

## **Policies and Procedures**

The Policies and Procedures Manual provides guidelines outlining responsibilities and includes the methods we use incorporating normal business and legal practices. Many of the guidelines change according to circumstances - new, changed, or discontinued procedures adopted by the Board of Directors and required changes in business practices or legal requirements

The Board of Directors does review and adopt or reject proposals for programs, rules, financial matters and major projects. Once they have adopted a procedure it is not necessary for them to again adopt the same procedure when it is written into the Policies and Procedures. An example of this is our Bylaws restrict the number of Board members to thirty-five (35). The Board adopted a motion directing the Nominating Committee to develop a slate of nominees no greater than 32 or 33 to allow space to increase the size of the Board in the event we need to create new Standing Committees. After they adopted this motion they did not need to adopt it again when those instructions were inserted into the Policy and Procedure guidelines for the Nominating Committee.

The following pages provide explanations and guidelines for our Directors and committees. These pages will be added to the Policies and Procedures Manual. These pages are merged versions of three previous sets of guideline/job descriptions submitted by previous and some current Committee Chairs. The only changes made are those that were adopted in the interim or natural evolution of need for a committee. If there are further changes that need to be considered, please let the Governance & Bylaws Committee know.

ADS is dependent upon volunteers to fill the positions necessary to fulfill the mission and programs of the organizations. It was the feeling of the committee that some of the previous writings were dictatorial in nature. Experience has taught us that the best way to get the job done using the goodwill of your members is to present the task in a friendly and “will you please” manner. This is our goal. We will continue to follow this method as other material for the manual is written.

Governance & Bylaws  
September 25, 2012

# Policies & Procedures

## Regional Directors

Regional Directors should function as the primary liaisons between ADS members, prospective members, ADS affiliate clubs, the ADS Board of Directors and ADS Committees. While members receive ADS publications, the Regional Directors can provide two-way communication. Good communication allows Regional Directors both as individuals and as a group, to promote the ideas and ideals of the ADS, and also gather, discuss and disseminate the needs, wishes and concerns of members and prospective members

The Regional Directors have formed a working group and meet in person in conjunction with the Annual Membership and Board of Directors Meetings. They may also meet at their convenience at any time by teleconference or webinar.

Regional Directors are encouraged to work with other ADS Committees that can provide help that may be beneficial in serving their respective Region.

### Specific Responsibilities:

- Represent the interest and concerns of the regional membership at Membership, Board of Director and committee meetings.
- Coordinate membership activities with Local Clubs and members within your Region.
- Promote the ADS and ADS membership at equine fairs, competitions, clinics, at club meetings and by individual contact.
- Monitor dates of competitions and clinics to help avoid calendar conflicts.
- Provide updates at regular intervals for publication in the Whip.
- Answer or forward to the committee or person with expertise, questions from members and prospective members. Note: A copy of any written communication to individuals, clubs or businesses must be sent to the Executive Office.
- Assist in organizing clinics for youth, developing drivers and others.
- Assist clinics, new competitions or other events with obtaining funding from the ADS Fund.
- Provide articles for regional equine or club publications.
- Maintain a web page at the ADS site that provides contacts, calendars and other items of interest for public access.
- Gather information on affiliated and non-affiliated driving and equine organizations that may benefit from ADS activities and information.

Regional Directors work with all factions of the ADS

# Policies & Procedures

## Committees - Introduction

### **Executive Committee**

*[See Bylaws Article V, Section 1]*

The Board of Directors shall elect an Executive Committee of no more than eleven Directors to serve with the four elected Officers. In total the Executive committee may not have more than 15 members.

The Executive Committee acts on behalf of the Board by providing administrative management on a day to day basis and as a support source for the ADS Executive Office personnel.

The Executive Committee is a committee of the Board of Directors and is responsible directly to the Board of Directors. The Executive Committee shall report to the Board of Directors any situation or issue which may affect the Society in any way. The committee must remember that the entire Board of Directors is legally held responsible for the well-being and operations of the Society. The Committee's authority is limited by law. These limitations are listed in the Bylaws.

This committee meets at least twice a year, each time in conjunction with the two Board of Directors' meetings. They may meet any other time as often as they feel necessary to conduct business at hand. Their additional meetings may be in person or by electronic means as long as it is agreed upon by all committee members.

**Standing Committees** are created by The American Driving Society, Inc. Board of Directors and are permanent in nature. While Director/Chairs and committee members serve only a two-year term, the committee continues unless and until the Board of Directors dissolves it. Note each term is for a period of two years only and does not automatically continue or carry over into the next term. However, the same people may be asked by the Nominating Committee to stand for another term and the same people who have served as members of the committee may be asked to serve another term by the respective Director/Chair

Changing the name of an existing standing committee does not discontinue the committee as long as the purpose of its existence remains fundamentally the same and/or has other subject matter added to it.

Director/Chairs who are appointed on an interim date, that is between the first date and last date of the then current term of office, shall serve only until the last day of the then current term of office.

New York Code for Not for Profit organizations requires that Standing Committees be chaired by Directors. It is for this reason that all Chairs of Committees carry the title, Director/Chair of (name of committee).

Standing Committees are responsible for specific ongoing needs and interests of ADS. The Director/Chair reports to the Board of Directors. See details for each committee under Committee Descriptions and Guidelines.

**Special Committees** are created by the President with approval of the Board of Directors or by the Board of Directors. A Chair should be designated by the President or the Board at the time the committee is created. A Special Committee exists until its work is completed and a report of their conclusions is submitted to the President or the Board. A Special Committee does not automatically continue beyond the then current term of office of the President or members of the Board. If their work is not complete whatever they have accomplished should be turned over to the Executive Office. The new President and Board of Directors may at their discretion reappoint the committee with the same Chair and members or appoint new people to continue the work. Any work done by a committee serving during a previous term should be given to the new committee for reference and continuity.

#### **All Committees**

It should be noted that any work done by any committee for or on the behalf of The American Driving Society, Inc. is legally the property of The American Driving Society, Inc. It is imperative that originals of any material developed or official correspondence especially with outside organizations or businesses must be deposited with the Executive Office promptly and at least within ten (10) days following the end of the term being served.

Unless specifically authorized by the Board of Directors no individual or committee may enter into contracts with any individual or commercial establishment without first receiving permission to do so. Any questions in this regard should be directed to the Executive Committee.

## **Budget & Finance Committee***[Standing Committee]*

The Budget and Finance Committee is under the jurisdiction of the ADS Treasurer who chairs this committee.

It acts in an advisory capacity regarding the composition of the annual Budget and other financial matters

### **Specific Responsibilities**

- Regularly review the financial records of the ADS
- Make recommendations to the Board of Directors
- Consult and work with the Executive Director to be sure financial records are being properly kept and stored.

## **Combined Driving Committee***[Standing Committee]*

The Combined Driving Committee is primarily responsible for maintaining and updating the format, rules and practices of the Combined Driving discipline including the derivatives of Driving Trials and Arena Trials.

### Specific Responsibilities:

- Propose new rules or modification of existing rules to improve the sport of combined driving
- Review submission of new rules or modification of existing rules submitted by members of ADS
- Work with the Rules Committee in developing a written presentation of any changes to be posted on the ADS web site and to be given to the Board of Directors. Only those new rules or modifications adopted by the Board of Directors will become active.
- Assess, report and make recommendations on the health of the Combined Driving discipline to the Board of Directors
- Participate in the development of curricula for the training of learners and officials in combined driving.
- Recommend to the President, members qualified for the USEF Driving Technical Committee.

The Dressage, Event Standards, Licensed Officials, Education and Rules Committees can have valuable input. Working together with these committees is encouraged.

Note: Consideration must be given to the fact that there are three bodies who formulate Combined Driving Rules - ADS, United States Equestrian Federation and FEI - all with different effective dates for their Rules.

## **Dressage Committee** *[Standing Committee]*

The Dressage Committee is primarily responsible for maintaining and updating the rules and tests for driven Dressage for combined driving including the derivatives of Driving Trials and Arena Trials, stand-alone driven Dressage competitions and Dressage classes held in conjunction with Pleasure Driving.

### **Specific Responsibilities**

- Prepare, propose, consider and make recommendations for new rules or rule changes (RCP) received from the Committee, ADS members, the USEF or the FEI.
- Work with the Rules Committee in developing a written presentation of any changes to be posted on the ADS web site and to be given to the Board of Directors. Only those new rules or modifications adopted by the Board of Directors will become active.
- Review ADS Omnibus Combined Driving. HDT and ADT entries.
- Assess, report and make recommendations on the health of the Dressage discipline.
- Participate in the creation of curricula for the training of Dressage officials for Combined Driving and classes held in conjunction with Pleasure Driving
- Participate in the creation and upgrading ADS Dressage tests for Training, Preliminary, Intermediate and (non FEI) Advanced levels.

The Dressage Committee is encouraged to work closely with the other technical committees, the Licensed Officials and Events Standards Committees

## **Education Committee** *[standing Committee]*

The Education Committee designs and implements comprehensive information for membership, officials, and the public. These efforts are coordinated with the appropriate ADS committees.

### Specific Responsibilities

- Develop and provide easily accessible information to persons involved in the sport of driving.
- Develop and provide educational information for the development for drivers, and potential drivers.
- Provide help in development of educational materials for Licensed Officials in cooperation with the Licensed Officials Committee
- Develop educational literature appropriate for distribution to driving clubs, breed organizations, pony clubs, 4-H Clubs and any persons or groups interested in hitching equines to vehicles.

The Education Committee is available to help Member Clubs, other ADS Committees in the development and disbursement of appropriate educational material.

**Executive Committee** - *[Committee of the Board of Directors]*  
*[See Bylaws Article V, Section 1]*

The Board of Directors shall elect an Executive Committee of no more than eleven Directors to serve with the four elected Officers. In total the Executive committee may not have more than 15 members.

- The Executive Committee acts on behalf of the Board by providing administrative management on a day to day basis and as a support source for the ADS Executive Office personnel.
- The Executive Committee is a committee of the Board of Directors and is responsible directly to the Board of Directors. The Executive Committee shall report to the Board of Directors any situation or issue which may affect the Society in any way. The committee must remember that the entire Board of Directors is legally held responsible for the well being and operations of the Society. The Committee's authority is limited by law. These limitations are listed in the Bylaws.
- This committee meets at least twice a year, each time in conjunction with the two Board of Directors' meetings. They may meet any other time as often as they feel is necessary to conduct business at hand. Their additional meetings may be in person or by electronic means as long as it is agreed upon by all committee members.

Like Standing and Special Committees the meetings of the Executive Committee are open except for meetings or portions thereof declared Executive Sessions called for the purpose of discussing confidential information such as employee reviews.

## **Governance and Bylaws Committee** - *[Standing Committee]*

The Governance and Bylaws Committee oversees internal, external, legal and ethical issues regarding administrative and business practices of the ADS. They evaluate conformance with State and Federal laws and make recommendations and/or changes to the Bylaws and Policies and Procedures where necessary. They also recommend referral to legal counsel when prudent to do so.

### Specific Responsibilities

- Review Bylaws to be sure they are in compliance with New York requirements.
- Advise the membership and the Board of Directors of any required or recommended changes to the Bylaws
- Review Policies and Procedures and make required changes and recommend optional changes
- Make sure any motions adopted by the Board of Directors that affect any Policy or Procedure is inserted into the Policy and Procedure manual
- Review any proposed change to the Bylaws or the Policies and Procedure to be sure the change is in compliance with current law or business practices and does not contradict any current Bylaw or Policy or Procedure
- Review any proposed change to the Bylaws or the Policies and Procedures to be sure the wording is correctly formulated and all affected sections are revised.
- Assist Officers, Directors and members at large with drafting proposed Bylaws and Policies and Procedures as well as understanding specific provisions.
- Work with the Executive Director to address issues raised by members as well as business issues.

The Governance Committee, through the Chairman, works closely with the Executive Committee and the Executive Director on an ongoing basis as well as with members and Directors to address specific issues.

## **Licensed Officials Committee - *[Standing Committee]***

The Licensed Officials Committee has full authority regarding the training and licensing of The American Driving Society Judges and Technical Delegates. This Committee is authorized to act on its own in regard to all matters concerning the licensing of officials or licensed officials without the need of prior approval from the American Driving Society, Inc. Board of Directors except where specifically noted to the contrary. **THIS COMMITTEE HANDLES CONFIDENTIAL INFORMATION REGARDING APPLICANTS, AND LICENSED OFFICIALS WHICH MUST BE MAINTAINED IN STRICT CONFIDENCE WITHOUT EXCEPTION. Meetings of the LOC or any portion thereof may be designated Executive Sessions for the purpose of discussing confidential information. All Executive Sessions are closed.**

### Specific Responsibilities

Create and maintain the criteria for acceptance, promotion and renewal for ADS Learner and Licensed officials, as published in the ADS Rule Book, and ADS Competition Guidelines as adopted by the Board of Directors.

Review and act upon all applications for acceptance, promotion or renewal of officials licenses..

Review and act upon all complaints received in writing by the ADS about officials in accordance with the disciplinary procedures [*See Competition Guidelines*] of the ADS.

Review ADS Omnibus entries to insure listed Officials are qualified for the stated event.

Create curricula for the training of learners and officials in the sports of pleasure riving, combined driving, dressage and coaching.

Schedule and conduct appropriate educational clinics for Learners, Judges and Technical Delegates that satisfy the requirements for acquiring licenses, promotions, and renewal of licenses.

Review and grant or deny requests for extensions of licenses and waivers for licensing requirements.

## **Nominating Committee** - *functions as a Special Committee*

*[also see (Bylaws, Article IX)]*

The Nominating Committee functions as a Special Committee. The Committee is formed in the Fall of the year preceding the Annual Membership meeting at which elections are held. The committee is dissolved when its responsibilities are completed which is when they present the slate of Director candidates to the members and the slate of Officer candidates to the new Directors.

Prior to the Fall Board Meeting held in the year preceding the election, Standing Committee Director/Chairs should be asked to select one member of their committee to serve on the Nominating Committee. If no committee member is willing to serve the Director/Chair of the respective committee may serve. The names of those who will be serving should be given to the Executive Director as soon as possible.

The President shall submit the name of an individual whom he would like to serve as Chair of this committee and along with two Directors at Large to the Board of Directors for approval. Upon approval the President will charge the committee with their responsibilities.

While it would be preferable for the committee to meet in person at least once, the committee may meet by phone, teleconference and communicate by email. If a formal meeting is to take place where a vote is required, the meeting must be held in such a manner that allows all participants to hear what each other has to say.

After the Nominating Committee is appointed and charged with their responsibilities, the Chair should publish a notice to the ADS members letting them know the Nominating Committee is "open" to receive suggestions of potential nominees for the various positions that compose the Board of Directors and Officers. *[Note: the members vote only for the Directors, but they are free to provide suggestions for any one of the four officers which are voted upon by the Board of Directors.]* The first notice should be published in the next issue of The Whip and no later than the January issue following the meeting at which the committee was charged with their responsibilities. The same notice should be published in subsequent issues of The Wheelhorse and on the ADS web site.

In April of the election year, the Chair should send a letter to all Directors reminding them that their term of office expires effective December 31 of that year. They should be thanked for their service and asked if they would be interested in volunteering for another term in the same or different position if they were selected as a candidate for the new slate of candidates being formed. It is recommended that in order to comply with time constraints their response would be appreciated no later than May 1 and a lack of response by that date would indicate to the Committee that they were no longer interested in serving.

In April of the election year, a letter shall be sent to all Directors and Committee Chairs notifying them of the expiration of their terms and asking if re-nominated, would they care to serve another term if allowed by the Bylaws.

The slate should be formed by July of the election year. The Chair of the Committee should notify those whose names will be placed in nomination and those who will not be asked to continue to serve or whose names have not been used on the new slate.

The Slates of Directors and of Officers should be given to the Executive Director for publication in the August issue of The Whip, any interim issues of The Wheelhorse and on the ADS Web Site.

The Bylaws provide for a maximum of thirty-five Directors. Four officers are included in the thirty-five maximum total. Also included in this total are the immediate Past President of the ADS and The Hoopes-Addis Education Trust holds a Director position. In the event it becomes necessary for the Board of Directors to form a new Standing Committee or it becomes necessary to form a new Region there should not be more than thirty-one or thirty-two positions used to compose the Board of Directors including Officers. Note: Since the Treasurer occupies both the Treasurer and Chair of Budget & Finance positions an “extra” space is available.

Helpful Notes:

#### Composition

Officers (4)-	President, Vice President, Secretary, Treasurer
Regional Directors (8) -	Northeast; Mid-Atlantic; Southeast; Central; Midwest; Southwest; Pacific; Northwest
Director/Chairs (10) -	Combined Driving; Development; Dressage; Education; Event Standards Governance & Bylaws; Licensed Officials; Pleasure Driving; Recreational Driving; Rules;
Budget & Finance (1) -	mandated by Bylaws - not on slate – Treasurer Chairs this committee
Director (1 )-	The Hoopes-Addis Education Trust - mandated by Bylaws - not on slate
Director (1) -	Immediate Past President - mandated by Bylaws - not on slate
	<i>[sub-total 24]</i>
Directors at Large -	This number is flexible, but it is recommended that no more be used than brings the total number of the Board to 31 or 32.

New York code requires that Committee Chairs be selected from the Board of Directors. In order to comply and still be able to select Directors who have the knowledge and technical expertise necessary to carry out the responsibilities of the position the titles used are “Director/Chair of..... “

The following directives were adopted by the Board of Directors

1. There shall be no Co-Chairs of Committees
2. Spouses shall not be seated simultaneously on the Board.
3. There shall be at least two or three spaces left available in the event a new committee must be formed.

The total number on the slate presented by the Nominating Committee is the total number of the complete Board of Directors. The spaces in reserve between the number on the slate and the maximum allowed number of 35 are not considered excess or open slots. This explanation reconfirms the intent of item 3 adopted by the Board.

## **Pleasure Driving Committee - *[Standing Committee]***

The Pleasure Driving Committee is responsible for the disciplines of Pleasure Driving and Coaching.

### Responsibilities:

- Be familiar with competition rules for Pleasure Driving and Coaching.
- Requests for new rules or changes to existing ones must be reviewed, and written so they can be presented to the Rules Committee. [See Rules Committee for the process of adding or changing rules.] These requests may come from the Committee, ADS members or USEF .
- Work with the Rules Committee in developing a written presentation of any changes to be posted on the ADS web site and to be given to the Board of Directors. Only those new rules or modifications adopted by the Board of Directors will become active.
- Review Technical Delegate Reports to identify any problems or issues that could be corrected and make recommendations do so.
- Review any proposals for new classes and write criteria for running them for submission to the Rules Committee.
- Review ADS Omnibus Pleasure Driving submissions
- Be aware of current trends in Pleasure Driving and if necessary make appropriate recommendations to encourage the growth of the sport.
- Members of the Committee should be aware of the many different types of carriages and their appropriate harness and appointments that might be used in Pleasure Driving classes.
- Be accessible to Shows, organizers and competitors to help meet their needs and make their showing experience a pleasure.
- Help to develop new classes that will draw more interest

The Pleasure Driving Committee works most closely with Licensed Officials, Driven Dressage, Rules and Education

## **Recreational Driving Committee** -*[Standing Committee]*

Reaches out to the non-competitive drivers,

Organizes drives and creates written material to be published in the Society's publications,

Assists the Education Committee with ideas for, and in creating, educational material that will be helpful to recreational drivers.

Works in conjunction with other Committees, ADS Clubs, and the Regional Directors to encourage recreational drivers to participate in ADS activities, and to join the Society.