



USHJA

COMMITTEE HANDBOOK

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USHJA Policies and Procedures Governing All Committees

Introduction

The USHJA Committee Handbook provides educational information and guidelines for the conduct of committees and committee members. In order to ensure that the USHJA maintains compliance with all Federal, State and Local regulations, as well as our own financial policies and procedures, the USHJA has established policies and procedures for the operation of USHJA committees. In cases where the USHJA Bylaws are different than the information contained herein, the USHJA Bylaws will supersede the information in this Handbook. Please contact the office if you require clarification on any of the information contained in this Handbook.

For purposes of this Handbook, all USHJA committees, councils, working groups and task forces are referred to as committees.

Eligibility to Serve

Unless otherwise specified herein, any individual holding a seat on any committee within the USHJA must be a Senior Active Member of USHJA in good standing (Exception: Youth Committee which may have Junior Members of USHJA in good standing).

Vacancies

Except as otherwise noted in the Bylaws, a vacancy shall be filled by the President.

Term of Service

Unless otherwise specified, all members of any committees within the structure of the USHJA shall be elected and/or appointed to a term of one (1) to four (4) years, except in cases of an individual appointed to fulfill the balance of a term due to a vacancy or an individual appointed during a current committee term.

Committee Role

- Committees create open discussion on topics within the hunter/jumper industry related to their specific purpose.
- Depending on their mission and purpose, committees may make recommendations on programs for consideration by the Executive Director, Officers, Executive Committee or Board of Directors, review proposed rule changes, make recommendations for rule changes and perform such other duties as may be specified within the USHJA Bylaws or assigned to the committee by the Executive Director, Officers, Executive Committee or Board of Directors.
- Committees hold meetings and/or forums as required by the USHJA Bylaws throughout the year.

Committee Chair Responsibilities

- In collaboration with the USHJA Staff Liaison, the Committee Chair oversees the logistics of the committee's operations and serves as spokesperson to the Executive

Director and President for the Committee.

- Support the objectives, policies and procedures of the USHJA.
- Conduct and facilitate committee business in a manner that encourages open dialog and leads to effective decision making.
- Assigns works to the committee members, sets the agenda and conducts the meetings and works with the USHJA Staff Liaison to ensure distribution of meeting materials and minutes.
- A Chair may vote, but is not required to vote, except to break ties.
- A Chair does not make or second motions.

Committee Liaison Responsibilities

- Serve as the link between the committee and the Executive Director, Officers, Executive Committee or Board of Directors.
- Collaborate with the Committee Chair and members to ensure compliance with all the USHJA policies and procedures.
- Collaborate with the Committee Chair to prepare presentations of new programs or projects for consideration by the Executive Director, Officers, Executive Committee or Board of Directors.
- Collaborate with the Committee Chair to prepare and monitor the committee budget, if applicable.
- Schedule and notice all committee meetings.
- Provide the committee members with meeting materials, minutes and any data necessary to conduct business.

Committee Member Responsibilities

- Each member, by accepting a seat on a USHJA committee, shall be bound by and discharge his duties in good faith and in accordance with the applicable fiduciary duties, the USHJA Bylaws, policies and procedures including the USHJA member Code of Conduct, Conflict of Interest Statement and Ethics Policy. Failure to comply with these standards may result in the removal from committee seat(s) that the individual holds pursuant to the policies approved by the Board of Directors.
- All individuals holding a seat must attend a minimum of fifty percent (50%) of the meetings of that committee each year. A committee member who fails to attend the required number of meetings, may be removed from the committee by the President of the USHJA and replaced with another individual, in accordance with Board of Directors approved policies and procedures.
- Consider matters from the broader perspective, putting the needs of the sport and organizations ahead of personal interests and/or interests of specific groups, individuals, constituencies of the membership or stakeholders.
- Understand and respect that the opinions of others are valuable to them and encourage dialog from alternative perspectives without recrimination.
- Refrain from lobbying other committee members which may create factions and prevent open discussion by intimidating other members.

- Once a committee decision has been approved by a majority vote, defend and support that decision even if your personal viewpoint is different. This includes not disclosing different opinions within the committee to others outside the committee.
- Speak for the committee or organization only when authorized by the USHJA.
- The President and Executive Director are ex-officio members of all committees, except where specified in the Bylaws.

Committee Meetings

- Committees are required to conduct a minimum of three (3) meetings annually including the one (1) in-person meeting held during the USHJA Annual Meeting, unless otherwise specified herein. The President may waive the requirement to hold a committee meeting at the Annual Meeting. Working Group Task Forces will meet at the direction of the Working Group chair.
- The Committee Chair shall have the power to call a meeting of the committee at any time and the Staff Liaison shall provide notice of such meeting to the committee a minimum of seven (7) days prior to the meeting. The President shall have the power to call a meeting of the committee at any time and the Staff Liaison shall provide notice of such meeting to the committee as soon as is practical prior to the meeting.
- Unless otherwise provided in the Bylaws or Board of Directors approved policies and procedures, the greater of three (3) members or one-third (1/3) of a committee constitutes a quorum.
- Meeting by teleconference is permitted for all meetings except the in-person meeting held during the USHJA Annual Meeting.
- A USHJA Staff Liaison must be present at all committee meetings.
- All committee meetings by teleconference are recorded and records are maintained in accordance with USHJA retention policies.
- Robert's Rules of Order shall be utilized as a guide in conducting meetings.

Executive Session

At any meeting, a committee may determine, by majority vote, to go into Executive Session. Executive Sessions are not part of the record of a meeting and may not be used to take action on agenda items. Individuals who are not Members of the Committee may be excluded from the Executive Session. National Officers may not be excluded except from the meetings of the Audit and Nominating Committees.

Meeting Minutes

Unless specified in the Bylaws, meeting minutes only include what was done at a meeting, not what was said. Therefore, the minutes are not a record of every word spoken. Minutes must contain the following.

- Organization name.
- Committee name.
- Date and time.

- Roll Call - Name of committee members present, name of committee members absent, name of guests or staff present and name of Staff Liaison present.
- Determination of a quorum.
- Any motions made, discussion points related to the agenda items and the final wording of a motion and the final action (vote) by the committee as it relates to the motion

Balloting and Voting

- In matters related to committee actions, any duly appointed or elected members of a USHJA committee may vote on matters in connection with committee actions provided the person does not have a conflict of interest regarding the agenda item.
- Any committee member present during a meeting or the Executive Director or the President may request the use of a secret ballot during a committee vote. The Staff Liaison will notify the committee of any such request.
- Balloting shall be conducted in accordance with the Board of Directors established policies and procedures and may utilize E-mail, secure telephonic and/or USPS Mail ballots, provided that the matter or matters to be voted upon have been discussed at a scheduled committee meeting and the minutes reflect which method stated above shall be utilized.
- Members who are not present at a scheduled committee meeting are not permitted to vote on the matter(s) being considered by the committee.
- A majority vote is a majority of the votes actually cast. If the vote is tied, the motion fails. Abstentions are not votes and are not counted in determining a majority vote.
- A committee Chair may vote, but is not required to vote except to break ties.

Committee Actions and Resolutions

- If an agenda item requires an action, a committee member must make a motion for the committee to take that specific action. Another committee member must second the motion, any discussion must take place and following discussion, the committee shall vote to approve or disapprove the motion. Motions are typically made in the positive.
- A Motion to Table is utilized when a committee member wishes to discuss a matter later in the meeting or to put it off until the next meeting. The motion would be to postpone consideration of the matter until a certain or definitive time. If a sub-committee or task force is created to work on the matter in more detail and bring back a recommendation to the committee, the motion would be to refer the matter to the sub-committee or task force.
- When debate on a pending motion has been ongoing, a committee member may make a motion to “call the question” on the pending motion. This motion must be seconded and approved by two-thirds (2/3) vote of the committee members present. If approved, a vote on the pending motion must be taken with no further debate.
- Committee actions resulting in a recommendation for program changes are subject to additional review in accordance with Board of Directors approved policy.
- Committees must direct any resolutions regarding organization policy to the Board of Directors for consideration. However, no resolution may be presented to the Board of Directors without first being reviewed by the Executive Committee and other affected

committees.

- Committees make recommendations and their actions are not binding on the organization.

Confidentiality

- The members of any USHJA Committee are required to maintain the confidentiality of USHJA business as instructed by the Chair, USHJA Staff Liaison or USEF Staff Liaison. Confidentiality will be maintained until it is determined by the USHJA, and the entity is notified, that such confidentiality is no longer required, unless otherwise required by law.
- In the course of a committee's work, members may receive material that is marked Confidential. These materials, as well as all working documents of the committee, must be kept confidential. When a committee's work product is deemed suitable for public review, then all confidential materials shall be shredded and all earlier versions of the work product shall be deleted from committee member's personal computers.
- Strict observance of confidentiality is required and any breach may result in the removal of the individual from his/her committee seat by a majority vote of the Executive Committee.

Conflict of Interest

- All committee members shall be bound by the USHJA Bylaws and policies regarding conflicts of interests and shall follow all disclosure and reporting procedures as adopted by the organization.

USHJA Logo, Brand Name and Fundraising

- In order to use the USHJA name, logo or brand in order to promote or support an event, program, activity or idea, you must obtain written permission from the USHJA and use a USHJA approved vendor if applicable.
- The process for obtaining this permission is very simple, easily accomplished and the USHJA staff will assist you with all your needs. If you should have any questions regarding the use of the logo or to obtain permission for use of the logo, please contact Whitney Allen, Managing Director of Advertising & Sponsorship, at wallen@ushja.org or (859) 225-6707.
- Providing the USHJA logo to printers and embroiderers, or using the USHJA brand name without USHJA's knowledge and permission, exposes the organization to an array of problems, challenges and potential legalities and is not permitted.
- Improper use of the USHJA logo or brand name may jeopardize the USHJA's nonprofit status and trademark.

Public Relations

- You are an ambassador for the USHJA, and we encourage you to promote the work of the USHJA, while remembering that your actions and words impact the organization whether intentional or not.
- USHJA is here to help facilitate media opportunities, and if you are approached by a

member of the media about a USHJA-related topic, we recommend the following steps:

- Ask the reporter about the topic they want to discuss.
 - Ask for their deadline and when they expect the story to run.
 - Ask if there is anyone else with whom they are speaking for the story.
 - Let the reporter know that either you or someone else will call them back as soon as possible.
 - Note the answers to these questions and contact USHJA Communications Department at (859) 225-6700. USHJA can help provide guidance on the best way to address the topic and even provide recommendations on possible other interviewees that may be helpful.
- If you are contacted by a media outlet to provide content, such as an article, for the outlet on a topic related to the work of the USHJA, we ask that you notify the USHJA Communications Department. We request the opportunity to review any editorial materials developed by volunteers about the Association.
 - If you have any questions concerning information released to a media source, please contact the USHJA for immediate clarification.
 - All promotional materials for committee programs, such as banners, signs, etc., must be created through USHJA. This ensures the quality and consistency of the materials being distributed. Please contact the USHJA office for assistance.

Fundraising Activities

- Committees must work with the applicable USHJA Sport and Association Services Departments regarding sponsorship and fundraising.
- All fundraising efforts must be conducted in accordance with Board of Directors approved policies and procedures.
- Committees are prohibited from maintaining or operating bank accounts.



CONFLICT OF INTEREST STATEMENT AND ETHICS POLICY

As the Federation Recognized Affiliate representing and governing the hunter and jumper disciplines, the United States Hunter Jumper Association, Inc. (USHJA) must conduct all its activities and business in accordance with the highest level of responsibility and trust owed to its members and the sport. USHJA expects and requires its volunteers and staff to conduct all Association business with integrity and to maintain a standard of ethical conduct consistent with the values, spirit, and ideals upon which the Association was founded.

ETHICS POLICY

Accordingly, the Association requires its volunteers and staff to observe the following Ethics Policy:

- Conduct all dealings with honesty, openness and fairness.
- Respect the rights of all volunteers and staff to fair treatment and equal opportunity, free from discrimination or harassment of any type.
- Know, understand, and comply with the laws, regulations, and codes of conduct governing the business and activities of the USHJA.
- Ensure that all transactions are handled honestly and recorded accurately.
- Protect information that belongs to USHJA, our donors, sponsors, suppliers, volunteers and staff.
- Avoid conflicts of interest, both real and perceived.
- Use USHJA assets and information only for the betterment of the organization and its members.
- Recognize that the appearance of misconduct or impropriety can damage the reputation of the USHJA and act accordingly.
- Maintain the confidentiality of committee business as instructed by the Committee Liaison or Chairman.

CONFLICT OF INTEREST POLICY

The USHJA Ethics Policy provides a framework of integrity for interactions with or on behalf of USHJA. All Officers, Directors, Staff and volunteers of USHJA are expected to be familiar with and govern their conduct in accordance with USHJA By-Laws, policies and procedures.

Our Conflict of Interest Policy provides for the following:

(1) Circumstances. A conflict of interest is any personal, family, business or financial relationship, whether direct or indirect, which could influence or be perceived to influence objectivity when representing or conducting business for or on behalf of USHJA. For the purposes of this policy, a family member is defined as an individual's spouse, domestic partner, parent, child, grandchild, great-grandchild, sibling, half-sibling or spouse of sibling or half-sibling, ancestor or the spouse of the individual's child, grandchild, great-grandchild or sibling or any other individuals with a significant familial or familial-like relationship including in-laws.

(2) Disclosure. Conflicts or potential conflicts must be disclosed in accordance with the following procedures: Directors, Officers, Working Group members and Key Employees must complete, sign and submit annual conflict of interest disclosure statements to USHJA and, in the case of new Directors/Officers, prior to commencing term of office. Other Staff and volunteers shall acknowledge and disclose in their formal acceptances of either employment or committee seating. Conflicts and potential conflicts must also be disclosed accordingly as they arise.

(3) Participation. Conflicted persons may not be present at or participate in Board of Directors or Committee deliberations, discussions or voting on any matters giving rise to the conflict and they are prohibited from attempting to influence such deliberations or vote.

(4) Documentation. The existence and resolution of any conflicts must be documented in USHJA records, including the minutes of any meeting at which the conflict was discussed or voted upon.

(5) Related Party Transactions. Related party transactions as defined in USHJA By-Law Article 1310 must be disclosed in writing to the Board of Directors upon occurrence. The Board of Directors must (a) consider alternative transactions to the extent available prior to entering into the transaction, (b) approve the transaction by not less than a majority vote of the directors present, excluding the related party, if applicable and (c) contemporaneously document in writing the basis for the Board approval, including its consideration of alternative transactions.



DISCLOSURE AND AFFIRMATION STATEMENT

I have received a copy of the USHJA Conflict of Interest Statement and Ethics Policy and have read carefully and fully understand these policies.

If any relationships, positions, or circumstances have arisen within the last twelve (12) months or since my last signing of the disclosure and affirmation statement, that may have or appear to have a potential conflict of interest, I must disclose such relationships, positions, or circumstances to the Board of Directors of USHJA by submitting written disclosure of same to the USHJA Executive Director immediately and hereby agree to do so.

I hereby affirm that I have read and understand the Conflict of Interest Statement and Ethics Policy of the United States Hunter Jumper Association currently in effect and I agree to act in accordance with those policies and all applicable By-Laws. I further understand and agree that it is my duty to inform the Board of Directors of any circumstances or relationships that create or represent a real or potential conflict of interest.

I acknowledge and understand that a breach of these Policies may result in my removal from the Board of Directors, committee, task force and/or council seat(s) that I hold.

I understand that the USHJA is a charitable organization and that, in order to maintain its federal tax exemption, must engage in and appropriately conduct those activities which further its tax-exempt purposes.

Signature

Date

Print Name



CONFLICT OF INTEREST DISCLOSURE STATEMENT

This form is provided for your convenience should a conflict of interest or circumstances which may be perceived to be a conflict exist or arise. Please provide a full description of the conflicted or potentially conflicted relationship, business or financial situation, employment, or any other circumstance involving you or anyone related to you as described in the USHJA Conflict of Interest Statement and Ethics Policy. Please note that your failure to fully disclose all required information may result in your removal from your position within the Association. This form should be forwarded to the Executive Director - USHJA, 3870 Cigar Lane, Lexington, KY 40511.

Signature

Date

USHJA Committee Program Planning

Many of the most successful USHJA programs have been the inspiration of USHJA members and developed by USHJA committees. As part of USHJA's ongoing strategic planning process, we are responsible for evaluating each of our programs to insure that they are helping us achieve our mission and serving the needs of our membership. This planning guide is a tool for all USHJA committees to use as they consider creation of new programs. It will assist the committee in determining if a program will help the organization fulfill its mission and serve its constituents as well as the cost of both human and economic resources and the feasibility of implementation.

Program proposals submitted to the Board of Directors for consideration must address the following topics:

- How would you describe your program? Provide your big picture vision and the purpose of your completed endeavor.
- What are your Goals? (The What) What are your objectives? (The How)
 - A goal might be that Zone X improve horsemanship among hunter/jumper youth in the area.
 - Objectives to support this goal might include: Increase participation among Zone X members in the Horsemanship Quiz Challenge by X percent; fill three horsemanship-focused clinics at no cost to USHJA members in Zone X; and increase participation among Zone X professionals in the Trainer Certification Program. .
- Who will benefit from your program? Define your target audience. Be sure to include all constituents who will be impacted and consider what percentage of our overall membership this program will benefit.
- Will you be creating any products and/or will you be providing any services?
- What is the program timeline for development and implementation?
- Will you have an incremental implementation process or a pilot program?
- Are there any critical milestones within your implementation phases?
- Will you need specific information, advice, special systems, equipment or tools?
- How will responsibilities be divided between volunteers and staff? It is extremely important that you consider what responsibilities will be handled by volunteers and those that will be passed on to staff.
- What are the costs (capital, human, ongoing) for successful implementation and how will these be paid?
- Will the program generate revenue and become budget neutral or show a profit?
- Will the program require sponsors to be sustainable?
- How will you evaluate success?
- How might your program evolve over time?
- What potential risks should you plan to manage?
- How will you communicate about your program and what are the key messages that will resonate with members?

Attached are two resources to assist committees with creating and amending programs.

- USHJA Program Planning Guide Checklist
- USHJA Program Amendment Checklist

USHJA Program Planning Guide Checklist

Task	Completed	Not Completed
Have you thoroughly described the vision, purpose and scope of your program?		
Have you outlined your goals (The What)		
Have you stated quantifiable objectives? (The How)		
Have you defined your target audience including all of the constituents who will benefit from your proposed program? What percentage of the membership does this population account for?		
Have you outlined in detail any products or services that are a component of your proposed program?		
Have you created a realistic implementation timeline?		
Have you clearly outlined the volunteer responsibilities for implementation?		
Have you clearly outlined the staff responsibilities for implementation?		
Have you created a program budget?		
Have you identified a revenue source to support the program during the 3 pilot years?		
Have you identified IT services and associated costs that are required for program implementation?		
Have you established benchmarks to evaluate program success?		
Have any potential risks associated with the program been identified and addressed?		
Has the program budget been reviewed by staff?		
Has the program proposal been reviewed by legal?		
Has the program proposal been approved by the Executive Committee or Board of Directors?		
Have you engaged the Communications Department to discuss a communications risks and opportunities?		

USHJA Program Amendment Checklist

Task	Completed	Not Completed
Have you evaluated the Program against the initial benchmarks to evaluate the program's success?		
Have you surveyed your target audience and all program constituents to determine if the areas in which the program has been successful or may need improvement?		
Have you determined if your initial goals and objectives are still appropriate for the program?		
Have you evaluated the program's financials to determine if budget objectives have been met? Exceeded? Need re-evaluation?		
Have you determined if your program's administrative needs have diminished? Remained constant? Increased?		
Have you created a realistic implementation timeline for planned changes?		
Have you identified how the suggested changes will impact: budget, participants, sponsors, volunteers, staff?		
Have you identified any new IT services and associated costs that are required to implement the proposed program changes?		
Have any potential risks associated with the proposed program changes been identified and addressed?		
Have you developed a three year strategic plan for the next step in the program's evolution?		
Has the new program budget incorporating proposed changes been reviewed by staff?		
Has the proposed changes and timeline for the program been reviewed by legal?		
Has the program proposal been approved by the Executive Committee or Board of Directors?		

Additional USHJA Policies and Procedures **Specific to Zone Committees**

** The following information is in addition to the information provided above.*

Website

The USHJA provides a place for each zone to publish any information the zone committee wishes to make available to the membership on our website at www.ushja.org. USHJA zones are not permitted to create or maintain their own websites. If you have any questions, please contact the Communications Department at zonenews@ushja.org.

Social Media Guidelines for Facebook, Twitter, Instagram, etc.

Zones are not permitted to create independent social media accounts. USHJA has created individual zone Facebook pages to promote local, relevant information. USHJA staff will manage these accounts and administrative rights may be granted to individuals as deemed appropriate by both USHJA staff and zone committees. Zones may request additional social media channels, but USHJA will manage and create all accounts tied to the Association. Please see the USHJA Social Media Policy for more information.

Zone Treasurer Responsibilities

- Manage the finances of the Zone Committee in coordination with the USHJA Staff Liaison and Accounting Department and advise the committee regarding any fiscal matters related to the budget.
- Sign and submit the committee approved budget.
- Give Treasurer's report at committee meetings.
- Provide input and approval on all expenses requests that are not included in the original budget.
- Provide directives to committee members and vendors to have all invoices, checks, et cetera... submitted to USHJA in a timely manner for payment.
- Provide directives to members to submit all Donation Forms for Cash, In Kind or Silent Auction Donations and Bid Sheets to USHJA in a timely manner.
- All invoices from vendors must list USHJA on the invoice for reimbursement.
- Provide directives to committee members when obtaining quotes for merchandise, awards, et cetera...
- Review all bids received and recommend to USHJA Staff Liaison which vendor fits the needs of the function in a cost effective manner. If a bid is granted to a vendor that exceeds the USHJA supplier bid, it must be approved, in writing, by the Executive Director before any orders can be placed.
- Coordinate with USHJA Staff Liaison to have all expenses that exceed \$1,000 approved, in writing, by the Executive Director.

Zone Budgets and Payment of Invoices

Each Zone must develop and receive approval for an annual Zone budget. The Staff Liaison and Accounting Department shall assist the Zone Chair and Treasurer with this process. Zone budgets must provide the detail necessary for the Accounting Department to process and pay invoices. Example: A line item for Zone Finals must include the specific categories which have been approved for payment such as ribbons, awards, catering fees, etc.

- USHJA shall only approve payment of the approved expenses detailed in a Zone budget.
- All invoices must include the name and contact information of vendor/service provider, the USHJA name on the invoice, a description of the goods and/or services and the amount of the expense. All budget expenditures must have appropriate receipts attached to check requests.
- ***All invoices must be received by the USHJA office no later than December 15th of the year in which the expense was incurred in order to be approved for payment. Invoices received after this date will not be paid.***
- It is the responsibility of a host of any Zone event to contact the Zone Chair and Staff Liaison to determine whether there is an allocation for the payment of any expenses associated with the Zone event. It is the responsibility of the host to notify any potential vendor/service provider of the above requirements regarding invoices.

Zone Chef d'Equipe and Coordinator

A Coordinator will be appointed by the Zone Committee and does not have to be a committee member. Listed below are some of the duties of the Chef d'Equipe and Coordinator for the North American Junior Young Rider Championships, USEF National Junior Jumper Championships, USEF Pony Jumper Championships, USHJA Children's/Adult Amateur Jumper Championships and the USHJA Children's/Adult Amateur Hunter Championships. Equally important to these duties is the ability of the Chef d'Equipe and the Coordinator to work as a team. In addition, if a Zone decides to name one person to fill both positions, we recommend that help is provided in the form of an assistant.

- Chef d'Equipe Responsibilities
 - Attend technical and/or rider meetings for the competition.
 - General management and fitness of horses entered in the competition including observance of drug rules for competition.
 - General management, fitness and behavior of riders entered in the competition. Declaration and scratches of competitors and horses entered at the competition.
 - Notifying organizer of order of go in which the team of horse and rider combinations have been selected to compete in the team competition.
 - As needed, provide coaching assistance, e.g. with warm-up, walking courses, etc. A Chef d'Equipe may not perform any other official duties at the competition.
- Coordinator Responsibilities
 - Communicate Championship rules and Selection Procedures to interested individuals.
 - Once standings are complete, coordinate with riders in order of their placement on the standings until a full team has been established.

- Conduct a meeting of the team members and their trainers for their recommendation of a Chef d'Equipe for the Championship to recommend to the Zone Committee for approval.
- Assist riders with required documents for entry into Championship (for example: passports, health certificates, entry blanks, accreditation requests, etc.).
- Send entries for riders to USHJA by date specified from USHJA and coordinate with Zone for any financial reimbursement.
- As needed, assist and/or coordinate transportation and housing.

Award Requests for Zone Finals, Banquets and Other Events

Award requests for Zone Finals, Banquets or other events must be sent in writing to USHJA and the expenditure must be included in the current Zone budget.

- A host is not required to order the ribbons and awards through USHJA. If you purchase your own Ribbons and Awards, you must notify the USHJA in advance and the USHJA will provide your chosen vendor with the required language and logos for use on the ribbons and awards. ***Any reimbursement for ribbons and awards must be approved by USHJA prior to the host placing an order.***
- A host may order the ribbons and awards through USHJA. The cost of the ribbons and awards will be paid for by the applicable Zone Committee within the budgeted allocation. If the total cost of the ribbons and awards exceeds the budgeted amount, the host competition is responsible for paying the balance due to USHJA within 30 days of the date the order is placed. If a host is interested in ordering the ribbons and awards through USHJA, the order must be completed on the Zone Finals Ribbon and Award Form and returned by the deadline. If the host does not return the completed form by the posted deadline, USHJA is not responsible for placing a rush order or for the cost of the Ribbons and Awards.
- There is a due date for award and ribbon requests. Requests are not submitted by this deadline cannot be guaranteed for delivery. Ribbons are non-refundable and cannot be returned for credit. In the event a competition has unused ribbons at the completion of the show, USHJA recommends donating the ribbons to an equine charity.
- For USHJA year-end Zone and Stirrup Cup Awards, USHJA will select coordinate awards for all Zones. Individual Zones will not have the option to select these awards. This does not preclude you from acquiring donations of additional awards for your events.
- If awards/items are not purchased through USHJA, without prior approval, USHJA may refuse payment.

Zone HOTY Championship Event Stirrup Cup Championship Event and Special Equitation Classes

- USHJA Zone HOTY Championships, Stirrup Cup Championships or Special Equitation Class host competitions are determined on an annual basis by evaluating applications, geographical balance, variance of dates and host history. All applications are reviewed by the applicable Zone Committee and Working Group, with the USHJA Executive Committee making the final determination of host competitions. The purpose of conducting a bid process for host site selection is to provide the USHJA Zone Committee with potential venues from which to choose a site that offers facilities and amenities

worthy of hosting a USHJA Championship competition. All applications must be presented and voted upon, by the Zone Committee before any action may be taken to plan the event.

- ***USHJA shall only approve payment of the approved expenses detailed in a Zone budget.***
- ***It is the responsibility of a host of any Zone event to contact the Zone Chair and Staff Liaison to determine whether there is an allocation for the payment of any expenses associated with the Zone event and the requirements for payment of invoices.***
- ***It is the responsibility of the host to notify any potential vendor/service provider of the requirements regarding invoices.***

In considering applications, the Zone Committee must be very aware of any perception of conflict of interest and remember that these properties are not intended to promote or assist a competition that is struggling or to reward a particular organizer, sponsor or member of the Zone Committee for service to the Zone.

Criteria to be considered in selecting a site shall include, but is not limited to, the following:

- Any bid that is not complete will not be considered. Application information must be addressed in detail.
- Each site will be considered on its own merits.
- All infrastructure required to host this event must be in existence at the facility at the time the bid is submitted. If the facility does not meet all the criteria set forth in this packet, the facility will not be considered to host this event.
- Consideration will be given to accessibility and affordability for potential participants.
- Consideration will be given to the knowledge and experience of potential host site organizers and management.
- Completed bids and any supporting materials must be received by USHJA by the posted deadlines.

The USHJA Zone Committee may request the committee liaison to obtain additional information from other parties regarding applications. All applications shall be reviewed by the applicable Zone Committee(s) and Zone Council(s), with the USHJA Executive Committee making the final determination of host competitions.

If USHJA, in its sole discretion, determines that no bids have been submitted that meet the criteria for selection, the USHJA may select and approve a facility that has not met the criteria or has not submitted a bid for consideration.

Zone Banquets

Each Zone may host a Zone Banquet to recognize the award winners of the Zone Horse of the Year Awards Program. Each Zone must complete the USHJA Zone Banquet Form and return it to USHJA by the posted deadlines.

List of Program, Scholarships, Fundraisers and Forums

- Zones must provide the USHJA office a complete list of zone programs, scholarships, fundraisers and forums they plan to offer.

- The USHJA shall promote your zone events through the USHJA website, USHJA eNews, USHJA In Stride and other media outlets as appropriate.
- Zones must provide the staff the necessary information they need to respond to member inquiries within the established deadlines.

General Guidelines and Criteria for Zone Scholarship and Grant Programs

USHJA Zone Committees may raise funds for and establish a scholarship program to benefit deserving Zone members.

- Only education grants and scholarships, used for college, university or other continuing education/advanced training may be awarded.
- Scholarship funds will be maintained through the USHJA Foundation

As a 501(c)3 organization, the USHJA is required to maintain and file criteria and documentation with the IRS regarding all scholarship programs. In order to protect our tax exempt status, we have created the following general guidelines and criteria for our Zone Committees to use when developing their programs.

- All Zone Grant or Scholarship programs must receive written approval by the Executive Director and/or Executive Committee prior to implementation.
- To request approval, all documentation including criteria, selection process, scholarship amount, methods for solicitation, and the like must accompany the written request.
- Additional information may be requested by the Executive Director and/or Executive Committee before granting approval of the program.

Criteria for Scholarship and Grant Programs

- Each Zone may award one or more scholarships.
- The total amount of funds distributed by each Zone may not exceed \$50,000.00 in any one USHJA fiscal year.
- Each Zone Committee may create their own criteria to determine those individuals who will be recommended as scholarship recipient(s) which shall be approved by the Executive Director. However, recipient(s) cannot be relatives of Zone committee members, USHJA Executive Committee, Directors or substantial contributors.
- Each Zone Grant Program, including selection criteria, will be publicized on the USHJA website. All Zones must use the standard application forms provided by USHJA.
- Full biographical, financial and academic information for each applicant must accompany their application and copies of same must be submitted to the USHJA.
- Applicants must be United States citizens/legal residents, USHJA members, residents of the awarding Zone and must meet the academic, leadership/work/community service, financial need and/or other requirements of their Zone Grant Program to be eligible for a scholarship award.
- Funds awarded to recipients will be paid by USHJA directly to the educational institution or service provider.
- If funds are paid to the educational institution per semester, recipient(s) must supply proof of continued enrollment.
- All funds raised must be accounted for and held in accordance with USHJA/Zone accounting and banking procedures.

Funding Approval Process for Grants and Scholarships

- Each Zone shall recommend to the USHJA Executive Director and/or Executive Committee those individuals who they have deemed eligible for a scholarship and the amount of the requested.
- All materials and application shall be sent to the USHJA Staff Liaison.
- The Executive Director and/or Executive Committee review grant disbursement requests on a monthly basis.

BYLAWS UNITED STATES HUNTER JUMPER ASSOCIATION, INC. (USHJA)

CHAPTER XI - ZONE STRUCTURE

Article 1101 – Zone Structure

Section 1. General. The Zone Committees are education based geographic committees which facilitate communication between members and leadership through the Working Groups, create Zone programs and educational opportunities for the benefit of their constituents. The Zone Committees shall make suggestions and provide member feedback to the applicable Working Groups regarding rules, conduct and programs within the disciplines.

a. Definition of Zones. The United States shall be divided into twelve (12) combined Hunter and Jumper Zones composed of the fifty (50) States and the District of Columbia as follows:

Zone 1 New England: Maine, Vermont, New Hampshire, Massachusetts, Connecticut and Rhode Island.

Zone 2 Northeast: New York, New Jersey and Pennsylvania.

Zone 3 Mid-Atlantic: Delaware, Maryland, Virginia, West Virginia, District of Columbia and North Carolina.

Zone 5 Southeast: Georgia, Alabama, Mississippi, Florida, South Carolina and Tennessee.

Zone 5 North Central: Kentucky, Illinois, Indiana, Ohio and Michigan.

Zone 6 Midwest: Wisconsin, Minnesota, Iowa, North Dakota, South Dakota and Nebraska.

Zone 7 South Central: Kansas, Missouri, Oklahoma, Texas, Arkansas and Louisiana.

Zone 8 Mountain: Utah, Colorado, New Mexico and Arizona.

Zone 9 Northwest: Washington, Oregon, Idaho, Montana and Wyoming.

Zone 10 Southwest: California and Nevada.

Zone 11 Hawaii.

Zone 12 Alaska.

Article 1102 - Composition and Term Limits for Zone Committees

Section 1. Composition. Each Zone Committee shall be composed of fifteen (15) members of which 40% must be designated hunter and 40% must be designated jumper. Six (6) members (3 Hunter and 3 Jumper) will be elected by the members of each Zone. As pursuant to

the Policy and Procedure Manual, four (4) members will be appointed by the four (4) largest Affiliate Member Organizations. Five (5) members will be appointed by the President with Executive Committee approval.

Section 2. Term Limits. The maximum service as an officer of the Zone Committees in any capacity, or any combination of capacities, for an individual shall be limited to two (2) Terms.

Section 3. Zone Committee officers not serving as an officer on the Zone Committee for a period of three hundred thirty (330) consecutive days or for the period of time between Annual Meetings of the Board of Directors, whichever is less, shall be eligible to again serve as a Zone Committee officer without consideration of prior service in determining Term limits.

Article 1103 - Zone Committee Elections and Candidate Eligibility

Section 1. Eligibility to Vote. To be eligible to vote for or be elected to a Zone Committee, a person must be a Senior Active Member of USHJA, must have paid his or her dues by March 1, must have designated the applicable primary discipline of Hunter or Jumper (hereinafter sometimes referred to as “Hunter Members” or “Jumper Members”) and must have been a resident of the Zone for at least three hundred fifty (350) consecutive days immediately preceding the date of the Zone Committee election except that in Zone 11 Hawaii and Zone 12 Alaska, a person otherwise eligible who designates a primary affiliation of either Hunter or Jumper shall nevertheless be eligible to vote for or be elected to the Zone Committee. USHJA Junior, Senior, and Life members will be counted as of November 30th of the prior year for purposes of determining the number of hunter or jumper members in a given zone.

Section 2. Election Process. In 2012, and every four (4) years thereafter, each Zone shall elect a Zone Committee for a four (4) year term commencing on or before November 1st of the same year in accordance with Board of Directors approved policy. Election procedures shall be available thirty days (30) in advance of the beginning of the election process.

Article 1104 - Zone Committee Responsibilities

Section 1. USHJA Zone Committee Duties. The duties of Zone representatives shall include the following:

- a. Providing a forum to discuss and create nationwide Hunter and Jumper programs that tie the individual Zone programs together.
- b. Exchanging ideas across Zones, communicating with other Zones, and interfacing on a national level with other Hunter/Jumper constituents.
- c. Communicating with the Zone’s Hunter and Jumper constituency.
- d. Providing Zone input for the Zone Championships and Finals.
- e. Recommending, creating, and coordinating education opportunities and programs taking place in each Zone.
- f. Raising funds for Hunter and Jumper Programs.
- g. Providing input and feedback regarding the various USHJA Hunter and Jumper awards programs.

Section 2. USHJA Zone Committee Duties For Jumper Representatives. The duties of Jumper Zone representatives shall include the following:

- a. Recommending two (2) individuals who have designated Jumper as his/her primary discipline for appointment to the Jumper Working Group.
- b. Participating in the USHJA Annual Convention on behalf of the Zone and its Jumper constituents, providing input and feedback on Jumper issues and Rule Change Proposals to the Jumper Working Group.
- c. Recommending any Jumper education programs to the Jumper Working Group.
- d. Working with the USHJA staff and the USEF Jumper Liaison to develop Zone selection criteria for the FEI Junior Championship, FEI Young Rider Championship, National Junior Jumper Championship, and National Pony Jumper Championship in accordance with USHJA procedures.
- e. Coordinating and monitoring selection events leading to the team selection for the above championships.
- f. Working with the USHJA staff and the USEF Jumper Liaison to develop Zone Specifications for Children's and Adult Amateur Jumpers in accordance with USHJA procedures.

Section 3. USHJA Zone Committee Duties for Hunter Representatives. The duties of the Hunter Zone Committees shall include the following:

- a. Recommending two (2) individuals who have designated Hunter as their primary discipline for appointment to the Hunter Working Group.
- b. Participation in the USHJA Annual Convention on behalf of the Zone and its Hunter constituents, providing input and feedback on Hunter issues and Rule Change Proposals to the Hunter Working Group.
- c. Working with the USHJA staff and the USEF Hunter Liaison to develop Zone Specifications for the, Children's and Adult Amateur Hunters in accordance with USHJA procedures.
- d. Submitting written proposals for administrative and program expenses to be reviewed by the Hunter Working Group.

Article 1105 - Alaska and Hawaii.

Section 1. Zone 11 Alaska and Zone 12 Hawaii.

These Zones will follow the provisions set forth in Article 1100 with the following exceptions:

- a. The initial elected size of a Combined Hunter/Jumper Zone shall be three (3) members, one (1) of whom must have designated Jumper as their primary affiliation.
- b. The Zone Committee will act as both the Hunter Zone Committee and the Jumper Zone Committee with regard to the provisions of Article 1100 wherever applicable.

CHAPTER XII – AFFILIATE MEMBER ORGANIZATIONS

Article 1201 – Affiliate Member Organization Eligibility for Representation

Section 1. Definition of Eligible Affiliate Member Organizations.

These organizations must be:

- Members in good standing with USHJA as per the requirements listed in the Bylaw Policy and Procedures Manual

- Have bylaws
- Be governed by a volunteer board of directors with a minimum of five (5) members
- Be either a non-profit or mutual-benefit organization recognized as such by both its home state and the IRS
- Hold a minimum of fifteen (15) sanctioned shows in at least three (3) different venues
- Hold at least one annual educational activity.

Section 2. Geography. Affiliate Member Organizations will be counted for representational purposes by the Zone in which their principal place of business is located.