



POLICY & PROCEDURE MANUEL

ASSOCIATION

Association Officers and Standing Committee Chairpersons shall abide by the IQHA By-Laws, and the Association Policy & Procedure Manual (PPM). The Officers and Standing Committee Chairpersons are expected to attend Association Board of Directors meetings and general membership meetings in person or by conference call.

GOVERNING BOARD MEETINGS

General Board meetings shall be held monthly. All meetings and locations are to be determined by the President, Board of Directors and Committee Chairs prior to the regular monthly meetings. This includes the annual meeting and awards banquet.

BOARD OF DIRECTORS

The Board of Directors shall:

Develop and implement the Policies & Procedures (PPM) for IQHA, both as conceived within the Board and by deliberation upon specific recommendations of committees. Conduct such business of the Association as is not delegated to the officers or committees, and receive from the officers and committees reports and recommendations requiring specific Board action or requiring recommendations for actions by the Association membership. Be responsible for changes in the Policy & Procedure Manual (PPM) after study and recommendation by the By-Law Committee. Review and approve all Committee budgets and work with the Chairman of Finance and/or Finance Committee.

OFFICERS

PRESIDENT

After taking office, the President will see that each member of the Executive Committee and Board of Directors receive copies of the Association By-Laws, Policy & Procedure Manual (PPM) and budget for the current year and an annual calendars of events. The President shall plan his schedule of events for the upcoming year re: fundraisers, etc. The President will appoint Chairpersons for the Standing Committees. The President will preside over the monthly meetings and oversee the day to day workings of the Association.

PRESIDENT-ELECT

The President Elect will work on his upcoming Board of Directors. He will take part in the current President's Board of Directors and familiarize himself with the process of the Association and Committee Chairpersons duties. The President Elect will serve as the Committee Chairperson of the Nominating Committee. The President Elect will serve as the Chairperson of the Annual Meeting Committee and Co-Chairperson the Annual Banquet Committee along with the Chairman's of the Show & Contest & Awards/Recognition Committees. The President Elect should be thinking ahead to the future of the Association and the Strategic Planning. The President Elect will also be active in the Audit Committee reports for the following year and the upcoming year's budget. The President Elect will head up the Membership Committee and oversee mailings, and develop material to help promote the growth of the Association in membership.

FIRST VICE PRESIDENT

The First Vice President's duty is to act as the Committee Chairperson for the By-Laws Committee.

He should thoroughly read and understand and become familiar with the By-Laws should changes be suggested or necessary, he will present those changes to the President and Board of Directors.

He will also be Committee Chairperson of the Nominating Committee. To work throughout the year to recruit members that is willing to serve a term on the Board of Directors. Additionally, the First Vice President will perform duties delegated to him by the President, Board of Directors or the Executive Committee.

EXECUTIVE SECRETARY

The Executive Secretary should attend all meetings of the Board of Directors and the Executive Committee and once approved, shall preserve in the books of the Association true minutes of all such meetings. The minutes will be put into a binder to be handed to the Association for safe keeping. He shall give all notices required by the statutes, By-Laws or PPM. He shall perform such other duties as may be delegated to him by the President, Board of Directors or the Executive Committee.

TREASURER

The Treasurer shall have custody of all the Association funds, securities and other valuable effects in the name of the Association except the Racing Division. He shall disperse the funds of the Association only ordered by the Board, taking proper vouchers for such disbursements, and shall submit to the President and Directors at the regular Board meetings or whenever requested by them, an account of all his transactions as Treasurer and of the financial condition of the Association. As required by the Board, he shall deliver to the President of the Association and be kept in force a surety bond in the amount satisfactory to the Board, for failure of performance of vouchers, monies and property of whatever kind, in his possession or under his control belonging to the Association. The Bond is to be paid by the Association.

The Treasurer shall deposit all monies received by the Association in the bank account of the Idaho Quarter Horse Association at the selected financial institution. The authorized signers will the President, President Elect and Treasurer. Signature cards shall be signed at the selected financial institution no later than January 15th of every year. Two (2) signatures shall be required on all checks written over \$ 300.00. The President shall be designated to receive the bank statement and ensure that the Treasurer has the statement within 5 business days. Treasurer will reconcile the statement and complete a report. The Treasurer needs Board approval before writing

any checks. President will initial and date all invoices and reimbursement documents or notify the Treasurer by email of his approval of all expenditures. Treasurer is to present monthly updated budget report and bank reconciliation to the Board at their scheduled meetings.

All monies collected by the Association shall be turned over to the Treasurer within three (3) business days of receipt and shall be deposited by the Treasurer within five (5) business days thereafter. All deposit and reimbursements will be completed by the Treasurer. All deposits and reimbursement will be expected to include the forms for "Expense/Reimbursements and Deposits". along with the original bank deposit ticket, a copy of the purchase invoice and a copy of the check. The form must be completely filled out prior to the Treasurer receiving these documents.

An annual Form 990 - must be filed by May 15th year. The Form 990 represents the financial transactions of each committee: Idaho Quarter Horse Association and Idaho Quarter Horse Youth Association. The completed Form 990 will be reviewed by the President and the Financial Committee Chairperson. The President will sign the tax return prior to filling.

Form 1099's - The IRS requires that Form 1099-MISC be filed for each individual or company that received \$ 600 or more for services from the association. This includes independent contractors.

To work in conjunction with the Finance Committee.

Standing Committees

All Standing Committee Chairpersons appointed by the President shall provide to the Executive Secretary a list of IQHA members for their particular committees within 30 days of the annual meeting to be approved by the Board of Directors at the next Board meeting. Committee Chairperson will prepare and submit an event budget to the Board for planned major events if necessary. Upon approval of the Board of Directors the committee chair will proceed with the event. The Standing Committees are to complete meeting agendas and minutes as well as evaluation forms after an event has been completed. These reports will be submitted at the next scheduled Board meeting. All outgoing Committee Chairpersons shall make a written evaluation of the Committee's accomplishments at year's end, to be passed on to the incoming Committee Chairperson. The Standing Committee Chairperson (s) is not voting members of the IQHA Board of Directors.

LIST OF STANDING COMMITTEES

- Membership & Marketing Committee
- Nominating Committee
- Annual Meeting/Awards Banquet
- Youth Committee
- Awards/Recognition Committee
- Scholarship Committee
- * Financial Committee
- * Affiliate/Discipline Committee
- * Show & Contest Committee
- * By-Law Committee
- * Strategic Planning Committee
- * Legislation Committee

FINANCE COMMITTEE

The Finance Committee shall:

Work closely with the Treasurer on all matters regarding the finances of IQHA and establish and maintain a responsible and transparent fiscal policy for the Association. Approved recommendations for the annual budget and proposed operating plan to the Board of Directors at the annual meeting. Present comparison actual budgeted expenses for recreational activities, travel, education, etc to the Board of Directors every 90 days or as requested. Review the detailed financial plan for new initiatives. Complete other activities related to the financial condition of the Association as directed by the Executive Committee. To help organize a yearly audit of IQHA accounting.

Review the bank statements, canceled checks, account procedures and deposits. Present a Balance Sheet and Profit and Loss Statement a regular monthly Board Meetings.

All financial information should be kept a minimum of 7 years per IRS guidelines. All Forms 990- must be kept indefinitely. Articles of Incorporation, By-Laws, tax exempt approval from IRS must be kept indefinitely.

Work with the Treasurer to insure that the finances of the organization are secure.

BY-LAW AND NOMINATING COMMITTEE

The By-Law and Nominating shall:

The President Elect is Chairperson of the Nominating Committee. First Vice-President is Chairperson of the By-Law Committee. 60 days prior to the annual meeting the Committees will send out the ballots and changes to the By-Laws to be voted on. Election of new officers and any changes to the By-Laws will be voted on by mail out/mail in ballots prior to the annual membership meeting and awards banquet. There will be no nominations from the floor.

MEMBERSHIP AND MARKETING COMMITTEE

The Membership and Marketing Committee shall:

Consist of all District Directors, President-elect and Co-Chairperson of this committee, to work to increase IQHA membership throughout the state. To keep an accurate list of current members on a yearly basis. To send out yearly membership cards to applying members along with current Association updates, a list of Membership Value participants. The Membership Application form is to be posted on the IQHA website.

Solicit sponsorships and partnerships with interested individuals, corporations, and organizations to benefit IQHA and further promote the American Quarter Horse. To help solicit the Merchant Value discounts. To help with coordinating successful promotions of IQHA and AQHA at this event and similar events. The chairman of this committee is responsible for sending out "thank you" notes to sponsors and contributors. Develop an annual communication plan to highlight the many and diverse strengths of both AQHA and IQHA on the website. To collect information to keep the membership of the Association aware of various activities: Association events and programs, State show schedules, information from AQHA that is pertinent to the association members. Collaborate with the webmaster to insure relevant information (points, association activities, events, programs, etc) is posted to the official IQHA website. (idahoghqha.com)

AWARDS/RECOGNITION COMMITTEE

The Awards/Recognition Committee shall:

Receive the list of year end award winners from the Points Secretary. Ensure the Year End Awards are selected, ordered and received for presentation at the annual Awards Banquet. Prepare a budget and procure the year end awards and for various equine events throughout the state. Chairperson of this committee is also on the Awards Banquet committee. Normal wages for the year to date points should be \$ 750.00 per year.

ANNUAL MEETING & AWARDS BANQUET

The Annual Meeting & Award Banquet Committee shall:

The annual meeting and awards banquet shall be held at a time and location determined by the Board of Directors. The President-Elect shall serve as the Chairperson of the Annual Meeting, and Co-Chairperson the Annual Awards Banquet with the Chairperson of the Show and Contest Committee and the Chairperson of the Awards/Recognition Committee. Installation of new officers will be held at the Annual Membership Meeting. Date, time and location to be determined by the President Elect & Board of Directors.

YOUTH COMMITTEE

The Youth Committee shall:

Be governed by and operated within the scope of the By-Laws and PPM of the Association. The Youth Advisor(s) will provide regular reports to the Executive Vice President at the IQHA Board meetings. The IQHYA will work with the Treasurer/Finance Committee to prepare and participate in any compilation, review or audit of books and records. The IQHYA will provide the Treasurer with all necessary records to ensure annual taxes are filed in a timely manner. The Youth Association has the right to adopt policies that relate to their activities as long as they are in accordance with IQHA's By-Laws and PPM.

IQHYA will work with the Membership and Marketing Committee on growing the Youth Association. The Youth Association will be encouraged to hold various fund raisers to help fund their yearly events. To elect their own officers and hold their own regular meetings. To be accountable for the funds interested to them by their own Rules & Regulations.

AFFILIATE/DISCIPLINE COMMITTEE

The Affiliate/Discipline Committee shall:

Market **ALL** the Disciplines that represent the American Quarter Horse in the State of Idaho. To recruit members from each discipline organization to have one active member on the Board of Directors. These active members will have one voting representative from each discipline on the Board of Directors. To help be a clearing house for equine event dates and post them to an active website.

To promote the American Quarter Horse and all its disciplines within the State of Idaho.

Parliamentarian

IQHA is the affiliate of the AQHA in the State of Idaho. AQHA is the world's largest equine breed registry and membership organization.

We share a passion for the American Quarter Horse and the vast lifestyle created by the world's most popular horse.

Whether you're a seasoned horse show veteran, a fan of the race track, a backyard enthusiast or simply someone dreaming of the someday owning a horse, AQHA & IQHA memberships will benefit you in countless ways.

Roberts Rules of Order will be strictly adhered to.

This policy is subject to refinement and revisions.