

# AMHA OFFICE POLICIES

Updated 11/14/2021

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.

BOD Approved 12/10/2019

11/14/2021 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.

1/21/2002 Amended

\*Note – changed “mailed” to “distributed” – 6/8/2013

11/14/2021 BOD voted to retain

## 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

## 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. Updated 12/2019  
12/10/2019 BOD voted to retain  
11/14/2021 BOD voted to retain

## 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

## 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

## 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

### **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  
12/10/2019 BOD voted to retain  
11/14/2021 BOD voted to retain

## Membership

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

AMHA shall prepare for the Annual Meeting, and publish on the website an Annual Report for the membership demonstrating the status and position of the American Miniature Horse Association. The report shall include the following: annual and historical financial information, annual and historical foal registration 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

## **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

12/10/2019 BOD approved

11/14/2021 BOD voted to retain

### **Effective 6-19-2000 POTENTIAL BEER SPONSOR**

Potential sponsors for events may include beer sponsors.

12/10/2019 BOD approved

11/14/2021 BOD voted to retain

## **Protest**

### **Effective 6/13/2008 BOD P1 GR-050 Protest Rule Procedure**

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 pass 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 Conventions. 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 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. The committees recommend to the AMHA Board of Directors a policy which allows the protest measurement to be one quarte (1/4) of an inch over height qualifications for the protest measurement only.

The AMHA Board of Directors unanimously approved the policy. **Example:** Horse 'A' is protested as being too tall in a 30 to 32 class. Its original measurement was 31 ¾. The horse measures 32 ¼ by a protest measuring team. It meets the allowance authorized under the protest rule. It is therefore a legal horse at that show. (This ¼ inch amnesty only applies to Protest Measurements and not to regular measurements) The one quarter (1/4) in 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' measures 32 ¾ inches. Horse B forfeits the Grand Champion award along with the 30 to 32 inch halter class placings, **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 placings for that show.

2/22/2015 BOD voted to retain

12/8/2020 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.

### 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

### **Effective 2-3-1989 DWARFISM/REGISTRATION**

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.

12/10/2019 BOD voted to retain

11/14/2021 BOD voted to retain

## **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

### **Effective 10-22-1995 PERPETUAL 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. Each Perpetual award must have a separate award that the winner takes home.
4. There will be a \$75 maintenance fee if the office provides the separate award or a \$25 fee if the sponsor provides the award.
5. After five year minimum, the sponsor will be contacted each year to see if they want to retire the trophy or continue sponsoring it.
6. 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

### **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

### **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, etc.)
- Raffle
- 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

### **WORLD SHOW AWARDS**

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

**Effective 6/20/2000** SINGLE PLEASURE DRIVING PERPETUAL AWARD (retired)

**Effective 2/24/2007** GAYLE NUTTAL MEMORIAL WORLD SHOW AWARD (retired)

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

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

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

**Effective (historical)** REECE FAMILY AWARD

**Effective 2018** JAMES PAYNE AWARD (retired)

**Effective 2018** PATTI FUNAKOSHI AWARD

**Effective 2016** TW GLOSSER AWARD (retired)

**Effective (historical)** VERN BREWER GET OF SIRE

**Effective (historical)** RHOTENS LITTLE DANDY AWARD (retired)

**Effective (historical)** BOB ERWIN MEMORIAL TROPHY **12/10/2019 BOD voted to retain**

## **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

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

Youth membership will be a one-time \$10 fee E

**Effective 1-1-08. Replacement cards are \$5.**

12/10/2019 BOD approved

11/14/2021 BOD voted to retain