



AMERICAN SADDLEBRED REGISTRY COMMITTEE POLICIES

ADOPTED JULY 7, 2014
(modified 2015)

Joint Committee (ASHA and American Saddlebred Registry)

- Standards/Rules

Reviews the standards of the breed; comments on changes or trends, and raises a voice when deviations from the standards occur; reviews the standards and rules under which Saddlebreds compete and recommends changes.

Registry Committees

- Finance

Chaired by the Treasurer of the Registry; reviews and provides guidance for all financial matters; reports on budget and financial activity to the Board of the Registry; coordinates with Audit/Internal Controls Committee regarding internal controls and independent audits.

- Audit/Internal Controls

Assists the Board in fulfilling its oversight responsibilities relating to (i) the integrity of financial statements and the financial reporting process, and systems of internal accounting and financial controls; (ii) the independence, qualifications and performance of the external independent auditor; (iii) compliance with significant applicable legal, ethical and regulatory requirements; and (iv) processes to manage business and financial risk.

- Futurities (KY and National)

Evaluates current rules for entry and showing in Registry-administered futurities; makes recommendations for needed changes.

- Registry

Reviews Bylaw amendments and rule changes proposed by members, staff, and others before presentation for consideration; reviews cases and interprets Registry rules as they may apply to Registry transactions; acts as a review/hearing Committee; reviews rules to approve Registry registration of foreign horses.

- **State Futurities**

Promotes all State Futurities Programs and reviews and recommends rule changes.

- **Sweepstakes**

Monitors and promotes all Sweepstakes Programs and reviews and recommends rule changes.

- **Sport Horse**

Develops opportunities for Saddlebreds in International Disciplines to compete in both all-breed and Saddlebred events [Disciplines: dressage; eventing; jumping; endurance; reining; distance riding or trail riding; combined driving; pleasure driving; and emerging disciplines]

- **Breeders**

Advises and consults on all matters related to breeding; develops incentive and support programs for breeders; recommends and screens candidates for Breeders' Awards.

- **Nominating**

The function of the ASR Nominating Committee is to compile a slate of possible ASR At-Large-Directors, vet them and then present the slate to the ASR Board to be ratified. The ASR Nominating Committee shall consist of (3) members of the ASR Board; (2) of which would be nominated by the Board, and (1) would be selected by the President to serve as Chair.

Major Committee Functions

- Advise the Board of Directors on relevant matters.
- Present resolutions for action on policy and/or implementation of policy to the Board of Directors.
- Recommend programs to the Board of Directors within established policies and budgets.
- Review proposed rule changes and make recommendations, and perform other such duties as may be specified.
- Unless specifically stated in the Bylaws and/or rules, committees may take no action to commit the Registry or Association to any business or contractual relationship, nor make policies. Committees act in an advisory capacity.

Committee Structure

Standing Committee

- Does any work within its particular field that is assigned to it by the Bylaws or referred to it by the organization or the Board.
- Functions on an annual basis unless otherwise indicated.

Committee Responsibilities

Standing Committees

- Described in the Bylaws and/or rules.
- Changes to responsibilities according to amendment or rule change procedures.

Special or Ad Hoc Committees, Special Task Forces

- Described by the President or Board of Directors upon appointment.
- May be appointed by the Board of Directors or President to assist them at any time, and to delegate investigative, planning, or routine administrative duties to them.
- Reports to the authority that appointed it and automatically ceases to exist when final reports are issued.

Committee Leadership

Registry committees may be assisted by staff liaisons, assigned by the Executive Director. Each committee shall have one or more Vice-Chair(s).

Principal Functions of Committee Chair

- May be appointed by the President or Board of Directors (if no appointment is made, the committee may elect chair) and guides the business of the committee;
- Convenes the committee, creates the committee meeting agenda, and keeps minutes of committee meetings;
- Directs the process of committee meetings and monitors activities and attendance of committee members at committee meetings;
- Serves as the committee spokesperson to the Board of Directors;
- Attends meetings of the Board of Directors when there is relevant business; and
- Works with the staff liaison to ensure the committee accomplishes its duties according to Bylaws and rules.

Principal Functions of Staff Liaison

- Assigned by the Executive Director to assist the committee Chair as required;
- Serves as recording secretary, except where assigned by the Chair to a committee member;
- Works with the Chair in the preparation and monitoring of the committee budget, if any;

- Maintains communications in support of the committee's needs;
- Furthers the business of the committee within approved guidelines, the Bylaws and rules; and
- Serves as the link between the committee and the Executive Director.

Consultants and Subcommittees

With approval of the appointing authority and/or Executive Director, the Chair may invite special consultants to serve the technical needs of the committee in a non-voting capacity. Prior approval must be obtained even if no expense or financial relationship is involved. All consultant financial relationships must be approved in advance by the officers.

Committee Members

Individuals are appointed to committees who can address special needs of the Registry. They must be members of ASHA; if they are also members of other organizations, the appointments are NOT intended as organization representatives. Chairs and committees are appointed and approved according to the governing Bylaws, rules and policies.

Terms of committee members shall be staggered, for continuity purposes.

The composition and term limits for members of the Executive and Nominating Committees shall be accordance with the provisions for these Committees as contained in the Bylaws, as the same may be amended from time to time. There shall be term limits prescribed for members of Standing Committees; members of ad hoc or "special purpose" Committees may or may not have term limits, as prescribed by the particular committee.

Attendance

Active participation in meetings by members is expected. Members who are absent at two or more committee meetings per year (without adequate excuse) may be removed from the committee.

Meetings

Meetings will be held as necessary, and at least annually. A quorum must be assured. A majority of the members is considered a quorum. The Executive Director will be noticed on all meetings.

Teleconferencing or similar electronic means may be used as long as all participants can hear each other and take an active role in the proceedings. Meetings may be tape recorded for assistance in preparation of the minutes. If a meeting was held electronically, the minutes must so reflect that fact.

Travel and member expenses attributable to service on these committees are tax deductible.

Minutes

Minutes will be drafted as soon as possible after the meeting. Ideally, this should occur within 10 days of the meeting. After the committee members review and approve the minutes, the minutes (or a summary thereof, if appropriate) will be distributed to the Board.

The minutes will be prepared as an executive summary. Major points should be covered as well as dissenting views. Confidential or sensitive items may be recorded separately and circulated

separately with the approval of the Executive Director, for example but not limited to, minutes from an Executive Session regarding personnel matters or a litigation/legal report.

Members and guests present will be listed first, along with those members absent. "Excused" may be used for a member whose absence is unavoidable.

When actions and votes are taken, the minutes must be clear as to the action and the actual vote.

Agenda

It is most important that the Chair or staff liaison develop a preliminary agenda and circulate it to all members well in advance of the meeting, and two-weeks notice is ideal. Committee meetings not fairly noticed to all members may be invalid, and become a source of controversy, confusion and negativity. The fair notice of a meeting is a requirement that must be carefully observed, particularly in a national organization.

Emergency Meetings

An emergency meeting may be held as long as all members are notified prior to the meeting and given a chance to participate.

Voting

Duly appointed committee members are entitled to vote. The President is a member of all committees except where specified, and is entitled to vote if present. The Executive Director and staff liaison may not vote. The Chair need not vote except to break or cause ties.

Voting members with a vested interest, or a conflict of interest in an agenda item are expected to declare that interest, offer to abstain, and must absent themselves from the vote. Normally, the offer to abstain will be accepted. Otherwise, a non-interested member has a duty to participate and to vote, although the member cannot be forced to do so.

Non-voting Participation

Persons who are appointed or invited in a liaison or consultant capacity may participate fully but may not vote. Invited guests may speak only at the request of the Chair or a committee member.

Should the Chair deem it necessary, the Committee may go to executive session, at which time all guests must leave the meeting, unless expressly requested to stay by the Chair.

Active ASHA members who wish to be a guest during a scheduled Committee meeting may do so only after making a request to attend and receiving an invitation from the Committee Chair. Except in connection with the annual convention, the request to attend a meeting must be made in writing and received in the office 30 days before the date of the meeting and must include their purpose in attending. Committee Chairs may, at their discretion, issue an invitation.

Alternates/Proxies

Alternates or proxies are not permitted, unless specifically authorized upon the appointment of the committee.

Committee Resolutions

If the committee wishes to formulate a resolution concerning policy, it is directed to the Board of Directors for consideration and possible action. No resolution may be presented to the Board of Directors without review of the officers and other affected committees.

Committee Reports

Committee Chairs may report important information items at any meeting of the Board of Directors.

Communication

The Chair is the official spokesperson for the committee, but may delegate expression to other members when appropriate. The staff liaison can usually interpret the committee's activities and positions. However, referral to the Chair or other qualified sources of information may be used with committee actions not yet presented to the Board of Directors for final disposition.

Communication from the Chair or a committee member to the ASHA staff should normally be through the staff liaison, unless a previously established understanding is in place with the entire committee and the Executive Director.

Written communication on committee business should clearly indicate who has originated the communication.

However, a board may get sidetracked when discussing a difficult or controversial issue. To prevent wandering and wasting time, members should try to follow these procedures:

1. Non-agenda items should be tabled and added to the agenda for a future meeting, unless the issue is of particular urgency.
2. Discussion of day-to-day management issues is not the work of the Board. Board members should focus on policy-related issues.
3. Poor or irrelevant discussions should be halted, and the conversation redirected in order to avoid digression from the main subject at hand.

Meeting Agendas

Both Board and committee meetings need to flow from an agenda which is prepared in advance. For Board meetings, the agenda is planned by the President and the Executive Director and sometimes with the help of the Executive Committee. If a Board member wishes to place an item on the agenda, it is preferable that it be submitted in writing to the Executive Director or the President at least 30 days in advance of the next meeting. The agenda for Board meetings always includes:

1. Approval of minutes of the previous meeting

2. Financial report
3. President and/or Executive Director's report

If at all possible, the meeting agendas and other informational materials are mailed to members approximately one week before a scheduled meeting. You are accountable for the decisions of the board whether or not you are present at the meeting, unless you specifically go on record otherwise. Read all information carefully and ask questions of the President or Executive Director in advance of the meeting, if there is something you do not understand.

Minutes of Meetings

Minutes are the only permanent records of committee and board business and serve both a legal and an historical function. They are essential to organizational continuity as committee members and chairmen change through the years and are a source of information and referral for Board members. All minutes are on file in the office and may be consulted there, or the Executive Director will find needed information upon request.