

## **AMHA Office Policies, updated 7/16/2016**

These Policies may be amended at any meeting of the Board of the Directors by a two-thirds vote when no notice has been submitted or by a simple majority when notice has been given at least two (2) weeks prior to the meeting."

These Policies may be suspended by a majority vote.

### **Amateur**

**Effective 1-1-2002**

#### **AMATEUR CARD FEE**

Effective Jan 2003, AMHA will charge a fee of \$10.00 to members and \$50.00 to non-members for an Amateur card.

Policy

**Effective 6-10-2006**

#### **AMATEUR LEVEL POLICY**

When determining Amateur Status Level 1 and Level 2, exclude classes that are not split at the World Show. This includes Hunter, Jumper and Halter Obstacle. The Show Rules Committee recommends this as a policy. The change will be effective January 1, 2007, but will not be retroactive.

Policy

### **Annual Meeting**

**Effective 1-1-1985**

#### **ANNUAL MEETING MINIMUM TWO DAYS NOT CONNECTED**

Future AMHA annual Meetings be at least two days in length and not connected with the World or any other show.

Policy per 12-3-10 BOD Meeting.

### **Board of Director's Meetings**

**Effective 11-9-1986**

#### **TAPE RECORDERS / BOD MEETINGS**

A tape recorder may be used in the Board of Directors Meeting to record the motions but would be turned off for general discussion. The tapes will be destroyed after final approval of the minutes.(BOD Amended 7/14/02)

**Effective 6-23-98**

#### **MEMBERSHIP ANNUAL REPORT & DIRECTOR OFFICE ORIENTATION**

AMHA shall prepare and publish an Annual Report for the membership demonstrating the status and position of the American Miniature Horse Association. The report should include the following: annual and historical financial information; annual and historical foal registrations

and transfer information; statistical detail of ownership by state and country; annual and historical membership figures; annual and historical magazine subscribers; number of approved horse shows each year; number of events per state; and other factors deemed significant to reveal the actual status and future of the organization.

Discussions on communications and membership support should be included. Overall, the role of the director and office should be developed as a partnership for accomplishing the task of operating the world's largest Miniature Horse Association.

**Effective 2-24-2001                      SPECIAL AWARDS, "A Awards"**

Beginning with the 2002 Annual Meeting, a Special Award will be developed to recognize members who have made a contribution to the American Miniature Horse industry in areas other than showing. There can be up to 3 awards per year. **This change should be noted in the World magazine. .**

**Effective 2-24-2007                      ANNUAL MEETING REGISTRATION FEE** will apply up to seven (7) days prior to the first day of the meeting. The **late** registration fee

The fee for registration at an AMHA Annual Meeting shall be set by the Board. The regular fee beyond the seven (7) days will be the regular fee plus \$15.

**Amended 2-25-2007 the AMHA will charge \$25 registration fee for the Annual Meeting**

**Note the above Late Charge was changed from; four (4) times the normal fee, to the regular fee plus \$15. 6-13**

**Amended 6-6-2015 The AMHA will charge \$40 Registration fee for the Annual Meeting if before the cutoff date and \$55 after the cutoff date.**

**Effective 9-10-2001                      LOCATION BOD MEETINGS**

All future board meetings shall be held in the Fort Worth/Dallas Metroplex Area **or by** Teleconference except for the Annual Meetings and exceptions could be made if deemed necessary by the Executive Committee.

(Amended 2-23-06)

**Effective 2-27-2005                      DIRECTOR'S REIMBURSEMENTS**

The Finance Committee has recommended re-instating the Director's Reimbursements for 2005 with the following changes:

- Maximum of two meetings a year. (expanded to 3 meetings during the June 2005 Board of Directors Meeting) (changed back to 2 in February 2008)
- Minimum Floor Expenses (Deductible) of \$125.00.
- Allows for travel to and from hotel or meeting facility; example: airfare, rental car, parking charges.
- Mileage reimbursement rate of .40 cents per mile.
- Maximum Reimbursement of \$500.00.

AMHA **does not** reimburse for the following:

- Tips and meals during travel to and from hotel or meeting facility
- All expenses incurred during hotel or meeting facility from the time of arrival to the time of departure.

Expense reimbursement need be postmarked within 30 days of the last date of the meeting or it will be void. Receipts must be attached for all non-mileage expenditures. Maximum reimbursement per expense report per Director is **\$500.00**.  
(Amended 11-11-05)

**Effective 12-8-2001** **BOARD MINUTES**

Board of Directors and Annual Meeting minutes are to be distributed out within 30 days of the meeting to the Board and the Board has 10 days to make corrections or indicate approval. A non-response from a Board Member indicates that the Board Member is approving the minutes as written. A note will be added to the top of the minutes to state that a non-response is considered an acceptance.

(Amended 1-21-02)

\*Note – changed “mailed” to “distributed” – 6.8.13

## **Championship Shows**

### **Committees**

**Effective 2-22-2004** **NUMBER OF COMMITTEES MEMBERS MAY SERVE ON**

No member may be allowed to serve on more than three (3) committees, excluding the Executive Committee and serving as Board Liaison for a committee.

(Amended 3-31-07)

**Effective 2-26-2004** **MEMBERS MAY ONLY CHAIR ONE (1) COMMITTEE**

No one AMHA member may chair (**excluding co-chair**) more than one (1) committee, excluding the Hub Committee.

Policy

Voted to add “excluding co-chair” and to retain per Board 6.8.13

**Effective 2-23-2006** **AMHA STANDING COMMITTEES**

1. Amateur
2. AOTE
3. Local Club
4. Bylaws
5. Finance
6. Halter Futurity
7. Gelding Incentive

8. Genetics
9. International
10. Licensed Official
11. Long Range Planning
12. Marketing
13. Membership
14. Performance
15. Rules & Regulations
16. Special Needs
17. Show Rules
18. World Show
19. Youth

Note: 6-12-05 The Board voted to add the Membership Committee as a Standing Committee.

11-12-05 The Board voted to add the Performance Committee as a Standing Committee.  
2-24-08, page 20 of the minutes. The Computer Committee was changed to the Internet Communications Committee.

2-24-08, page 23 of the minutes. The Board voted to suspend the Championship Show Committee until further notice.

2-24-08, page 23 of the minutes. The Board voted to change the name of the Marketing/Special Events to Marketing Committee.

2-19-08 page 17 of the minutes. Changed name from Futurity Committee to Halter Futurity Committee.

2-19-10 the Board voted to change the name of the Local Show Committee to the Club Committee.

3-13-10 The Board voted to remove A/I Research and the Drug & Medication Committees from the Standing Committee List.

3-13-10 The Board merged Internet Communications with Marketing.

3-13-10 The Board voted to change the name of the Local Show Committee to the Local Club Committee.

2-18-12 The Board voted to change the name of the "Club" committee to "Local Club"

6-8-13 The Board voted to remove LOC and Show Rules Committee as they are elected committees with terms

## **Complaints**

## **Employee Manual**

**Effective 6-19-2000**

### **EMPLOYEE MANUAL**

The Employee Manual was approved as presented to the Board with final review from legal counsel. Note: Employee Manual was updated 3/19/10.

## **Finance**

**Effective 2-7-1993**

### **RETURNED CHECK POLICY**

AMHA will institute a returned check charge, whatever the current fee is per check.  
(Amended 7/14/02)

## **Local Show, Championship or World**

**Effective 8-8-1997**

### **LOCAL SHOW W/NUMEROUS COMPLAINTS/PROCEDURES**

The office shall keep records on local shows that have complaints against them and if the local shows have too many complaints the matter will be taken to the Executive Committee for determination of future AMHA approval.

Policy per 12.3.10 BOD Meeting

## **Marketing**

**Effective 1-1-2002**

### **PROMOTIONAL LOGO**

With Board approval, the AMHA office staff has the authority to alter the promotional logo as needed.

**Effective 6-20-2000**

### **PHOTOGRAPHS TO MARKET AMHA**

AMHA Staff may use photographs of Miniature Horses for AMHA marketing and promotional purposes at will and without obligation to credit the providers, photographers, or subjects in the photographs.

Policy per 12.3.10 BOD Meeting

## **Membership**

**Effective 1-1-1995**

### **MEMBERSHIP/PACKETS/LIFETIME MEMBERS/RENEWALS**

The AMHA Membership Department shall make the following changes as presented from the Membership Services Committee:

1. A New Members Packet be continued and expanded to include a Members Handbook (not completed at this time), list of AMHA Committees with explanation of functions, duties, and responsibilities of committee members along with an invitation to join, and a survey return card.

2. Lifetime members be recognized with a special nametag at the Annual Meeting, special designation in the Membership Directory, and published in the *MINIATURE HORSE WORLD* once per year.
3. Membership renewal notices be sent to those who have not renewed their membership within 30 days of anniversary date.

## **Official Product**

**Effective 6-10-1994**

### **OFFICIAL PRODUCT/AMHA/FEE**

AMHA shall set a minimum fee of \$2,500.00 for a company or product to be the “official” product, etc., of the AMHA. This shall be subject to Board approval

**Effective 6-19-2000**

### **POTENTIAL BEER SPONSOR**

Potential sponsors for events may include beer sponsors.

## **Protest**

**Effective 6-13-08**

### **GR-050 PROTEST RULE PROCEDURES**

The following Protest Rule Procedures are recommended by the GR-050 Protest Committee:

**Introduction:** In November of 2007 the AMHA Board of Directors established a committee to review and rewrite a new height protest rule to be presented to the membership at the 2008 Annual Convention. The Board of Directors, in November 2007, voted to overturn the wording of the GR-050-C Protest Concerning height, which was passed by the membership at the 2007 Annual convention. The GR-050-C Committee and the Show Rules Committee presented the revised wording of GR-050-C to the membership, at the 2008 Convention. The Membership voted to approve and implement immediately the new wording of the height protest rule, **GR-050-C, Protest concerning height.**

The AMHA Board of Directors approved the procedures to be used for the consistent implementation of **GR-050-C Protest Concerning height.**

**GR-050-C Protest Concerning height:** The measurement of a horse may be protested at any time prior to the end of the show so long as the horse is present on the show grounds. The protest must be made in writing accompanied by a \$100 deposit.

**Implementation Procedure:** A protest committee will be employed and follow all the procedures directed and required for protest measurements in GR-050.

**Additional Procedures:** The GR-050-C and Show Rules Committee recognize these procedures may create a tense atmosphere during the protest measuring process effecting accurate measurement of a horse. These committees recommended to the AMHA Board of Directors a

policy which allows the protest measurement to be one quarter (1/4) of an inch over height qualification for the protest measurement only.

The AMHA Board of Directors unanimously approved this policy. **Example:** Horse 'A' is protested as being too tall in a 30 to 32 class. Its original measurement was 31 3/4. The horse measures 32 1/4 by a protest measuring team. It meets the allowance authorized under the protest rule. It is therefore a legal horse at that show. (This 1/4 inch amnesty only applies to Protest Measurements and not to regular measurements.) The one quarter (1/4) inch allowance is to be applied to **all** height categories.

All points, placings, awards will be relinquished by any horse who fails to meet height requirements under protest for **that show only**.

If the measurement is within legal height limits for the AMHA, but out of class height constraints, only the awards pertaining to effected height classes will be relinquished. **Example:** Horse 'B' was exhibited in a 30 to 32 inch Senior Halter Class. Horse 'B' wins Grand. It is then protested, Horse 'B' measures 32 3/4 inches. Horse B forfeits the Grand Champion award along with the 30 to 32 inch halter class placing's, **but may keep any award that is not height related, such as youth halter, halter obstacle, color, etc.** (The horse must forfeit the Championship Award, as a result of disqualification from the original height class.)

If the horse measures above AMHA height requirements at its respective age it then loses ALL awards, points, and placing's for that show.

**\*\*Note Frank Lupton moved to have this Policy spelled out in its entirety in the Rulebook under Protests so it is readily available for members/exhibitors to read and understand. Then this Policy can be deleted. Austin Van Wyck 2<sup>nd</sup>.**

**Passed by a show of hands to DELETE after inclusion in Rule Book. June 8, 2013**

## **Registration**

**Effective 2-22-1996**

### **OFFICE PROCEDURE INSTITUTED TO HANDLE PROBLEM REGISTRATIONS**

When AMHA receives a registration application in the office that requires blood typed or DNA testing, or any additional information, the office will work with the owner, as long as, the owner complies with the information requested. If the owner refuses to cooperate to supply the required information he or she will be subject to disciplinary action. The office will no longer return registration applications, fees or pictures when the owner refuses to supply the required information.

**Effective 5-17-1997**

### **REGISTRATION OF A FOAL**

AMHA will establish the following policy on registration of a foal: If the dam is registered "and" or "and/or", and a request is made to register the foal as "or", that this will be done if registration application is signed by both owners

**Effective 2-3-1989**

**DWARFISM/REGISTRATION/MHW**

AMHA's guidelines to determine if a horse is a dwarf are: Any two items on the list of 54 types of dwarfism submitted by Barbara Naviaux would indicate the horse in question shall not be registered depending on the severity of the characteristic and on the decision of the Executive Committee after inspection of the horse.

**Website**

**Effective 2-14-1999**

**MINUTES POSTED ON THE WEBSITE**

The open session Board of Director Meeting minutes shall be regularly posted on the AMHA website after they have been approved by the Board.

**Effective 1-1-1995**

**ADEQUATE HORSE IDENTIFICATION**

The AMHA Registration Department shall be given the ability to accept photographs for registrations, transfers, etc. that may not otherwise have all present photo requirements if the horse's other features properly distinguish it for adequate identification.

**World Show**

**Effective 10-22-1995**

**TRAVELING TROPHY RECOMMENDATIONS**

Traveling Trophy recommendations:

1. Perpetual trophies be limited to a maximum of five years at which time they will be displayed permanently in the AMHA National Office with each winner's name and year of award inscribed on the trophy.
2. The number of trophies be limited to 20 in one year and that the number of perpetual trophies be a lesser number.
3. The quality of the trophies must be of a higher caliber.
4. The Executive Secretary, with the co-signature of the President, will be the authorizing body for the acceptance of trophy donations and that they all be published in the *MINIATURE HORSE WORLD* at the time of acceptance and each year in the issue prior to the National Show as well as in the World Show Catalog.

**Effective 2-8-1997**

**WORLD SHOW SPECIAL AWARD POLICY**

Effective 1997, to break a tie in Super Amateur or any Super Award the following policy will be followed: if they have equal points, the first tie breaker will be the total number of horses defeated in their respective classes for specific awards for that show. If per chance there is a tie in the points and a tie in the number of horses defeated, then go to the respective prerequisite halter class and the designated halter winner will be determined.



**Effective 1-29-1998**

**BEST ALL AROUND DRIVING HORSE  
PERPETUAL TROPHY**

AMHA will accept Patricia Parker Crosby's offer to present a perpetual award in honor of her driving gelding, Flying W Farms Moonlight Bay. The award will be given to the Best All Around Driving Horse.

**Effective 6-20-2000**

**SINGLE PLEASURE DRIVING PERPETUAL  
AWARD**

AMHA will accept Bill Humphries offer to sponsor the Single Pleasure Driving award at the World Show to honor Rhoten's Little Dandy.

**Effective 3-25-2005**

**MONCRIEF STALL RATES**

Increase the cost of Priority 1 Stalls at the 2004 World Show \$50 each. This will increase the price from \$160 to \$210 each.

Note: Cost was changed to \$190 on 2-24-08, page 22 of the minutes.

**World Show Awards**

**Effective 2-21-2008**

**WORLD SHOW AWARDS**

An individual or committee requesting any of the following to be awarded during the World Show must submit to the Finance Committee and Board of Directors a written report outlining detailed specifications regarding the award, etc. requested.

- Perpetual Awards, Note: Perpetual Awards are limited to 20 in one year and 5 years each per Standing Rule 10-22-1995 (see below)
- Division Award (ex: Youth/Amateur/Special Needs, etc.)
- Raffle
- Donations for a specific class to be given to winners
- Cash Awards

All requests must be submitted before the end of the Annual Meeting. The Finance Committee and/or Board will review all requests before the end of the mid-year Board of Directors Meeting and issue a report to the requesting individual or committee.

Note: Does not apply to Corporate Sponsors

Awards will not be considered if the above rule is not followed.

Comment- Refer to Current Standing Rule.

**Effective 2-24-2007**

**GAYLE NUTTALL MEMORIAL WORLD SHOW  
AWARD**

Tammy Nuttall-Boyster & Peg Baltazer will donate a perpetual World Show Award for five (5) years to sponsor Youth Roadster 12 and Under. The award is donated in memorial of Gail Nuttall, Tammy Nuttall-Boyster's mother.

**Effective 2-19-2009**

**PRODUCE OF DAM WORLD SHOW AWARDS**

K.C. Pappas has requested permission to sponsor a special World Show Award for the Produce of Dam class as a memorial for Running Bare Ranch, Joe and Ginger Jeter. She will purchase the permanent trophy to be kept at the AMHA Office and individual trophies to be given out to the winner of the class. The award will be for a five (5) year period.

**Youth**

**Effective 2-26-2006**

**AMHyA MANUAL/GUIDELINES & YOUTH  
SCHOLARSHIP PROGRAM**

The AMHyA Manual/Guidelines and guidelines for the Youth Scholarship Program were voted on and passed at this meeting.

**Effective 2-25-2007**

**YOUTH MEMBERSHIP FEE**

Youth membership will be a one-time \$10 fee effective 1-1-08. Replacement cards are \$5.