

USHJA COMMITTEE HANDBOOK

May 2009

The purpose of the USHJA Committee Handbook is to provide committee members with educational information and guidelines for the conduct of committees and committee members. In order to make certain 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 the USHJA Committees. Please review the following and contact the office if you require clarification on any of the information contained in this Handbook.

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

I. Committee Seating

- Committee Members are appointed or elected and approved in accordance with the USHJA Bylaws. Individuals are appointed to committees who can address special needs of the USHJA and must be Senior members of USHJA in good standing, with the exception of the Youth Council, which may have non-voting Junior representatives. If they are also members of other organizations, the appointments are NOT intended as organization representatives, with the exception of Zone Committees and Affiliates Council.
- Once a committee is seated, the committee members will elect a Chairman, Vice-Chairman and Treasurer (applicable only to Zones) in accordance with the USHJA Bylaws. The Treasurer cannot also be the Chair or Vice-chair of a Zone committee.
- Unless otherwise specified, all members of any committee within the structure of the USHJA shall be elected and/or appointed to four year terms commencing as of the opening day of the Annual Meeting coinciding with the first election and thereafter every fourth year beginning in 2009.
- The President may increase the size of any committee and may appoint special committees in accordance with USHJA Bylaws.

II. Role of Committees

- The role of a committee is to create open discussion on topics within the industry related to their specific purpose.
- Committees advise the Executive Director and/or Board of Directors on relevant matters. Unless specifically stated in the USHJA Bylaws, committees may take no action to commit the USHJA to any business or contractual relationship, nor make policy. Committees act in an advisory capacity.
- Make recommendations for consideration to the Officers and Board of Directors, review proposed rule changes, make recommendations for rule

- Recommend programs to the Executive Director, Officers and the Board of Directors within established policies and budget.
- Frequently provide information to be printed in USHJA In Stride magazine and/or posted on the USHJA website concerning committee work/programs/ideas.
- Committees make recommendations; they do not make final decisions. Final decisions are made by the Executive Director and/or President in consultation with the other Officers of the Board unless it is deemed by the President or specified in the USHJA Bylaws that said decisions need to be made by the Board of Directors.
- Hold meetings and/or forums as required by the USHJA Bylaws throughout the year.
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III. Conduct of Committee Members

- Each member, by accepting a seat on a USHJA committee, shall be bound by and discharge his duties in accordance with the USHJA Ethics Policy. He shall discharge those duties in good faith and in a manner in which he believes to be in the best interest of the USHJA and the facet of the discipline he represents. Failure to comply with these standards may result in the removal from committee seat that the individual holds by a majority vote of the Officers.
- Any member of a committee must attend 50% of the meetings of the entity each year. If a member fails to meet this requirement, the President may remove said member and replace them with another individual pursuant to Article 401, Section 4. Any member of a committee who fails to represent their committee according to Article 331, Section 1, may be removed from their seat according to Article 331, Section 1.
- At the end of each year, the attendance report is reviewed for each committee. Every member of the committee must attend a minimum of 50% of the meetings each year to remain on the committee. Staff will conduct the audit of the committee attendance and provide the Zone Chair and Vice-Chair with a committee attendance report. If it is determined that an individual is to be removed due to non-compliance, USHJA staff will administer this process. Vacancies on all committees shall be filled using the same procedures applicable to the initial seating of the committee where the vacancy occurs.
- If a committee hosts a Forum in your Zone, please remember that not every committee member can attend due to the location and/or date. Therefore, Forums do not count towards a committee member's meeting attendance for the year.
- In order for an absence to be considered excused, the committee member must contact the Committee Chairman either directly or through the Staff Liaison prior to the meeting to get the approval.

- Every member of the committee must conduct themselves in a professional manner on all calls and meetings, giving other members an equal opportunity to express their input without fear of ridicule.
- Every committee member should act as an ambassador for the USHJA, its members and mission.
- Every committee member should treat staff, fellow committee members, USHJA members and USHJA Directors with respect and professionalism at all times.
- Every committee member should promote the programs of the USHJA and participate in as many as possible or applicable. An example of this would be hosting clinics.
- Meetings are never to be used as forums for advancing personal agendas. The highest standards of professional conduct are expected at all times.
- Every committee member must adhere to the USHJA Conflict of Interest Policy for committees as defined in the USHJA Bylaws.

IV. Input of Committee Members

- Input should always be positive. If a member wants to present a problem or concern, it should be followed with a potential solution or opened to the committee for input. Your role as a committee member is to create a positive direction in order to find a solution.
- Input must always be for the greater good of the membership.
- Focus on meeting the expectations set up in the USHJA mission statement.
- Input should be educational

V. Responsibilities of Committee Chairman

- Elected or appointed per the USHJA Bylaws and guides the business of the committee
- In collaboration with Staff Liaison convenes the committee and creates the committee meeting agenda
- Directs the process of committee meetings and monitors activities unless these duties have been assigned to staff liaison.
- Serves in collaboration with staff liaison as the committee spokesperson to the Executive Director, Officers and Board of Directors
- Attends Board of Directors meetings when there is relevant business
- Works in collaboration with the staff liaison to ensure the committee accomplishes its duties according to the USHJA Bylaws.

VI. Responsibilities of Staff Liaisons

- Work in collaboration with Committee Chair and members to insure all USHJA policies and procedures are followed.
- Serves as recording secretary, except where assigned by the Chair to a committee member
- Schedules and notices all conference calls and in person meetings.
- Prepares all meeting materials and disseminates prior to meetings.

- Works in collaboration with the Chair in preparation and monitoring of the committee budget, if applicable.
- Facilitates the running of meetings as directed by Chairman.
- If ground rules are established for meetings, ensures that they are followed.
- Maintains communications in support of the committee's needs.
- Furthers the business of the committee within approved guidelines and the USHJA Bylaws.
- Provides committees with data necessary for new project or program consideration.
- Prepares presentations to the Officers for new programs or projects for approval.
- Serves as the link between the committee and the Executive Director.

VII. Meetings

- The committees, councils and task forces shall hold at least three meetings annually and submit reports to the Board of Directors. Meeting by teleconference is permitted for all meetings except that meeting designated as the Annual Meeting.
- Meetings and/or conference calls are to be scheduled at the Chairman's request through the Staff Liaison.
- The Chairman, in collaboration with the Staff Liaison, is responsible for the agenda and running the meeting.
- If a Chairman requests that certain topics remain confidential, committee members are to honor this request by not discussing said topics outside of the conference call or meeting as it could jeopardize the success and stability of the group process. Any breach of this request may result in the removal from the committee seat that the individual holds by a majority vote of the Officers.
- Meetings should have a specific purpose or goal that is clearly defined on the agenda and again at the beginning of each call/meeting.
- Meetings must always have the USHJA appointed Staff Liaison present.
- All calls are recorded
- Unless there are extenuating circumstances, or previously agreed upon with the Staff Liaison, meetings and or calls will only be scheduled during USHJA operating hours.
- In accordance with USHJA Bylaws, at all meetings, whether in person or by teleconference, a quorum consists of one-third of the committee.
- Meetings should be conducted in the following manner. Robert's Rules of Order will be used as a guide in the conduct of all meetings.
 - Call to order
 - Roll call, establish quorum
 - Approve agenda
 - Approval of meeting minutes from last meeting

- Proceed with discussion of Agenda items, addressing actual or potential conflicts of interest per agenda item
 - Old Business
 - New Business
 - Adjourn
- Minutes. All meetings are recorded and unless otherwise requested by USHJA staff, all minutes will be done by the Staff Liaison. Minutes will be drafted as soon as possible after the meeting and reviewed by the Chair. Ideally, this should occur within 10 days of the meeting. After the Chair makes changes to the minutes, the approval draft is submitted to the members within 30 days. Minutes will be approved at the next scheduled meeting. The minutes will be prepared as an executive summary. Using the agenda as a template, the discussion and comments should be covered as well as dissenting views. Confidential or sensitive items may be recorded separately and circulated separately only with the approval of the Executive Director. Summary minutes may be posted to each committee's web page.

Members and guests present will be listed first, along with those members absent. "Excused" may be used for a member whose absence is unavoidable.

When actions and votes are taken, a quorum must be present and the minutes must be clear as to the action and the actual vote. For example:

ACTION: It was moved by _____ and seconded by _____ thatMotion carried (unanimously) (8-2), or Motion defeated (2-8), or approved (5), disapproved (2), abstaining (3), etc.

- Voting and Conflict of Interest.

Voting

Duly appointed committee members are entitled to vote. The President is an ex-officio member of all committees under the USHJA Bylaws, except where specified. The Executive Director and Staff Liaison may not vote. The Chair need not vote except to break or cause ties. The USHJA does not denote the vote of each individual committee member in the meeting minutes.

Conflicts of Interest/Confidentiality

- The USHJA acknowledges that committee members may have potential or actual conflicts of interest in certain agenda items requiring committee vote. Voting members with a potential or actual conflict of interest in an agenda item shall declare that interest prior to discussion. At that time, the committee shall decide by majority vote,

- All discussions, opinions, ideas, information and proposals discussed during a committee meeting must remain confidential within the committee until a work product is produced which the committee agrees is suitable for public review. From time to time, it is understood that there will be discussions that are of a sensitive nature and must remain within the committee. This measure of confidentiality is necessary to the free flow of information and ideas and serves to encourage open and meaningful participation by the entire committee membership.
- Any breach of confidentiality jeopardizes the success and stability of the group process and strict observance of confidentiality is required.

Secret Ballots

Any committee may be required to vote by secret ballot when requested by any member of that entity if the majority of members present agree.

Non-voting Participation

Persons who are appointed or invited as a liaison or consultant or because of an organizational or professional capacity may participate fully but may not vote. Invited guests may speak only at the request of the Chair or a committee member.

Alternates/Proxies/Balloting

Alternates or proxies are not permitted. Voting between scheduled meetings is permitted by use of e-mail or U.S. Mail ballots. When there is a quorum of the committee and a vote is held during a scheduled meeting either in person or by conference call, members who are not present are not permitted to vote on the issue.

Committee Resolutions

If the committee wishes to formulate a resolution concerning policy, it is directed to the Board of Directors for consideration and possible action. No resolution may be presented to the Board of Directors without review of the Officers and other affected committees.

VIII. USHJA Logo/Public Relations/Sponsors & Fundraising

USHJA Logo, Name and Brand

- 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

- 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, Director of Marketing and Communications, at wallen@ushja.org or 859.225.6967.
- Providing our logo to printers and embroiderers, or using the USHJA brand name without our knowledge and permission, exposes the USHJA to an array of problems, challenges and potential legalities and is not permitted.
- Improper use of the USHJA logo or name may jeopardize our non-profit status and trademark.

Public Relations

- We encourage you to promote USHJA and request that if you are writing an article, being interviewed or quoted in an article, in media sources outside the USHJA, regarding any USHJA program, event, or concept that you inform the USHJA office. In addition, we ask that USHJA staff receive advanced copies on any editorial materials in order to assist them in responding to member inquiries. If you have any questions concerning information released to a media outlet we encourage you to contact USHJA immediately for clarification.
- While committees and committee members are encouraged to support and promote USHJA, they are not approved to create their own promotional materials for USHJA such as banners, flyers, etc. Further, committees are asked not to make copies of existing materials without prior consent. This is to ensure quality as well as ensure the most recent materials are being distributed. If you are interested in having printed materials created (i.e. flyers, ads, brochures, etc.), please contact the USHJA office for assistance.

Sponsorships/Donors

Committees may not solicit their own sponsors or donors for their programs/events without prior consent from USHJA. There will be programs where fundraising is encouraged, however the process for this will need prior approval by the office. If a committee member is aware of a potential sponsor we ask that the contact be forwarded to Patty Wise of Weinberg Harris & Associates (WHA) at 410-243-1333 x 223. WHA handles all sponsorship negotiations for USHJA. Committee members are not allowed to negotiate any deals or enter into any agreements with donors/sponsors.

There are often times when gift and trophy donations are sought. All donations of this manner must be approved by USHJA. For gift donations

speak to your committee liaison, for trophy donations please contact Kristyn Kay at 859-225-2054.

Website

The USHJA provides an area for each Committee on our website at www.ushja.org to publish any information that a Committee would like to make available to the membership. There is no cost for this service and by submitting your information to the USHJA staff; it can be checked for accuracy prior to posting on the website. This will reduce inaccuracies and member confusion. **As USHJA provides the website service, USHJA Committees are not permitted to create or maintain their own websites.** If you have any questions, please contact Susan Dotson, Executive Director at sdotson@ushja.org or 859.225.6942.

Fundraising Activities

- USHJA continues to encourage our Committees to seek innovative ways to support their specific programs provided that those efforts are consistent with our 501(c)(3) status and USHJA Financial Policies and Procedures.
- In furtherance of this support, we have instituted specific policies and procedures for the banking of, accounting for and distribution of all funds raised by our Committees. These procedures allow the Committees to raise funds, restrict those funds for particular uses and to do so within the tax exempt status of USHJA.
- **All Committees are strictly prohibited from maintaining and/or operating their own bank accounts.**
- The USHJA Accounting Staff is always available for any fundraising and accounting questions or concerns as they occur.
- Please keep in mind that absent written permission from USHJA prior to fundraising activities, all funds raised by the Committees using the USHJA name, Committee name, USHJA Program, or any combinations of these names or references must be accounted for through USHJA and must be deposited in the appropriate USHJA bank account. This includes funds raised in conjunction with USHJA sponsored, funded or affiliated events. A Committee's failure to comply with USHJA policies and procedures on fundraising activities may jeopardize its USHJA annual fund allocation if applicable.

ADDITIONAL INFORMATION SPECIFIC TO ZONE COMMITTEES
Please note that this information is in addition to the information provided above.

Clinics

All clinics that utilize funding from USHJA and/or its Committees are required to be affiliated through the USHJA Clinics Program. In order to receive funds from your Committee budget to assist in hosting a clinic, please submit the request with the Clinic Application and Insurance Form.

The Clinics Packet is available at www.ushja.org or contact Melanie Fransen at mfransen@ushja.org or 859.225.6960. If you have any additional questions, please contact Melanie Fransen.

Website

The USHJA provides an area for each Zone on our website at www.ushja.org to publish any information that the Zone Committee would like to make available to the membership. **USHJA Zones are not permitted to create or maintain their own websites.** If you have any questions, please contact Susan Dotson, Executive Director at sdotson@ushja.org or 859.225.6942.

Zone Finals, Banquet Ribbons and Award Requests

- When planning your Zone Finals, Banquets or events, please remember that the events require a majority approval vote from a quorum of the committee and this approval must be sent in writing to USHJA. The dates, locations, judges (if applicable) must be presented and voted upon, by the Zone Committee before any action can be taken to plan the event. We understand that in many cases, some details are out of the committee's control, but remember, as a Zone activity, you must obtain the majority vote of approval before moving forward. When voting on the Zone Finals Competitions, please remember to follow the rules as outlined by the USEF Rule Book.
- There is a deadline for when the respective ribbon requests are due in the office. Please keep in mind, if your requests are not submitted by this deadline, USHJA can not guarantee that your order will be filled. We will send reminders out for the deadlines, and we ask that you send the information back to us at your earliest convenience to ensure that everyone has their ribbons on time. If your Zone hosts more than one banquet, please see that those individual people who host the banquets and/or finals receive this information as well.
- For USHJA year-end Zone and Foundation Awards, USHJA will select and supply coordinated awards to all Zones. Individual Zones will not have the option to select these awards.
- All ribbons and awards must be returned to USHJA within 10 days following your Zone Banquet. A Federal Express shipping label will be provided for you. Any ribbons not picked up during your banquet will be mailed to the winners in the month of March.

Vendors for all Awards, Ribbons

- USHJA, in its effort to ensure the integrity of our name, logo usage and fiscal responsibility, requested feedback from all zones to create a menu of options in order to establish a centralized vendor through USHJA. From that feedback a list of options were created to choose

from. **This does not preclude you from acquiring donations for your events.**

- Any item requiring the USHJA name, zone or logo, must be embroidered, screen-printed or engraved through our vendor. We have seen photos, articles and awards that do not correctly signify the event or properly represent the organization. Examples of this include Zones using AHSA or USEF in the title, incorrect logo usage, using the old National Hunter Jumper Council logo and/or not using the USHJA name entirely.
- If the USHJA logo or Zone name is used and USHJA is omitted, we will not pay for the awards. Once a complete list of options has been created, we will be in contact with you on how to utilize this list and the process.

List of Programs, Scholarships, Fund Raisers, Forums

In order to help promote your Zone based activities, each Zone will provide to the USHJA office a complete list of the Zone programs, scholarships, fundraisers and forums that you offer. This will enable us to promote your Zone events through the USHJA website, USHJA E-News, USHJA In Stride and other media outlets, while providing staff with the information they need to respond to member inquiries. Your USHJA Staff Liaison will be contacting you for a complete list of all Zone activities. As always, the USHJA staff is ready and able to assist you with your Zone activities.

General Guidelines and Criteria for Zone Scholarship Programs

USHJA Zone Committees may raise funds for and establish a scholarship program to benefit deserving Zone members. These scholarships may be used for college, university or other continuing education. We encourage the Zones to explore this opportunity and USHJA staff will assist them in developing these programs.

As a 501c3 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.

General Guidelines

- All Zone Grant programs must receive written approval by the USHJA Executive Director prior to implementation.
- To request approval, all documentation, including criteria, application forms, selection process, amount of scholarships, methods or solicitations, and the like must accompany your written request.
- Additional information may be requested by the Executive Director for approval of the program.

Criteria for Grant (Scholarship) Programs

- Only educational grants, such as scholarships, used for college, university or other continuing education may be awarded.
- Each Zone may award one or more scholarships.
- All funds for the Zone Grant Programs must be raised by each Zone.
- 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). However, recipient(s) cannot be relatives of Zone committee members or of USHJA Officers, 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 academic performance.
- All funds raised must be accounted for and held in accordance with USHJA/Zone accounting and banking procedures.

Funding Approval Process

- Each Zone shall recommend to the USHJA Officers those individuals who they have deemed eligible for a scholarship and the amount of the grant requested.
- Recommendations must be accompanied by the USHJA Grant Disbursement Request Form and include the full biographical, financial and academic information for each applicant.
- All materials and applications shall be sent to the USHJA Executive Director.
- The USHJA Officers shall meet on a monthly basis to review all grant disbursement requests and decide whether to award the grants requested.