

# Official Guidelines, Rules and Regulations for PVDA Chapters

A Chapter is defined as a group of current PVDA members in good standing who wish to meet on a regular basis to further their interest in Dressage. Each Chapter may set its own membership guidelines, keeping within the PVDA By-laws and Constitution.

## To Organize a New Chapter:

1. Gather together approximately 10 members who have a common interest in Dressage, e.g., locality, musical rides, side saddle, video, photography.
2. Apply to Chapter Committee for an application for certificate of Recognition.
3. Send a list of Chapter members to the PVDA Membership Chairperson.
4. Send name, address, and phone number of the Chapter Chairperson to the appropriate PVDA newsletter official.

## Chapter Organizational Functions and Responsibilities:

1. **Membership Numbers.** Chapters should include between 10 ~ 40 people. A Chapter is a subset of PVDA, its parent organization. A Chapter should also be a small group of people sharing a common interest, working harmoniously together enjoying Dressage and the benefits PVDA provides that make it all possible. When a new Chapter forms, it must select a geographic name (e.g., not the name of a local equestrian business).
2. **Elected Officials.** Chapters will elect a Chairperson, a Secretary, and a Treasurer. A Co-Chairperson may be required depending on the size of the Chapter.
3. **Chapter Physical Size.** Chapter members should be drawn from locations within a radius of 10 ~ 30 miles, in order to help concentrate Clinics, Shows, Educational Meetings, etc.
4. **Chapter Dues.** Chapters may charge dues at their discretion to cover postage, etc. as well as building up a Treasury through Schooling Show profits and other fund raisers. Dues should be kept at a minimum. PVDA is a nonprofit organization. The purpose of the individual Chapters is education, to cover the cost, but NOT to make money.
5. **Chapter Expenses, Including Insurance Responsibility.** Chapters are responsible for their own expenses. PVDA provides insurance and may provide money for projects (See Guidelines for Chapter Projects), but will not be financially responsible for any expenses not previously approved by the Board. For Insurance Coverage, the Chapter Secretary must arrange with the Insurance Coordinator the date of a Clinic, Show, etc., at least two weeks in advance. If a facility is being rented and a certificate is needed you must notify the Insurance Coordinator at least four weeks in advance. Failure to do so may cause cancellation of the Chapter function. The PVDA Insurance only covers current PVDA members. A fee is required to cover non-PVDA member presence, participation, auditing, and etc. For example, you have a mounted Clinic for members only with

non-members auditing; a Show for members only with nonmembers present; a mounted demonstration; or any Chapter function open to non-PVDA members; all require an insurance premium of the current amount per event, payable by the Chapter. If you are unsure of what type of insurance and the premium amount you need, please call the Insurance Coordinator. To receive this additional Insurance coverage you must notify the Insurance Coordinator in writing so that she receives your request at least two weeks before the event. Insurance for Chapter functions may be paid all at once at the start of the year, but please be specific and give the Insurance Coordinator a detailed list of dates and the type of function (Clinic, Show, etc.). Each Chapter is entitled to one "free insurance" (paid by PVDA) for nonmembers, but you must still notify the Insurance Coordinator of the particular event and its date.

6. **Chapter Funds.** Monies raised by Chapters are to be used at their own discretion. PVDA makes no claim to these Treasuries and charges no Chapter dues with the exception when the Chapter is disbanded then any remaining equipment and money will become the property of PVDA. If Chapter monies are used to help members, it is suggested that guidelines be established and published. It is recommended a budget be established at the start of the year with proposed income and expenses.
7. **Chapter Annual Calendar.** Chapters should plan a yearly calendar of events. The members can make suggestions or correction at meeting to keep activities in line with members' needs, and etc. Suggested activities include: Dressage Schooling Shows, Picnics, Video Meetings (PVDA video library is available), Guest Speakers, Mounted Clinics, Field Trips, Video Days (video each other), Demonstrations, Swim and Christmas Parties, and etc.
8. **Chapter Meeting Agendas.** Chapter Chairs should plan an Agenda for their meetings. Example: Call to order, Secretary Report, Treasurer Report, Committee reports, Old Business, New Business, adjournment. Robert's Rules is recommended.
9. **Chapter Rules.** Chapters should establish their own rules and regulations, in keeping with the By-laws and Constitution of PVDA, the parent organization. Chapters should not be large that they require their own By-laws. It is recommended that Chapters keep their rules and regulations to the minimum required for the Chapter to function harmoniously and safely.
10. **Chapter Membership Roster.** Chapter Chairpersons should see that the PVDA Membership Chairperson receives a list of the Chapter members each January and that the list is updated quarterly. In addition, please see that the appropriate Chapter Chairperson receives the same list.
11. **Chapter Newsletters.** Chapter newsletters, no matter how small should be sent to the appropriate PVDA Chapter Chairperson.
12. **Chapter Events.** Scheduling Chapter events should avoid conflicts with the PVDA events!
13. **Chapter Event Sanctioning.** Functions sanctioned by PVDA and sponsored by PVDA and its' Chapters must be Dressage only (i.e., no jumping).
14. **Chapter Donations.** Chapters are not to sell anything in the name of the Chapters or PVDA. Chapters may accept donations.
15. **Chapter WebPages.** Each Chapter may provide softcopy Chapter information for the [pvda.org](http://pvda.org) website. Webpage content must be formatted and proofread prior to delivery to the PVDA Webmaster. PVDA Chapter WebPages are free of charge to the Chapters.

## Splitting a Chapter

1. It may become necessary for Chapters to “branch off” due to size, locale, goals, etc.
2. A new Chapter may be formed without the vote of the old Chapter, but they will not be entitled to the assets of the existing Chapter.
3. If a Chapter as a whole decides by vote (agreed and voted by the majority of the Chapter members) to split, assets will be dispersed as agreed by the vote. If the majority of the members do not attend meetings, a written vote may be necessary.
4. When “splitting” and forming a new Chapter, it is important to be realistic about your purpose, goals, reasons, etc.

## Disbanding a Chapter

1. The Chairperson should contact in writing the PVDA Chapter Chair Committee and the appropriate PVDA newsletter official to remove the Chapter from the Chapter column. Also notify the Membership Chairperson so the Chapter name can be removed from the database.
2. Any remaining equipment and money will become property of PVDA.

## Rules and Regulations

1. **Member Requirements.** All Chapters members must first be members of PVDA.
2. **Insurance.** Chapters should allow only PVDA members to participate in their functions, in order to be covered by PVDA insurance. Details on Insurance are listed under section B, number 5. Please, read this important information.
3. **Treasurer’s Report.** Although PVDA is a nonprofit organization, it is still required to file a statement with the IRS yearly. Chapter monies must be included in this statement. For this reason, all Chapters must submit a statement of collection and disbursement of funds to the PVDA Treasurer yearly, by April 1st!! This statement should include opening and year end balances for the Chapter. A quarterly report is also required and must be sent to the PVDA Treasurer. Any Chapter behind in the quarterly reports or failing to submit a Year End Report will not be considered for Chapter Insurance or subsidies by PVDA. Quarterly report must be filed within one month. For example: If March 31st is the end of the quarter, the report must be filed no later than April 30th. Convenient Report Forms are available through the Treasurer or the Chapter Chair Committee and a sample is also in this booklet. Feel free to copy it! Please make sure your Chapter Treasurer is aware of this information!
4. **Recognized Competitions.** Chapters may not run AHSA/USDF Recognized Competitions.