

# American Tobiano Overo Association

## Charter Club Officer Handbook

### INTRODUCTION

Welcome to leadership within an **ATOA Charter Club**.

This handbook serves as a guide for officers to ensure consistency, professionalism, and alignment with the mission of the **American Tobiano Overo Association (ATOA)**.

Charter Clubs are an extension of ATOA at the local and regional level. Officers are expected to act in a manner that reflects positively on ATOA, its members, and the Paint Horse community.

### SECTION I – ROLE OF AN ATOA CHARTER CLUB

An ATOA Charter Club exists to:

- Promote ATOA membership, registry, and programs
- Support breeders, owners, competitors, and youth
- Encourage education, ethical horsemanship, and community involvement
- Serve as a local ambassador for ATOA

Charter Clubs operate independently while remaining **accountable to ATOA bylaws and policies**.

## **SECTION II – GENERAL OFFICER RESPONSIBILITIES**

All officers are expected to:

- Maintain **current ATOA membership in good standing**
- Uphold ATOA bylaws, rules, and branding guidelines
- Act ethically, professionally, and respectfully
- Participate actively in meetings and club activities
- Maintain transparent communication with ATOA leadership
- Ensure the club remains in good standing with ATOA

## **SECTION III – OFFICER POSITIONS & DUTIES**

### **PRESIDENT**

#### **Primary Responsibilities:**

- Serves as the chief representative of the Charter Club
- Presides over meetings and sets meeting agendas
- Acts as the primary liaison between the Club and ATOA
- Ensures compliance with ATOA bylaws and charter requirements
- Encourages member participation and leadership development

## **VICE PRESIDENT**

### **Primary Responsibilities:**

- Assists the President with duties and responsibilities
- Presides over meetings in the President's absence
- Supports event planning and club initiatives
- Assumes leadership responsibilities as needed

## **SECRETARY**

### **Primary Responsibilities:**

- Maintains official club records and correspondence
- Records accurate meeting minutes
- Maintains officer and membership rosters
- Handles submission of required reports to ATOA
- Maintains copies of bylaws, amendments, and approvals

## **TREASURER**

### **Primary Responsibilities:**

- Maintains accurate financial records
- Collects dues (if applicable)
- Deposits and disburses funds appropriately
- Provides financial reports to the membership and ATOA upon request
- Ensures funds are used solely for club purposes

## SECTION IV – MEETINGS & RECORDKEEPING

- Meetings may be held in person, virtually, or in a hybrid format
- A simple majority constitutes a quorum unless otherwise stated in bylaws
- Meeting minutes should be maintained for all official meetings
- Officers should ensure decisions are documented and accessible

## SECTION V – FINANCIAL MANAGEMENT

- All funds must be managed responsibly and transparently
- The Charter Club may maintain its own bank account
- Funds may not be used for personal gain
- Clubs are encouraged to adopt basic financial controls (dual signatures, regular reporting)

## SECTION VI – BRANDING & COMMUNICATION

Charter Clubs may:

- Use the ATOA name and logo **only while chartered and in good standing**
- Represent themselves as “An Official Charter Club of ATOA”

Charter Clubs may not:

- Alter ATOA logos or branding
- Speak on behalf of ATOA on legal, political, or disciplinary matters

## **SECTION VII – REPORTING TO ATOA**

Charter Clubs may be required to submit:

- Annual officer roster updates
- Activity summaries
- Financial or compliance reports as requested
- Notification of bylaw changes or leadership changes

## **SECTION VIII – CONDUCT, ETHICS & DISCIPLINE**

- Officers and members must act in a manner that reflects positively on ATOA
- Harassment, unethical behavior, or misuse of funds will not be tolerated
- ATOA reserves the right to review conduct and revoke charter status if necessary

## **SECTION IX – CHARTER STATUS & RENEWAL**

- Charter status must be maintained annually
- Clubs must remain active and compliant
- Failure to meet requirements may result in probation or revocation of charter

## **SECTION X – DISSOLUTION**

- ATOA must be notified immediately if the Club dissolves
- Remaining assets shall be distributed according to ATOA policies
- Use of ATOA name and logo must cease upon dissolution

## **CONCLUSION**

Serving as an officer of an ATOA Charter Club is both a responsibility and an honor. Strong leadership at the local level ensures the continued growth, integrity, and success of the American Tobiano Overo Association.

