



**WESTERN CANADIAN MINIATURE HORSE CLUB**

**POLICY AND PROCEDURE**

**October 29, 2024**

# TABLE OF CONTENTS

<b>Section</b>	<b>Page</b>
1.0 Introduction	3
2.0 Objectives	3
3.0 Board of Directors – Code of Ethics	3
4.0 Board of Directors – Code of Conduct	4
5.0 Advertising and Promotion	6
6.0 Archives	6
7.0 Board Members	7
8.0 Club Shows	8
9.0 Club Events	8
10.0 Committees	8
11.0 Equipment and Furnishings	10
12.0 Expenses, Honoria and Receipts	10
13.0 Finances and Budgets	11
14.0 Fundraising	11
15.0 Marketing	11
16.0 Membership	11
17.0 Members in Good Standing	12
18.0 Newsletter	12
19.0 Website	13

# **WESTERN CANADIAN MINIATURE HORSE CLUB**

## **1.0 Introduction**

1.1 The name of the Club shall be the Western Canadian Miniature Horse Club, hereinafter referred to as the “Club”.

1.2 The Club, formed in November 1985, is associated with the American Miniature Horse Association (AMHA), and the American Miniature Horse Registry (AMHR).

1.3 The Club is a non-profit organization.

## **2.0 Objectives**

2.1 Develop and promote the miniature horse breed.

2.2 Develop and maintain good fellowship among other horse associations and the public

2.3 Encourage the breeding, training, and exhibition of good quality Canadian stock as defined by the AMHA and AMHR Standards of Perfection. This shall be accomplished through coordination of AMHA and AMHR sanctioned and non-sanctioned miniature horse shows, the use of the media, club newsletters, sponsorships, exhibits, showing and judges’ clinics, demonstrations, socials, and whatever other methods that may from time to time be selected by the Board of Directors.

## **3.0 Code of Ethics**

### **GENERAL**

3.1 This code of ethics is hereby adopted as part of the Club Policy of the Western Canadian Miniature Horse Club while in attendance at WCMHC shows and/or event

3.2 If a Member or Members are found to be in violation of the code of ethics of a nature serious enough, then the matter may be dealt with under the auspices of Article II (Membership) Section 4 of the Club Bylaws: Membership Withdrawal.

3.3 In every situation the welfare of the breed and the Western Canadian Miniature Horse Club shall be paramount over other considerations.

3.4 It shall be considered unethical practice for any Member against whom a complaint has been made to attempt to influence the Committee of Management or any other Member by

duress or intimidation of any sort, prior to the complaint having been resolved according to the WCMHC By – Laws.

### **Owners and Breeders**

3.5 Owners and Breeders shall conduct themselves in appropriate and kind manners while representing the WCMHC.

3.6 An Owner or Breeder and their agents and employees shall use reasonable care in the handling and treatment of his/her own horse and those horses placed in his/her care.

### **Exhibitors**

3.7 Conduct of Owners and Exhibitors in the ring and on the show grounds shall reflect exceptional sportsmanship.

3.8 At the ring and show grounds conduct of any Exhibitor shall not be such as to adversely affect the exhibition of any other person's horse.

3.9 Owners and Exhibitors shall not attempt to influence Judges or appointed Judges by any means prior to or after an event.

## **4.0 Board of Directors and Committee Chairs – Code of Conduct**

**Rationale:** Principles and practices of the Western Canadian Miniature Horse Club Board of Directors and Committee Chairs to provide guidance and direction for effective governance.

**Code:** Members of the Board of Directors are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of the Western Canadian Miniature Horse Club. Board members pledge to accept this code as a minimum guideline for ethical conduct.

## **Accountability**

- 4.1 Faithfully abide by the articles of incorporation, bylaws, rules and policies of the club.
- 4.2 Exercise reasonable care, good faith and due diligence in governing and managing the affairs of the WCMHC (Principles of Duty of Care, Loyalty and Obedience)
- 4.3 Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
- 4.4 Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision making.
- 4.5 Remain accountable for prudent fiscal management to WCMHC members, the board, the equine industry and, where applicable, to government and funding bodies.

## **Professional Excellence – Integrity**

- 4.6 Maintain a professional level of courtesy, respect and objectivity in all matters and activities.
- 4.7 Strive to uphold those practices and assist other members of the board in upholding the highest standards of conduct.

## **Professional Gain – Self Dealing**

- 4.8 Exercise the powers invested for the good of all members of the club rather than for personal benefit.

## **Equal Opportunity – Diversity – Inclusivity**

- 4.9 Ensure the right of all members to access benefits and services without discrimination based on culture, geography, political, religious or socio-economic aspects.
- 4.10 Ensure the right of all members to access benefits and services without discrimination based on the club's volunteer or staff make – up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

## **Confidential Information**

- 4.11 Respect the confidentiality of sensitive information known to board service and used for the purpose of governance and management.

## **Collaboration and Cooperation**

4.12 Respect the diversity of opinions expressed or acted upon by the WCMHC board, committees and membership, and formally register dissent as appropriate.

4.13 Promote collaboration, cooperation and partnership among club members.

## **5.0 Advertising and Promotions**

5.1 All advertising must be presented to the President prior to submission to any advertising medium.

5.2 Any promotion or advertising is to be determined with the Board and/ or President.

5.3 All advertising should contain the Club logo.

5.4 No person or persons shall represent the club, use the club logo or disseminate club information without express written and recorded permission from the Board and/or President

5.5 Any mass emails that are to be sent to the membership shall only be sent by the President for continuity unless otherwise authorized.

## **6.0 Archives**

6.1 The Board is responsible for ensuring that all archival material is kept in an appropriate place.

6.2 Current Board and General Meeting minutes are kept with the Secretary and returned to the Board when the Secretary's term is complete. Minutes will be digitized and uploaded to the secretary drive and website.

### 6.3 Retention of Records

<b>Record Type</b>	<b>Retention Period</b>
Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)	Permanent
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Plans and Budgets	2 years
Bank Statements and Canceled Cheques	7 years
General Ledgers	7 Years
Contracts and Related Correspondence	7 years after expiration or termination

## 7.0 Board Members

7.1 All Board members on completion of their term of office shall return all files, supplies and property of the Club within 30 days of completing their term

7.2 Any Board member unable to complete their term of office shall submit a letter of resignation to the Secretary, with a copy to the President.”

7.3 All Board members shall conduct themselves ethically and in the best interest of the Club. (Please see Code of Ethics)

7.4 The Board of Directors may approve a cost related to the Club or for Club events for an amount under \$200, providing all the Board of Directors are contacted and a discussion is held then a majority vote is passed.

## **8.0 Club Shows**

8.1 The Show Committee shall present to the Annual General Meeting all facts and figures for any proposed Club show or shows for the ensuing year, and the membership shall approve the number and type of shows for the ensuing year.

8.2 The Show Committee shall keep the Board of Directors apprised of any approved show changes, requests, alternatives, budget changes, progress, etc throughout the year.

8.3 In the event that the Show Manager of a club show is also on the Board of Directors said member shall refrain from voting as a Board member when motions are presented about the Club Shows.

## **9.0 Club Events**

9.1 Any proposal for events shall be presented to the Board of Directors prior to the AGM type of event, the cost, and the timing shall be approved by the general membership at the Annual General Meeting.

## **10.0 Committees**

10.1 Chairpersons of the following committees shall be volunteer positions established at the Annual General Meeting, and they shall appoint other persons to serve on the committees to be ratified by the Board of Directors from time to time.

10.2 All committees must present a profit and loss statement once yearly and submit it to the treasure prior to the AGM.

10.4 Membership: Membership list will be maintained by Treasurer and the Vice President.

10.5 Bylaws: The Board of Directors shall review from time to time the existing bylaws and present any proposed changes to the general membership. Changes to the bylaws may also be presented to the board by the general membership to be discussed by the board before presenting to the general membership. Any changes to the bylaws will be voted on by the membership at the Annual General Meeting, passed by Special Resolution, and then submitted to the Corporate Registrar for approval.



10.6 Show Committee: The Committee will ensure that the handling of the shows is in accordance with the Club's Code of Ethics as well as any Registries rules. The Committee will provide all income to the Club Treasurer with an accounting and will request all disbursements through invoicing by mail or by email. Will provide a full financial accounting at the end of each show to the Board of Directors, and to the general membership at the Annual General Meeting.

10.7 High Points: Shall gather, tabulate, and record all scores for Club sanctioned shows, and record the results for the Annual General Meeting and/or the year-end wind-up event. Organize sponsors and prizes for award winners, with prizes not to exceed the value of the sponsorship dollars collected and submitted to the treasurer unless there are awards that go unsponsored in these instances the Club will take on responsibility for the sponsorship.

Oversee all changes, additions, deletions, and updates to the Club Points Rules. Changes to these rules will be proposed to the membership at an Annual General Meeting to be discussed and voted on by the membership. The Rules as passed, and the list of sanctioned shows, shall be included in the Club newsletter prior to the first show of the year and will be posted on the website.

10.9 Youth Development: shall oversee and coordinate all Youth activities and functions hosted by the Club. The Chairperson shall act as liaison with the any AMHA or AMHR youth activities.

10.10 Newsletter: Shall produce newsletters, at intervals annually, which will contain pertinent information regarding Club activities, membership lists, Club meeting minutes, financial reports, show information, and articles of interest to Club members. The Editor shall accept advertisements from members and non members, as authorized by the membership, and shall account to the Club Treasurer for all receipts from such advertisement.

10.11 Fundraising: Shall organize and conduct all fundraising activities of the Club and be accountable to the Club Treasurer for all receipts and disbursements. All activities shall be approved by the Club membership, except when time is of the essence to secure a fundraiser, and in that case, the activity shall be approved by the Board of Directors. The fundraising committee will also be responsible for overseeing the AGLC licencing for 50/50 draws and work with the Treasurer to make sure the funds are used with the AGLC guidelines.

10.12 Futurity: Shall organize and conduct a futurity program including but not limited to the establishment of rules and regulations, securing sponsorships and awarding of prizes, and the hiring of judges appropriate for the program.

10.13 Website: Shall evaluate and monitor the Club's website. The site will be updated at least quarterly, and may contain show announcements, show results, and the content should pertain to Club information, and not be specific to a particular farm. Links to member home pages are encouraged. Advertising space may be sold to help raise funds for the website.

10.15 Insurance: the treasurer shall research and report back on the insurance coverage that the Club presently has and make recommendations for improvements where necessary.

## **11.0 Equipment and Furnishings**

11.1 All Club equipment is the sole property of the Society.

11.2 All WCMHC property may be used by the Club, but not by individual members and the equipment will not be loaned for use outside the Club, without the Board's permission.

11.3 All WCMHC furnishings and equipment must be listed on an inventory. Equipment and furnishings must not be discarded, sold or otherwise disposed of without Board and/or President approval. Changes to inventory made throughout the year must be updated by the Secretary and recorded at year end on the financial statements and in the Minute Book.

## **12.0 Expenses, Honoraria and Receipts**

12.1 Board or committee approved spending will be paid by the Treasurer within one week after the supporting receipts or invoices are submitted.

12.2 Any Honoraria to be paid shall be at the discretion of the Board.

12.3 Receipts will be issued by the Treasurer for any money received upon request.

## **13.0 Finances and Budgets**

13.1 The main duties of the Treasurer are listed in the Bylaws including budget presentations. The Treasurer is responsible for all monies belonging to the Club and reports directly to the Board and provides reports to the Board and membership at each meeting.

13.2 Committees receiving money shall give this money to the Treasurer. The Treasurer will document payments in a spread sheet, committees will also keep track of all monies received for reconciliation.

13.3 All Committee Chairs and the Board shall give a justified budget estimate to the Treasurer not later than October 1st. These projections go to make up the Club budget for the ensuing year. The final budget shall be approved by the membership at the Annual General Meeting.

## **14.0 Fundraising**

14.1 Fundraising is essential for the continuing operation of the Club.

14.2 Fundraising proposals shall be presented to the Board prior to October 1 annually, and shall be approved by the membership at the Annual General Meeting. Any fundraising activity where time is of the essence to secure the activity shall be approved by the Board of Directors.

## **15.0 Marketing**

15.1 On membership approval, the Club may assign marketing of the Club to individual groups of members, with a funding allotment for such purposes.

## **16.0 Membership**

16.1 Unless a separate Committee is struck from the Board, The Treasurer shall be responsible for:

- Collecting all membership fees and receipting same
- Maintaining an accurate membership list and updating it, with any changes from time to time, for the official website

- Maintaining the Members Not in Good Standing List

16.2 Members shall have the option of applying for:

- Family Membership: \$45.00 includes 2 votes, printed and online Club newsletter, and qualification for the Club Hi Point Awards for 2 adults and all youth 18 year and under living at that address.
- Single Membership: \$40.00 includes 1 vote, printed and online Club newsletter and qualification for the Club Hi Point Awards for one person only.
- Youth Membership: \$20.00 includes qualification for the Club Hi Point Awards, 0 votes, and online Club newsletter. Youth must 18 years and under as of January 1st

16.3 Memberships are payable annually and effective January 1 to December 31 in each year. ***Memberships must be received by the start of the show on day 1 of the June show or the first show of the year in order to qualify for the club high point awards.***

## **17.0 Members in Good Standing and Members Not in Good Standing**

17.1 A member in good standing in the Club means that the member has paid their current membership dues and does not have any other outstanding fees from club activities.

***17.3 Any unpaid membership fees or fees from other club activities (after a reasonable effort has been made to collect funds owed) the member or members will lose all privileges and will be expelled off any committees and or the executive and will be placed on a “members not in good standing” list. The member and or members shall remain on this list until such time as the debt remains unpaid and may be prohibited from using certain forms of payment in the future once reinstated.***

## **18.0 Newsletter**


18.1 The Editor is encouraged to publish a newsletter at minimum twice per year via email, and mail the newsletter upon request by members so that members without email access may be informed of all activities and events and decisions of the Club.

## **19.0 Website**

19.1 The Club believes that one way to publicize the miniature horse and Club events is to use modern technology and this includes a website which has been set up for use for the public and the membership.

19.2 The official website is [www.wcmhc.club](http://www.wcmhc.club)

19.3 Members are asked to check this website for information about membership, events, and related information.



**THIS POLICY AND PROCEDURES DOCUMENT WILL BE UPDATED BY THE BOARD OF DIRECTORS ONCE A YEAR BEFORE DECEMBER 31ST.**