The California State Horsemen’s Association, Incorporated (CSHA) is a California Non-profit Public Benefit Corporation operated for the purpose of promoting and preserving equine related activities in California. CSHA supports a number of standing and special purpose committees which are designed to manage various programs offered to the membership for the purpose of education and/or competition, as well as the management of the Corporation.

The State Committee Chair Handbook was created to:

- Ensure adherence to the objectives of CSHA or its approved procedures by each new program administration.
- Assist in preventing individuals from placing the non-profit status of the Corporation in jeopardy.
- Aid the committee in submitting the appropriate forms and information to the state organization.
- Encourage the committee operate in effectively.
- Serve as a practical guide to be used in conjunction with the CSHA Bylaws and rules.

The rules and regulations outlined herein are guidelines drawn from the CSHA Bylaws and Administrative Practices rules, CSHA policy and procedures, Roberts Rules of Order and California Corporation Code in CSHA governance. Any question regarding proper procedure should be directed to the appropriate CSHA State Officer. For the purpose of administration, each committee is required to operate within these bylaws, rules, policies and procedures.

The chair and all committee members should familiarize themselves with the CSHA Bylaws and Administrative Practices rules, as well as all CSHA policies especially the specific sections that apply directly to their respective program. This handbook is not meant to be a substitute for reading and understanding the Bylaws or Administrative Practices rules as published yearly by CSHA.
APPOINTMENT TO A COMMITTEE

Unless otherwise noted in the CSHA Bylaws or Rulebook, each committee will consist of a chair, vice chair, immediate past chair, junior representative, a representative from each active Region and 2 members-at-large.

A. All state committee chairs are appointed by the State President with the confirmation of the State Board of Directors.
B. The vice chair, junior representative and members-at-large are appointed by the committee chair.
C. The Region representatives are appointed by the Region President
   a) Please see Administrative Practices with regard to action if no appointment is made

Unless otherwise noted in the bylaws or rule book, each appointment is for a period one calendar year.
A. There is no limit to the number of times a person may be appointed to the same position.

State Chair Requirements
A. Must maintain a direct membership during tenure as chair
B. May not serve concurrently in same capacity at the Region level
C. May not serve concurrently as a chair or vice chair to another state Standing committee
D. May not concurrently be the State President, First Vice President or an Area Vice President

Vice Chair Requirements
A. Must maintain a direct membership during tenure as chair

MEETINGS

Each committee will have a meeting at all regularly scheduled Board of Directors meetings and at the annual convention.

All meetings are to be conducted in accordance with Roberts Rules of Order.

25% of the votes eligible to be cast shall constitute a quorum for the meeting.

If a quorum is not present, the committee may not vote on any action.
A. If an item of business cannot be tabled until the next meeting, the committee may develop a consensus opinion and present this to the Board of Directors for their approval in order to permit action to be taken in a timely manner.

A written record is to be maintained of all meetings including actions taken and be maintained along with all event and financial records of the committee.

RESPONSIBILITIES

Chair
a) Ensure that all necessary appointments, as necessary, are made in a timely manner
b) Ensure that all members are notified of upcoming meetings
c) Preside over all meetings including the annual meeting
d) Ensure that accurate minutes are taken at all meetings
e) Report to the Board of Directors and/or Council of Members as required on the actions of the committee and provide a written committee report to the Recording Secretary
f) Seek approval from the Board of Directors and/or Council of Members for committee action as appropriate
g) Ensure that all state policies and procedures are followed especially with regard regarding financial matters.

h) Ensure that appropriate communication methods are used to keep all program participants informed of developments within the program.

i) Ensure that the program is conducted in accordance with the established rules working with the Region representatives to achieve this objective.

j) Verify membership as needed for the program competition

k) Prepare and submit a yearly budget as directed and ensure that the program operates within the parameters of that budget and the reality of the committee’s fundraising efforts

l) Ensure that a historical file is maintained of all committee records including minutes, reports, financial records, event records, etc. in accordance with the CSHA Retention Policy.

m) Prepare and turn over to the duly appointed successor a complete record of committee actions, events, finances and procedures at the end of the calendar year, including records from past administrations

n) Ensure that all forms pertaining to the State Program are updated immediately following the close of the yearly convention

o) Work with the Resolution Secretary to ensure that all resolutions to be included in the updated bylaws/rulebook are correctly worded and placed

p) Be familiar with the CSHA Bylaws and Rulebook as they pertain to the particular program

Vice-Chair
a) Assist the chair as requested
b) Assume responsibilities of the chair in his/her absence
c) Attend all committee meetings
d) Be familiar with the CSHA bylaws and rulebook as they pertain to the particular program

Junior Member
a) Represent the junior members of the association and promote their participation in this particular program.
b) Be familiar with the CSHA Bylaws and Rulebook as they pertain to the particular program

Member-at-large
a) Provide an unbiased view and opinion with regard to matters under discussion without consideration to a particular Region.
b) Be familiar with the CSHA Bylaws and Rulebook as they pertain to the particular program

Region Representative
a) This individual is generally the Region Chair when there is both region and state level competition.
b) Develop and run the Region program within the parameters established by CSHA
c) Represent the Region at all state committee meeting providing feedback as appropriate, to the Region on the actions and decisions of the State Committee
d) Be familiar with the CSHA Bylaws and Rulebook as they pertain to the particular program, as well as any rules imposed by the individual Region
Other Committee Positions

Recording Secretary (may be a separate individual or existing member of the committee – generally not a voting position in itself)

a) Take accurate minutes during all meetings
b) Prepare accurate minutes and submit to the committee chair

Rating or High Point Secretary

a) See program rules regarding voting rights and duties

FINANCES

The chair must take the lead in ensuring that the committee acts in a financially responsible manner.

A. Budget

The yearly budget must be developed with an eye to the experience of the past, as well as the realities of the fundraising abilities of the group with a strong consideration for the present general economic situation. “Funds available” should be the guide words when it comes down to making the actual purchase.

a) The budget must be submitted by the Chair to the Finance Committee Chair no later than January 15 for consideration and approval at the first meeting of the year; i.e., January.
b) No funds may be expended on behalf of the committee until the budget is approved by the Board of Directors.
c) If a budget line incorporates more than one item, the line must be itemized for each subcategory; e.g., awards $5,000 – buckles $3,000; plaques; $1,000; ribbons $1,000.
d) Any new/added expenses over $400 which are not included in the approved budget must be presented to the Board of Directors for approval prior to making the expenditure.

B. Carryovers

At year end, unless a carryover request is submitted the profit from the program reverts to the CSHA General Fund to support the corporation’s overhead.

a) Carryover request must be submitted in writing by the Chair to the CFO no later than one week prior to the annual convention.
b) Request must include specific details for use of the funds and the requested amount must be reasonable.
c) Requests will be reviewed at the Finance Committee’s convention meeting and a committee representative must attend the meeting to be available for questions.
d) The CFO will present all carryover requests and the Finance Committee’s recommendations to the Council of Members for approval.

C. Checks - General

a) All checks are to be made out to The California State Horsemen’s Association, Inc. or to CSHA.
b) CSHA does 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.
   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.

d) It is the responsibility of the State Chair to obtain a valid check. Do not send an invalid check to the State Office for deposit or handling.

D. Checks – Program Registration/Application Fee(s)

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 State 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/application acceptance subject to active CSHA membership verification. No points will accrue prior to activation of membership.” (In bold type and underlined)
3) Space for individual to specify membership type and, if appropriate, club name.

c) Prior to sending program registration/application fee(s) to the State Office and/or depositing monies, each State Chair is to verify the person’s CSHA membership status and document the result in the “Office Use” box on the registration/application form.

1) This will involve requesting verification from the State Office or utilizing membership rosters which are available to the State Chair.

2) If the person is not a member, the check is to be held and the Chair is to immediately contact the person to discuss and resolve the issue of membership.

1) This may involve holding the check until a membership application with appropriate monies is received, waiting for a club to update their roster with the State Office to reflect the person’s membership or ultimately returning the check if the person declines to obtain membership in CSHA.

2) No check is to be held longer than 20 days. If there is no resolution within that period, the check is to be marked “void” and returned to the person with a written explanation.

Forms: Deposits; Reimbursements; Advance Checks

a) All Chairs and members responsible for purchases, deposits and reimbursements of region/program related expenses will use the appropriate CSHA Forms. Forms are to be complete and accompanied by required documentation; e.g., approvals, receipts, explanations, etc.

b) Submitted forms are to be complete and accompanied by required documentation; e.g. approvals, receipts, explanations, etc.

c) All expenditures should be detailed in the annual committee budget. All those not listed in the budget in excess of $400 require Board of Directors advance approval.

d) No expenses may be paid until the budget is approved.

e) All members should refrain from making large monetary purchases in their name and requesting reimbursement. Whenever possible, the State should be invoiced in advance and the vendor paid directly.

f) Approved forms are available on the CSHA website.

Fundraising

Fundraising is an ongoing activity which supports the equine activities, as well as underwrites the necessary support costs to programs, e.g., rentals, arena fees and insurance. For the most part each committee is self-supporting and must devise various methods of raising funds -- from social events to competitive events.

Whatever the type of function, 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.
Membership
Unless otherwise noted, all programs require current CSHA membership of the participants, either direct or indirect based on the program rules.

Unless otherwise stated, a person must reside within the particular Region in order to participate in a program’s region-level competition.

Note: See CSHA Bylaws/Rulebook for information on residency exceptions and/or Region transfers.

All rosters and contact lists developed from registration or entry forms at both the region and state levels are to be treated as confidential documents, shared on a “need to know” basis and used solely for official State, Region and/or program purposes. The information is not to be shared with an outside entity for any reason.

Miscellaneous
Travel & other Expense Reimbursement Policy
It is recognized that CSHA Board members, Region officers and program chairmen may be required to travel or incur other expenses from time to time to conduct the business of the Corporation and to further the mission of this non-profit corporation. Each Program Committee wishing to reimburse individuals is required to review the CSHA Accountability Plan and comply its requirements.

Full and Correct Name of the corporation is “California State Horsemen’s Association, Incorporated.
   a) This name is to be used in all documents, publications, advertisements, accounts, etc., related to the operation of the program. 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 corporation’s name, address and/or phone number is listed *
   a) Use the full name of the corporation 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(c) (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.

*See complete guidelines on the CSHA website and in the CSHA Bylaws/Rulebook

DISCLAIMER

All information contained in this Handbook is subject to change based on the actions of the CSHA Board of Directors and/or Council of Members. Please be sure that you are reading the most current version.

This Handbook is provided as a guideline and is in no way meant to provide the reader with a complete listing of all CSHA bylaws or rules affecting the operation of a specific CSHA program or committee. Each person is responsible for reading, understanding and following the established bylaws and rules of CSHA.