately be prohibited from further participation in the NEDA event until such headgear is properly in place and/or, at NEDA's sole discretion, may be prohibited from participating further in the NEDA event.
- 17.3 At any NEDA horse show recognized by the United States Equestrian Federation and/or the Federation Equestre Internationale, except as may otherwise be mandated by local law, (a) helmet policies promulgated by the United States Equestrian Federation will be enforced for all classes other than Federation Equestre Internationale classes, and (b) helmet policies promulgated by the Federation Equestre Internationale will be enforced for all Federation Equestre Internationale classes.
- 17.4 It is NEDA's policy that all photos of mounted riders or handlers that appear in any NEDA publication or on NEDA's website (other than pictures provided by sponsors as part of their advertising) comply with the principles of this policy. NEDA strongly encourages sponsors to comply with the terms of NEDA's policy.
- 17.5 It is the responsibility of the rider or handler, or the parent or guardian or trainer of the junior exhibitor, to see to it that the Protective Headgear worn complies with appropriate safety standards for protective headgear intended for equestrian use, is properly fitted and is in good condition, and NEDA and its affiliates and associates are not responsible for checking Protective Headgear for such compliance.
- 17.6 NEDA makes no representation or warranty, express or implied, about any Protective Headgear, and cautions riders that death or serious injury may result despite wearing such

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headgear as all equestrian sports involve inherent dangerous risk and no Protective Headgear can protect against all foreseeable injuries.

18. SAFE SPORT

- 18.1 NEDA is committed to creating and maintaining an equestrian community free of all forms of emotional, physical and sexual misconduct. NEDA complies with the United States Equestrian Federation's and the United States Dressage Federation's Safe Sport Policies, including the United States Equestrian Federation's Minor Athlete Abuse Prevention Policies, and the U.S. Center for SafeSport Code.
- 18. Any NEDA Member's failure to comply with these policies, and any similar policies promulgated by the Federation Equestre Internationale, may become grounds for such Member to be suspended or expelled from active participation in NEDA for just cause pursuant to NEDA's Bylaws.

19. BARTERING ARRANGEMENTS

- 19.1 The Treasurer and the Sponsorship Coordinator (or their designees) shall be notified of all barter arrangements, including all pertinent details of the arrangement, on a form specified by the Treasurer.
- 19.2 If possible, notification of the barter arrangement should be made before entering into the arrangement or, if not, then promptly thereafter.

20. COMMUNICATIONS

- 20.1 Any written, electronic or other communications to be sent out by NEDA or under NEDA's name shall be approved in advance by the President or his or her designee prior to sending.

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