



CLUB APPROVAL APPLICATION

___ \$25.00 Non Refundable Application fee enclosed.

___ Letter to the AMHA Board of Directors describing the Club, its purpose, number of members, date formed and any other information you would like considered by AMHA.

CLUBS MUST ENCLOSE ONE OF THE FOLLOWING:

___ Club Bylaws

___ Club Articles of Incorporation

Name of new Club _____

(Please do not use "Association", "Europe", or "International" in the club name)

In submitting this application, the above club agrees to abide by all AMHA Rules, Regulations and Show Rules.

President: _____

(Signature)

(Type or print name)

(Date)

Signature is required from President only. Officers must be current members.

Vice-Pres: _____

(Type or print name)

Secretary: _____

(Type or print name)

Treasurer: _____

(Type or print name)

Club Name and Mailing Address of Contact Person as it is to be published in the Miniature Horse World.

Club Name: _____

Street Address: _____

City: _____

State: _____ Zip Code: _____ Country: _____

Check - _____

Credit Card - _____ (_____) (_____) (_____) (_____) EXP: _____ / _____

Contact Name: _____

Club email address: _____

Club website: _____

Return completed form to 5601 S. Interstate 35W, Alvarado Texas 76009

Email: information@amha.org

For Office Use Only

Approved: _____ Date: _____ Disapproved: _____ Date: _____



THE AMERICAN MINIATURE HORSE
ASSOCIATION, INC.

5601 S Interstate 35 W • Alvarado, Texas 76009

(817) 783-5600 • FAX (817) 783-6403

<http://www.amha.org>

AMHA Clubs At A Glance

Guidelines for AMHA Local Club Approval*

- Provide application, including Articles of Incorporation, Bylaws, or certification by Club Officers that the Club is a duly organized existing Club.
- Enclose \$25 non-refundable fee.
- Agree to abide by AMHA Rules and Regulations as well as Show Rules in shows sanctioned by AMHA.
- AMHA approved Clubs are encouraged to sponsor or put on approved AMHA Shows and could be involved in any other promotional events. Each AMHA show must be held as a separate event. (no co-mingling of events). As an example: An approved AMHA show could be on one day and another event could be on an adjoining day or any other day or time.
- Agree to encourage Club Members to be Members of the American Miniature Horse Association.
- Agree to promote the interest of the American Miniature Horse and to be governed in a fashion consistent with the principles of the American Miniature Horse Association. No Club will be recognized if, in the opinion of the Board of Directors, it was organized for purposes inconsistent with ideals of the American Miniature Horse Association.
- The American Miniature Horse Association reserves the right to refuse approval to a Club on the grounds that the Club name may confuse or mislead persons as to the nature and purpose of the Club. The decision of the Board of Directors shall be conclusive on this issue.

*Revised June 9 2001, AMHA Board Meeting in Minneapolis.
Local Club Approval Benefits

When a Club agrees to abide by the foregoing requirements, the American Miniature Horse Association will:

- Recognize and approve the Club and grant a Certificate to that effect.
- Publish, in every issue of the Miniature Horse World at no charge, the name of the recognized or approved Club, including the current mailing address and list of Officers.
- Publish, on a limited space basis, Club news in the Miniature Horse World.
- Give a 10% discount on club advertising in the Miniature Horse World. The AMHA Board of Directors reserves the right to approve any advertising submitted as "club advertising" prior to publication.
- Offer the opportunity to participate in various AMHA-sponsored functions.

AMERICAN MINIATURE HORSE ASSOCIATION
POLICY
CLUBS

(Effective January 1, 2011)

Note: The following policies will be effective for one year and then forwarded to the AMhA membership for vote in Febraury 2012 to be placed in the AMHA Rulebook.

Section 1. Only the AMHA can use the term "Association", "Europe", "European", or "International" in its title or name with exception of those clubs who had the term approved by AMHA in title or name prior to the adoption of this rule.

Section 2. All charters shall be referred to as Clubs and shall be under the supervision of the AMHA through the Board of Directors.

Section 3. Constitutions, By-Laws and rules of each club must conform with the AMHA By-Laws and rules by following unified procedures as set forth by the AMHA. These unified procedures/rules may be obtained from AMHA. Clubs should revise/amend their By-Laws and rules to remain current and reflect changes as the AMHA By-Laws and rules are revised/amended as notified by the AMHA.

A. Clubs must be formed and maintained only for the purpose of advancing and promoting the AMERICAN MINIATURE HORSE including good horsemanship and good sportsmanship.

B. Club By-Laws shall include but are not limited to the following:

1. Name, location, purpose;
2. Membership, annual membership meetings and quorum;
3. Board of Directors and duties of the board;
4. Officers and duties of the Officers;
5. Election of Directors and Officers;
6. Amendments;
7. Indemnification; and
8. Dissolution

Section 4. Any group desiring to charter a club should obtain an application for club affiliation and an information packet from the AMHA that will contain specific instructions on how to proceed with

the petition of charter for club status.

A. Applications for charters shall be reviewed.

1. By the AMHA for completeness, contact bordering clubs for opinions and evaluated for possible impact issues related to other existing clubs.

2. AMHA will forward complete applications for charters and all other supporting documentation with recommendations for approval/denial, to the Board of Directors. Final approval/denial of charter applications rest solely with the AMHA Board of Directors.

B. No club shall receive final approval until thirty (30) days after the name and location of the proposed club has been published in the Miniature Horse World

C. Club By-Laws or rules must set forth the following mandatory procedures which must be enforced.

1. Define specifically the club procedures/policies for electing and replacing elected officials of the local club. To be included:

- a. Title of each elected official
- b. Term of office
- c. Term limits (if applicable)
- d. Election rotation schedule (if all are not elected during the same election)
- e. Nomination procedure (if any).
- f. Method for notifying club members of up-coming election and voting procedure.
- g. Method for receiving, counting and validating election results.

2. Hold annual election of officers and directors, the results of which must be submitted to AMHA and to each club member within thirty (30) days of the election.

a. Allow only persons with current membership in the club to vote in elections.

3. Indicate date of regular scheduled annual membership meeting and

set forth procedures for notification of members.

4. Require treasurer to present a financial report at all meetings and prepare an annual budget and/or year-to-date financial report to all members accounting for all funds generated/expenses incurred by the club and special interest groups/programs.

Section 5. Once a charter is granted to a club, it is automatically renewed yearly provided the club continues to meet specific requirements as set forth by AMHA and demonstrates a minimal level of activity. .

A. Specific requirements and activity levels shall include but are not limited to the following:

1. Encourage a minimum of two (2) events per year of which at least one is a club approved or sponsored AMHA-approved horse show. Other events could include schooling shows, training clinics, or educational seminars, to benefit the majority of club members; and
2. Participate in one promotional activity per year open to the general public such as a fair, horse expo, or other large public event. The purpose of attendance at such events being the promotion of the Club, AMHA, AMHA horses.

Section 6. The AMHA shall reserve the right to conduct five (5) year reviews of club by-laws, membership and activity levels to assure that the by-laws and rules are current, requirements and activity levels of clubs are being met.

BYLAWS

The purpose of the <<NAME OF CLUB>> shall be to promote the MINIATURE HORSE and the organization that promoted them. To educate owners, members, and other interested parties; and to organize Horse Shows and other family-oriented activities and functions voted for by the members of the ASSOCIATION.

MEMBERS

Membership in this association may be for an individual or a family group. The family group may consist of parents, or guardians and dependent children under the age of eighteen years old. Any individual member of such family group may become an individual member of the association upon payment of annual dues.

DUES

1. Membership shall be \$25.00 per FAMILY, \$15.00 INDIVIDUAL, and \$5.00 for NON-RELATED YOUTH.
 - A. The Family group shall consist of parents, or guardians and dependent children seventeen (17) and under. (2-Votes & Newsletter)
 - B. Individual adults over seventeen (17) years of age (1-Vote & Newsletter)
 - C. Youth age seventeen (17) and under. (NO Vote/Newsletter)
2. The annual membership shall start January 1st and end January 1st (One year later)
3. Dues must be current by February 1st of the current year. Any member who fails to renew his or her dues shall be suspended from the privileges of membership.
4. The amount of the dues may be changed by the voting membership of this Club at the GENERAL MEMBERSHIP MEETING.

MEMBERSHIP PRIVILEGES

1. Each regular member in GOOD STANDING is entitled to one vote on each voting Subject.
2. Non-members present at a meeting are not entitled to vote.
3. All members shall be entitled to speak and participate in all meetings.
4. Voting by proxy will not be permitted.
5. Absentee voting will be permitted.

OFFICERS ELECTIONS AND TERMS OF OFFICE

1. Absentee Voting will be permitted for the following:

EXECUTIVE BOARD (RESIDENTS OF <<STATE>>)

President, Vice President, Secretary and Treasurer
Terms of office shall be **TWO (2) YEARS FOR EXECUTIVE BOARD**

DIRECTORS (RESIDENTS OF <<STATE>>

Three (3) Directors at Large
Terms of office shall be **THREE (3) YEARS FOR DIRECTORS**

ABSENTEE NOMINATION AND VOTING

- A. Members shall be notified of election(s) thirty days in advance and the office involved. MEMBERS shall be ask to submit or nominate any MEMBER IN GOOD STANDING by sending a proposal to the NOMINATION COMMITTEE.
 - B. BALLOTING: The Committee will send a ballot to each member containing names and office that a member has been nominated for. DATE ballot is to be returned and to whom to be counted in voting process.
 - C. COUNTING Procedure: The nominee receiving the most votes shall be elected at the General Membership meeting. If a tie occurs between two or more nominees then a run off shall be held (the nominees with the most votes will go on). The elected officers of this organization shall be elected from nominations from the floor at the General Meeting, and/or absentee ballots nominee(s).
2. Any person nominated retains the right to decline nomination.
 3. At least one person must be nominated as a candidate for each office.
 4. It is not permissible for one person to hold more than one office at a time.

DUTIES OF OFFICERS

1. All officers and directors are required to familiarize themselves with the Bylaws and ensure compliance with these Bylaws.
2. All officers are required to attend 100% of the membership meetings. If two consecutive meetings are missed without just cause, action will be taken to either assure attendance or cease the duty of this person position.
3. If at any time, an officer feels that he/she is no longer able (or no longer desires) to participate in the required activities, that Director may step down and a volunteer Director will be sought to full that term.

PRESIDENT

1. The President of <<NAME OF CLUB>> is required by these Bylaws to be a resident of the State of <<STATE>>.
2. The President shall preside at all General and Special meetings of the organization, except for the committee meetings at which he/she is an ex-officio member. President may only vote to break a tie vote.
3. The President shall see that the Bylaws, Rules and Regulations are enforced.

VICE-PRESIDENT

1. The Vice-President of the <<NAME OF CLUB>> is required by these Bylaws to be a resident of the State of <<STATE>>.
2. The Vice-President shall perform the duties of the President in the absence of the President, and he/she shall have all the powers of that office. The Vice-President shall also help the President in his/her various duties.
3. The Vice-President will assume the duties of the President, if the President should be unable to perform his/her duties.

SECRETARY

1. The Secretary of <<NAME OF CLUB>> is required by these Bylaws to be a resident of the state of <<STATE>>.
2. The Secretary shall keep the minutes of all minutes of the organization and at the next meeting report the activities and proceedings of each previous meeting to the General Membership.
3. The Secretary is to take attendance at all meetings. The attendance records are to become a part of the official minutes of each meeting.
4. In the absence of the Secretary, the officers may appoint someone to take the minutes of the meeting.
5. The Secretary shall send all official notices and take care of all correspondence.
6. The Secretary will maintain an up to date listing of the names, addresses and phone numbers of all members in good standing.

TREASURER

1. The Treasurer of <<NAME OF CLUB>> is required by these Bylaws to be a resident of the State of <<STATE>>.
2. The Treasurer shall collect dues and keep the accounts of the organization. He/she shall also provide for the collection, handling and disbursement of the funds as directed by the membership.
3. He/she shall give a financial report (verbal and written) at each meeting or at such times as may be required by an officer.
4. All monies shall be deposited in a bank by the Treasurer and he/she shall have the authority to sign checks on behalf of the organization. The President of <<NAME OF CLUB>> will be the second authority to sign checks in lieu of absence of Treasurer.
5. The Treasurer must produce a receipt and/or proof of where all monies spent to any officer upon request.
6. The Treasurer shall have the books in order for the annual audit at the end of each year and upon the transition to a newly elected Treasurer.
7. Treasurer shall be BONDED, club will set bonding limits each year or as necessary.

BOARD OF DIRECTORS

The Board of Directors will consist of three (3) Directors plus the Executive Board. All Board Officials will have to be a resident of the State of <<STATE>>.

1. The Board of Directors will provide leadership, and participate in the decision making process of the organization.
2. The Board of Directors will encourage new membership, among Miniature and Horse Owners.
3. The Board of Directors shall see that the Bylaws, Rules and Regulations are enforced.
4. The Directors must attend meetings, clinics, shows and other sponsored functions of this organization.
5. If at any time, a Director feels that he/she is no longer able (or no longer desires) to participate in the required activities, that Director may step down and a volunteer Director will be sought to full that term.

MEETINGS

This organization shall meet One (1) time a year. Date, time and location of meeting will be determined by the EXECUTIVE BOARD AND DIRECTORS. Members shall be notified within thirty (30) days of date, time and location.

- A. Special meetings may be called by the President, Vice-President or Secretary upon written request of five (5) members in GOOD STANDING with the organization. Notice of special meeting and purpose, location, date and time shall be mailed to all members fifteen (15) days before the special meeting by the Secretary.

SHOW COMMITTEE

1. Anyone wishing to arrange a Club Sponsored Show in their area will submit date and location of proposed show to the Show Committee as early as possible.
2. This committee will schedule show(s) so as not to conflict with the dates of other shows if possible. Already existing shows will have first preference.
3. Committee will arrange for trophies and ribbons, working with the Club Treasurer as to the budget for each show.
4. Committee will arrange for show personnel, working with the Treasurer as to the budget for each show.

COMMITTEES

1. Committee Chairpersons will be appointed by officers.
2. The Committee Chairperson shall appoint or take volunteers from among the General Membership to fill positions on that committee.
3. It is the duty of the Committee Chairperson to organize the Committee and make reports to the membership at each meeting.

4. Committees can be created and empowered by the officers to help with all activities of the organization.

AMENDMENTS

These Bylaws may be altered and amended at a meeting of the organization by a vote of two-thirds of the membership present at such meeting, provided that the proposed amendment has been presented in writing and that all members receive notice in advance of said meeting.

SALARIES

There shall be no salaries for any member or office of this organization.