



## Region Handbook

(Last Updated June 2016)

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The California State Horsemen's Association, Incorporated is a California Non-profit Public Benefit Corporation operated for the purpose of promoting and preserving equine related activities in California.

For the purpose of administration, the State is divided into geographic sections known as Regions. The boundaries of most Regions are determined by the established county lines of the state, with a few geographic exceptions. Each Region is governed by a Region Council consisting of all members residing in the region or holding a legal transfer to that Region.

Each Region is an integral part of the administration of the Corporation by a Board of Directors, of which each Region President is a member of the board. Under no circumstances should a Region think of itself as an independent organization. Regions are a part of CSHA under the same corporation EIN number with the IRS and must be operated accordingly; i.e. following the rules and regulations as required by the CSHA bylaws and established CSHA procedures and those California state laws regulating corporations and non-profit organizations.

The Region Handbook was created so that each changing Region administration will not lose sight of the objectives of CSHA or its approved procedures. The handbook is designed to assist in preventing individuals from placing the non-profit status of the Corporation in jeopardy and aid the Region in submitting the appropriate forms and information to the state organization.

The rules and regulations outlined herein are guidelines for the CSHA Bylaws and Administrative Practices, CSHA policy and procedures, the role of Roberts Rules of Order in CSHA government and California Corporation Code. Any question regarding proper procedure should be directed to the appropriate CSHA State or Region officer.

It is the intent of this document to serve as a working guide to be used in conjunction with the established bylaws and rules. Where a specific rule or policy may not be so stated regarding region procedures, all procedures and rules for regions are to "mirror" the CSHA rules and regulations.

Region Officers should familiarize themselves with the CSHA Bylaws and Administrative Practices, as well as all CSHA policies, in their entirety and specifically sections that apply directly to Regions. This handbook is not a substitute for reading and understanding the full Bylaws and Administrative Practices as published yearly by CSHA.

## **Please refer to Bylaws, Article IX, Regions, in its entirety**

### **Meetings**

A Region meeting should be used to plan and coordinate the Region's various activities. The scheduling of these meetings is determined by the Region officers, chairs and members as the Region Council. Regularly-scheduled monthly meetings are advisable.

### **Quorum**

The Region Council consists of the President, Vice President(s), Immediate Past President, Secretary, Treasurer, a Club Representative from each club in the region and all Direct members (18 years and over).

The following will be counted to establish a quorum at meetings: President, Vice President(s), Immediate Past President, Secretary, Treasurer and Committee chairmen. A quorum will be 20%.

If a quorum is not established at the start of the Region Council meeting, you may continue the meeting but no motions may be made or voting done until a quorum is established at this or the next meeting.

### **Recommended Meeting Agenda Format**

- Call to order
- Pledge of Allegiance
- Determine quorum
- Approval of the previous meeting's minutes
- Reports:
  - President
  - Vice President(s)
  - Treasurer
  - Youth Advisor
  - Committee reports
  - Club reports
- Unfinished Business
- New Business
- Announcements
- Adjournment

State Board of Directors meetings are held in January, April and July. Generally, only the January meeting is scheduled as a 2 day meeting.

The CSHA annual meeting is the convention held each November. This includes meetings of State Committees (general business and review/approval/rejection of resolutions), the Council of Members (voting on new rules, election of officers and general business) and Board of Directors (ratify new Bylaws).

### **Duties of the Officers and Region Council**

It is the responsibility of all Region officers and chairs to follow all policies and procedures of CSHA including, but not limited to, safeguarding Region historical records and ensuring the transition of those records to the next Region administration.

### **President: Duties at Region level**

- a. Is familiar with the CSHA Bylaws and rules, including program rules.
- b. Chairs the Region Council handling all questions and motions equitably and counts for quorum; sets dates, places and times for meetings.

### **President: Duties at Region level (cont.)**

- c. Expresses an opinion on subject under discussion in the Council only after turning chair temporarily over to Vice President.
- d. Exercises a vote only to break a tie.
- e. Appoints Chairs to Region committees with Council approval including any special committee that may be necessary for the operation of the Region. Assumes chairmanship until an appointment is made.
- f. Should appoint a Region Parliamentarian who is knowledgeable of Robert's Rules of Order- Newly revised.
- g. Is an ex-officio member of all Region committees.
- h. Submits complete roster of the Region Officers and Chairs with names, postal and e-mail addresses and phone numbers to the CSHA State Office no later than January 15<sup>th</sup>.
- i. Prepares administrative budget and reviews Program budgets prior to submission for approval by the Region Council at the first meeting of the calendar year.
- j. Ensures all appropriate State of California required forms for fundraising events are completed and submitted as directed.
- k. Keeps the First Vice President informed of all activities and functions.
- l. Promotes CSHA goodwill.

### **President: Duties at State level**

- a. Is a director of the CSHA Board of Directors and attends each meeting, as well as meetings of the Council of Members. Submits a written authorization to the State Office designating a Region Representative for the Board of Directors, if the President nor Vice President(s) cannot attend. This person may not answer quorum, make any motion nor vote in the meeting.
- b. As a member of the CSHA Board of Directors and Council of Members, can make motions, speak to issues and vote.
- c. Gives a report of the Region's activities at both meetings and submits a written copy at the time of the report for the minutes.
- d. Serves on any State committee to which they may be appointed.

### **First Vice President**

- a. Is familiar with the CSHA Bylaws and rules, including program rules.
- b. Is a member of the Region Council with one (1) vote and counts for quorum.
- c. Understands the duties of the Region President.
- d. Substitutes for the Region President during his or her absence at Region and CSHA State meetings, chairing, counting for quorum and voting in place of the President.
- e. Assists the Region President and undertakes any duties assigned by the Region President.
- f. Serves as Membership Chair of the Region and is responsible for maintaining the Region CSHA membership roster for use in establishing quorums, official Region mailing projects and membership verification for Region Chairs as needed.
- g. Should attend CSHA Board of Directors and Council of Members Meetings.
- h. Promotes CSHA goodwill.

**Second Vice President(s)** – Position is optional. More than one allowed based on size/needs of the Region.

- a. Is familiar with the CSHA Bylaws and rules, including program rules.
- b. Is a member of the Region Council with one (1) vote and counts for quorum

- c. Assists the Region President and First Vice President and undertakes any duties assigned by the Region President.
- d. Substitutes for the Region President and First Vice President, if both are absent, at Region and CSHA State meetings, chairing, counting for quorum and voting in place of the President.
- e. Should attend CSHA Board of Directors and Council of Members Meetings
- f. Promotes CSHA goodwill.

### **Secretary**

- a. Takes and prepares detailed minutes of all Region meetings. Submits the Region Minutes to the CSHA State Office as part of the operations of the Corporation on a quarterly basis.
- b. Prepares correspondence and reports.
- c. Retains Region written records for a period of three years. Arranges for appropriate destruction of records yearly in conjunction with the Treasurer and confirms said destruction to the Region President.
- d. Is a member of the Region Council with one (1) vote and counts for quorum.

### **Treasurer**

- a. Keeps an accurate financial record for the Region.
- b. Prepares Treasurer's report and provides copies for the Region President, Committee Chairs and Secretary at the Region meeting.
- c. Retains Region financial records for a period of seven years. Arranges for appropriate destruction of records yearly in conjunction with the Secretary and confirms said destruction to the Region President.
- d. Shall:
  - Maintain checking/savings account balance; suggested use of QuickBooks/Quicken
  - Pay all approved bills and reimbursements supported by a voucher approved by a Region officer or the applicable Region chair.
  - Deposit all income received within seven (7) business days.
  - Keep all donation receipts and prepare the annual Donations Report Form and submit it to the State Office.
  - Prepare the Annual Region Financial Report and submit to the Region President for review prior to submission to the CFO.
  - Send copies of the Regions' monthly bank statements and reconciliation to the CFO.
  - Prepare Quarterly Financial Profit/ Loss Report for the State.
  - Serve as second signor on all checks along with the Region President or other authorized signatory. (Two (2) signatures required).
- e. At the beginning of the year, assists with budget preparation for operation of the Region.
- f. At the end of the Fiscal year (December 31) prepares the annual profit and loss (financial) statement using the CSHA format. This includes donation forms with itemized tally, forwarding the report to the CSHA CFO via mail/email no later than the January Board of Directors meeting of each year.
- g. Is a member of the Region Council with one (1) vote and counts for quorum.

### **Committee Chairs**

- a. Chairmen are not autonomous; they are appointed by the Region president with the approval of the Region Council to manage a specific program within the Region and represent the Region on that State Committee. Should be familiar with CSHA bylaws and rules and knowledgeable in the specific program rules.
- b. Is a member of and will attend CSHA state meetings of their committee; carry a vote and count for quorum at that meeting.
- c. Conduct Region program meetings, as needed, and submit the minutes to the Region Secretary. All motions made in committee must be submitted to the Region Council for approval.

- d. Plan activities and functions for the program.
- e. Prepare and submit a written budget to the Region President and Region Treasurer.
- f. Prepare a financial & activity report after each function and submit a copy to the Region President and Region Treasurer.
- g. Carry a vote and count for quorum at Region Council meetings.
- h. Will account for all monies accepted for the Region or State.
- i. Prepare deposits and appropriate paperwork and send to the Region/State Treasurer(s) and/or State Chair, as appropriate, within two (2) weeks of each event.
- j. Promote CSHA goodwill.

### **Youth Advisor**

- a. Assists the President as needed and advises the Region on youth activities.
- b. Is chairman of the Region Youth Advisor Committee.
- c. Is a member of and will attend meetings of the CSHA State Youth Advisor Committee; carry a vote and count for quorum at that meeting.
- d. Promotes CSHA goodwill.

### **Forms: Deposits; Reimbursements; Advance Checks**

- a. All Region Officers, Chairs and members responsible for purchases, deposits and reimbursements of region/program related expenses will use the appropriate CSHA Forms. All forms are to be complete and accompanied by required documentation; e.g. approvals, receipts, explanations, etc.
- b. All expenditures should be detailed in the annual Region budget. All those not listed in the budget in excess of \$400 will require advance Region Council approval.
- c. Annual budgets should be approved at the first Region meeting by the Region Council of Members.
- d. All members will refrain from making large monetary purchases in their name and requesting reimbursement from the Region. Whenever possible, the Region should be invoiced in advance and pay the vendor directly.
- e. Approved forms are available on the CSHA website.

### **Fundraising**

Fundraising is an ongoing activity in order to support the equine activities that are held, as well as underwrite the necessary support costs to programs, i.e., rentals, arena fees and insurance. The Region committees are the financial backbone of each Region. Since each Region is self-supporting, it becomes necessary to devise various methods of raising funds, from social events to competitive events. Whatever idea is used, it will only be a successful money maker if full support of the Region's members and volunteers promote and support the functions.

Whatever type of function is pursued, be certain to obtain the proper State or local permits and/or licenses. Raffles must be registered with the State of California through the CSHA State Office annually.

Do not jeopardize CSHA by operating a temporary business without a license, if required. Remember, CSHA could lose its charitable non-profit status due to missing documentation.

### **Region Clubs**

CSHA Region Clubs have their own governing body and bylaws. Region Officers and Chairs are encouraged to include and incorporate their activities and information links whenever possible and support interaction between the clubs and between the clubs and the Region (and at the State level) on both social and competitive levels. Holding a calendar meeting at the start of each year to schedule Region and Club activities on the same calendar may help in event planning. This avoids having multiple equine events on the same days that draw from the same attendance base.

## **Membership**

Region officers or chairs who accept a CSHA membership application must sign and date the application with the date received and include their printed name and phone number. The application and payment are to be sent to the CSHA State Office no later than ten (10) days after receipt. If this date/receipt information is not provided, the effective date of membership will be the date stamp of the CSHA State Office.

Region Program chairs are to contact the Region First Vice President in order to confirm current membership status for all participants.

## **Membership Roster Policy**

Club Rosters – Clubs are required to send rosters to the CSHA State Office. A copy will be sent to the Region First Vice President.

Membership Rosters & Contact Lists – This information will be provided to the Region President and all Region Vice Presidents.

All rosters and contact lists are to be treated as confidential documents, shared on a “need to know” basis and used solely for official CSHA and/or Region purposes. The information is not to be shared with any outside entity for any reason.

## **Annual Election of Officers**

The election takes place yearly at a Region meeting held prior to the Annual Convention. At this meeting the Club Delegates and Direct members will elect the Region officers. At the option of the Region, the offices of Secretary and Treasurer may be appointed. (See Credentials & Election Manuals)

If the Region does not hold an election meeting by January 10, the Area Vice President will conduct an election.

In the event a quorum cannot be established at the original election meeting or at a subsequent meeting held prior to January 10, the Area Vice President will present the nominees for office to the CSHA Board of Directors at its January meeting for appointment and approval.

The method for election of Region officers is to mirror that used by CSHA for State officers. Please review the CSHA Election Guidelines/Manual.

- a. An Election Committee (consisting of at least 3 people) appointed by the Region President shall conduct the election.
- b. Final nominations for officers must be made at the time of voting.
- c. Nominations cannot be closed at any previous time.
- d. Votes will be cast on the same basis as the CSHA House of Delegates.
- e. A quorum will consist of fifteen percent (15%) of the eligible votes.
- f. A secret ballot will be used when there is more than one nominee for a position.
  - 1) The club name is to appear on the ballot(s).
  - 2) Information as to how the club representative voted may only be requested by/given to the Club President.
  - 3) Vote totals are not to be announced.
  - 4) Ballots are to be sealed and held by the Region Secretary for thirty (30) days.

### Procedure to arrange an annual election

- a. At the regular or special meeting in the month of September, the Nominating Committee Chair announces the names of the candidates who have accepted the nomination for the various positions.
- b. The Region Secretary initiates a written notice to the Region membership advising of the date, time and place of the election and the declared candidates. This can be done via a special mailing or the regular Region newsletter. The Region First Vice President will provide the updated Region membership roster to ensure this mailing is complete and accurate.
- c. The election will be held at the next meeting, preferably in October.
- d. Immediately following the election, the Region President shall advise the CSHA State Office of the election results.

### **Miscellaneous**

#### Check Handling – All Checks

- a. All checks received are to be made out to The California State Horsemen's Association, Inc. or CSHA Region if to be forwarded to the State for deposit. If to be deposited by your Region, the issuer is to include the Region number; e.g. CSHA Region 5.
- b. CSHA and its Regions do not accept invalid checks. Presentation of such a check does not qualify as having met any pertinent deadline affecting membership, program/event registration or license renewal. Invalid checks are: Post-dated checks; Third party checks; Unsigned checks; and Checks with only one signature when multiple signatures are required.
- c. The individual accepting a check is responsible for reviewing the check to ensure that the check is valid and acceptable to CSHA. Invalid checks are not to be deposited by the Region or sent to the State Office.
  - 1) If an invalid check is received in person, the check is to be immediately returned to the person and a valid check requested.
  - 2) If an invalid check is received by mail, the check is to be returned to the individual with a letter requesting a replacement check.
    - i. The letter must warn that deadlines still apply and that competition points will not accrue until a valid check is received.
    - ii. If an address is available, a copy of the letter is to be sent via email to facilitate receipt of a valid check.
    - iii. A sample form letter is available at the CSHA website under Forms.

#### Check Handling – Program registration/application fees

- a. No check covering program registration or application fee(s) is to be deposited by anyone unless CSHA membership of the appropriate level for the intended purpose has been verified and documented.
- b. It is the responsibility of the Region Chair to ensure that form(s) used for registration/application purposes include:
  - 1) An "Office Use" box to document membership verification and result.
  - 2) The disclaimer "Program registration and/or application acceptance subject to active CSHA membership verification. No points will accrue prior to activation of membership." (In bold type and underlined)
  - 3) Region Chair is responsible for verifying CSHA membership status through the Region Vice President prior to submitting checks to be deposited for program registration/application fee(s).
  - 4) Region Chair is responsible for documenting this verification and result in the "Office Use" box on the registration/application form.



- 5) Region Chair is responsible for immediately notifying the individual when there is a membership issue and providing 20 days to resolve the issue. After that time, the check is to be marked “void” and returned to the individual with a letter of explanation and a copy sent to the Region President.

#### Travel & other Expense Reimbursement Policy

It is recognized that board members, Region officers and program chairmen (personnel) of CSHA may be required to travel or incur other expenses from time to time to conduct Company business and to further the mission of this non-profit corporation. Each Region Council wishing to reimburse individuals must review the CSHA Accountability Plan and comply with the requirements therein.

Full and Correct Name of the Association is “California State Horsemen’s Association, Incorporated.

a. This name is to be used in all documents, publications, advertisements, banking/investment documents, utilities, etc., related to the operation of the Region. Once the full name has been used once in minutes or correspondence, you may indicate that the organization is thereafter referred to as CSHA in that document

Example: The California State Horsemen’s Association, Incorporated, hereafter referred to as CSHA, met on August 20, 2014

Example: A flyer titled “CSHA Gymkhana Spring Event” with the full organization name printed at the bottom of the form.

b. This name is to be used any time an application asks for the “name” of the organization.

c. Use the full name anytime the Corporation’s name, address and/or phone number is listed.

#### Promotional items and other logo items

Example: Awards, jackets, “give aways”, etc., are considered service marks or trademarks. A short version of the name; i.e. “CSHA” may be used on such items along with the Region designator; e.g. Region 5.

Fundraising when the corporate’s name, address and/or phone number is listed

- a. Use the full name of the Association at least once as referenced above.
- b. Wherever possible add “a California Nonprofit Public Benefit Corporation” to the name in order to establish our non-profit status. Also include an address for further information.
- c. On any request for donations, you can add “a state and federal exempt corporation” or “a tax exempt corporation under IRC 501© (3) and R&TC 2370d”. These titles are the correct language to use as they provide recognition as to the type of corporation.
- d. Do not use language that states “donations are fully tax deductible”. Per the IRS donations are not fully deductible.

Example: A fundraiser dinner with tickets sold at \$20 and a cost of \$13 leaves a “fair market” donation value of \$7....that is the deductible donation per the IRS and is how the Corporation is required to report fundraising.

#### Reporting donations must be done.

- a. NCR donation slips are available from the CSHA State Office. These, along with the tally sheet (available on line), are to be submitted to the CSHA State Office.
- b. The donation slips should be generated by the Region Treasurers and Program Chairs. This is particularly important for any single donation of \$250 or more. This includes any exchange of goods; i.e. quid pro quo – something for something.

Raffles – Be Aware of the 90/10 ratio – Only 10% of the proceeds may be used for expenses to cover all purchases including printing and purchase of the raffle item itself. Review the CSHA raffle policy prior to conducting a raffle to ensure that you are in compliance with all reporting requirements.

### **DISCLAIMER**

This Region Handbook is provided as a guideline and in no way is meant to provide the reader with a complete listing of all CSHA bylaws, administrative policies and procedures or program rules affecting the operation of the Region. Each person is responsible for reading, understanding and following the established bylaws and rules of CSHA. The current version of this document and the published policies and procedures of CSHA can be found on the CSHA website.