

**NORTHWEST MINIATURE HORSE CLUB**  
**GENERAL RULES AND REGULATIONS (R&R'S)**

**EFFECTIVE: February 3, 2024** (amended 11/2/24)

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. **FAMILY MEMBERSHIP DUES: \$45.00** for up to two (2) 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 ADULT MEMBERSHIP DUES:** \$35.00 for one (1) adult only.
3. **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.
4. **ASSOCIATE MEMBERS: \$5.00** - for individuals who wish to participate in the NWMHC function that is limited to “members only” for insurance purposes. Associate members are not eligible for any other club privileges or benefits.

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.

Membership Privileges: Each adult member is entitled to one vote. All members are eligible to participate in the Year-End Awards program.

For New Members: New members joining after the Club's recognized 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: Annual dues are payable on or before January 1st 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, earn year-end awards, serve on committees, or hold positions.

When the application and dues are received, the applicant will become a member in good standing. Any committee assignments and position(s) once held are not guaranteed to be reinstated.

Membership in this organization is not refundable, 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 shows until the account is cleared.

All outstanding accounts due to 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 Awards, 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 fee of \$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 their 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 Officers and Directors positions
- Elections results will be posted to the Club website
- Review any new or unfinished business before the Club
- Written reports from committee chairs will be submitted to the recording secretary and oral reports presented to the membership
- Committee sign-up for the next year
- Minutes from this meeting will be approved by the Directors and then posted to the website
- Banquet and Awards will follow the meeting. This is subject to change

#### At the Winter Meeting:

- New Officers and Directors will be introduced and assume their positions
- 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, in a digital format, to the Recording Secretary for the Club minutes. This report should include plans to accomplish goals and a request to the Directors for any financial funds required
- Any new business
- Minutes from this meeting will be approved by the Directors and then posted to the website

Adult members, in good standing, are entitled to one (1) vote at Club meetings. No proxy or absentee vote is allowed.

#### Officer/Director Duties

President:

Will preside over all General, Directors and Special meetings as defined in the Bylaws of the NWMHC.

Work closely with the Vice-President and Directors.

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

Establish and maintain Director's position descriptions.

Act as a resource to the Directors in all matters.

Participate in the review of all new proposals.

Stay informed of all committee activities.

Be available to all members of the Club.

#### Vice President:

Chair the Show committee and oversee any other committees related to shows.

Sign all show contracts and work with the Treasurer/Secretary regarding all expenses related to each show.

Oversee the ribbon committee and ensure sufficient quantities are ordered for each show year.

Work closely with the President and Directors.

In the absence of the President, the Vice President shall have the powers and will perform the duties of the President.

#### Recording Secretary:

Keep the approved minutes of all General, Special and Directors meetings, including any committee reports.

Minutes from any Director meetings will be sent to the Directors 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 Directors 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 thumb/external hard drive as back up.

#### Treasurer/Secretary:

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

Deposits should be made as soon as possible or no later than 7 (seven) days after receipt of funds.

Club debits should be paid within 15 days of invoice or reimbursement request.

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

Receive and process membership applications, renewals, and fees.

Assist with the compilation of any information requested by the Audit Committee, Finance Committee, or an Accountant.

Maintain Club expenses, track by categories for reporting purposes. Generate reports requested for general membership and Directors 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.

The official address of the NWMHC will be that of the Treasurer/Secretary.

## Director Responsibilities

There are three (3) Directors' positions to be filled on a rotating basis. One Director will be elected each year for a period 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 act as liaison for committees to help them as necessary.

## COMMITTEES

All members are encouraged to join a committee to help with the growth of the Club. Committees are formed at the Fall General Membership 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.

The committee members shall meet to develop goals, plans, social events and be prepared to ideas at the next membership meeting.

All committees are required to keep the 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 director will be assigned to help.

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

The duties and responsibilities shall be revised from time to time on recommendation from the Committee Chairpersons to the Directors.

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

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

Standing Committees are defined in the Bylaws as necessary and always filled. These committees facilitate the base functions of the club.

Supportive Committees are formed to ensure facilitation of shows, award programs and general benefits of the Club.

### **Standing Committees**

#### Audit Committee

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

#### 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 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 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 Directors for

approval. The Directors 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 show coordinators and Club members who will develop an action plan for 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.

\*See appendix Show rules

### Supportive 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 Directors with a recommendation. The Directors will have final approval prior to implementation.

### Gelding Incentive Fund

Purpose: To promote the importance of geldings as show horses. The committee will oversee the program as defined in the Gelding Incentive Fund rules. This committee will promote and publicize the program through social media, the NWMHC website and at Club shows.

\*\*see appendix Gelding Incentive Fund rules

### Publicity Committee



Purpose: To develop and promote NWMHC activities to the public through various media outlets. Manage a photo display as necessary.

### Sunshine Committee

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

### Website Committee

Purpose: To manage the NWMHC website at the direction of the Directors.

### Year-End Awards

Purpose: To plan, purchase and organize the Year End High Point Show Awards program for members. Work with the Treasurer/Secretary to establish a budget and secure funds, with Director's approval, 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 Awards program.

\*\*\*see appendix Year-End Award rules

### Youth Committee

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

Fundraising for Youth activities will be the responsibility of this committee.

### Youth Scholarship Committee

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

Funds for this program are raised through donations or sponsorship.

\*\*\*see appendix Youth Scholarship rules