

**Southern Eventing and Dressage Association
Policies and Procedures**

Updated October 2019

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1. MEMBERSHIP

- A. The SEDA membership year runs from December 1 through November 30 of any given year. To be considered a member in good standing, member(s) must have their membership dues paid in full in order to take advantage of the rights and privileges of SEDA members. As a specific example, scores earned before a person has paid their membership will NOT count toward year end awards. There will be no exceptions.

Members may join SEDA at any point during the aforementioned membership year but will only enjoy member benefits from the date that dues are paid. This date is defined as the day the Membership Director or his/her agents receive said payment either in hand (not the date on the check) or electronically through the SEDA website.

The Membership Director will notify former members who have failed to renew as of Dec. 31st. as a reminder courtesy.

- B. Membership privileges include the following:
1. Eligibility to compete for Year End Awards
 2. Eligibility to receive scholarships for clinics
 3. Yearly subscription to the SEDA newsletter
 4. Membership discounts to SEDA sponsored clinics and seminars
 5. A GMO membership to USDF
 6. Eligibility to serve on the SEDA Board

Again, membership privileges DO NOT begin until membership dues are received.

- C. There are four types of memberships:
1. Senior membership (must be over age of 21)
 2. Junior membership (all members age 21 and under)
For show purposes, the age of a junior member on December 1st will be maintained for that show year.
 3. Family membership (Includes the first two people in the household plus a nominal fee for each additional person)

4. Lifetime - this membership may be bestowed by the Board on persons who have given extraordinary service in promoting SEDA in general. Lifetime members are not required to pay dues.
- D. The Board of Directors has the right to increase dues at any point with a majority vote in favor of said increase. Said vote to increase dues must be done at one of the general Board meetings. All Board members are required to attend. If the Board of Directors, at one of the general meetings, decides to increase dues, the increase will be for the upcoming year, not the current year.
 - E. The Board of Directors may by unanimous vote censure a member for conduct deemed prejudicial to the best interests of SEDA. Members subject to censure shall be notified in writing detailing the grounds for censure, and shall have the right to a closed hearing before the Board prior to any vote to impose censure. The member has ten (10) days from the date of the written notice of censure to request a hearing before the Board. Imposition of censure by unanimous vote of the Board shall be issued in written form detailing the reason for the censure along with statement from the Board regarding the circumstances of the censure. Said censure will be in the form of a suspension which may be for a period of time not to exceed the remainder of the suspended member's paid in full membership.

2. BOARD OF DIRECTORS

- A. The affairs of SEDA shall be governed exclusively by and under the supervision of the Board of Directors.
- B. The Board of Directors of SEDA shall consist of a President, Vice President, Secretary, Treasurer, Dressage Director, Eventing Director, Membership Director, Publications Director, and a Junior/Young Riders Director.
- C. The Board of Directors shall be elected by the members of SEDA. Elections shall be held every two years, and Board members shall hold office for a two year term or until their successors have been formally elected or appointed. Election rules and criteria are available in these Policies and Procedures under Section 3 "Election of Officers".
- D. Should a vacancy on the Board occur mid-term, the Board of Directors by majority decision will appoint an interim Board member to serve until the next formal elections are held.
- E. The Board of Directors retains the right to create Chair Persons or Committees to aid in developing specific programs and/or lead any specific projects or goals created by the Board. The aforementioned chair persons will be appointed to their position by a majority decision of the Board of Directors and shall serve at the will of the Board or until the position is no longer

warranted. Committees may be freely appointed by the corresponding and relevant Board of Directors member. Neither chair persons nor committee persons shall have rights within SEDA beyond those of other non-commissioned by simply being SEDA members.

3. ELECTION OF OFFICERS

- A. The Board shall call for Election Committee volunteers on or before August 30th of an election year. The Board shall select two (2) SEDA members who subsequently agree to volunteer to serve as the Election Officials. Should there be insufficient volunteers, the Board shall appoint additional Election Officials. Election Officials shall preside over the vote counting. Said Election Officials must be members in good standing and cannot be a member serving on any other committee, hold any other position within SEDA, whether elected or appointed nor be nominated for office.
- B. Anyone running for a position on the Board of Directors must send a simple letter of intent to the President by either US mail or email, stating the position for which he/she is running. Said letter must be received by the election committee by October 15th of the election year. Anyone who wishes to run for a position on the Board of Directors must be a member in good standing for at least one year. Those wishing to run for the position of President must have already held a lesser position on the current Board of Directors for a minimum of one term.
- C. All ballots will be mailed to the member's address of record no later than November 1 OR an electronic means to cast a vote will be provided.
- D. Ballots must be received by the appointed Election Officials no later than November 30th, by mail or electronically. The Election Officials will tally the votes and determine the results by a simple majority of all ballots received.
- E. The newly elected Board Members will be formally announced during the annual awards banquet, and will assume office on February 1st following the elections.
- F. Election results will be posted on the SEDA website as soon as possible, as well as printed in the next newsletter.
- G. If all candidates for Board positions are running unopposed, an official election ballot need not be distributed to membership. Instead, after the period of declaration of intent has passed, all names of candidates for the Board election will be made available to the general membership via all current communication methods for a period of two weeks. After the period of two weeks, the Board will declare the election final and the candidates approved as the next Board. The new Board will start their duties as of the close of the Annual Awards Banquet.

4. POWERS AND DUTIES OF THE BOARD OF DIRECTORS

PRESIDENT

The President shall be the chief officer of SEDA and shall preside at all meetings of the Board of Directors. The president is responsible for promoting the club as a whole and working with the Board of Directors, Chairpersons and Committee members to promote shows, clinics, seminars, and other educational programs. The President is responsible for scheduling and holding all Board meetings. If a SEDA issue arises that requires immediate attention, the President has the authority to contact the members of the Board of Directors via email, phone or text to schedule an appropriate meeting in order to resolve the issue. Said issue must be voted upon in accordance with the Policies and Procedures that would be in place for a General Membership meeting. The President shall co-sign all SEDA checks with the Treasurer as well as ensure that necessary checks and balances are in place to prevent fraud and personal gain issues. The President shall be the registered agent for the Non-profit Organization status and perform such other duties as may be assigned to the President by the Board of Directors.

President shall be available, as much as possible, at all SEDA events and communicate regularly with those in charge of the events to ensure everything is running smoothly. All other Board positions should be in regular communication with the President when they are planning an event to ensure that someone else knows what is happening. No contract shall be signed without the President's knowledge, unless extenuating circumstances necessitate, at which point, the Vice President is authorized to do so.

VICE PRESIDENT

In the absence of the President, the Vice President shall perform the duties of the President, and such other duties as may be assigned by the Board of Directors.

The Vice President shall also serve as oversight to the Treasurer, working with that Board member to ensure that all necessary criteria are met in achieving checks and balances and to prevent fraud and personal gains issues. These duties include but are not limited to:

- Review of monthly bank statements. The purpose of this review is to be on the lookout for fraud, to ensure that club books are actually being managed, and to ensure there is no embezzlement of funds occurring. This is not a line item audit of financial transactions, which is the responsibility of the Treasurer. However, if there is questionable activity, it is within the scope of the Vice President's responsibilities to inquire further. Should such activity be noted,

it should be brought to the attention of the President who may obtain an external audit, if necessary.

- Ensuring that budget statements are available at each Board meeting.

The Vice President shall also be given signing authority for the SEDA checking account to ensure that a third party is available if needed.

The Vice President shall be the Board point of contact regarding the Awards Banquet, in conjunction with the designated volunteer organizer. The Board will have final say on Banquet preparations, but the Vice President will be the liaison to ensure a smooth flow of operations. In the absence of a volunteer to take on the organization position, the Vice President shall be the lead organizer of the Annual Awards Banquet, and the responsibilities for the banquet will include: procuring a venue and necessary contracts to be signed by the President, working with the venue to ensure the space is set up as needed for the event, choosing a menu or a caterer, coordinating entertainment, proposing a theme and decorating accordingly, procuring door prizes, and/or creating an Annual Banquet Committee to handle these details. The Vice President has the ability to create, call for, hold, and preside over all Annual Banquet Committee meetings. Should the Vice President create an Annual Banquet Committee, the committee chair will be appointed by a majority decision of the Board of Directors.

The Vice President shall perform such other duties as may be assigned by the Board of Directors.

SECRETARY

The Secretary shall take minutes at all Board meetings and submit them to the Board for approval no later than fourteen (14) calendar days from the date of the meeting. Upon approval, the Secretary shall provide the minutes to the Publications Director for publication in the SEDA newsletter. The Secretary shall perform such other duties as may be assigned by the Board of Directors.

TREASURER

The Treasurer shall collect all monies due to SEDA, have the responsibility of care and custody of all SEDA funds. The Treasurer shall deposit all funds in the SEDA bank account as directed by the Board of Directors. The Treasurer shall co-sign all SEDA checks with the President or Vice President, as needed. The Treasurer shall keep true and correct financial records showing the disposition of all SEDA funds and shall prepare a report, in writing,

addressing the financial condition of SEDA at the end of each fiscal year, or at such time as is requested by the Board of Directors. The Treasurer shall secure preparation of and/or submit financial reports to the IRS according to all Federal guidelines and deadlines, including W-9, 1099, and, whether handled individually or by working with a Board-appointed bookkeeper or accountant, to ensure that the club's financial information is correct. The Treasurer will file or oversee the filing of necessary tax forms and reports, including W-9 and 1099 forms, as required, and report their completion to the Board. Hiring of an accountant or bookkeeper must be approved by at least the President and reported to the Board. The Treasurer shall supply a current financial statement at each Board meeting, and shall make copies of the financials available at the Annual Membership Meeting.

DRESSAGE DIRECTOR

The Dressage Director assumes the responsibility of promoting Dressage to the extent outlined in the SEDA Mission Statement. The Dressage Director also has the ability to create, call for, hold, and preside over all Dressage Committee meetings, and perform other such duties as may be assigned by the Board of Directors. Should the Dressage Director create a Dressage Committee, the committee chair will be appointed by a majority decision of the Board of Directors.

The Dressage Director will be responsible for organizing and/or overseeing any SEDA-organized dressage clinics or schooling shows. The Dressage Director will liaise with any hired or appointed show manager and/or secretary for Le Bon Temps regarding hiring of officials, date and location of show, and other pertinent details as needed, as well as consult with same in applying for licenses and show recognition. The Dressage Director will order prizes and ribbons for Le Bon Temps and, as necessary, for any schooling dressage shows.

The Dressage Director will be responsible for keeping abreast of changing USDF/USEF rules regarding dressage and subsequently informing membership.

EVENTING DIRECTOR

The Eventing Director assumes the responsibility of promoting Eventing to the extent outlined in the SEDA Mission Statement. The Eventing Director also has the ability to create, call for, hold, and preside over all Eventing Committee meetings, and perform other such duties as may be assigned by the Board of Directors. Should the Eventing Director create an Eventing Committee, the committee chair will be appointed by a majority decision of the Board of Directors.

The Eventing Director will be responsible for organizing and/or overseeing any SEDA-organized eventing clinics or shows. The Eventing Director will organize Fleur de Leap Events. The Eventing Director may be the manager or may liaise with a hired or appointed manager for these events to complete all required elements of management, including: hiring, transportation and lodging of officials; applying for any licensing; preparation of cross country course and grounds. The Eventing Director will advise the Board if repairs or adjustments are warranted on the cross country course, and will provide a budget for the same. The Eventing Director will be responsible for keeping abreast of changing USEA/USEF rules regarding eventing and subsequently informing membership.

MEMBERSHIP DIRECTOR

The Membership Director shall collect dues from members, keep accurate, up-to-date records of those members in good standing and remit all dues collected to the Treasurer in a timely manner. The Membership Director shall develop and produce a SEDA Membership List with all members' names, addresses, phone numbers and email addresses, on a continual basis, updating said list as new members join. The Membership Director shall be responsible for updating the USDF rosters continually by sending any additions and/or changes in membership. The Membership Director shall also maintain a list of those who have been designated 'Lifetime Members'. The Membership Director shall also perform such additional duties as may be assigned by the Board of Directors.

If there is no Volunteer Coordinator, the Membership Director will keep track of new member referrals and volunteer hours as submitted by show managers and make this information available to the Website Chairperson to post on the website.

COMMUNICATIONS DIRECTOR

The Communications Director shall produce and make available by Email, an electronic newsletter to all SEDA members in good standing. This e-newsletter shall be distributed no less than twice per month; more frequently if necessary to promote events or release important news to membership. The Communications Director will also be responsible for maintaining social media accounts and updating those accounts with original posts or shared information at least four times weekly to maintain engagement with our audience. The Communications Director will maintain the web site or work with the entity or person designated by the Board to maintain the web site. The Communications Director shall also perform such additional duties as may be assigned by the Board of Directors.

JUNIOR/YOUNG RIDERS DIRECTOR

Junior/Young Rider Director will be responsible for promoting and/or organizing shows as well as educational opportunities for the junior (18 and under) and young rider (18-21) members of SEDA. In addition, this Director will keep the Board and the youth members informed of programs, rulings, or other documentation offered by the USDF, USEA, USEF and other applicable organizations which affect and/or benefit the youth members of SEDA. The Director will be responsible for organizing, managing and promoting the annual SEDA Junior Classic Schooling Show with the help of the SEDA Board. The Junior/Young Rider Director shall also perform such additional duties as may be assigned by the Board of Directors.

The Jr/YR Director also has the ability to create, call for, hold, and preside over all Junior Committee meetings, and perform other such duties as may be assigned by the Board of Directors. Should the Jr/YR Director create a Junior Committee, the committee chair will be appointed by a majority decision of the Board of Directors.

5. MEETINGS

- A. **GENERAL BOARD MEETINGS** – General meetings shall be held intermittently throughout the year. The date, time, and location of the general meetings will be announced to the membership through the SEDA newsletter, and on the SEDA web page. These meetings are open to all SEDA members in good standing or invited guests. A quorum of Board members must be present to conduct the meeting. This quorum is defined as a majority of the voting members of the Board. These General Board meetings may be held at a restaurant. It has been the custom of SEDA, in the spirit of gratitude, to pay for the meals of the Board members at these meetings and any invited business guests. However, any other guests – SEDA members or otherwise – will be financially responsible for their own meals. General Board meetings may be held via conference call. If this is the case, call information will be provided by the President or Vice President. All the same rules apply for a quorum for voting on pertinent issues. Conference calls should be recorded to facilitate creating of meeting minutes.
- B. **SPECIAL BOARD MEETINGS** - The SEDA Board of Directors is allowed to call Special Board Meetings in the event an issue arises that needs immediate attention. Special Board Meetings are not open to the general membership unless specifically stated. These Special Board Meetings must be made known to the entire Board of Directors via phone, text or Email. Special Board Meetings do not have to be in person, but all issues discussed in the designated Special Board Meeting must be made known at the same time and through the same communication as the announcement to have a Special Board Meeting. Board members

are allowed to send via US Mail or Email, prior to the day of the Special Board Meeting their votes on the issues in question. The Board of Directors may also elect to hold the Special Board Meeting through an electronic meeting service. Any action taken in one of the specifically designated Special Board Meetings does not require a response from the entire Board of Directors; however any decision made must be made by a majority of those Board Members participating in the Special meeting.

- C. **RECALL MEETINGS** - To remove a member of the Board of Directors there must be a Special Recall Meeting held. All members of the Board of Directors, excluding the Board Member in question, are eligible to vote to begin recall proceedings, only a majority decision is required to begin said recall proceedings. To recall a Board Member, the Board must then announce to the entire SEDA membership either via US Mail or Email, 15 days prior to the proceedings. All members are allowed, and encouraged, to vote on the recall of the Board Member in question. A simple majority of those voting is all that is required to remove a Board Member. Upon removal of a Board Member, it is incumbent on the Board of Directors to appoint, by majority vote, an interim replacement to serve in the vacated position until the next official elections.
- D. **ANNUAL MEMBERSHIP MEETING** – the Annual Awards Banquet shall serve as the annual membership meeting. A quorum for the annual membership meeting shall be the members present.
- E. **BYLAW MEETINGS** – in the event proposed amendments/addendum's to the SEDA Bylaws occurs, a special Bylaws meeting of the general membership shall be called by the President with a minimum of thirty (30) days advanced notice to the general membership. Proposed amendments/addendum's shall be passed by two thirds (2/3) of the majority vote of the members present and published on the SEDA website within five (5) days of adoption and included in the next published newsletter.

6. FISCAL STATEMENTS

SEDA shall keep its books and records on a calendar year basis. SEDA shall keep books and financial records on a cash basis, in accordance with accepted accounting principles, including but not limited to its assets, liabilities, receipts, gains, losses, capital and surplus. The Board shall approve financial statements and provide them on an annual basis to the membership.

7. PROCEDURE FOR AN EVENT TO BE SEDA-SPONSORED

A fully SEDA-sponsored event is one in which the club organizes and assumes all risks for liability, profit, and loss. These events include clinics, schooling and recognized shows, and other educational opportunities.

Before sponsoring a new event or clinic, the following steps must be taken.

1. A proposal submitted to the Board outlining the scope and purpose of the event, all the expected costs involved, proposed location and its requirements, and all manpower required
2. A detailed proposed budget must be submitted to the Board, including: lodging, meals, transportation, facility fees, supplies, clinician fees, official's fees, announcer's fees, catering, rental fees, postage, delivery, any other related expenses, and fees which will be collected from participants
3. Upon approval, SEDA will contact its insurance provider to determine if insurance needs to be acquired for the event and will then obtain certificates of insurance if necessary

A single Board member should be noted as the designated contact person for the event. SEDA Board member(s) must be involved in the planning of the event and present at the event to ensure our standards are maintained, all receipts are obtained, and so that a responsible club representative is included in all decision making. If at any time the designated Board member is busy/actively participating in the event, another person must be appointed to act in their stead. Unexpected expenses exceeding \$300 beyond the scope of the initial budget must be approved by a Board vote.

At the conclusion of the event, the following must be submitted to the SEDA Treasurer as soon as possible, preferably within two weeks:

1. All receipts
2. All monies collected (checks from fees collected should be made payable to SEDA when possible)
3. Notification and/or receipts of any charges made to the club credit card
4. A list of all participants from whom fees have been collected

A recap will then be given to the SEDA Board at the next meeting following the event, and the Treasurer will provide a summary of the costs and profit or loss incurred by the club.

For existing and recurring events that the club sponsors, a re-evaluation by the Board will take place annually to ensure the fiscal soundness of continuing the event. A proposed budget shall be submitted, highlighting any new challenges or expenses. If the Board allows the event to continue, the following must be submitted to the SEDA Treasurer as soon as possible, preferably within two weeks from the conclusion of the event:

1. All receipts
2. All monies collected (checks from fees collected should be made payable to SEDA when possible)
3. Notification and/or receipts of any charges made to the club credit card
4. A list of all participants from whom fees have been collected

A recap will then be given to the SEDA Board at the next meeting following the event, and the Treasurer will provide a summary of the costs and profit or loss incurred by the club.

Note that for existing or recurring events, a single Board member should be noted as the designated contact person for the event. SEDA Board member(s) must be involved in the planning of the event and present at the event to ensure our standards are maintained, all receipts are obtained, and so that a responsible club representative is included in all decision making. If at any time the designated Board member is busy/actively participating in the event, another person must be appointed to act in their stead. Unexpected expenses exceeding \$300 beyond the scope of the initial budget must be approved by a Board vote.

8. LIFETIME MEMBERSHIP

The SEDA Board reserves the right to honor select members with a Lifetime Membership. A Lifetime Membership means that the recipient is no longer required to pay annual membership dues to be considered a member of SEDA. The Membership Director will be responsible for maintaining a list of those those persons designated as Lifetime Members. The following criteria must be met for a person to be considered for a Lifetime Membership:

1. The person has to have been an active member for at least 15 years
2. The person has to be a current member in good standing, a visible and active part of the club and its activities, regularly and historically exhibiting meritorious service on behalf of SEDA

Candidates for Lifetime Membership may be considered every year but not necessarily awarded in that year. Candidates should be suggested to the Board before the end of the membership year by a Board member or club member. A majority vote by the Board is required to bestow the honor on a member. The announcement of the recipient of the honor will occur at the Awards Banquet. A token of appreciation, such as a plaque or similar item, may be given at this time.

9. DUTIES OF APPOINTED CHAIRPERSONS

ANNUAL AWARDS CHAIR

This person shall be responsible for ordering ribbons and prizes for the Annual Awards Banquet. He or she shall work directly with the Eventing, Recognized Dressage, and Schooling Dressage chairpersons to obtain a list of qualified members who will receive awards. These lists shall be made available to the Awards Chair no later than December 10. The Awards Chair shall work directly with the banquet organizer and/or Vice President to ensure prize selection is within club budgets and on-time delivery of ribbons and prizes.

ANNUAL BANQUET ORGANIZER

This person shall be responsible for organizing the Annual Awards Banquet. He or she shall work directly with the Vice President to facilitate organization the banquet. A proposal for the Banquet shall be supplied to the Vice President and the Board for Board approval. Access to the club credit card may be provided directly to the Annual Banquet Organizer for approved expenses. The Annual Banquet Organizer may not enter into any contracts without Board approval, and all contracts must be signed by the club President. Duties may include:

- Suggesting a venue
- Suggesting entertainment
- Developing a theme
- Ordering decorations
- Coordinating decorating the venue on the day of the banquet
- Obtaining door prizes and give away items
- Organizing raffles
- Obtaining door prizes
- Any other such duties as necessary to organize a quality event

EVENTING AWARD CHAIR

This person is responsible for tracking eventing scores earned by members. Scores shall be tabulated on a spreadsheet within GoogleDocs at least once per quarter. Chairperson must review the Awards Program Guidelines and determine which members qualify for awards. A final listing of members qualifying for year end awards must be given to the Webmaster no later than December 5. Final listing of members eligible for awards must be given to the Awards Chair no later than December 10.

RECOGNIZED DRESSAGE CHAIR

This person is responsible for obtaining dressage scores earned by members. Scores shall be obtained from USDF at the end of the USDF show season, currently September 30. Chairperson must review the Awards Program Guidelines and determine which members qualify for awards. A final listing of members qualifying for year end awards must be given to the Webmaster by December 1. Final listing of members eligible for awards must be given to the Awards Chair no later than December 10.

SCHOOLING DRESSAGE CHAIR

This person is responsible for obtaining tracking schooling dressage scores earned by members. Scores shall be sent in by members no later than December 5. Chairperson must review the Awards Program Guidelines and determine which members qualify for awards. A final listing of members qualifying for year end awards must be given to the Webmaster by December 7. Final listing of members eligible for awards must be given to the Awards Chair no later than December 10.

WEBMASTER

This person is responsible for obtaining for updating and maintaining the SEDA website. Content will be added as needed and per Board instruction. This includes updating content, contacts, calendar entries, photos, ads, etc. as needed. Updates of standings and volunteer hours on a regular basis, as well as updating final standings in early December. All standings must be posted on the SEDA website for final review for year end awards.

VOLUNTEER COORDINATOR

This person is responsible for obtaining volunteers for all available positions at SEDA-organized shows and events, and as needed for SEDA-recognized shows events. The Volunteer Coordinator will work with show management to obtain a list of all positions and shifts needed to ensure proper coverage at each event. When possible, the Volunteer Coordinator should be at the event to ensure that all volunteer positions are filled and to

provide a point of contact to the volunteers. The Volunteer Coordinator, with Board Approval, may appoint someone to fill their position at an event if circumstances dictate that they cannot be present themselves. The Volunteer Coordinator will be responsible for tracking volunteer hours and making them available to the Webmaster to post on the SEDA website.

SCHOLARSHIP COMMITTEE CHAIR

This person is responsible for collecting scholarship applications, distributing copies to the Scholarship Committee for review, and informing the Board and the recipient(s) of the outcome. The Scholarship Committee Chair is responsible for ensuring that recipients submit an essay of their experience to be published on the SEDA website, and sending that essay to the Webmaster. The Scholarship Committee Chair is eligible to receive a scholarship if he or she chooses to submit an application at any time during their tenure.

10. COMMUNICATIONS POLICIES

Communications regarding club-sponsored or club-promoted events should come from official SEDA sources. These sources include: official SEDA social media accounts, mass email of the SEDA email list (i.e., The Bleep), the official SEDA website, and when necessary, written and mailed communications from a Board member on official club letterhead. The purpose for this is to ensure that solicitations for feedback, announcements, general information regarding the club, or important communications have come from the official source - SEDA. This allows the club control over the verbiage and the voice of such communications and ensures our audience that the club itself is aware of these communications.

Requests for distribution of communications should come to a Board member and be channeled through, at a minimum, the Communications Director or the President.

Personal accounts should not be used for the initial distribution of such club-related information. Sharing and promotion via personal accounts is highly encouraged, but personal accounts should not be the generating source of official SEDA information.

If a situation occurs wherein information needs to get out quickly and neither the Communications Director or the President is able to accommodate the request, the Board

should be made aware that an individual Board member is generating a communication on behalf of the club and the content of that message should be made available to the Board.