

# AMHA OFFICE POLICIES

## updated 11/16/2024

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.

### Board of Directors

#### **Effective 11/2/2019 SOCIAL MEDIA POLICY / DIRECTOR DESCRIPTION**

All Directors will be required to sign the AMHA Social Media Policy. Directors will receive a job description when joining the board that will outline the role and expectations of an AMHA Director.

12/10/2019 BOD voted to approve

11/14/2022 BOD voted to retain

12/5/2023 BOD voted to retain

11/16/24 BOD voted to retain

#### **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

11/14/2021 BOD voted to retain

11/12/2022 BOD voted to retain

12/5/2023 BOD voted to retain

11/15/2024 BOD voted to retain with change from 30 to 60 days

### 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)

1/10/2019 BOD voted to retain

11/14/2021 BOD voted to retain

11/12/2022 BOD voted to retain

12/5/2023 BOD voted to retain with change to remove Board Liaison  
11/16/2024 BOD voted to retain

## **Local Clubs**

Local Clubs can use the AMHA Zoom account.  
11/14/2021 approved by the BOD  
12/5/2023 BOD voted to retain  
11/16/2024 BOD voted to retain

## **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.

12/10/2019 BOD voted to retain  
11/14/2021 BOD voted to retain  
11/12/2022 BOD voted to retain  
12/5/2023 BOD voted to retain  
11/16/2024 BOD will re-evaluate at Dec 2024 BOD Meeting

## **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)

12/10/2019 BOD voted to retain  
11/14/2021 BOD voted to retain  
11/12/2022 BOD voted to retain  
12/5/2023 BOD voted to retain with change in fee to \$50.00  
11/16/2024 BOD voted to retain

## **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  
12/10/2019 BOD voted to retain  
11/14/2021 BOD voted to retain  
11/12/2022 BOD voted to retain  
12/5/2023 BOD voted to retain  
11/16/2024 BOD voted to move to 2025 rule book

## **Marketing**

### **Effective 1-1-2002 PROMOTIONAL LOGO**

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

12/10/2019 BOD approved  
11/14/2021 BOD voted to retain  
11/12/2022 BOD voted to retain  
12/5/2023/ BOD voted to retain  
11/16/2024 BOD voted to retain

## **Membership**

### **Effective 6-23-98 MEMBERSHIP ANNUAL REPORT**

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; 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.

12/10/2019 BOD voted to retain  
11/14/2021 BOD voted to retain  
11/12/2022 BOD voted to retain  
12/5/2023 BOD voted to retain  
11/16/2024 BOD voted to retain

## **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 EC approval

12/10/2019 BOD voted to retain  
11/14/2021 BOD voted to retain  
11/12/2022 BOD voted to retain  
12/5/2023 BOD voted to retain

11/16/2024 BOD voted to retain with change from Board to EC approval.

**Effective 6-19-2000**

**POTENTIAL BEER SPONSOR**

Potential sponsors for events may include beer sponsors.

12/10/2019 BOD voted to retain

11/14/2021 BOD voted to retain

11/12/2022 BOD voted to retain

12/5/2023 BOD voted to retain

11/16/2024 BOD voted to retain

## **Registration**

**Effective 2-22-1996 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.

11/12/2022 BOD voted to retain

12/5/2023 BOD voted to retain

11/16/2024 BOD voted to move to the 2025 rule book

**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. If a dam and/or sire registration papers are current when they are bred, the resulting foal may be registered even if the dam and/or sire registration papers become Revoked by the time the foal’s registration application is submitted to the office provided the foal’s owner is not the same as the owner of the Revoked dam and/or sire.

12/10/2019 BOD voted to retain with revision

11/14/2021 BOD voted to retain

11/12/2022 BOD voted to retain

12/5/2023 BOD voted to retain with removing “ or “and/or”

11/16/2024 BOD voted to move to the 2025 rule book

## World Show

### **Effective 2-19-2010 MEASUREMENT OF HORSES AT REGIONAL SHOWS**

Any Senior horse entered in an AMHA Regional Championship Show that successfully measures into that show, shall be allowed to use the Regional Show measurement for purposes of satisfying the measurement requirement for the AMHA World Show.

Standing Rule per 12/3/10 BOD meeting. Approved at the Feb 2011 Annual Meeting for the 2011 World Show.

Passed for 2013 per 3/12/13 BOD Meeting

2/23/2014 BOD voted to retain

2/22/2015 BOD voted to retain

2/21/2016 BOD voted to retain

2/25/2017 BOD voted to retain

11/3/2017 BOD voted to retain

11/3/2019 BOD voted to retain

11/14/2021 BOD voted to move to Policies and include yearlings and two-year old horses.

11/22/2022 BOD voted to retain

12/5/2023 BOD voted to retain

11/16/2024 BOD voted to retain with change to exclude yearlings and two-year old horses.

### **Effective 10-22-1995 PERPETUAL 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 quality of the trophies must be of a higher caliber.
3. ~~There will be a \$75 maintenance fee if the office provides a separate award or a \$25 fee if the sponsor provides the award.~~
- 3 After five year minimum, the sponsor will be contacted each year to see if they want to retire the trophy or continue sponsoring it.
4. The Finance Committee and BOD will be the authorizing body for the acceptance of trophy donations. They shall be in the World Show Premium and World Show Catalog.

12/10/2019 BOD voted to retain

11/14/2021 BOD voted to retain

11/12/2022 BOD voted to retain

12/5/2023 BOD voted to retain

11/16/2024 BOD voted to retain to remove line #3 and renumber

### **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.

12/10/2019 BOD voted to retain

11/14/2021 BOD voted to retain

11/12/2022 BOD voted to retain

12/5/2023 BOD voted to retain

11/16/2024 BOD voted to retain

## **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.

- Division Award (ex: Youth/Amateur/~~Special Needs~~-C.O.O.L, etc.)
- Donations for a specific class to be given to winners
- Cash Awards

All requests must be submitted before the end of the Mid-Year Meeting. The Finance Committee and/or Board will review all requests before the end of the mid-year Board of Directors Meeting.

12/10/2019 BOD voted to retain with revision

11/14/2021 BOD voted to retain

11/12/2022 BOD voted to retain

12/5/2023 BOD voted to retain with change to C.O.O.L from Special Needs

### **WORLD SHOW AWARDS**

**Effective 1/29/1998 HIGH POINT DRIVING HORSE PERPETUAL TROPHY**

**Effective 2/19/2009 PRODUCE OF DAM WORLD SHOW AWARD**

**Effective (historical) ROSS CEARLY SPORTSMANSHIP AWARD**

**Effective (historical) ALVADAR/PINE RIDGE FARM AWARD**

**Effective (historical) REECE FAMILY AWARD**

**Effective 2018 PATTI FUNAKOSHI AWARD**

**Effective (historical) BOB ERWIN MEMORIAL TROHY**

**Effective 2022 BILL MCKEW MEMORIAL TROPHY (COUNTRY PLEASURE DRIVING GRAND)**

**Effective 2024 LITTLE AMERICA GET OF SIRE AWARD**

12/10/2019 BOD voted to retain

11/12/2022 BOD voted to retain with change

12/5/2023 BOD voted to retain

11/16/2024 BOD voted to retain with addition of Little America Get of Sire award and removal of retired awards

## 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.~~

12/10/2019 BOD voted to retain

11/14/2021 BOD voted to retain

11/12/2022 BOD voted to retain

12/5/2023 BOD voted to retain

11/16/2024 BOD voted to remove as it is on the website

### **Effective 2-25-2007 YOUTH MEMBERSHIP FEE**

Youth membership will be a ~~one-time \$10 fee effective 1-1-08.~~

11/12/2022 BOD voted to retain

12/5/2023 BOD voted to retain with a one time fee of \$20

11/16/24 BOD voted to move to Fees section of the 2025 rule book

### **Effective 1-1-2008 Replacement cards are \$5-10**

12/10/2019 BOD voted to retain

11/14/2021 BOD voted to retain

11/12/2022 BOD voted to retain

12/5/2023 BOD voted to retain

11/16/2024 BOD voted to change to \$10 and move to Fees section of the 2025 rule book