

## Policies and Procedures – Region 4

The standing rules will be reviewed at each spring meeting, and can be modified as needed at any regular regional meeting.

The election of the officers will be held at the spring meeting on even numbered years.

The officers will consist of the Regional Director, Regional Vice Director, Regional Secretary, and Regional Treasurer.

The elections of all other committee positions will be held at the spring meeting with the exception of the Regional Show Commission.

Any opening on the committees or commissions will be filled by appointment of the director and ratified at the next regular meeting.

The election of the Regional Show Commission will be held at the fall meeting.

The Secretary or newsletter editor will send out newsletters when pertinent information has been submitted. This could be done monthly however is not mandatory. All information is to be submitted early to allow timely distribution. We should also take advantage of the monthly e-blasts that AHA sends out.

The budget and finance committee will submit a budget for the following year at the fall meeting to be approved by the board of delegates.

The secretary will email the minutes to the Board of Delegates within 30 days of the meeting.

The secretary will be in charge of the constant contact e blasts. Any requests for e blasts will be submitted ready to send out with all requested artwork finished. The secretary will get permission to send the e blast from the regional director.

Any additions to the website will be submitted to the webmaster or to a person directed by the regional director. There shall be, in addition to the webmaster, 2 trained other members capable of making changes or additions to information on the website.

The treasurer will submit reports at each of the regular meetings.

The treasurer will serve on the budget and finance committee.

In addition to the treasurer, there shall be one other member who has information on the location and account numbers of all Region 4 bank accounts, and who is also listed as a signer on those accounts.

Any request for approval of a Region 4 Qualifying Show held outside of the geographic area of Region 4 must be approved by the Delegates at a face to face meeting of Region 4. The request must be in writing and must be done each year for each show held outside of the Region 4 boundaries.