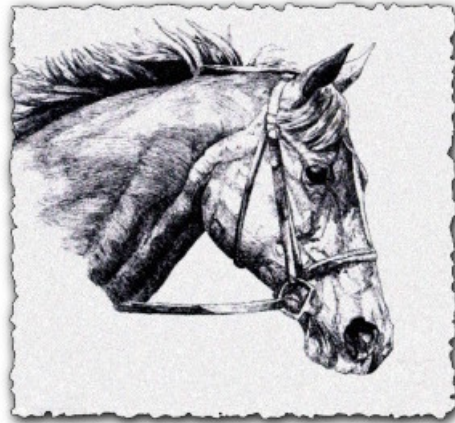


# The Maryland Dressage Association



## Bylaws

Cover Artwork by Judi Provencal

# MARYLAND DRESSAGE ASSOCIATION, INC.

## BYLAWS

Retyped January 2010

### **Article I: Name**

The name of this organization shall be the Maryland Dressage Association. Inc. (here after designated MDA).

### **Article II: Objectives**

The objective of the MDA as a nonprofit educational organization shall be:

- A). Encourage, promote, educate and participate in the art of classical dressage on a local, state, and national level.
- B). Promote good sportsmanship among MDA members, friends, and other associations.
- C). Provide a means of association for those interested in the art of Dressage.
- D). Engage in any lawful activity which may be necessary, useful, or advantageous to the association and its members.

### **Article III: Members**

#### **Section 1: Restrictions**

- A). No person shall be refused membership in the MDA because of sex, color, national origin, or creed.

*Any MDA member, who files a lawsuit against the MDA or any of its members in connection with official MDA business, will have their membership standing reviewed by the Executive Board. The Executive Board reserves the right to suspend membership until the conclusion of said lawsuit.*

#### **Section 2: Membership Categories**

There shall be *four* membership categories:

- A). Senior - Individuals who have reached their twenty-first (21) birthday as of December 1 of the previous calendar year. An individual must be a member for one year before holding office.*
- B). Junior/Young Rider - Individuals who have not yet reached their twenty first (21) birthday as of December 1 of the previous calendar year. An individual must be a member for one year before holding office.*
- C). Life - Individuals of any age who apply for and are granted membership upon receipt of payment based on current fees applicable to this category. Life members will not be obligated to pay annual dues once Life payment is accepted by the membership chairperson.*
- D). Honorary Life - The general membership of the MDA shall from time to time elect a member to this standing based on outstanding service to MDA over an extended period of time. Honorary Life members will not be obligated to pay dues.*

*Members in good standing in all categories are entitled to vote at all General Membership meetings of the MDA, may hold office and may participate in all MDA activities for which they are eligible.*

#### **Section 3: Dues**

*Maryland Dressage Association, Inc membership year is December 1 to November 30. When renewing or joining MDA after Oct 1<sup>st</sup> their membership is automatically granted for the following year.*

The Executive Board shall annually establish the amount of dues. Written notice of dues shall be sent to all members prior to *September 1* of each calendar year. Membership in the MDA begins when annual dues are received by the Membership Chairman and ends on *December 1* unless: 1) dues are for renewing existing membership; 2) dues are for a new membership received after *October 1* in which case membership will automatically begin on *December 1* and end on *November 30*. Dues for renewal of existing memberships must be paid by *December 1* or membership will be automatically terminated. Refunds of dues will not be made to members resigning during the fiscal year or to members who have been suspended or

expelled by the Executive Board during the fiscal year.

#### **Section 4: Obligations**

Membership in the MDA shall constitute a pledge to abide by and be bound by the bylaws then in force and that may thereafter be adopted and by the rules and regulations established from time to time by the Executive Board.

#### **Section 5: Articles of Disciplinary Action**

##### **A). Definitions:**

- 1). Bans may be enacted barring members from particular activities, such as showing or holding an office. A ban may be temporary or permanent. The term of the ban shall be determined by the Executive Board.**
- 2). Suspensions range in severity based on time (not to exceed one year) and may include temporary revocation of membership privileges such as showing. The details of a suspension shall be determined by the Executive Board.**
- 3). Expulsion is permanent. A unanimous decision must be reached by a quorum of the Executive Board who are present at the time of the vote.**

##### **B). Processes:**

- 1). Complaints against members (including board members) shall be submitted in writing to any adult member of the Executive Board. Such a complaint shall be brought before the Executive Board at the next meeting.**
- 2). The complaint shall be discussed, and the person filing the complaint shall be contacted if there are any questions.**
- 3). The person whom the claim is filed against shall also be contacted.**
- 4). Depending on the severity of the complaint and the time required to complete an adequate investigation, the board will render a decision no sooner than the next subsequent meeting after the complaint was first filed.**

#### **Section 6: Resignation, suspension and expulsion**

##### **A). Resignation**

- 1). Any member may resign by delivering his/her written resignation to the Corresponding Secretary of the MDA. A resignation becomes effective upon its receipt by the Corresponding Secretary**
- 2). Members who choose to resign are not eligible for a refund of any membership dues for the remaining portion of the membership year. If the resigning member holds a family membership, it will be assumed that the resignation is for the all members included in that family membership unless specified otherwise in the resignation letter.**

##### **B). Suspension and Expulsion**

- 1). Any member may be suspended or expelled for unsportsmanlike behavior, failure to fulfill financial responsibility or for cause (determined in light of the prevailing standards and rules of the **USEF**, the United States Dressage Federation (USDF) and the MDA at any meeting of the Executive Board.**
- 2). Suspension shall be for such period of time and shall be subject to such other conditions as determined by the Executive Board.**
- 3). The Board must adhere to the processes set forth in the Articles of Disciplinary Action when determining and executing any suspensions or expulsions in order that such disciplinary action be considered official and legitimate.**

#### **Article IV: Officers and Directors**

##### **Section 1: Number and Election**

A). The officers of the MDA shall be a President, a Senior Vice President, a Junior/Young Rider Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer. There shall be five (5) Directors at Large.

These officers and directors constitute the Executive Board and shall perform the duties prescribed by these bylaws.

- B). The Executive Board shall appoint a Nominating Committee of not less than three (3) members. The Nominating Committee shall report its slate to the membership at the October meeting and accept nominations from the floor provided the person(s) nominated accepts the nomination. Nominees shall have been members of the MDA for at least one continuous calendar year prior to the beginning of the proposed term of office. The slate accepted by the members and signed by the Recording Secretary shall then be known as the Official Ballot and thereafter mailed by the Recording Secretary to the membership at least 10 days prior to the November meeting.
- C). Officers shall be elected by Official Ballot at the November annual meeting in even numbered years. Any member not able to attend the November meeting may submit his/her vote by Official Ballot to the Chair of the Nominating Committee prior to the meeting.
- D). The officers shall be elected to serve for terms of two years beginning December 2 and ending December 1.
- E). Each outgoing President shall automatically serve one term on the Executive Board as a Director upon completion of his/her full term.
- F). All officers and directors shall be members of the MDA. No member of the MDA shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office.
- G). In the event of a vacancy in the Executive Board, the remaining Board members may exercise the powers of the full board until the vacancy is filled. Unless otherwise provided for, vacancies in the Executive Board shall be filled by a show of hands vote of the general membership at the next General Membership meeting following notification of the membership, provided at least ten (10) days written notice has been sent to all members and a quorum is present.

## **Section 2: Duties of Officers and Directors**

***In addition to responsibilities of individual offices listed below, each officer, committee chair, and anyone with fiscal responsibility to the MDA shall maintain all MDA records under the guidelines of the Document Retention/Destruction Policy.***

### **A). President**

- 1). Shall serve as Chairman of the Board.
- 2). Shall supervise and control the management of the MDA in accordance with these bylaws and shall enforce all bylaws and rules and regulations of the MDA.
- 3). Shall carry out the decisions, instructions, and recommendations that the Board shall make to implement the objectives and policies of the MDA.
- 4). Shall be a member ex-officio of all committees except the Nominating Committee.
- 5). Shall, with the Board's approval, appoint all committees not otherwise provided for.
- 6). Shall make and execute contracts for and on behalf of the MDA subject to general supervision of the Executive Board.
- 7). Shall make available all receipts from purchases on behalf of the MDA.***
- 8). May handle financial business of the MDA during the absence or disability of the Treasurer. Accordingly, the President shall register his/her signature with the bank(s) through which the MDA accounts are handled so that he/she may sign checks in the absence or disability of the Treasurer.
- 9). The President may authorize expenditures of up to one hundred dollars (\$100) once a month without Executive Board approval for purchases of supplies for shows or an event where time does not permit feedback from the board. Expenditures must be submitted at the next scheduled meeting.***

- 10). Shall perform all duties incident to the office of president and such other duties as may be prescribed by the Executive Board from time to time.

B). Senior Vice President

- 1). Shall assist the President in carrying out the duties of that office.
- 2). Shall exercise the powers of the President during the President's absence or inability to act.
- 3). In the event the office of President becomes vacant, the Senior Vice President shall serve as President until the next regular election of officers.
- 4). Shall register his/her signature with the bank(s) through which the MDA accounts are handled so that he/she may sign checks in the absence or disability of the Treasurer and President.
- 5). Shall have such other powers and perform such other duties as may be assigned to him/her by the Executive Board.

C). Junior/Young Rider Vice President

- 1). Shall be a Junior/Young Rider member of the MDA.
- 2). Shall hold the position of Chairman of the Junior/Young Rider Committee.
- 3). Shall ascertain the needs and desires of the Junior/Young Rider members and shall communicate those findings directly to the Executive Board.
- 4). Shall have other such powers and perform such other duties as may be assigned to him/her by the Executive Board.

D). Recording Secretary

- 1). Shall keep or cause to be kept a record of all meetings of the MDA in a book(s) belonging to the MDA and provided for that purpose. These records become the immediate property of the MDA and, upon the resignation, removal from, or termination of the office of the Recording Secretary, these records shall be surrendered to the Executive Board.
- 2). Shall be the custodian for the safekeeping of all books, documents and records of the MDA not otherwise provided for.
- 3). Shall submit a summary of all meetings to the MDA newsletter for publication in a timely fashion.
- 4). Shall make a report of his/her office to the Executive Board and general membership when requested by the Board.
- 5). Shall make all books, documents and records in his/her custody available for inspection by the Executive Board or general membership at such times and places that the Executive Board may designate.
- 6). Shall maintain a record of all administrative rule and policy changes to ensure the changes are communicated to subsequent club officers.**
- 7). Shall perform all duties incident to the office of Recording Secretary. Shall sign the Official Ballot and mail it to the membership 15 days prior to the November general meeting. Shall perform other duties as may be assigned to him/her from time to time by the President or by the Executive Board.

E). Corresponding Secretary

- 1). Shall conduct all general correspondence of the MDA subject to the general supervision of the President.
- 2). Shall notify each Board member of any action taken by the Executive Board within one (1) week of such action.
- 3). Shall issue written notice of all General Membership, Board, and annual meetings of the MDA at least ten (10) days prior to such meetings. This notification may be by means of publication in the

MDA newsletter.

- 4). Shall make records under his/her control available for inspection at the request of the Executive Board.
- 5). All correspondence made on behalf of the MDA becomes the immediate property of the MDA and, upon the resignation, removal, or termination of the office of the Corresponding Secretary, these records shall be surrendered to the Executive Board.
- 6). Shall perform all duties incident to the office of Corresponding Secretary.

F). Treasurer

- 1). Shall keep or cause to be kept the accounts of the MDA in books belonging to the MDA and provided for that purpose.
- 2). Shall have custody of all funds and securities belonging to the MDA and shall receive, deposit or disburse the same under the direction of the Board.
- 3). Shall make payment of money from funds belonging to the MDA for obligations incurred by the MDA in a timely fashion.
- 4). Shall have the authority to open bank accounts in the name of the MDA.
- 5). Shall prepare and submit written monthly financial statements of the MDA at all board and regular meetings of the MDA.
- 6). Shall serve as Chairman of the Financial Committee.
- 7). Shall make all financial records in his/her custody available for inspection by the Executive Board of general membership at such times and places that the Executive Board may designate.
- 8). Shall make all financial records available to the Auditing **Committee** *within one week following the return of the financial records for the Tax Accountant.*
- 9). All financial books, records and vouchers of the MDA become the immediate property of the MDA and, upon the resignation, removal, or termination of the office of the Treasurer, these records shall be surrendered to the Executive Board.

G). Directors

- 1). Shall perform such duties as may be assigned to them by the Executive Board.
- 2). Officers who do not attend at least 75% of all General Membership, Board and Annual meetings during their terms will be automatically removed from office unless voted otherwise by the Board.

## ***Article V: Meetings***

### **Section 1: Board Meetings**

- A). There shall be at least **three (3)** meetings of the Executive Board per year.
- B). Board meetings shall be held at a time and place designated by the Executive Board.
- C). Written **and /or electronic** notice of all board meetings shall be sent to all members at least ten days prior to the meeting.
- D). A majority of the Board members **must be** present **to** constitute a quorum.
- E). Board meetings are open to attendance by the general membership.
- F). All voting shall be limited to those Board members in attendance.
- G). In an emergency, any action may be taken without a Board meeting if all officers consent to the action and a majority of those respond within a specified time.
- H). Minutes of Board meetings shall be available for inspection by any member at any General Membership meeting of the MDA or at any reasonable time

determined by the Executive Board as long as that time is within thirty (30) days of a written request by any member to view said minutes.

- I). Special meetings of the Executive Board may be called by the President, the Treasurer, or other officers and shall be called upon written request. Except in cases of emergency, at least five (5) days written notice shall be given to all Board members and the purpose of the meeting shall be stated in the notice.
- J). The minutes of all meetings shall be published in the MDA newsletter.

### **Section 2: General Membership Meetings**

- A). There shall be at least *three (3)* General Membership meetings held during each calendar year.
- B). General Membership meetings shall be held at a time and place designated by the Executive Board.
- C). Written notice of all General Membership meetings shall be sent to all members at least ten (10) days prior to the meeting.
- D). A quorum shall be considered to be those members in attendance provided at least four Board members are present.
- E). All voting shall be limited to those members in attendance unless otherwise provided for.
- F). Special meetings of the general membership may be called by the President, by the remaining Executive Board, or upon the written request of ten members of the MDA. Except in cases of emergency, at least five days written notice shall be given and the purpose of the meeting shall be stated in the notice.
- G). A summary General Membership meetings shall be published in the MDA newsletter.

### **Section 3: Annual Meeting**

- A). The annual meeting shall be held in November at a time and place fixed by the Executive Board.
- B). The purpose of the annual meeting shall be to elect officers when appropriate, to receive reports of officers and committees and for any other business that may arise.
- C). Written notice of the annual meeting shall be sent to all members at least ten (10) days prior to the meeting.
- D). A quorum shall be those members in attendance provided at least four board members are present.
- E). All voting shall be limited to those members in attendance unless otherwise provided for.
- F). A summary of all annual meetings shall be published in the MDA newsletter.

## ***Article VI: Executive Board***

### **Section 1: Members**

The officers of the MDA shall constitute the Executive Board.

### **Section 2: Duties/Powers**

- A). Shall implement the objectives of the MDA.
- B). Shall manage and control the affairs, funds, and property of the MDA in accordance with the provisions of applicable Maryland law, the parliamentary procedures of Robert's Rules of Order, Newly Revised Edition, and these bylaws.
- C). May make and adopt standing rules and regulations for the conduct of such rules and regulations.



- D). Shall represent the MDA membership at national, regional, and zone levels within the USDF, *USEF* and other organizations. Representatives shall be officers of the MDA and shall be appointed by the President with the approval of the Executive Board.
- E). Shall appoint a parliamentarian to interpret these bylaws when necessary.

## ***Article VII: Committees***

### **Section 1: General**

- A). Except as otherwise provided in these bylaws, the Executive Board shall define the duties, powers and authorities of all committees.
- B). All committees, except the Nominating Committee, shall be appointed by the President with the approval of the Executive Board for a one year term beginning December 2. All committee members shall be current members of the MDA. Any committee member may be removed from his/her position by the Executive Board when, in its judgment, the best interests of the MDA will be served thereby.
- C). Committee meetings shall be called by the committee chairmen as often as necessary. Committee chairmen shall notify the president in advance of all committee meetings.
- D). Committees shall submit written reports of activities to the Executive Board for its approval.
- E). The Executive Board has the power to rescind any action of any committee except the Nominating Committee.
- F). Standing committees of the MDA shall include, but not be limited to the standing committees listed elsewhere in these bylaws. Other committees may be created and appointed as deemed necessary by the President with the approval of the Executive Board.
- G). Unless otherwise specified, all committees shall consist of three members including the chairman. Chairmen may enlarge their committees with the Board's approval if circumstances warrant.
- H). All committees shall maintain written records of their activities. These records become the immediate property of the MDA and shall be available to the Executive Board upon request.

### **Section 2: Standing Committees**

- A). Auditing - Shall audit the financial records of the MDA on a yearly basis and report its findings to the MDA by December 31 of each calendar year. The Treasurer is ineligible to serve on this committee, but should be in attendance.
- B). Awards - Shall oversee the efforts of the MDA in developing and organizing its yearly awards program. Shall make recommendations to the Executive Board as to award types, requirements, funding, selection, presentation, etc. Shall maintain a record of members scores and of their qualifications. Shall tabulate year-end results for each award. Shall organize the awards presentations. Shall make all records of scores, qualifications and award determinations available to the Executive Board upon request. Shall submit names and scores of all award winners to the MDA newsletter and other publications at the request of the Executive Board.
- C). Clinics - Shall oversee the efforts of the MDA in arranging its mounted clinics. Shall assess the desires of the general membership as to clinicians, locations, dates, costs, etc. and advise the Executive Board of same. Shall hire clinicians, recruit and supervise individual organizers, contract for locations, etc. as requested by the Executive Board. Shall maintain and improve structural and functional information for the benefit of new clinic

- personnel.
- D). Financial - Shall provide a financial itemized report for the *previous* fiscal year *ending December 31*, and shall submit *report* within 60 days at the next General Membership meeting for approval. The Chairman shall be the Treasurer.
  - E). Historical - Shall maintain a written and pictorial record of MDA activities and publicity pertaining to the MDA. The record shall include, but not be limited to, one copy of each MDA newsletter and every MDA news release. The historical record shall be open to inspection at all regular meetings. May be a committee of one member.
  - F). Hospitality - Shall arrange the hospitality at MDA activities (including, but not limited to, shows, clinics, meetings, programs).
  - G). Junior/Young Rider - Shall, with the Board's approval, direct all Junior/Young Rider programs for the MDA. The Chairman shall be the Junior/Young Rider Vice President.
  - H). Membership - Shall maintain a current file of all members, their addresses, phone numbers, membership status, etc. Shall accept dues from old and new members. Shall provide all members with a current membership packet (i.e. bylaws, membership card, rules and regulations of the MDA, etc.). May be a committee of one member.
  - I). Newsletter - This committee shall consist of at least one Board member. Shall oversee the creation, publication and distribution of the MDA newsletter. Shall be responsible for keeping the general membership informed of MDA activities and policies through a regular newsletter.
  - J). Nominating - Shall submit nominations for the offices for which elections are to be held at the annual meeting. Shall present its slate at the October General Membership meeting. Shall be appointed by the Executive Board.
  - K). Program - Shall oversee the efforts of the MDA in arranging its various programs which shall include, but not be limited to, unmounted clinics, field trips and meeting programs at all regular and annual meetings. Shall ascertain the desires and needs of the general membership in this regard and notify the Executive Board of same. Shall, with the Board's approval, hire clinicians and speakers, recruit and supervise individual organizers, contract for locations, develop clinic formats and notify the general membership.
  - L). Property - Shall maintain an inventory of the property of the MDA and provide for its procurement, storage, use, and maintenance with the approval of the Executive Board.
  - M). Public Relations - Shall promote horsemanship and the art of dressage within the MDA by gathering information and submitting same to appropriate media and other organizations. Shall publicize activities of the MDA. Shall respond to inquiries regarding the function of the MDA.
  - N). Scholarships - Shall oversee the efforts of the MDA in providing scholarships to its members. Shall make recommendations to the Executive Board as to types, requirements, application procedures, selection procedures, and awards of scholarships, etc. Shall determine the recipients of each scholarship awarded according to specific guidelines approved by the Board. Each scholarship offered shall have its own committee.
  - O). Schooling Shows - Shall oversee the efforts of the MDA in arranging its schooling shows. Shall ascertain the desires of the general membership as to show locations, judges, etc. And report same to the Executive Board. Shall organize MDA schooling shows as requested by the Executive Board. Shall arrange dates, locations, organizers, judges, and personnel with the Board's approval. Shall maintain and improve structural functional information for the benefit of new competition personnel. Shall be authorized to provide an Omnibus. May be appointed before Fiscal year end due to the next season show schedule.
  - P). *Licensed* Show - Shall oversee the efforts of the MDA in arranging a

**Licensed** Show. Shall ascertain the desires of the general membership as to show location, judges, etc. and report same to the Executive Board. Shall organize the **Licensed** Show as requested by the Executive Board. Shall arrange dates, location, organizers, judges and personnel with the Board's approval. Shall maintain and improve structural functional information for the benefit of new competition personnel **and maintain a log book.**

### **Article VIII: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised Edition shall govern the MDA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the MDA may adopt.

### **Article IX: Fiscal Policies**

#### **Section 1: Fiscal Year**

The fiscal year of the MDA shall be **January 1 through December 31** of the **same** calendar year.

#### **Section 2: Checks**

- A). The President, Senior Vice President and Treasurer shall be empowered to sign checks in payment for club obligations.
- B). No one may spend or authorize to be spent any sum of money belonging to MDA without authorization of the Executive Board.
- C). The President may authorize expenditures of up to one hundred dollars (\$100) **once a month** without Executive Board approval **for purchases of supplies for shows or an event where time does not permit feedback from the board**. Expenditures must be submitted at the next scheduled meeting.
- D). Individuals responsible for collecting funds pertaining to MDA activities shall deliver those funds to the Treasurer within seven days of the event.

#### **Section 3 : Requirements for Members with Fiscal Responsibility**

**A). No MDA member connected with any financial aspect of MDA (includes show secretaries, show organizers, clinic organizers, board members or any other elected or appointed position) may be under Probationary, Parole, or Correctional Authority or have a felony criminal record in the past 10 years.**

#### **B). Background checks:**

**Any MDA member in an elected or appointed position connected with any financial aspect of MDA may be subject to a criminal background check.**

**By volunteering for such a position, you are stating that you do not have a criminal record. Any member who willfully denies a history of criminal behavior and is found to have such a history will be removed from that position by 2/3 vote of Executive Board upon receipt of the record.**

#### **C). Confidentiality:**

**All information received as a result of any criminal background will be managed in a confidential manner by the Executive Board and filed with the President.**

#### **Section 3: Audit**

All financial records of the MDA shall be audited annually by the Auditing Committee which shall report its findings to the MDA **within 60 days of the receiving completed audit and records from auditing agent.**

## ***Article X: Ethics***

Members shall disqualify themselves from voting on any matter or serving in any office or on any committee in which they have a conflict of interest.

### ***Section 1: Conflict of interest***

***MDA expects its board members to conduct business within the bylaws and rules set forth by MDA that prohibit actual or potential conflicts of interest. An actual or personal conflict of interest occurs when a board member is in a position to influence a decision that may result in personal gain for that person, a relative, or friend as a result of MDA business dealings. Personal gain may result not only in cases where a board member or relative has significant ownership in a company or agency with which MDA does business, but also when a board member receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving MDA. Any program which uses the time, money, and/or facilities of the organization is the property of MDA and may not be used for personal gain the board member, relative, friend or business in which the employee has interest.***

## ***Article XI: Amendment of Bylaws***

These bylaws may be amended at any General Membership or Annual meeting of the MDA by a two-thirds vote, provided a quorum is present and that notice of the proposed action and the proposed amendment is sent in writing to all voting members of the MDA at least ten days prior to the date of the meeting.

## ***Article XII: Indemnification of Directors and Officers***

Each director and/or officer of the MDA shall be indemnified by the MDA against reasonable expenses actually and necessarily incurred by him/her in connection with the defense of any action, suit, or proceeding in which he/she is made a party by reason of his/her being or having been a director and/or officer of the MDA and which terminates in final judgment for the defendant MDA and such officers and directors of the MDA as have been made parties defendant.

## ***Article XIII: Limitation of Activities***

The MDA shall have no capital stock and shall declare no dividends. No part of the net earnings of the MDA or share in distribution of any MDA assets on dissolution of the MDA shall inure to the benefit of any organization not qualified for tax exemption under Section 501 C (3) of the Internal Revenue Code and regulations relating thereto, as they now exist or may hereafter be amended, nor to any director or officer of the MDA, or private individual (except that reasonable compensation may be paid for services rendered to or for the MDA affecting one or more of its objects). No substantial part of the activities of the MDA shall be the carrying on of propaganda or otherwise attempting to influence legislation. The MDA shall not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

## ***Article XIV: Dissolution***

The MDA may be dissolved as provided by law. Upon dissolution, the assets of the MDA shall be distributed exclusively to scientific, literary, or educational organizations which then qualify under the provisions of Section 501 C (3) of the Internal Revenue Code and regulations pertaining thereto as the same then exist.

***Article XV: Document Retention and Periodic Destruction Policy***

*The following table provides the minimum requirements.*

<i>Type of Document</i>	<i>Minimum Requirement</i>
<i>Accounts payable ledgers and schedules</i>	<i>7 years</i>
<i>Audit reports</i>	<i>Permanently</i>
<i>Bank Reconciliations</i>	<i>2 years</i>
<i>Bank statements</i>	<i>3 years</i>
<i>Checks (for important payments and purchases) amounts over \$500.00</i>	<i>Permanently</i>
<i>Contracts (still in effect) judges, clinicians, Lic. Show/s</i>	<i>Permanently</i>
<i>Correspondence (general)</i>	<i>2 years</i>
<i>Correspondence (legal and important matters)</i>	<i>Permanently</i>
<i>Articles of Incorporation (they are within our Bylaws)</i>	<i>Permanently</i>
<i>Duplicate deposit slips</i>	<i>2 years</i>
<i>Year End Financial Statements</i>	<i>Permanently</i>
<i>Insurance Policies (expired)</i>	<i>3 years</i>
<i>Insurance records, current accident reports, claims, policies, etc.</i>	<i>Permanently</i>
<i>Internal audit reports</i>	<i>3 years</i>
<i>Letter of Determination</i>	<i>Permanently</i>
<i>Minute books, bylaws and charter</i>	<i>Permanently</i>
<i>Tax returns and worksheets</i>	<i>Permanently</i>
<i>Trademark registrations and copyrights</i>	<i>Permanently</i>
<i>Withholding tax statements 1099's</i>	<i>7 years</i>