



REGION II
INTERNATIONAL ARABIAN HORSE ASSOCIATION
1978 - 2004

*2014 Changed to Reflect 2003
Merger Agreement Changes*



REGION 2
ARABIAN HORSE ASSOCIATION

REGION 2 OPERATING PROCEDURES

Following is the Initial Operating Procedures document as adopted in May, 1989. Since that initial document, new Region 2 Policies as a result of Motions' and Bylaws' Updates adopted By Region 2 Delegates at BOD Meetings have been added.

The following are Region Two "Operating Procedures" currently in affect for conducting Regional business. These procedures are either from the Region 2 Bylaws or are motions passed to be used in addition to and in concordance with the Region 2 Bylaws. Operating Procedures shall be periodically assessed as necessary. Motions passed by the Region 2 Delegates that affect long-term policy will be added to this document as appropriate.

NOTE: Because of the changing of the numerical designation of this Region from its inception in 1974 to current date, that designation will appear as Region 2 (original in 1974), Region II (first change circa 1980), Region Two (second change, 1996) and Region 2 (as of January, 2013) in the following paragraphs depending upon the actual numerical designation being used at the time of acceptance of the below references to our Bylaws, motions and policy requirements.

I. REGULAR DELEGATES MEETING DATES

The regular quarterly Delegate's meeting dates will be set by the Region II Director and approved by the Board of Delegates at the first meeting of each year.

(BOD, January 9, 2016, Bylaws change) *Meetings of the Region 2 Board of Delegates shall be held at least 3 times each year at such times and places as may be established by the Board of Delegates. A quorum to conduct business at any Regular, Special or Emergency Meeting shall be at least thirty five (35%) percent of the qualified voting delegates provided that at least forty (40%) percent of the Member Organizations are represented. (*

The dates may be changed by the Director for valid reasons of conflict, to better serve the Region or upon the request of a Delegate(s) provided notice is given to all Region II Delegates and Officers in a timely fashion and less than a majority of opposing written, faxed, or otherwise documented opposition is received by the Director within 10 (ten) days of notice sent. No response will be considered a vote of approval of change.

II. NOTICE OF MEETINGS

In addition to Officers and Delegates, notice of regular meetings will be sent to alternate Delegates and Presidents of Member Organizations of Region II in accordance with names and addresses provided by each club. It shall be the Club's responsibility to keep the Region II Secretary informed of any and all changes. Special and Emergency Meetings require notice only to Region II Officers and Delegates.

Delegate/Alternate Certification: Each Club must send a list of their delegates and alternates, signed by the President of that Club, to the Region 2 Secretary to be on permanent file for that year as of January 1. No delegate or alternate will be seated with voting privileges without this certification being on file with the Region 2 Secretary.

When sending a delegate or an alternate that does not appear on this list, a letter must be on file with the Region Two Secretary before the start of that particular meeting, indicating that person is to be recognized as a delegate or an alternate for that meeting, and must be signed by the President of that Club. **(BOD meeting, approximately 1984, motion made by Mike Makowski)**

III. REGION TWO SECRETARY

The Region II Secretary shall be appointed by the Director and shall be approved by a simple majority of the Delegates. An appointed Secretary shall not have a vote unless he/she is a duly elected and regular voting Delegate.

Region II Newsletter: A Region II Newsletter will be composed and sent to all Region II members after each Regular Quarterly Delegates Meeting. **(See BOD Minutes, January, 1979)**

Motion updating this newsletters distribution date indicates the newsletter must be sent to all Region Two members within 30 days of each meeting **(Motion by Penny Wardlaw, April, 2003)**

Region Two Official Logo: The Logo designed by Carol Walter for the 1980 Region II Show has been adopted as the official Region II Logo. This logo will be used on all official Region 2 documents. **(See BOD Minutes, December 27, 1980, logo updated 2014, see front page of this document).**

IV. VOTING BY "FAX/TELEPHONE/ELECTRONIC/INTERNET TRANSMISSION

Voting outside of a regularly scheduled Delegates meeting shall be allowed providing that viable information pertaining to the final outcome or decision has not been presented after the acceptance of the transmission and/or prior to the vote. Any transmission must carry the date, time and signature of the voting delegates to be counted. See Region 2 Bylaws, Article VI, Meetings, Sections 5 and 6. **(BOD motion, date unknown)**

V. REGION TWO COMMITTEES

All committees with the exception of any "Standing Committees" shall be:

- a) Made up of volunteers that wish to serve
- b) Special-Purpose Committees/Commissions appointed by the Director with the approval of the Board of Delegates, such as "ad hoc" committees.

All committee chairs, with the exception of any "Standing Committee" shall be elected by that committee's membership unless designated to be appointed by the Director.

Committees made up of volunteers shall not be limited to any number of members, but said committees can set forth certain requirements, such as a mandatory number of meetings attended, to maintain committee member status.

Annette Wells made a motion that based upon the agreement signed between Kathleen Green and Region 2 stating that all Region 2 Bylaws and Operating Policy be followed that Region 2 advance the amount of \$1200.00 for seed money for the V-6 2017 Ride and this amount be deposited into the V-6 Ride checking account as soon as possible. If and upon for whatever reason Region 2 would withdraw from sponsoring the V-6 2017 Ride this advanced amount of \$1200.00 must

be returned to Region 2. Vicky Rich seconded. Motion passed unanimously. (See June 4, 2016, BOD Meeting Minutes.)

VI. REGION TWO STANDING COMMITTEES

All Standing Committees and their chairs shall be appointed by the Director with approval by the Delegates. Current standing Committees and their jobs are as follows:

- a) Nominating Committee – Refer to Bylaws Article VIII, Section 2A
- b) Internal Audit Committee – Refer to Bylaws Article VIII, Section 2C
- c) Ways and Means Committee – Refer to Bylaws Article VIII, Section B
- d) Annual Budget Committee – The primary purpose of this committee shall be to receive all Region Two Budget requests by the last meeting of each year for the next year's budget, compile said requests, assess priorities for expenditure vs. income, and present a recommended budget to the Board of Delegates at the first meeting of each year for action

Committee Cancellation: Committees that do not meet and report as instructed are then considered disbanded. (See BOD meeting, 11/15/2003)

The following motions have been passed at Region 2 Meetings by Region 2 Delegates since the initial adoption of this document in 1989 and are currently active, except as noted!

VII. FINANCIAL

Addition to Budget Responsibilities:

A. The impact of any variance must be presented to the Board of Delegates before any vote may occur. This impact must clearly show a comparison between the existing approved budget bottom line totals of income plus expenditure equals total of profit or loss and same impact which includes proposed budget variance.

B. The impact statements occurring at regularly scheduled meetings may be announced at that meeting before vote occurs. The impact statements occurring between regularly scheduled meetings must be sent to all members of the Board of Delegates and Officers at least 10 days before any vote can occur. Past unanimously. This motion to be added to the Region 2 Operating Procedures. (See BOD meeting minutes, 11/3/18, Lorry Wagner made the motion, seconded by Jay Greenberg)

Budget Responsibilities: Be it moved that Region 2 committees, commissions and all other requests for funding inclusion on the annual budgets shall be submitted to the Region 2 Treasurer by November 1 of the preceding year. The Region 2 Treasurer will prepare an over-all proposed budget to be submitted to the Delegates for approval 30 days before the last day of the fiscal year prior to the next budget year. Approval by the Delegates must be accomplished during the first month of the budget year at a quarterly Delegates' meeting or by a Special Meeting. Adoption of the annual budget requires a 2/3 majority vote of a delegates' quorum as described in Art VI, Sec 1. (See BOD meeting minutes, 11/7/15, Motion by Lorry Wagner)

Payment for Services Rendered: The payee of a check, if that check is for payment of services rendered, cannot be the same as either signature on the check. (See BOD meeting 5/7/94 minutes, page 2, Audit Report.)

Requirement for Payment: Budgeted funds will be approved and payment made only from approved funds and upon presentation of either a vendor's invoice or written request. (See BOD meeting 5/7/94 minutes, page 2, Audit Report.)

Financial Reporting

A financial report will be made to the Region 2 membership on an annual basis. (See BOD meeting minutes, 8/12/94.) **Annual Budget**

Establish New Required Budget Category: Resolved that the category of “Contingency Expenditure” be added to the Region 2 Annual Budget which would allocate a designated budgeted amount to be approved upon budget approval, thereby alleviating the in-place bylaw’s requirement for notification and time lapse before vote can be officially submitted for budget variance requested, and

Be it further resolve that the expenditure of funds from this category must have the approval of the Director and Treasurer at time of expenditure, and

Be it further resolved that any expenditure from this fund must be submitted with receipts for said expenditure for final approval by the Delegates at the next regularly-scheduled Delegates’ meeting, and be it further resolved that if said expenditure is not approved by the Delegates, the Officer responsible for making said expenditure is responsible for reimbursing Region 2 in the full amount and may make no further expenditures on behalf of Region 2 until said reimbursement is completed, and

Be it further resolved that this be considered a Region 2 Policy and be added to the Region 2 Operating Procedures upon approval. **(BOD Meeting, April 25, 2009, motion by Lorry Wagner)**

Additional Contingency Fund Motion: Be it moved that the Contingency Fund will always have the approved funding amount from the previous year extended to stay in effect until current year’s budget, including allocation for Contingency Fund, is approved by Region 2 Delegates. **(BOD Meeting, November 7, 2015, motion by Lorry Wagner)**

Region 2 Corporate Policy: Jeff Reichman made a motion that any tax preparer used by Region 2 must be approved in advance by the delegates. Motion seconded by Penny Wardlaw and approved by the delegates with one abstention. **(BOD Meeting, July 12, 2014) Motion rescinded 3/29/15 as follows:**

Penny Wardlaw made a motion to rescind the initial Motion from July 12, 2014 that gave nomination and approval of the Board approving the tax preparer before Taxes are approved yearly; Lorry Wagner seconded; Motion passed with 1 abstention. **(BOD Meeting, March 29, 2015)**

Penny Wardlaw moved to have Region 2 Treasurer be mandated to report the progress of the Tax Return filing status of that year at each delegate’s meeting up until the date of Tax filing; the motion was seconded by Lorry Wagner; vote was agreed to unanimously. The Motion was passed. **(BOD Meeting, March 29, 2015)**

VIII. OPERATING PROCEDURES

Director’s Award: The delegates approved the request of the Director (Lorry Wagner) to establish a Director’s award to be used to recognize individuals in Region 2 who have made outstanding contributions to or for the Region and/or the Arabian horse. Recipients of this award will be selected by the Director. **(See BOD Minutes, April 27, 1991)**

Region 2 Newsletter: The Region 2 Newsletter will be sent to all Region 2 members no more than 30 days after each Regular Quarterly Delegates Meeting. **(Adopted by BOD, 2003)**

Region 2 Newsletter: The old rates that were updated by Lorry Wagner (from original 1979 prices) will be used until changed. These rates will continue as follows until and/or unless delegates vote to change same: \$100.00, full page; \$65.00, half page; \$45.00, quarter page; \$25.00, business-card size; and Classifieds remain at \$0.10 per word for Region 2 members or \$0.25 per word for all others. All advertising must be prepaid and sent camera-ready. The listings in the Calendar in the Newsletter will be free for Region 2 Club events. The newsletter will also accept pre-printed advertising which will be included “loose” in the Newsletter at a \$25.00 fee. **(Adopted by BOD, January, 2005)**

Immediate Past Director Prior Motion in 2012: Motion by Penny Wardlaw to rescind Kayla Wagner authorizing payment of the immediate past direction’s Conventions attendance cost; Annette seconded the motion and the motion

passed without objection.

Region 2 Shows:

Show Approval: The Region 2 Director will not approve any ‘qualifying’ shows that are held as ‘joint’ shows between Regions. Passed unanimously. (See **BOD Minutes, April 26, 1997**)

(This motion was the result of Los Robles de Oro request for a joint-Regional show...rescinded August 5, 2000)

Dual-Regional Show Approval: The Region 2 delegates gave approval for the San Joaquin Valley/Golden Empire “double-header” show to also hold, in conjunction, a Region 1 show on their May, 2000, show date. After over an hour of discussion, the motion passed by a vote of 8 approving and 7 disapproving and at least one abstention. Highlights of the discussion are reported in July, 1999, Newsletter, (as shown in the next paragraph) since it was a very intense, emotional, and dramatically affects Region 2 Club shows. (**July 31, 1999, Region 2 Meeting Minutes**)

*NOTE: Dual-region show discussion. This discussion evolved between two distinct points of justification. Those approving of this dual-region concept promoted the point of view that club shows must do everything possible to guarantee financial success, whatever it may take without consideration of other clubs within those Regions. Many exhibitors and trainers prefer the dual-region concept, since qualification for two Regions can be gained at one location at one time. Those with an opposing view indicated that club shows within a Region should take first priority over any outside Region looking for show approval within that region. The clubs within Region 2 reported that shows had been both canceled completely and others could contribute loss of entries in very large numbers directly due to the delegates’ approval of this same concept in 1998 for the 1999 dual-region show. (**July 31, 1999, Region 2 Meeting Minutes**)

Duel-Regional Show Approval: Tom Cling moved that the following motion passed unanimously at the April 26, 1997, regular delegates meeting “The Region 2 Director will not approve any ‘qualifying’ shows that are held as ‘joint’ shows between Regions ” be rescinded. Seconded by Gil Chavez. Motion carried with 2 nays. (See **BOD minutes, August 5, 2000.**)

Multi-region Show Approval: Be it resolved the Region 2 Director may approve multi-region shows within Region 2 with the following guidelines: 1) That there be reciprocal shows in both Regions, 2) Shows in both regions must be class “A”, 3) Shows in both regions must have a comparable number of classes, 4) Shows in both regions must have a comparable discipline of classes and 5) The regions must be contiguous. Motion carried, 1 nay. (See **BOD minutes, August 5, 2000.**)

Non-Region 2 Show Approval: Discussion of requests by non-IAHA Club or other entities requesting approval of a Class A show. It was decided that any non-IAHA Club or entity requesting Region 2 approval must give a presentation to the Region 2 Delegates for consideration. (See **BOD minutes, August 5, 2000.**)

Updated: April, 1991, August, 1994, July, 1996, April, 1997, July, 1999, August, 2000, November, 2003, January, 2005, April, 2009, May 15, 2012, June 13, 2012, January 21, 2015, March 29, 2015; November 7, 2015; May 5, 2016, November 3, 2018