

## **General Rules and Regulations of the Northwest Miniature Horse Club**

### MEMBERSHIP

Membership eligibility in the Northwest Miniature Horse Club (NWMHC) shall be as stated in the current club Bylaws under Article II – MEMBERS; Section 201-Eligibility. See the Bylaws for eligibility and the application process to become a member of NWMHC.

Annual dues are as follows:

1. ADULT MEMBERSHIP DUES: **\$40.00** for 2 or fewer adults, living at the same permanent address, and includes their dependent children and/or grandchildren (see Youth as defined by AMHA). Name and date of birth of all dependent children/grandchildren must be provided on the application.
2. INDIVIDUAL YOUTH DUES: **\$10.00** – NWMHC will follow the definition of Youth as defined by AMHA rules. The completed application must be signed by the parent and/or legal guardian of the Youth and submitted with dues to the Treasurer/Secretary.

Membership begins each year on January 1<sup>st</sup>. All new and renewal applications must be completed and submitted, with appropriate dues, by mail or in person to the Treasurer/Secretary.

For New Members: New members joining after the Club's regular show season and before January 1 of the following year will be considered members in good standing for the current and following year.

Membership renewal: Dues must be received by the Treasurer/Secretary no later than January 15<sup>th</sup> of each year. A membership renewal application is required. A member is considered in arrears if dues are not paid by this date. Any member failing to renew will not be eligible to vote and will be removed from committees and positions held.

Once application and dues are received membership will be reinstated. Any committee assignments and position(s) once held are not guaranteed to be reinstated.

Membership in this organization once paid is not refundable, non-transferable, or assignable.

### Fees

All fees required by the Club are to be paid in U.S. dollars. All foreign fees, including Canadian, shall be in international money order or bank draft in U.S. dollars.

NON-PAYMENT OF OBLIGATIONS Any person submitting a non-negotiable check, or who fails to clear past due fees before leaving the show grounds, will not be allowed to participate in any NWMHC sponsored show until the account is cleared.

All outstanding accounts due the NWMHC must be settled within 30 days of the date the debt was incurred, or the end of the last show of the season, whichever comes first, to be eligible for year-end award including Gelding Incentive monies.

Any NSF check must be replaced by cash, money order or cashier's check within 30 days, including all bank fees and/or collection fees and a NWMHC \$50 charge for returned check(s). Failure to do so will result in a notice to AMHA.

### Meeting Procedures

All General Membership meetings will be managed in the following manner:

- \* There shall be no audio or video recording except for the official recording for the purpose of preparing the minutes
- \* Courtesy shall be granted to every member during his/her presentation
- \* Recognition by the presiding officer is necessary before one speaks
- \* Speaking on a matter may be limited to two times for no more than 3 minutes each time.
- \* If a member becomes abusive or threatening, they will be asked to leave.

All members are encouraged to attend and voice ideas for the betterment of the Club.

At the Fall meeting:

- Elections will be held for Board of Directors positions. Elections results will be posted to the Club website.
- Review any new or unfinished business before the Club
- Committee Chairs will report activity for current year and a written report will be submitted to the Recording Secretary for the Club minutes
- Committee sign-up for the next year
- Banquet and Awards will follow the meeting. This is subject to change
- Minutes from this meeting will be approved by the Board of Directors and then posted to the website.

At the Winter meeting

- New Officers and Directors will be introduced
- Review any old business
- Committee Chairs will update the membership on the activities and goals of their committees for the coming year and submit a written report to the Recording Secretary for the Club minutes. This report should include plans to accomplish goals and a request to the board for any financial funds required
- Any new business
- Minutes from this meeting will be approved by the Board of Directors and then posted to the website

Any adult member, in good standing, may vote in all matters that require membership vote. A adult membership has a maximum vote count of 2, assuming there are 2 adults listed on the membership form. No proxy or absentee vote is allowed.

## **Officer/Board of Director duties**

### President:

Will preside over meetings as defined in the Bylaws of the NWMHC.

Work closely with the Board of Directors.

Work with Treasurer/Secretary on all financial matters related to Club business that will impact the stability and/or sustainability of Club.

Maintain Director's position descriptions.

Act as a resource to the Directors in all matters.

Participate in the review of all new proposals.

Be available to all members of the Club.

### Vice President:

Oversee all Show committees and sub-committees.

Sign all show contracts and work with Treasurer/Secretary regarding all expense's related to each show.

Work closely the President and Board of Directors.

Oversee ribbon count and order replacements each year no later than mid-February.

### Recording Secretary:

Keep the approved minutes of all general club and the Board of Directors meetings.

Minutes from any Board of Director meetings will be sent to the Board for approval within 10 days of a meeting. Once approved, the minutes will be sent to the Website Committee to be posted to the website.

Minutes from any General Membership meeting will be sent to the Board for approval within 10 days of a meeting. Once approved the minutes will be posted to the website subject to ratification by the members at the next general membership meeting.

Work with the President and/or Vice President to develop and generate an agenda for all club meetings.

Save minutes on a Club jump drive as back up.

#### Treasurer/Secretary:

Maintain an updated and accurate accounting of receipts and disbursements as directed by the Board of Directors. Prepare and submit the documentation needed for tax reporting.

Deposits should be made as soon as possible or no later than 15 (fifteen) days after receipt of funds.

Manage the Club checking and/or savings account(s) and any Certificate of Deposits (CD). Update authorized signers on all account(s) as needed.

Assist with the Compilation/Review Committee providing any information necessary for a Compilation/Review by the Finance Committee or an Accountant.

Maintain Club expenses, tracked by categories for reporting purposes. Generate reports requested for general membership and Board of Director meetings.

Provide financial information, as requested by any NWMHC Committee. Examples are Gelding Incentive Fund, Youth Scholarship Fund, etc.

Oversee and manage annual liability insurance, renew State Corporation paperwork and associated fees, Renew annual AMHA club membership fees and update officer information. Forward copies to the Club Administrator.

#### Club Administrator:

Oversee and maintain all Club records which include membership information and all Corporation paperwork.

Ensure the Club website and all social media is maintained.

Create, prepare, and manage any forms that are needed for club business as authorized by the Board of Directors.

Respond to inquiries from members, prospective members, or the public about the NWMHC.

The official address of the NWMHC will be that of the Club Administrator.

### **Director Responsibilities**

There are 3 Directors elected consecutively for a term of three (3) years. When a director is elected for a new position or appointed to fill the remaining time of a position, they will assume the liaison role of the Director they are replacing.

Each Director will have a letter designation to identify which Committee(s) they oversee for ease of transition. There will be Director A, Director B and Director C.

### **COMMITTEES**

All members are encouraged to join a committee to help grow the Club.

Committees are formed at the Fall General Membership Meeting. Committees shall meet with committee members to develop goals, plans and social events and be prepared to share ideas with the membership at the next general meeting.

Committees of the NWMHC are defined as two (2) or more people and open to all members who want to participate. The Committees will perform functions as designated in each Committee description such as planning, budget, reporting and/or acting on matters of the Club.

All Committees are required to keep minutes and correspondence of all meetings. Copies of the minutes and correspondence will be submitted to the Recording Secretary for the Club files.

To facilitate committees a Board member will be assigned to help you.

Each committee shall have written duties and responsibilities provided upon appointment of said committee.

Below is a list of the available committees and a overview of their goals.

The duties and responsibilities shall be revised from time to time by recommendation from the Committee Chairperson to the Board of Directors.

Our committees are defined in 2 categories – ***Standing Committees*** and ***General Committees***

*Standing Committees* are defined in the Bylaws as necessary and always be filled. These committees facilitate the base functions of the club. A Board of Directors member will be assigned to each of these committees.

*Auxiliary Committees* fill in the areas that ensure the shows, award programs and general benefits of the Club are attained. A Board of Directors member will be assigned to each of these committees.

### ***Standing Committees***

#### **Audit Committee**

Purpose: To review and ensure the financial accounting of the Club is accurate and meeting all our financial obligations on an annual basis. This committee will submit a written report of their findings to the Board of Directors.

#### **By-Laws/ Rules & Regulations**

Purpose: To review the ***Bylaws*** from time to time to ensure they meet the needs of the NWMHC and/or to accept Bylaw proposals from members. The committee will develop and present proposed changes to the Board of Directors.

Membership will be notified as defined in the Bylaws.

Purpose: To review the ***Rules & Regulations*** annually to ensure they are up to date and reflect the current needs of the Club. This committee will recommend any updates to the Board of Directors for further action. The membership will be notified of changes by social media and/or website.

### **Finance Committee**

Purpose: To oversee all the financial expenses of the Club and chaired by the Treasurer/Secretary.

Any expenses over \$50 will need to be preauthorized by submitting the request to the Finance Committee who will make a recommendation to the Board of Directors for approval. The Board will make the final decision and notify the submitting party.

### **Nominations/Elections Committee**

Purpose: To oversee the election process and ensure procedures are followed as described in our Bylaws under Section 307 Voting.

### **Show Committee**

Purpose: Chaired by the Vice President and made up of the current show coordinators and other Club members who will develop an action plan for our current year shows including show schedules, show help (both staff and volunteers) and any other requirements for the success of the show. Subcommittees may be formed as needed.

### **General Committees:**

All committees that will need financial income support and/or disbursement of funds, will be required to present their budget plans to the Finance Committee who will bring it to the BOD with a recommendation. The BOD will have final approval prior to implementation.

### **Futurity Committee**

At the November 14, 2020 Fall meeting the members of the NWMHC voted to phase out the club's Futurity program. From that date forward no new



nominations will be taken, only horses already nominated into the program will be allowed to participate. To continue in the Futurity, those horses must be sustained at the appropriate times as outlined in the posted Futurity rules. With this phase out the final Futurity Halter classes will be held at the 2022 Emerald Valley Show and the final performance (driving) class will be held at the 2023 Emerald Valley Show.

#### Gelding Incentive Fund

Purpose: To promote the importance of geldings as show horses and coordinate the NWMHC Show program that pays back money to the registered owners/members who show their geldings in eligible classes at sponsored NWMHC shows. This committee will promote and publicize this program through social media, the NWMHC website and at Club shows.

#### Publicity Committee

Purpose: To develop and promote Club activities to the public through various media outlets. Manage photo displays as necessary.

#### Sunshine Committee

Purpose: To spread goodwill to members who are ill or have suffered a loss.

#### Website Committee

Purpose: To manage the Club website at the direction of Board of Directors.

#### Year-End Awards

Purpose: To plan, purchase and organize the Year End High Point Show Awards program for members. Work with the Treasurer to establish a budget and secure funds for the awards to be presented to members at the Fall banquet.

This committee will calculate the points for each category using the information received from Show Management.

Monies for these awards will be funded by the Club, through show profits and any private donations or sponsors.

This committee will select and order the awards that fall under the Year-End program.

## Youth Committee

Purpose: To organize youth activities at Club shows and events to develop cooperation and friendships among our Youth.

This committee will review and propose any changes/additions to the Youth Scholarship program and cause all application to the sent to the Board of Directors for selection of award.

All fundraising for Youth programs, including the Scholarship, will be handled by this committee.