



WESTERN CANADIAN
MINIATURE HORSE CLUB
1985 2020
POLICY AND PROCEDURE

October 14, 2021

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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 avoid false, misleading and misapplied statements, advertisements and the like concerning horses offered for sale or for stud purposes.

3.6 Owners and Breeders shall not publicly disparage the horse of another owner or Breeder, nor publicly volunteer an opinion of another Owner's horse or a transaction to which he/she is not a party. If his/her private opinion is sought, and he/she sincerely feels qualified to answer, that opinion shall be given privately and with courtesy and integrity.

3.7 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

3.8 Conduct of Owners and Exhibitors in the ring and on the show grounds shall be exemplary at all times.

3.9 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.

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

3.11 Non winners of an event shall remain in the ring or display area until dismissed in the manner directed by the Show Organizers.

3.12 Genuine applause is commendable, but not where it represents less than fair competition to the other horses in the event.

3.13 Owners and Exhibitors shall not accuse the Judge of favoritism or bribery of any form. If they have a legitimate protest, then it shall be followed in the manner laid out by Show Management. Owners and Exhibitors shall support the Judge and judging system of the day.

3.14 Judges and stewards must follow the Code of Ethics as defined by the AMHR and AMHA Rulebooks.

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 and shall:

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

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 are also kept on the Club website.

6.3 Retention of Records

Record Type	Retention Period
Accounts Payable and Receivable ledgers and schedules	7 years
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	Permanent
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 Members of the Board of Directors may submit a yearly budget to the Treasurer, thirty days prior to the Annual General Meeting, which shall be submitted for approval of the membership at the Annual General Meeting.

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

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.

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 for review by the executive

10.3 Parliamentarian: shall be responsible for ensuring the Club follows the “Revised Robert’s Rules of Order”. ***This member shall not be a member of any other committee, or the parent of a youth member.***

10.4 Membership: Membership list will be maintained by treasurer and vice president and will be published on the club website monthly and the club newsletter at least 1 time per year

10.5 Club Shows:

- shall communicate with the Board regarding the number of shows, the location, and timing, and the type and procedures of the shows, the classes and rules of classes, and ensure that shows are completed according to Club and Registry standards.
- The Committee will ensure that the handling of the shows is in accordance with the Club’s Code of Ethics, and AMHA and/or AMHR requirements.
- The Committee will provide all income to the Club Treasurer with an accounting, and will

- request all disbursements through invoicing either in person, or 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.

10.6 Bylaws: shall review from time to time the existing bylaws and present any proposed changes to the Board of Directors for approval prior to submitting 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.

10.7 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. This also applies to the other committees that are providing awards (such as Superior Gelding).
- oversee all changes, additions, deletions, and updates to the Club Points Rules.

Changes to these rules will be governed as per changes to the Bylaws. Any changes proposed shall be mailed and/or emailed to the membership prior to the AGM, voted on by the membership at the AGM, and contained in the Minutes of the AGM. 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.

10.8 Sportsmanship: shall oversee and coordinate the awarding of the Youth and Adult Sportsmanship awards annually, with input from the membership.

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.
- The Editor will have a float for use in production of the newsletter. This float will be maintained by submitting bills and cheques to the Treasurer after each edition of the newsletter. The Treasurer will then issue a cheque to return the float to the balance agreed upon at the Annual General Meeting. At the end of the Editor's term, the Editor shall return the float to the Club Treasurer.

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.

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. The program, and its annual alterations, shall be approved by the Board, and then the membership at a general meeting.

10.13 Website: shall evaluate and monitor the Club's home page on its website. The home page 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 on the home page can be sold, if agreed by the Board of Directors on a case-by-case basis.

10.14 Marketing:

- shall represent the Club at all events within their region, and be responsible for promotion of the miniature horse breed within their area.
- Any event or show being organized under the Club name must obtain approval at an Annual General Meeting, with the exception of parades under the Club banner or trail rides or small events where no funds are involved.
- No one person can state an event in the name of the Club and obligate the Club to any expense not approved by the membership at an Annual General Meeting.

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 Expense Account Form and supporting receipts 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.

12.4 Receipts may be issued by the Show Committee for funds received, provided that the Show Committee completes an accounting for the Treasurer following each show.

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 issue a receipt for money received. This is to ensure that there is a double check on revenues received by the Club.

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 Members in Good Standing and Members Not in Good Standing

16.1 A member in good standing in the Club means that the member has paid their current membership dues. A member not in good standing in the Club means that the members has unpaid memberships or other fees payable to the club after a reasonable effort has been made to collect as defined in 16.3

16.2 At the option of the membership, a member who has not renewed their membership on the 1st day of January shall not be struck from the membership roster until they have received one more issue of the Club newsletter with a notice that their membership has expired.

16.3 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.

17.0 Membership

17.1 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

17.2 Members shall have the option of applying for:

- Family Membership: \$40.00 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: \$35.00 includes 1 vote, printed and online Club newsletter and qualification for the Club Hi Point Awards for one person only.
- Youth Membership: \$15.00 includes qualification for the Club Hi Point Awards, 0 votes, and online Club newsletter. Youth must 18 years and under as of January 1st.

17.3 Memberships are payable annually and effective January 1 to December 31 in each year. **Memberships must be received by 8:00 am on day 1 of the June show or the first show of the year in order to qualify for the club high point awards.**

18.0 Newsletter

18.1 The Club believes that the Club newsletter holds the Club together. The Editor is encouraged to publish a newsletter twice per year, and mail and/or email the newsletter and/or upload the newsletter to the Club website in order that members who do not show or live in another Province 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

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.

