



Region 7 Business Policy & Operations Manual

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Objects and Purposes

The objects and purpose of Region Seven, Arabian Horse Association are to:

1. Foster and encourage good relations between member associations of Region Seven.
2. Promote and coordinate Arabian Horse Show activities throughout Region Seven and sponsor the holding of Arabian and Half-Arabian Regional Championship shows.
3. Formulate publicity and educational programs and other activities in the interest of the Arabian Horse owner, Club and enthusiasts.
4. Promote, encourage and stimulate popular interest in the outstanding qualities of the Arabian Horse.
5. To coordinate with AHA and to adopt its objects and purposes.

Governing Authorities for Region 7 Business

The Bylaws of AHA
The AHA Rule Book (where applicable to business)

The Region 7 Articles of Incorporation
The Region 7 Bylaws

Internal Revenue Service
Utah State Tax Commission
Arizona State Tax Commission
Nevada State Tax Commission

Region 7 Business Policy and Operations Manual
Region 7 Show Commission Policy Manual
Region 7 Show Commission Procedure Manual

Update Procedures

The Region 7 Business Policy and Operations Manual will be reviewed and may be updated annually at the Region 7 Caucus meeting held in conjunction with the AHA Annual Convention by a majority vote of those voting delegates present.

Updates to the AHA governed portions of this manual or any state or federal regulatory changes affecting this document will be automatic and do not need delegate approval. Changes of this nature will be noted annually at the AHA Convention Region 7 caucus.

Officer Roles and Responsibilities

Region 7 Director - The Director is the executive officer of the Region. The Director shall preside over all meetings of the Region. The Director shall call meetings when needed in accordance to these By-Laws and the By-Laws of AHA. The Director shall have general charge and supervision of the business of the Region. The Director shall appoint all committees with the exception of the Show Commission and the Judges

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Selection Committee and the Nomination Committee who shall be elected by the Delegates. **(AHA Bylaws – Article VII, Section 3, Paragraph d. The Regional Director in each Region shall act as the Chair of the Regional Board of Delegates of his or her Region during his or her term in office.)**

Region 7 Vice Director - The Vice-Director shall assist the Director in all performances of the Director's duties and exercise all functions of the Director in the Director's absence. If for any cause the office of Director is vacated, the Vice-Director shall serve as Director for the remainder of the unexpired term.

Region 7 Secretary - The Secretary shall keep accurate minutes of all meetings and shall notify all members of the time and place of any meeting. The Secretary shall also be the property custodian and shall keep an inventory of all property and allow use of it upon approval of the Director, and shall perform such other duties as usually pertain to the office of Secretary. ***THIS OFFICE MAY BE COMBINED WITH THE REGION 7 TREASURER.***

Region 7 Treasurer - The Treasurer shall collect all monies due to the Region and shall deposit them as directed by the By-Laws. The Treasurer shall keep an accurate account of all money received and expended; and shall disburse funds only within the amount specified. All expenditures shall be certified and accounted for. The Treasurer shall present a detailed financial report to the Association at the Annual Meeting. The Treasurer shall be responsible for all Federal and State filings. ***THIS OFFICE MAY BE COMBINED WITH THE REGION 7 SECRETARY.***

Region 7 Delegates - The Delegates to represent Member Organizations within Region Seven shall be those Delegates qualified for the AHA Delegates according to Article VII, Section 1, AHA By-Laws or as amended.

Region 7 Show Commission and Commissioners - The Region 7 Show Commission shall consist of six Commission members, two from each state within Region 7 (presently Arizona, Nevada and Utah) and the Region 7 Director, seven voting members. Commission members need not be Region 7 delegates, but must be Region 7 members in good standing with an Arabian Horse Association affiliate club.

The Regional Director may appoint up to 3 Commissioners as needed to ensure disciplines, business background and other skills as needed are included on the commission. These members shall also have voting privilege.

Resignation and replacements of elected Show Commission members will be filled by appointment from the Director of a Region 7 member from the same state with the majority approval of the Show Commission.

Elections and Terms of Office

The regulations for Regional Officers and terms of office are governed by both the Regional Bylaws and the Bylaws of AHA with the latter generally superseding the former.

Region 7 Bylaws

ARTICLE VII

OFFICERS

Section 1. Officers

The elected officers of the Association shall be Director, Vice-Director, Secretary and Treasurer. The Secretary and Treasurer may be one person.

ARTICLE VIII

ELECTION OF OFFICERS

Section 1. Elections

The officers of Region Seven shall be elected according to Article VII, Section 3, Paragraphs A and B of AHA By-Laws.

Section 2. Vacancies

Any vacancy occurring between annual meetings shall be filled according to Article VII, Section 5 of the AHA By-Laws.

Section 3. Mail Ballot

The Delegates may take action by mail, provided that each delegate is notified by mail at their last known address of the proposal to be acted upon, and a majority indicate assent thereto.

Section 4. Majority

A majority of the votes cast is necessary for the election of all officers.

Section 5. Date of Election

The election of Director, Vice Director and Secretary Treasurer shall be held in the month of June of the election year.

Section 6. Election Officer

An individual, not running for office, will be elected by the Delegates, for the purpose of receiving nominations, sending out ballots, receiving ballots and determining results. These results will be reported to the Director.

REGIONAL DIRECTOR and VICE DIRECTOR

The election of the Region Director and Vice-Chair are governed by AHA Bylaws Article VII

Section 3. Selection of Regional and At-Large Directors

Paragraph a.

In each of the Regions the Voting Delegates shall serve as a Regional Board of Delegates. The Regional board of Delegates of each Region shall nominate and elect one (1) Director and one Regional Vice-Chair every other year. Voting by proxy shall not be permitted. Odd and even-numbers Regions shall elect Director in odd and even-numbered years respectively.

Paragraph b.

Election or appointment of Directors shall be completed no later than thirty (30) days before the opening day of the Annual Convention held during the calendar year of the election. (Res 3-05)

Paragraph c.

Voting by mail. The Regional Board of Delegates may elect their Regional Director and Regional vice Chair by mail, if provided for and in accordance with Region's bylaws.

Section 4. Regional and At-Large Directors Term and Limitation.

Paragraph a. Each Regional and At-Large Director's term of office shall be approximately two (2) years, beginning at the close of the Annual Convention following his or her election or appointment, as appropriate, and lasting until his or her successor is selected and takes office at the close of the Annual convention following the successor's selection.

Paragraph b. No person shall be eligible to hold the office of Director for a continuous period in excess of two (2) consecutive terms (four years). The foregoing limitation shall not preclude a person appointed to a term of one year or less by the Trustees or any director elected to serve the remainder of an unexpired term and thereafter being elected and re-elected to serve two (2) consecutive two-year terms.

(NOTE: THERE ARE NO TERM LIMITS SET FOR THE VICE-CHAIR IN EITHER THE AHA BYLAWS OR THE REGION 7 BYLAWS)

Section 5. Regional and At-Large Directors Vacancies.

If the Regional Director position becomes vacant, the Regional Vice-Chair shall become the Regional Director and serve out the remainder of the Regional Director's term. If the Regional Vice-Chair position becomes vacant the Regional Board of Delegates shall elect a new a new Vice-Chair. Any At-Large Director vacancy shall be filled by the Trustees.

Region 7 Secretary

The Secretary is elected for a two-year term in the odd number years in which the Director and Vice-Chair are elected. There are no term limits set for the Region Secretary. The Secretary and Treasurer may be one person.

Region 7 Treasurer

The Treasure is elected for a two-year term in the odd number years in which the Director and Vice-Chair are elected. There are no term limits set for the Region Treasurer. The Secretary and Treasurer may be one person.

Region 7 Show Commissioners

The Region 7 Show Commission shall consist of six elected Commission members, two from each state within Region 7 (presently Arizona, Nevada and Utah) and the Region 7

Director, seven voting members. Commission members need not be Region 7 delegates, but must be Region 7 members through an Arabian Horse Association affiliate club.

The term for Show commissioner is 2 years. One from each state is elected each year so the no more than 3 would be replaced through term expiration. There is no limit to the number of terms a commissioner can serve. Elections will be held by the same process as for the Regional Director, Vice-Chair, Secretary and Treasurer.

The Regional Director may appoint up to 3 voting Commissioners as needed to ensure disciplines, business background and other skills as needed are included on the commission.

Region 7 Delegates

The election of delegates is governed by the AHA Bylaws Article VI. Section 1 paragraphs a through Paragraph k.

Some specific exerts are:

- Must be a member of an affiliate organization of Region 7 and be in good standing as an AHA Adult or Life Member.
- Each member organization is entitled to one voting delegate for each 50 AHA Adult or Life members in good standing or part thereof as of June 30 of each year.
- Each member organization of Region 7 must submit the name(s) of the voting delegates and alternate voting delegates as described in the AHA Handbook. Additionally these names are to be submitted to the Regional Director in accordance with the Regional bylaws consistent with the AHA Bylaws.
- Each Regional Director serves as a voting delegate.
- Each Past Director serves as a voting delegate for the period following the expiration of their Directorship equal to the period served so long as they remain an Adult or Life Member in good standing.
- Voting by proxy is not permitted.

Region 7 Judges Selection Committee

The Region 7 Judges Selection Committee will be nominated by the Nomination Committee and elected in conjunction with the Region 7 Officer and Show Commission elections. Four Judges Selection Committee Members will be elected each year for a 2 year term. There will be no consecutive year terms.

The committee will consist of eight members with two representing all Sport Horse divisions and six representing all other divisions. Three members representing all non-Sport Horse divisions and 1 Sport Horse representative will be elected each year. The two Sport Horse members will select and rank a minimum of 2 judges for Sport Horse, Dressage, and Hunter/Jumper. The four remaining committee members will select and rank judges with a minimum of 5 for English and 3 each for Western, All-around, and Working Western. (UPDATED FROM SIX MEMBERS TO EIGHT 2008 CAUCUS)

The Stewards will be chosen by the Show Commission. Since the working relationship is primarily with the Show Manager and Show Secretary the Show Commission shall work with the Show Manager and Show Secretary to secure the best support possible.

Judges Committee Procedures

- The Judges Selection Committee will select and rank a list of Level I judges to be contracted in order of ranking for the Region 7 Show for the year after next. (E.g. November 1999 Committee selects for the 2001 show.)
- The Judges Selection Committee is encouraged to seek suggestions from all Arabian Horse Association affiliate clubs within Region 7.
- The Judges Committee should make every attempt to complete the list by the end of convention. The latest the list can be turned over to the Show Commission is by the end of the November Convention Region 7 Caucus meeting. The list will be given directly to the Director of the region and is not to be revealed at the meeting. After March 31 and in the event a list has not been provided, the Show Commission will assume responsibility to obtain judges. (Caucus 11/06)
- The Committee should review the last two years judging panels from U.S. Nationals, Canadian Nationals, Youth Nationals, and Scottsdale and Region 7.
- It is important to understand the panel of judges must be credible and well respected as this can make a 50 to 100 horse difference in show participation.
- The Show Commission template should be used to ensure all requirements are met in determining quality, diversity and quantity of eligible candidates.
- The Judges Selection Committee shall check the AHA Website and USEF to verify the judges' qualifications to judge Regional Shows before submitting their selections to the Regional Director.
- Once the Regional Secretary has notified the Regional Director that all Judges are contracted, the Regional Director shall immediately notify the Region 7 affiliate club presidents.

The Show Commission shall have the authority to contract one year further out if a recommended judge is not available for the year requested but is willing and available for the following year.

Region 7 Nominating Committee

The Region 7 Nominating Committee will be nominated and elected at the annual meeting held in conjunction with the Arabian Horse Association annual convention. The Nominating Committee will consist of 3 members, one from each state, elected in odd numbered years for 2 years. There is no limit to the number of terms. The immediate Past Director shall serve as the chair of the Committee.

Business Calendar

The Fiscal year of Region Seven shall be the calendar year.

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January	<ul style="list-style-type: none"> • IRS 1099 - Mailed by January 31 • Mail Project Specific Funds • Send copies of the Convention caucus minutes to delegates
February	<ul style="list-style-type: none"> • IRS 1096 to IRS • Send check to Nevada Corporation Commission for Renewal
March	<ul style="list-style-type: none"> • AHA Board of Directors Meeting, Aurora, Co (Regional Director)
April	<ul style="list-style-type: none"> • Tax information to accountant
May	<ul style="list-style-type: none"> • Taxes due by the 15th • AHA Board of Directors Meeting, Aurora, Co (Regional Director)
June	<ul style="list-style-type: none"> • Club nominations due to AHA for Board elected positions (June 1) • Election for Show Commission • Election for Officers every two years - (odd number years) • Send ballots to last years convention delegates for return by end of June • Report Region Officers Elect to Arabian Horse Association • Final club membership count of delegates and alternates to annual convention due (June 30) • Region 7 Scholarship Application Deadline
July	<ul style="list-style-type: none"> • Count and report election results • Send results to delegates and club presidents • Utah Commission report due
August	<ul style="list-style-type: none"> • AHA Board of Directors Meeting, Aurora, Co (Regional Director) • Club Excellence Awards entries due • Convention Resolution Deadline • Regional Volunteer Service Award nominations due to Regional Director (August 31)
September	<ul style="list-style-type: none"> • Youth of the Year Nominations due to AHA (September 1) • A Forecast of Income and Expenses will be presented to the Director for approval (September 1). • List of certified convention delegates and alternates for AHA Convention due from affiliate clubs to AHA (September 1) • Deadline for submission of nominations for the Ambassador Award for Arabian, Half-Arabian and Anglo-Arabian horses to AHA (September 1) • Nominations for AHA Convention-elected positions deadline (candidates and resumes) • Club level Volunteer Service Award nominations due from affiliate clubs • Early bird registration discount for AHA Convention • Resolutions mailed to convention delegates

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October	<ul style="list-style-type: none">• Renew BOD insurance policy• Election of Officers must be completed (Oct 15)• National volunteer Service Award nominations awarded at convention due from regions to Executive Committee.• Extraordinary resolutions submission deadline for AHA Convention• Regional level Volunteer Service Award winners, presented at AHA Convention due to AHA (Oct 31)• Region 7 Delegate reimbursements information submitted to Treasurer (Oct 31)
November	<ul style="list-style-type: none">• AHA Board of Directors Meeting at Convention (Regional Director)• AHA National Convention• Application Deadline for following year regional shows (must be submitted no later than the end of convention)
December	<ul style="list-style-type: none">• Send delegate reimbursements to clubs for delegates who actually attended The convention• Breeders Sweepstakes: breeding entries, nominated sires and mares entry deadline• Halter Futurities for new and re-nominated horses entry deadline

NOTE: FOR ALL AHA RELATED DATES CONSULT THE AHA WEBSITE UNDER MEMBERSHIP/DATES AND DEADLINES WWW.ARABIANHORSES.ORG FOR OFFICIAL AND SPECIFIC DATES EACH YEAR.

Administration

Region Delegate Meetings – Region 7 will conduct an annual meeting in conjunction with the AHA Annual Convention be held at the scheduled time by the AHA Convention Planning committee. This meeting will be the major business meeting of the region.

It is recommended that a second Region 7 Delegates meeting be held in conjunction with the Region 7 Championship show or at a time and place approved by the delegates. The scheduling of the second meeting shall be determined by the delegates at the convention meeting. Additional meetings may be scheduled as needed. Meetings are to be called and scheduled in accordance with the bylaws of Region 7.

Administration - Meeting minutes shall be taken and be submitted to the Region 7 Secretary to be kept as part of each year's official records. Permanent records will be kept with the Regional Secretary regardless of who records and maintains the records for the regional meetings. All other official records will also be retained and stored by the Region 7 Secretary. All records shall be retained for a minimum of 3 years or in accordance with regulatory agencies whichever is longer.

Correspondence – All official correspondence for Region 7 will be on letterhead with the Region 7 Logo. All business related correspondence must be signed by either the Director, Vice-Chair, Secretary or Treasurer.

Contracts – Contracts for Region 7 must be signed by the Region 7 Director or approved for signature for the following designated signers. The Financial contracts with banks and other financial institution can be signed by either the Director or the Region 7 Treasurer. The Director may designate the Secretary of the Region to sign on his/her behalf. All contracted staff, judges and stewards contracts in support of ASHO4U and the Region 7 Championships may be signed by either the Region 7 Director or the Region 7 Secretary.

Federal and State Filings

<u>File Date</u>	<u>File Form</u>	<u>Amount</u>	<u>Mailing Address</u>
May 15	IRS 990	\$0.00	Internal Revenue Service Ogden, UT 99999
Notice	Corp Report	\$10.00	Arizona Corporation Commission c/o Annual Reports – Corporations Division Phoenix, AZ 85007-2929
Notice	Corp Report	\$12.00	Division of Corporations & Commercial Code Box 146705 Salt Lake City, UT 84114-6705
Notice	Corp Report	\$25.00	Secretary of State 202 North Carson Street Carson City, NV 89701-4201

Region 7 Budgets

Region 7 will operate two separate budgets. The Region shall have a business operating budget to be approved by the voting delegates at the Regional Caucus meeting held during the AHA Annual Convention.

The Region 7 Show Commission shall create a budget to be submitted to the Regional Director for approval. The net proceeds of the Regional Show and ASHO4U will be transferred to the general fund at such time as all bills have been approved and authorized payment has been presented and at such time as all receivables are collected.

Region 7 Operating Budget

The budget forecast is to be created by the Region 7 Officers. The Region 7 Operating Budget shall be presented to the Voting Delegates for approval at the AHA Annual Convention Regional Caucus meeting. The Operating budget should include but not be limited to:

- Director Travel and Business expenses
- AHA BOD Lunches
- Promotional and Public Relations Expenses
- Convention Expenses
 - Officer Travel
 - Caucus meeting (meeting room, food beverage, other arrangements)
- Regional Operating Expenses (administrative)
- Corporate Filings
- Regional Directory
- Accounting Fees
- Fund Requests
- Youth Committee Expenses (Youth Director Travel)
- Club Disbursements

Region 7 Show Budget

The forecast of income and expenses should be determined based on the actual expenditures of the prior three years shows and contemplate all reasonable projections for the next year to include but not be limited to: facility contracts, vendors contracts such as temporary stalls, staff support, contracted staffs costs, projected exhibitor participation, etc.

The Forecast of Income and Expenses will be presented to the Director by September 1 for approval for the ASHO4U Pre-show and the Region 7 Championships.

Prize money for ASHO4U, the Lead In Show, is to be kept at the minimum necessary to maintain an "A" rating ensuring that the winner gets at least the class entry fee returned. Prize money for the Region 7 Championship classes will be up to \$15,000.00. If

additional sponsorships are available this amount can be exceeded by a maximum of those sponsorships collected.

Funds Management

- All funds will be deposited in a bank selected by the Regional Director in coordination with the Regional Treasurer.
- Deposits will be detailed by source and purpose.
- All payments must be supported by receipts or budget line item.
- All accounting information is available to Region 7 delegates at anytime with coordination with the Region 7 Director.
- Two financial reports will be prepared annually:
 - Region 7 Show report will be prepared September 1- August 31. This allows a complete show account for the show year.
 - IRS Tax report will be prepared and reported on a calendar year basis.

Investment Strategy

- Funds in excess of current operating requirements may be invested in money market or investment accounts with an insured bank or brokerage.
- Funds must be place in conservative accounts.

Payables and Other Funds Distribution

- All payables will be approved and paid within 30 days of receipt of invoice.
- Payment to clubs for delegates attending the AHA National Convention will be paid within two weeks after the close of the convention.
- The amount of payments for delegates will be the lowest AHA convention registration fee.
- Payment to clubs for profit distribution will be determined by the Region 7 caucus at the AHA Annual Convention and paid no later than January 31 following the convention.

Write-off Policy

- Every attempt will be made to collect all receivables for Region 7. Where appropriate, the procedures of USEF and AHA will be utilized to collect delinquent fees for shows and events.
- Checks issued by Region 7 will be considered void after 120 days.

Business Policies

BP1 – Region 7 Scholarship

BP1.1 - Each scholarship shall be based on involvement in the candidates Region 7 club, positive community involvement, and good citizenship and grades during their high school studies.

BP1.2 - One scholarship will be awarded each year.

BP1.3 - A fund in perpetuity has been established for this purpose. The value of a scholarship is \$1000.

BP1.3 - The funds from the scholarship will be paid directly to the recipient's chosen college/university after verified successful completion of the first full semester's classes.

BP1.4 – Each Region Seven club is eligible to suggest and support one outstanding potential recipient. This would give us a field of twelve outstanding individuals to consider.

BP1.5 - The scholarship committee will be appointed by the Director and shall consist of 1 member from each of the three regional states.

BP1.6 - The committee shall review and rate the recipient and recommend this choice to the Region Seven Director. Although not required, attempt will be made to rotate the recipient each year through the three states. Choice will be made on criteria over locality.

BP1.7 – Application deadline will be March 31. The winning candidate will be announced at the AHA Annual Convention Region 7 Caucus meeting.

BP2 – Region Club Distributions

BP2.1 - The net profits after all operating expenses, show expenses and retained earnings shall be distributed to the Region 7 Affiliate Clubs.

BP2.2 – The determination of the distribution shall be on available funds for any promotion that supports the Objects and Purpose Statement of Region 7.

BP2.3 – All unpaid funds for each fiscal year will be returned to the general fund of Region 7.

BP3 – Public Relations

BP3.1- Public Relations shall be in support of the AHA Public Relations Network.

BP3.2- Region 7's support of the AHA Public Relations Network will be for those Public Relations activities that all mutually benefit to AHA and Region 7.

BP3.3 – The public relations budget shall not exceed ten percent of the overall operating budget of Region 7 except where additional contributions are collected for that purpose.

BP4 – Delegates

BP4.1 – Delegates for Region 7 shall be determined in the manner described in AHA Bylaws Article VI.

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BP4.2 – An affiliate organization of Region 7 that elects not to register AHA delegates may submit a list of Delegates, the number to be determined in the same manner as described in AHA Bylaws Article VI for the purpose of voting on Region 7 matters such as Regional elections and other Region 7 Business matters that occur outside any AHA Annual Convention Region 7 Delegate Caucus Meeting.

BP5 – Insurance

BP5.1 – The officers of Region 7 shall not fail to ensure that appropriate liability insurance is in place for the directors, officers, members.

Show Commission Policies

SCP1 – Judges Selection Policy

SCP1.1 – The Judges Selection Committee shall not fail to give the list of recommended judges to the Regional Director no later than March 31 in the year prior to the Show for which they are selected. In the event this should occur, the Show Commission shall assume responsibility.

SCP1.2 – The Show Commission shall not fail to work from the selection list to the best of their ability

SCP1.3 – The Show Commission shall have the right to contract a judge on the list two years out should the candidate not be able to do the requested show and indicates availability to do so.

SCP1.4 – The Show Commission shall not fail to call the selected judges for availability and verbal commitment prior to June 30 of the year the selection list is received.

SCP1.5 – The Show Commission shall select the USEF Stewards working with the Show Manager and Show Secretary in determining qualified and suitable candidates.

SCP1.6 – The Show Commission shall not fail to send the Judges and Stewards contracts by the end of September of the year the selection list is received.

SCP2 – Contracted Staff

SCP2.1 – The Show Commission shall not fail to contract qualified staff for all paid employees according to the job descriptions in the Show Commissions Policy Manual.

SCP2.2 – The Show Commission shall not fail to pay fair but reasonable rates for all contracted staff. Rates shall be in the mid-range of industry rates placing candidates experience and ability to meet job requirements above the preferred rate.

SCP2.3 – The Show Commission shall not fail to secure volunteer help where possible except for those position which require regional and/or national level members of staff such as but not limited to Show Secretary, Show Manager, Barn Manager, Paddock Manager, Discipline Coordinator, etc.

SCP3 – Budget

SCP3.1 – The Show Commission shall create, present and approve a budget as directed in the Show Commission Policy Manual.

SCP3.2 – The Show Commission shall not fail to budget according to recent Region 7 Show trends (last 3 years minimum) and shall not fail to budget for a profit to meet the approved operating budget of the Region.

SCP3.3 – The Director or Show Commission Chair shall not fail to report to the Region 7 Delegates any deviations from Budget Policy at the AHA Annual Convention Region 7 Caucus Meeting.

SCP3.4 – The Show Commission shall not fail to be conservation in the expenses of the show but must give full consideration to the best interest of the exhibitors and represent Region 7 professionally so the exhibitor is motivated to return to Region 7 annually.

SCP4 – Show Commission Reporting

SCP4.1 – The Show Commission shall determine all Show Commission Policies and Show Commission Operating Procedures under the mandates of the Region 7 Business Manual. The Show Commission shall not fail to update its manuals according to planned changes, regulatory changes or other authority that requires a change in policy or procedure.

SCP4.2 – The Show Commission shall not fail to keep current the Show Commission Policy Manual and the Show Commission Procedures Manual.

SCP4.3 – The Show Commission Chair or the Regional Director shall not fail to report to the delegates at the AHA Annual Convention Region 7 Caucus meeting documented changes to the Show Commission Policy Manual and the Show Commission Procedure Manual.

SCP5 – Insurance

SCP5.1 – The Show Commission shall not fail to ensure all insurance requirements are met for USEF, AHA, the Facility, and other insurance as required to mitigate Region 7's risk at all Region 7 sponsored events.

APPENDIX A – REGION 7 BYLAWS

AHA7 BY-LAWS

ARTICLE I

NAME

The name of this organization shall be Region Seven, Arabian Horse Association (AHA).

ARTICLE II

OBJECTS AND PURPOSES

The objects and purpose of Region Seven, Arabian Horse Association are to:

1. Foster and encourage good relations between member associations of Region Seven.
2. Promote and coordinate Arabian Horse Show activities throughout Region Seven and sponsor the holding of Arabian and Half-Arabian Regional Championship shows.
3. Formulate publicity and educational programs and other activities in the interest of the Arabian Horse owner, Club and enthusiasts.
4. Promote, encourage and stimulate popular interest in the outstanding using qualities of the Arabian Horse.
5. Do any and all things necessary or appropriate to accomplish the objects and purposes stated herein.
6. To coordinate with AHA and to adopt its objects and purposes.

ARTICLE III

AFFILIATION

Region Seven, Arabian Horse Association is a qualified Region of the Arabian Horse Association and subject to all provisions of the Constitution, By-Laws, Codes of Ethics, and any other rules and regulations governing the Arabian Horse Association.

ARTICLE IV

MEMBER ORGANIZATION

Section 1. Composition

Region Seven shall be composed of those non-profits clubs, associations and corporations, which have aims and purposes similar to those of Arabian Horse Association within the geographic area set forth by the Arabian Horse Association as Region Seven. These organizations will hereinafter be referred to as Member Organizations.

Section 2. Changes

Membership may change from time to time in accordance with the changes made by Arabian Horse Association.

Section 3. Delegate Representation

- A. Voting Delegates:
The Delegates to represent Member Organizations within Region Seven shall be those Delegates qualified for the AHA Delegates according to Article VI, Section 1, AHA By-Laws or as amended.
- B. Non-voting Delegates:
The Presidents of any Member Organization of Region Seven.

ARTICLE V

CORPORATE POWERS

This incorporated association may sue and be sued; may adopt a corporate seal and change it at pleasure; may contract and be contracted with; shall, within the limitation of the objects and purposes for which this association is formed, be treated as an entity of itself.

ARTICLE VI

FINANCES

Section 1. Membership Dues

The dues of Member Organizations shall be determined by the majority vote of the qualified Delegates at the annual meeting (Article III) upon the recommendation of the Director of the Region after a complete review of the financial status of the Region and the projected needs for the following year are reported.

Section 2. The Fiscal Year

The Fiscal year of Region Seven shall coincide with the calendar year.

Section 3. Procedures

Dues are payable on the first of January of the following year in which the dues assessment was passed. Dues are due and payable during the entire year from the Member Organization in accordance with its membership. Dues are to be paid and maintained at a current schedule every two months. If after two months, no dues or reports of "no dues necessary" do not reach the Treasurer, then that Member Organization shall be considered delinquent and dropped from Region Seven Membership.

Section 4. Penalties

- A. There shall be no penalty for reinstatement, but all past dues for the current fiscal year must be paid in full.
- B. All delinquent Member Organizations shall be prohibited from qualifying for AHA activities associated with Region Seven, National Show and local shows where sponsored or approved by AHA and Region Seven, etc.

Section 5. Report

An annual financial statement shall be presented to the delegates at the annual meeting.

Section 6. Deposition

The dues shall be deposited in a federally insured bank.

Section 7. Bonding

The Treasurer shall furnish a bond of not less than one thousand dollars (\$1,000.00) or such figures as may be determined by the delegates on which the premium shall be paid by the Region.

Section 8. Disbursement

The funds will be distributed in accordance with the Region 7 Business Policies and budget as approved by a majority vote of the delegates and for the usual and customary secretarial needs for the proper operation of the Region.

ARTICLE VII

OFFICERS

Section 1. Officers

The elected officers of the Association shall be Director, Vice-Director, Secretary and Treasurer.

The Secretary and Treasurer may be one person.

Section 2. Duties

A. Duties of the Director

The Director is the executive officer of the Region. The Director shall preside over all meetings of the Region. The Director shall call meetings when needed in accordance to these By-Laws and the By-Laws of AHA. The Director shall have general charge and supervision of the business of the Region. The Director shall appoint all committees with the exception of the Show Commission and the Judges and Stewards Selection Committee who shall be elected by the Delegates. The Show Commission shall not consist of a majority from any one state.

B. Duties of the Vice-Director

The Vice-Director shall assist the Director in all performances of the Director's duties and exercise all functions of the Director in the Director's absence. If for any cause the office of Director is vacated, the Vice-Director shall serve as Director for the remainder of the unexpired term.

C. Duties of the Secretary

The Secretary shall keep accurate minutes of all meetings and shall notify all members of the time and place of any meeting. The Secretary shall also be the property custodian and shall keep an inventory of all property and allow use of it upon approval of the Director, and shall perform such other duties as usually pertain to the office of Secretary.

D. Duties of the Treasurer

The Treasurer shall collect all monies due to the Region and shall deposit them as directed by the By-Laws. The Treasurer shall keep an accurate account of all money received and expended; and shall disburse funds only within the amount specified. All expenditures shall be certified and accounted for. The Treasurer shall present a detailed financial report to the Association at the Annual Meeting.

ARTICLE VIII

ELECTION OF OFFICERS

Section 1. Elections

The officers of Region Seven shall be elected according to Article VII, Section 3, Paragraphs A and B of AHA By-Laws.

Section 2. Vacancies

Any vacancy occurring between annual meetings shall be filled according to Article VII, Section 5 of the AHA By-Laws.

Section 3. Mail Ballot

The Delegates may take action by mail or by electronic mail, provided that each delegate is notified by mail/e-mail at their last known address of the proposal to be acted upon, and a majority indicate assent thereto.

Section 4. Majority

A majority of the votes cast is necessary for the election of all officers.

Section 5. Date of Election

The election of Director, Vice Director and Secretary Treasurer shall be held in the month of June of the election year.

Section 6. Election Officer

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An individual, not running for office, will be elected by the Delegates, for the purpose of receiving nominations, sending out ballots, receiving ballots and determining results. These results will be reported to the Director.

ARTICLE IX **MEETINGS**

Section 1. Annual Meeting

Region Seven shall hold an annual meeting at the approximate time and place of the AHA annual convention; the exact day, date, time and place to be determined by the Director.

Section 2. Other Meetings

Other meetings may be called by the Director or a majority of the Delegates with 30 days notice given to all Delegates, Alternate Delegates and Presidents or Member Organizations. Consideration should be given for proper representation when special meetings are called as to time and place.

Section 3. Quorum

A quorum shall consist of those present after due notification has been made. If a majority of the Delegates are not present, a mail confirmation must be made of any and all action taken.

Section 4. Voting

Voting will be as needed (voice, ballot, etc.) to meet the cause. A Majority of a quorum is necessary to enact a motion. On a mail ballot, a "no" response will be considered in favor of the proposition or motion.

Section 5. Rules of Order

Roberts Rules of Order shall govern the deliberations of the Region where not otherwise provided in our By-Laws and those of the AHA.

ARTICLE X **COMMITTEES**

Section 1. Committee Appointments

Committees will be appointed by the Director as needed and as required by the AHA. Memberships to AHA and other committees will be appointed by the Director, with the exception of the Show Commission, the Judges Selection Committee and the Nominating Committee.

Section 2. Annual Review

Committees and committee appointments should be assessed annually for activity and need before reappointment. Non-active appointees or committees should be terminated.

ARTICLE XI

Section 1. Resignation

Any Member Organization may resign at any time provided it is in good standing and there are no charges against it. Such resignations must be made in writing and presented to the Secretary. Resignations shall become effective in 30 days, if not approved earlier by other organization Delegates.

Section 2. Reprimand

Any Member Organization may be reprimanded, suspended or expelled for violation of the Constitution and By-Laws, gross misconduct, or misconduct as defined in the Principles of Ethics, or additional rules of ethics governing Member Organizations of this association. Charges against a Member Organization must be made in writing to the Director.

Section 3. Disciplinary Action

- A. Disciplinary action shall be consistent with any action by AHA.
- B. Loss of privilege to show in Regional sponsored or recognized shows will be enacted.
- C. The Board of Delegates of the Region shall act as judge on all disciplinary measures.

Section 4. Limitation of Liability

The corporation shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.

No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

This Article constitutes a contract between the corporation and the indemnified officers, directors, and employees. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified officer, director, or employee under this Article shall apply to such officer, director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

ARTICLE XII
ORDER OF BUSINESS

- 1. Call to Order
- 2. Roll Call-establish those present and a quorum
- 3. Reading of the Minutes
- 4. Report of Officers
- 5. Unfinished Business
- 6. New Business
- 7. Adjournment

ARTICLE XIII
SUPERSESION

The Arabian Horse Association Constitution, By-Laws, Rules and Regulations supersede these By-

Laws at all times.

ARTICLE XIV
AMENDEMENTS

Section 1. Amendments

These By-Laws may be amended by a majority vote of the Delegates present at an annual meeting after the proposed amendment has been sent 30 days previous to all Delegates, Alternate Delegates and Presidents of all Member Organizations. If a majority of the Delegates do not vote because of absenteeism, a mail ballot is acceptable.

Section 2. Suspension of By-Laws

These By-Laws may be suspended by a unanimous vote at an annual meeting or regularly called meeting.

ARTICLE XV
ENACTMENT

Resolved: That these amended By-Laws shall take effect and be in force from and after passage by the Region and that all previous By-Laws of this Region are hereby repealed.

Revised 12/04/2003

Revised 11/15/2007

APPENDIX B - Youth Scholarship Scoring Rubric

* To be completed by school counselor/administrator and accompanied by short written reference.

** To be completed by community service coordinator and accompanied by short written reference.

***To be completed by AHA Region 7 club officer and accompanied by short written reference

THE FOLLOWING ITEMS ARE REQUIRED FOR EVALUATION:				
Items to Evaluate	Satisfactory 1-5 pts	Competent 6-10 pts	Excellent 11-20 pts	Points Earned
Attendance School or event *, **, ***	80 - 84%	85 - 90%	95 - 100%	
Academic Achievement *	2.0 - 2.99 Not applicable below 2.0 gpa	3.0 - 3.499	3.5 - 4.0+ (+weighted classes)	
*Citizenship	C grade average multi- semester	B grade average multi semester	A grade average multi semester	
*Student Organization and/or Activities	Local level involvement only Little or no leadership roles	Local, County involvement At least one leadership role	Local, County, State involvement At least two leadership roles	
<i>Academic letter of Recommendation</i>				
**Community Service and/or employment	No evidence of community service events and/or positions held	Provides less than two community service events and/or positions held	Provides 3 or more community service events and/or positions held	
<i>Community Service letter of Recommendation</i>				
***AHA Region 7 Club Involvement	Non-active club participation, only shows horses	Occasional participation in club functions and leadership other than showing horses	Consistent participation and leadership in club functions and showing horses	
<i>AHA Region 7 club letter of Recommendation</i>				
Essay must cover 1.Favorite club experience 2.Favorite community involvement experience 3. Reason for applicant to be the best qualified <i>Must be five paragraph format-introduction, three paragraph body, closing</i>	Does not cover all three items Contains more than one misspelling or grammatical error Essay not formatted properly or clearly identified by applicant's name	Briefly but incompletely covers all three items Contains one misspelling or grammatical error Essay partially formatted properly and/or not clearly identified by applicant's name	Completely and clearly covers all three items Spelling and grammar error free Essay formatted properly and clearly identified by applicant's name	
Individual Region 7 scholarship committee member's evaluation				
Signed:				

APPENDIX C – Youth Scholarship Application

ARABIAN HORSE ASSOCIATION REGION SEVEN YOUTH INVOLVEMENT SCHOLARSHIP

For current high school seniors—to be paid directly to college/university
after verified successful completion of first full semester.

For school and activity reference (Please use separate copy for each school reference, Region Seven club reference, community reference. All three are required.)

Scholarship applicant's name (Print) _____
Home Address _____
Phone number/e-mail address (____) _____/_____

A. **Region Seven club affiliation** /number of years of membership _____/_____
Name and phone number/e-mail address of specific officer/title who will be
contacted _____
Actual Club Involvement/Committees, horse show assistance _____

***Requires short written reference by designated officer**

B. **Community Service Involvement** other than horse related/time of service _____
Name and phone number/e-mail address of specific coordinator/title who will be
contacted _____
Actual service involvement/specific agency _____

***Requires short written reference by designated coordinator**

C. **High school of attendance** _____
Name of specific reference at that high school (counselor, administrator who will be contacted)
_____ Grade point average/number of semesters _____

***Requires short written reference by designated school representative** addressing Sportsmanship and
Citizenship, Enthusiasm/Spirit,
Perseverance,
Reliability/attendance.

To be completed by applicant:

Name _____
A. Write and attach a three paragraph essay stating your favorite experiences with your Region Seven club involvement, your favorite experiences in your chosen community involvement, and why you feel you are the best applicant for this scholarship.

B. Have you applied for and been accepted at a college or university? ___ Which specific one(s)? Please submit applicable contact's address and phone number/e-mail for future reference.

C. What will be your field of study? _____

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Please note: **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. ALL MATERIAL MUST BE SUBMITTED AT ONE TIME AND IN ONE ENVELOPE. MUST BE POSTMARKED BY MARCH 31.**

Please **mail application materials** to:

Georgia Tachoures Region Seven Scholarship Chairman P.O. Box 19042 Reno, NV 89511-0777

*I certify that the information in this application is true and accurate to the best of my knowledge and belief.
I understand the Region Seven Scholarship Committee will make the final decision.*

Signed _____
(Full name of applicant) Parent or guardian if under 18 years