



## HOW CENTERED RIDING IS SET UP AND GOVERNED

Centered Riding® Inc. is a non-profit 501-c-3 corporation. We were incorporated on August 30, 1993 in the state of Vermont, U.S.A. We are governed by the Vermont laws on non-profit corporations. More information is available at: <http://www.sec.state.vt.us/tutor/dobiz/noprof/noprofex.htm>

We must obey Vermont's laws for non-profit corporations. We are also bound by laws of the United States Internal Revenue Service for tax and financial record compliance. Following these laws also ensures that we can continue to maintain a non-profit status.

Under Bylaws, our Corporation is organized and shall operate to fulfill the following objectives:

- a) promote awareness of Centered Riding;
- b) teach the principles of Centered Riding;
- c) integrate Centered Riding into all equine-related disciplines;
- d) develop new ideas and further applications of Centered Riding;
- e) provide educational, membership and networking services; and
- f) carry out any and all activities allowed by law that fulfill the above objectives.

As Vermont corporate law requires, we have Bylaws, which outline: our purpose; member information; duties of the Board; Board Officers and Committees; and the basic rules by which we operate. These Bylaws are purposely difficult to change or amend.

**Policies & Procedures (P&Ps):** Our Bylaws require us to have what we call Administrative Policies & Procedures (this is independent from our Instructors' P&Ps). The Administrative P&Ps cover policies and procedures not covered in the Bylaws, and outline day-to-day Centered Riding operations. The Administrative P&Ps contain descriptions of the various Centered Riding committees and general practices/procedures for those committees. The contents of Administrative P&Ps cannot supersede the Bylaws.

**Board Authority:** The membership elects the Board of Trustees (BOT) to handle the business of the organization. Specific duties and responsibilities of BOT and Board Officers are outlined in our Bylaws. However, in short, **the Board reviews and approves actions for Centered Riding, public positions, contracts, how money is spent, and must also approve the roles and actions of committees and what they are authorized to do. No Board member or Officer is authorized to make unilateral decisions or actions for Centered Riding, unless the Board authorizes it in advance.** This structure is for the protection of the membership and the organization, so that no single person has control over what we do.



**Committees:** The President appoints committee chairpersons (heads of committees); and the committee chairperson selects their committee members. The Board approves actions for the committees to handle; and may assign committees to research or handle actions or activities, with Board approval. **Committees are not authorized to take action on behalf of Centered Riding without the Board's authorization in advance.** Committee chairpersons are encouraged to have multi-national membership on their committees.

The committee chairperson is responsible for communicating with all members of his/her committee in a manner convenient to those members, organizing any committee meetings, documenting important correspondence, discussions and decisions by the committee, co-ordinating with other relevant Centered Riding committee and the BOT, and regularly updating both the Centered Riding President and Centered Riding Office regarding the activities of the Committee.

**Board Meetings:** The BOT meets every other month (January, March, May, July, September and November). The Annual General Meeting (AGM) is usually held in November, after the November BOT meeting.

**Official Reports:** Committee reports, Liaison/Country reports, and BOT Officer reports are routinely submitted for Board members to review at every BOT meeting. The purpose of the Reports is to update the BOT on committee and Liaison/Country activity. In some cases, if BOT action is required from a committee, or a suggestion is made that requires BOT approval, this should be included in the report. If a committee has been inactive, this should be documented, as well as the more informative updates from the committee. All reports, requests for BOT approval, and other official correspondence to be included on the BOT's meeting agenda should be submitted to the Centered Riding Office and the BOT President at least one week prior to the BOT meeting. Prior to each BOT meeting, the Centered Riding Office usually sends a reminder to submit reports.

**Annual Reports:** Annual reports are essential and every committee, liaison, and BOT officer prepares them. The report should be a summary of the committee's activities for the year. All annual reports are due two (2) weeks prior to the AGM, or approximately in mid-October. Annual reports should be submitted to the CR office. Committee chairpersons write their respective committee's report, unless the chairperson designates a committee member to draft a specific report.

**Compensation:** Board trustees (including officers), committee chairs, committee members, general members and other private persons are not paid, and do not receive any financial benefits from Centered Riding for their routine work on the BOT and Centered Riding committees. The BOT is authorized to vote in exceptional cases to pay reasonable compensation for services rendered on specific projects.

**CR Office:** We currently contract with S & S Management Inc., an association management company in Bloomfield, Connecticut, to provide office and bookkeeping services for Centered Riding. Our assigned administrator is Marie Westlake, who serves as our Executive Director, and reports directly to the President and/or his/her designated alternate member of the BOT. The CR Executive Director is responsible to the CR Board of Trustees.