



Policies and Procedures

**Version 1.1
October 2015**

What are the SCHC Policies and Procedures?

The Policies and Procedures of an organization contain the fundamental principles which govern its operation and do not replace or revise the By-laws. Specific Policies and Procedures serve to clarify SCHC purpose, delineate basic structure and provide the cornerstone for an effective organization. They allow members of the Board, the general membership, and potential members to have a better understanding of what the organization is and how it functions. They are fluid and allow for change while more clearly defining responsibilities and strengthening accountability.

What are By-laws?

The By-laws establish the general rules of guidance by which the group is to function. By-laws outline the procedures SCHC must follow to conduct business in an orderly manner. The By-laws are SCHC's basic structure and methods of operation in writing. The SCHC By-laws are a legal document. They define how the SCHC operates as a 501c3 organization. The By-laws provide authority and power of the officers, members, and established procedures to be followed with respect to the SCHC as a whole. They have a direct bearing on the rights of members within the organization.

Why have both Policies and Procedures and Bylaws?

Policies and Procedures and Bylaws are together to provide structure for the SCHC and provide guidance to promote orderly functioning. When the membership or board of directors cannot determine the best way to move forward on an issue, both documents will be referenced to determine how to move forward and/or provide guidance.

How do you update or edit these documents?

The needs of the SCHC will change over time and it is important that the Policies and Procedures and Bylaws are kept up to date to reflect the current state of affairs. The Policies and Procedures and Bylaws should be reviewed regularly. To edit the Policies and Procedures require a board of directors vote. To modify the Bylaws require a membership vote.

How are these documents available to members?

Each of these documents will be available on the SCHC website and should be reviewed by all members. Knowing the content of these documents will assist SCHC members about opportunities for participation and the procedures they should follow to be an active, contributing member. A thorough study of the Policies and Procedures and Bylaws should be a part of officer training and transition.

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The SC Horsemen's Council Board of Directors Position Descriptions

The only elected officer is the President who must be elected annually. Usually if that person is willing to remain president, he or she is placed on the ballot for reelection. All other officers are approved by the Board of Directors.

The Board of Directors may set the term of officers at 3 years and longer. This can change by BOD vote. It is flexible and does not require general membership vote.

Overview

This document is designed to more clearly define the responsibilities of Directors and Officers of The SCHC and strengthen accountability for each function. It does not replace or revise the SCHC By-laws. It also includes position descriptions for Board support positions and information about special appointments.

Board of Directors

- Composed of all elected officers and appointees of the Board
- Act in a professional manner
- Must attend at least half of the Board meetings per calendar year and not miss more than 3 consecutive meetings, except for extenuating circumstances ie: job, death in family, etc.
- Talk with the elected state and local officials in your District
- Actively participate in conducting business of SC Horsemen's Council
- Represent SC Horsemen's Council at equine functions
- Work with local legislators and government officials
- Promote SC Horsemen's Council activities and membership growth
- Support all Board decisions
- Participate on Board level committees
- Participate in Board events and activities
- Adhere to the SCHC Code of Business Conduct and Ethics
- Serve on the SCHC Sponsorship Committee and work to secure sponsors
- Attend Expo and Annual Meeting

President

Elected annually at the Annual Meeting of members. Serves as Chief Executive Officer of The South Carolina Horsemen's Council and in that capacity provides leadership to the Board of Directors, assuring that all areas perform as required, providing support & encouragement to functional leaders, and making recommendations for improvement as needed to fulfill the Council Mission and accomplish the Council goals.

Other responsibilities and duties include, but are not limited to:

- Lead the Board in strategic planning and setting the vision for the Council with-in the context of the SCHC Mission Statement
- Arrange for location(s) & times for Board meetings & notification of members as set forth in by laws when necessary
- Prepare meeting agendas
- Conduct all regular on site and on line meetings and special Board meetings “according to Robert’s Rules of Order” (as per by-laws sec 5.6)
- Represent Horsemen’s Council at equine functions, governmental, Farm Bureau Federation, and other related meetings or activities
- Inform Board members of all known current issues on a timely basis
- Assist with developing sponsorships and other funding
- Supervise any administrative office personnel (none at this time)
- Serve on the Finance Committee.
- Serve on Electronic Media/Publications Advisory Committee
- Serve on other committees
- Ensure that the Nominating Committee (Chaired by the First Vice President) is properly staffed in accordance with the By-Laws (sec 4.3) and executes its responsibilities.
- Coordinate “A SC Taste” agricultural exposition with VP governmental affairs. Obtain list of materials from on-line or secretary, secure them and take them to Columbia for set-up. Arrange for food donation.

Treasurer

Appointed by the Board of Directors. Responsible for depositing & disbursing funds in accordance with By-laws and as approved by the Board of Directors.

Other responsibilities and duties include, but are not limited to:

- Establish and maintain good accounting procedures for all funds and fund raisers
- Provide report on income and expenses at each Board meeting
- Issue quarterly and annual reports of financial status
- Maintain all records of transactions for the required period of time
- Provide information to auditors and assist them as requested
- Provide for the collection and documentation of all SCHC funds
- Analyze financial information & recommend actions to improve finances
- Administer The SCHC finances in accordance with By-Laws and 501c3 regulations
- Submit Annual Budget to the BOD for approval
- Chair the Finance Committee
- Serve on Electronic Media/Publications Advisory Committee
- Participate on other Board level committees & activities

Secretary

Appointed by the Board of Directors. Responsible for taking minutes and action items of Board meetings and sending to President to send to Board members as soon as possible within one week after each meeting.

Other responsibilities and duties include, but are not limited to:

- Maintain file of meeting minutes, pertinent handouts, and notes and bring to board meetings as needed and ensure they are upload to website archives
- Coordinate with Electronic Media Specialists and Vice President- Administration to insure that all notices required to be given by The Council are duly given and served
- Coordinate with Electronic Media Specialist and Vice President, Administration to update and maintain contact information on each Board member
- Participate on other Board level committees & activities
- Record counts on all votes on policies, decisions, elections, and any and all information made for motions, seconds, and votes on motions
- Submit for agenda items tabled/votes pending from previous meetings
- Have copy of by-laws available at all meetings
- Maintain copy of Robert's Rules of Order
- Read corrections/ amendments to minutes from previous meeting at each meeting.
- Record that the minutes have been approval
- Review action items at the conclusion of each meeting.
- Read outstanding action items at beginning of each meeting and record status (on going, completed, etc.)
- Coordinate with Electronic Media Specialist and Membership Chair to maintain members' list and have available at all meetings in accordance with by-laws sec 3.7
- Supply introduction packet to new board members including but not limited to: by-laws, job descriptions, district membership roster, etc
- Serve on Electronic Media/Publications Advisory Committee
- Maintain On-line list of items needed for "A SC Taste" agricultural exposition and provide it to President annually before the April date. This list includes items such as table cover with logo, SCHC banner, sponsor banner, bumper stickers, food preparation gloves, foil wrappers, paper towels, hand sanitizer water, brochure holder, etc

First Vice President – Administration

Appointed by the Board of Directors. Responsible for the books, records, and papers of the Council relating to its organization and management as a corporation including the annual updating of the SCHC Code of Business Conduct & Ethics Form.

Other responsibilities and duties include, but are not limited to:

- Coordinate with Equine Specialist about Dept. of Agriculture activities
- Coordinate with secretary and electronic media specialist to maintain term list of Board Members

- Order recognition plaques and awards.
- Chair Nominating Committee
- Serve on Finance Committee
- Arrange Financial Review of Books
- Serve on Electronic Media/Publications Advisory Committee
- Coordinate 4-H State Fair Youth Scholarship Award
- Coordinate the following committees
 - Electronic Media
 - Membership
 - Horse Person of Year Sponsorship
 - Horse Welfare

Vice President - External Activities

Appointed by the Board of Directors. Responsible for providing oversight & guidance to committees and individuals who are conducting or managing external activities or projects such as Trails, Education, Annual Meeting and Expo, and special events, assuring that these events meet their objectives and minimize conflict with other events.

Other responsibilities and duties include, but are not limited to:

- Coordinate with Equine Specialist about Dept. of Agriculture activities
- Coordinate Registration for A South Carolina Taste with President. This is an ongoing arrangement through Certified South Carolina, Dept. of Ag
- Maintain calendar of events to minimize conflicts
- Notify Board of events in which the Council may want to participate
- Coordinate the following committees.
 - Annual Meeting and Expo Committee
 - Education Committee
 - Trails Committee
 - Special Events Committee
- Serve on Electronic Media/Publications Advisory Committee
- Serve on Finance Committee

Vice President – Governmental Affairs

Appointed by the Board of Directors. Responsible for reviewing pending legislation and keeping the Board informed of all that impacts the horse community/industry.

Other responsibilities and duties include, but are not limited to:

- Serve on Finance Committee
- Work in conjunction with the President, to maintain effective communications with key legislators, Senate A& R Committee, SC Dept. of Agriculture, SC Farm Bureau, and other individuals, agencies, and organizations that may have impact on equine issues.

- Provide information about legislative issues for the Electronic Media Specialist to communicate effectively.
- Monitor agenda/proposals of Agricultural & Natural Resources Committee via email. (Make request to receive email to GeneHogan@scsenate.gov (Gene is the current Research Director for A&R)).
- Review proposed legislation that may impact the equine community/industry either negatively or positively.
- Notify the membership of all known legislation under consideration.
- Encourage members to contact their respective legislators on important issues and express their view(s).
- Coordinate A South Carolina Taste with President and Vice Presidents, Treasurer, and Secretary. This is an ongoing arrangement through Certified South Carolina, Dept. of Ag.
- Chair Legislative Committee
- Serve on Electronic Media/Publications Advisory Committee

District Directors

Elected at the Annual Meeting of members for a 3 year term with a maximum 2 terms. Responsible for representing SCHC members in their assigned areas.

Other responsibilities and duties include, but are not limited to:

- Communicate with equine people in assigned District
- Plan at least one event in assigned District annually and promote membership growth
- Become familiar with and coordinate with horse clubs in assigned District
- Serve on the Sponsorship Committee and work to obtain sponsors in assigned District
- Work at Expo
- Attend Annual Meeting
- Represent Board and promote The SCHC at local meetings & activities
- Represent assigned District at Board meetings, updating Board on activities and issues
- Recruit local members to work on committees & projects and recommend them to appropriate Committee Leaders or Board members
- Work with elected officials in assigned District to promote equine activities
- Serve on a minimum of 2 Board level committees
- Assist other Board members with special activities as needed
- Serve on Horse Person of Year Committee (rotates annually from district to district)
- Coordinate with electronic media specialist to publicize district activities.
- Write district updates for news flashes and newsletters

Adding a director after Annual meeting

In accordance with the By-Laws and approved by board (sec 4.3, 4.6)

- Be sure they are a resident of SC and a member of SCHC
- Provide a copy of the duties of directors.

- Complete profile; send to BOD.
- Introduce them at a board meeting for Board approval.
- If accepted; they will be appointed for the remaining part of the year then voted on at annual meeting.

EXAMPLE: Profile for Nominations Date:

Name:

Address:

Email Address:

Phone(s):

SCHC Info:

Years a member of SCHC: _____

Current position & years held on SCHC Board of Directors or Committees:

Other Positions held on SCHC Board of Directors or Committees:

Reason(s) you would like to serve on the Board of Directors:

Personal Information:

Family:

Involvement with horses (or other equine):

Education/Work Background:

Special skills, talents, interests:

Other organization involvement:

Hobbies (other than equine):

Other information you would like to share:

Veterinary Counsel

Appointed by the Board of Directors. Responsible for advising SCHC on all horse health issues.

Provides SCHC with information on hot health topics, emerging disease, and industry horse health related issues. Work with SCHC to ensure that all educational horse health information is correct and provided in a timely and efficient manner for the members

Other responsibilities and duties include, but are not limited to:

- Revise/update Minimal Standards of Care when needed
- Work with Horse Welfare and Education committees
- Coordinate with Electronic Media Specialist and Expo Committee Chair

Legal Counsel

Appointed by the Board of Directors_Responsible for providing legal advice to Board of Directors at the request of the President or Vice Presidents on Council matters. Is a member of the BOD. Does not vote because position is to provide legal advice.

- Review wording of public documents, flyers, brochures, etc. for legal compliance as needed
- Keep abreast of current legal issues & communicate to Board
- Work with President and Vice-Presidents on issues affecting the Horsemen's Council

Board Support Positions

Electronic Media Specialist

Responsible for Coordinating with officers to use broad based communication program to inform SCHC members of activities, events, and issues. Includes publishing newsletter(s), maintaining web site, coordinating with committees for special notices or other information, and assisting others with special events communications.

Special Appointees

From time to time, it may be deemed necessary to appoint additional Board members for specific designated purposes (such as assistant to certain officers). Special appointees must be recommended by a current Board member and approved by the Board. No more than two special appointees (in addition to the appointed Vice-Presidents and Veterinary Council) can serve on the Board at any one time. The term of office for a special appointee will be limited to one year.

SC Department of Agriculture Equine Specialist

Participates as a liaison and assists SCHC where he/she can and will at the direction of SCHC. Coordinates SCHC participation in SC Department of Agriculture events such as the SC State Fair SCDA Booth and other events where SCHC presence is appropriate. The Equine Specialist acts in a **liaison only** capacity to the SCHC. The Equine Specialist is not allowed to participate in or directly or indirectly attempt to influence the operations/decisions of the SCHC. The Equine Specialist is not a member of The SCHC; and is not a member of the SCHC Board of Directors or any committees.

2014 Equine Specialist List provided to SCDA (as requested)

- Promote the benefits of SCHC whenever and wherever possible.
- Provide SCHC contact information directly to interested parties and their information directly to SCHC.
- Inform the Horse Council of legislative issues relative to the equine industry.
- Notify the Council of upcoming events and suggest how the Council can participate.
- Include SCHC articles and logo in publications and events as often as possible with SCHC approval and input.
- Attend equine events.
- Relate Council concerns and questions to the appropriate SCDA departments/officials.
- Maintain and coordinate revisions and updates for the Emergency Evacuation Plan.
- Provide SCDA Update at each Board Meeting.
- Provide SCDA input during Board discussions.
- Meet annually with Council President, First Vice President and/or Vice President of External Activities and SCDA Assistant Commissioner Agricultural Services Division to discuss the working relationship between SCHC and SCDA.

Committee Responsibilities

SCHC Board of Director's Guide for Committee Chairs and Members

This committee guide is a flexible document to help in the BOD's understanding of how the committees operate and the importance of the responsibilities assigned. Committees are the operating system of The SCHC and are extremely important to our success. By following committee procedures, the business of The SCHC is conducted in an educated, efficient, and productive manner.

Following is a brief summary of committee procedures.

- The committee is the first contact for concerns, items, proposals, etc.
- When a concern arises in a meeting or comes to or from a board member, it should be referred to the appropriate committee.
- The committee will discuss (research if necessary) and then present findings and recommendations to the BOD through email prior to the BOD meeting.
- BOD will discuss committee findings and determine action. That action would be in the form of a motion to return to committee for further study; table for an on-line or next meeting; vote to approve; or vote to deny.
- Each committee chair is scheduled in the meeting agenda to report on committee activities
- Each active committee chair should submit a committee report/update to the BOD by email prior to each scheduled BOD meeting. This provides time for the BOD to read and ask questions before the meeting.

The SCHC has several types of committees which undertake certain activities each year. Some of these committees may change periodically to better reflect the needs of The SCHC membership. There are four committee categories: Activity, Standing, Special Events, and Special Purpose.

A vote is not needed to add a member to a committee. The volunteers name can be sent by email or stated in a board meeting for BOD approval.

Activity Committees

Activity Committees are formed to plan and execute on-going events, programs, and activities the Board has determined are member oriented. They are comprised of Board members and organization members. (Examples---Annual Meeting and Expo, District Committees, Education Committee, Electronic Media/Publications Advisory Committee, Membership Committee, and Trails Committee)

Annual Meeting and Expo Committee

This committee plans and executes the annual Expo and Annual Meeting of SCHC members try to schedule for 2nd Sat. in Feb, but on a date when SCHC can schedule at the venue where Expo will be

held, which may not necessarily always be the 2nd Sat. in Feb.. It is funded by the BOD.

Responsibilities include but are not limited to:

- Presenting a proposed budget (including projected income and expenses) to the Finance Committee prior to obtaining BOD approval and prior to committing money
- Selecting and scheduling the events
- Soliciting vendors
- Soliciting program advertisers
- Obtaining volunteers
- Preparing the program
- Insuring that written materials are proofed by at least 3 people, one of whom must be an officer.
- Coordinating with the President, First Vice President and Treasurer for Annual meeting requirements such as space and schedule
- Coordinating with Sponsorship Committee Chair; Education Committee Chair; Veterinary Council; Horse Person of Year Award; Scholarship Coordinator, and Electronic Media Specialist.

District Committees

Each District has a committee and may request up to \$500 for events. Responsibilities for each district committee include but are not limited to:

- Recruiting members
- Meeting to plan district events
- Arranging partnerships with other organizations
- Conducting a membership drive
- Disseminating information about scholarship, horse welfare and other SCHC programs

Education / 4-H Youth Scholarship Committee

First Vice President (Chair)—members President, Vice Presidents, Treasurer, Secretary: This committee determines what the horse health educational needs are for the membership, including youth. Responsibilities include but are not limited to:

- Preparing a funding request for the Finance Committee's approval before presenting the request to the BOD for a vote
- Coordinating with the Veterinary Council to obtain and provide up to date information on equine subjects
- Coordinating with other organized youth groups that the SCHC supports such as 4-H, FFA
- Sponsor youth for 4-H and FFA
- Coordinates the Equine 4-H Youth Scholarship Award with Farm Bureau Federation and SC State Fair 4-H Youth Horse Show representative.
 - The application process is handled through the SC State Fair 4-H Youth Horseshow. Current contact is Brenda Baldwin, bbaldwi@clemson.edu SCHC advertises the scholarship.

- The First Vice President or designee contacts Brenda about the date and other information and makes sure the application is on the website with an article each year.
- One SCHC representative will participate in judging and will award the SCHC Big check, which the Treasurer will obtain. The actual check will be sent by the Treasurer to the winner.

Electronic Media/Publications Advisory Committee

Electronic Media Specialist, (Chair); President; Vice Presidents; Treasurer, Secretary, Veterinary Council, and up to 3 members with special skills. This committee assists the Electronic Media Specialist in order to develop a broad based communication program to inform SCHC members of activities, events, and issues. Responsibilities include but are not limited to:

- Publishing a newsletter
- Maintaining/updating the internet web site
- Providing special notices of information
- Assisting others with special events communications
- Insuring that all publications are proof read by at least 3 people who did not produce the material, including an officer

Membership Committee

This committee coordinates the operational functions of membership approvals, promotions, recruiting, suspensions and terminations as approved by the Board. Responsibilities include but are not limited to:

- Revising the membership forms with BOD approval
- Orienting new members and sending out membership packets
- Making sure that all of the application procedures are followed-
 1. Application is received, the chairperson or designee
 2. Forwards payments/form to Treasurer immediately
 3. Records all relevant information on members
 4. Mails membership cards and other information to new & renewing members
- Sends reminder email or mail notices to members
- Notifies webmaster of links and sponsors
- Updates newsletter mailing list (members, sponsors, other)
- Publishes updated membership list annually to Board members through the Board only access on the SCHC website
- Developing programs for providing better services to members
- Soliciting input from members which may include a membership survey
- Making recommendations to BOD for materials and program to promote membership growth

Trails Committee

This committee maintains close liaison with state and federal trails agencies. Responsibilities include but are not limited to:

- Notifying members of public meetings regarding horse trails on public lands
- Representing the SCHC at public meetings
- Maintaining contact with in-state saddle clubs, regional trails organizations, national trails organizations, and other groups regarding trails
- Coordinating any Horsemen's Council trail rides
- Planning the Annual SCHC Trail Ride
- Coordinating participation at Myrtle Beach Heart Association Ride with Vice President of External Affairs
- Updating trail information to Electronic Media Specialist

Standing Board Committees

Standing Committees are part of the operations of The SCHC and require specific members. (Examples---Equine 4-H Youth Scholarship Committee, Finance Committee, Financial Review Committee, Horse Person of the Year Committee, Horse Welfare Committee, Legislative Committee, Nominating Committee, and Sponsorship Committee.)

Finance Committee

Treasurer (Chair), President, Vice Presidents for Administration, Governmental Affairs, and External Activities. Responsibilities include but are not limited to:

- Approving Emergency Expenditures up to \$1000
- Reviewing Contracts
- Reviewing Grant Proposals
- Reviewing Committee Budgets
- Obtaining services of person(s) with accounting or financial background to conduct annual financial review
- Presenting results to BOD
- Working with Treasurer to address any areas for improvement
- Reviewing financial information; requests special reports
- Making recommendations to Board on managing SCHC finances

Horse Person of the Year Selection Committee

The District, and, consequently, the directors and members rotate annually. Note: This award may have a recipient from any district if a special consideration is warranted. Responsibilities include but are not limited to:

- Coordinating the application process for the Horse Person of the Year Award and the presentation of the award at the Expo
- Soliciting nominations from members within their District
- Insuring that nominees reside in SC; are legal residents; and demonstrate sustained impact for the betterment of SC horses.
- Selecting one nominee and present the name and reasons for selection for BOD approval prior to Dec.
- Notifying recipient after BOD approval and issue invitation to attend Expo with family for the presentation.

- Providing an article about the recipient with a picture to First Vice President –Administration, Electronic Media Specialist, and the Expo Chairperson by December 31

Legislative Committee

- Vice President, Governmental Affairs (Chair), and members from each district:
Responsibilities include but are not limited to:
- Refrain from influencing legislation through lobbying
- Work closely with the President and other members of the Board, to develop relationships and communicate with other equine organizations, in order to obtain input and to exchange information on legislative issues
- May represent SCHC at certain government events

Horse Welfare Committee

This committee provides and maintains a statewide network of resources available for horses in need including Horse Help Hotline, Stallions to Geldings Grants, and emergency grant funding.

Responsibilities include but are not limited to:

- Revising Horse Help Hotline list of rescue and animal control contacts
- Contacting appropriate rescue organizations and law enforcement when reports of abuse or neglect are made to SCHC
- Requesting funding as needed through the Finance Committee
- Maintaining Stallions to Geldings Grant funding application forms on line and processing them as outlined below:
 1. Rescue and other groups holding clinics
 - Process applications which will have the number of horses. The group is responsible for submitting an amount request and why they need the grant. The group is responsible for all Veterinary forms, payments, and liability.
 - Contact the applicant and confirm information
 - Present request to committee members and the Treasurer for approval and for the amount SCHC will grant to the group which is usually #300 depending on the number of horses.
 - Contact committee members. At least 3 “yes” responses are required, including the Treasurer.
 - Notify group that a check will be sent to them in the amount specified after the gelding clinic.
 2. Hardship cases
 - Statement of need must be submitted with Application
 - Contact the applicant and confirm information. Ask if they can transport equines to Vet center or office.
 - Present request to 3 committee members and the Treasurer for approval and for the amount SCHC will pay directly to Vet (20% to 50% or more depending on need)
 - Once approved:
 - Make phone contact with Vet of applicant
 - Explain SCHC Grant to Vet, stressing number of equines we have helped and our

- 501c3 status
- Negotiate with Vet for a reasonable price per head. Depending on circumstances SCHC may pay full amount for one or two horses.
 - Get email address of Vet
 - Inform Vet the exact amount to bill directly to SCHC Treasurer.
 - Provide contact information for vet to email/mail invoice to SCHC Treasurer, donna.patterson@parksterllingbank.com Donna Patterson, 902 Berkeley Dr, Clemson, SC 29631
 - Inform Vet of the exact amount the applicant will pay directly to vet.
 - Communicate in writing (email) with the vet to confirm
 1. The agreed amount for the procedure
 2. The amount SCHC will pay
 3. The amount the applicant will pay
 4. Note exactly what SCHC will pay for and what the applicant will pay for.
 - Communicate in writing with applicant.
 1. Be very specific as to what they are expected to pay directly to the vet.
 2. Note that the fee per head does not include the farm call.

Nominating Committee

(Chair) First Vice President- Administration; A member from each District including the chair: This committee is formed in accordance with the By-Laws and approved by board (sec 4.3, 4.6, 6.1, 6.2) and executes its responsibilities which include:

- Soliciting recommendations for qualified applicants
- Preparing a list of nominees for each of the officers and any board seat that may become vacant because of term expiration or other reasons
- Developing individual profiles
- Communicating nominations to Board and regular members in advance of annual meeting
- Preparing ballots
- Coordinating the elections process at the Annual Meeting. Nominee(s) from the floor must be present, a SCHC member by the record date per Section 3.6 of the Bylaws, a resident of SC, living in SC, and be prepared to give to the voting membership whom are present, a synopsis of qualifications, whether in writing (as a hand out) or oral, but, if elected, completed profile (pg.9) must be on file with SCHC. Once the profile is on record, profile will stay in place for any future elected positions, unless it needs to be updated.
- Set deadlines by sending out slate to BOD for approval. This needs to be done in time to get the slate to members.
- Send slate out to members 30 days before Annual meeting

Sponsorship Committee

Comprised of Board Members: This committee coordinates the SCHC annual sponsorships.

Responsibilities include but are not limited to:

- Maintaining current list of sponsors
- Keeping approved ad copy and disseminating as needed
- Sending annual renewal notices or requests for Board members to contact sponsors in their regions
- Obtaining sponsor recognition materials such as the Sponsor Banner (Bill Steele has been arranging this)
- Communicating appreciation to sponsors
- Coordinating with Treasurer on Registration forms and who has paid
- Providing Electronic Media Specialist and Expo Chair with sponsor information
- Working with other board and council members to secure sponsors
- Updating sponsor package forms as needed

Suggestions for Selling a Sponsorship, Vendor Space, and/or for Silent Auction/Tag Sale Donations

1. Get Your Forms together (go to <http://www.schorsementscouncil.org/board-documents.html>):
 - Sponsor Packet (*Information sheet for the correct year and Registration form which serves as a contract*)
 - Receipt Form
 - Vendor Form
 - Silent Auction/Tag Sale Form
2. Try to approach people and businesses that you know. • If they have sponsored SCHC, donated or been a vendor before
 - Thank them
 - Talk about what their support has helped accomplish. And the programs SCHC have Stallions to geldings and Youth Scholarship. (See <http://www.schorsementscouncil.org/stallions-to-geldings.html> <http://www.schorsementscouncil.org/scholarships.html> <http://www.schorsementscouncil.org/history.html> on SCHC Website)
 - If you are contacting someone new or out of town
 - Call first and talk with them about SCHC. (our 501c3; our 20+years ; our Youth Scholarship Program; Stallions to Geldings Grants; Horse Welfare Horse Help Hotline; etc.,)
 - Go over the sponsorship options and - Email the info to them.
 - Follow up with a phone call a few days later.
 - Be sure to personalize your interaction and demonstrate your genuine passion for the SCHC programs.

- Remind them to email the ad to the sponsor committee chair, and the Check and completed form to SCHC Treasurer.
- Be sure to give completed Receipt Form to Sponsor or Donor for their records.

EXAMPLE of Renewal email

Subject: SC Horsemen's Council Sponsorship

Happy New Year Sponsor's contact person's name!

January means sponsor renewal time for The SCHC.

EXAMPLE "Southern Eights Farm, LLC" has been a loyal supporter and we appreciate that very much. Without your support the youth scholarship program and the stallions to gelding's grants would be impossible. SCHC has also given out over \$3000 in scholarships to youth. SCHC has help geld over 150 horses, father helping the problem of unwanted horses.

With each of our programs we let participates know it was made possible by our sponsors! To see what your support has accomplished please visit our website www.schorsementscouncil.org
Last year you were a EXAMPLE "\$1000 Gold Sponsor". We understand how difficult the economy has been and thank you very much in advance for continuing at that level (or even being able to increase it).

I have attached the sponsor information. Let me know if you would like your 2015 ad used for 2016 or if you will be sending a new one.

You can see your current information here <http://www.schorsementscouncil.org/sponsors.html> for a new ad, please email to Chair of committee

Please call or email me if you have questions or concerns. The SC Horsemen's Council is looking forward to the New Year. Thank you again for your support.

SCHC Representative & Phone #
www.schorsementscouncil.org

Special Events Committees

Special Events Committees are formed to coordinate or plan specific events or address specific needs that occur infrequently. (Examples---- 2008 SETC, 2013 NETC) Establishment and responsibilities must be approved by the Board of Directors.

Special Purpose Committees

Special Purpose Committees are formed as a one -time only committee with a specific purpose and timeline. (Example---- Feasibility Committee) Establishment and responsibilities must be approved by the BOD.

Meeting Guide

The procedure when a Board member is contacted by people wanting to make a presentation to the BOD is:

- 1) Director or Officer will refer person to appropriate committee
- 2) Person will send the information to committee
- 3) Committee will discuss information and report to the BOD if necessary
- 4) Committee, as part of presentation, may request time for a guest speaker.

The President sets the Agenda. Please provide the following information at least 2 weeks prior to the meeting. Depending on what is on the agenda, there may not be time for a long presentation (over 5 or 10 minutes)

- 1) The Topic
- 2) Time necessary to present
- 3) The expected outcome
- 4) The name of the person who will be speaking

South Carolina Horsemen's Council – Expense Approval Procedures

Expense Approval Authorization:

President – Sole approval authority for expenses up to \$500 or any budgeted expense up to \$1,000 in conjunction with Treasurer's co-approval. In the event of the President's unavailability, or the need for immediate action, the First Vice President may authorize the expenditure. Any expenditure greater than \$1000 or any non-budgeted expenditure, must have the approval of the Board of Directors.

Treasurer – Sole approval authority for expenses up to \$250 or any budgeted expense up to \$1,000 in conjunction with President's co-approval.

Finance Committee – Approval authority for expenses up to \$2,000 with report to Board of Directors of such expenditure at the next scheduled Board meeting. Emergency expenditures may be authorized by the Finance Committee up to \$1000 in the absence of sufficient time to obtain full Board approval. A full report on the action must be made by the Finance Committee to the Board at the next scheduled meeting.

Board of Directors – Approval authority for any unbudgeted expenses exceeding designated authorities or any budgeted expense over \$2,000.

Committee Chairmen – Approval authority for expenditures up to \$500 specifically itemized within their committee budget in conjunction with Treasurer's co- approval.

Proper receipts and documentation of all expenditures must be furnished to the Treasurer prior to issuance of the check.

Officer & Director Reimbursement Guidelines

The members of the Board of Directors currently pay their own expenses to regular & special Board meetings, annual meeting, local district meetings, local district travel, and normal committee activity.

Only extraordinary expenses may be reimbursed by SCHC. Such expenses may include, but not be limited to the following:

- Registration fees when representing SCHC at the Board's request
- Travel & lodging costs to special meetings, seminars or events when representing SCHC at the Board's request
- Miscellaneous expenses associated with approved purchases for SCHC such as postage, printing, etc.
- Travel expenses associated with a major committee planning activity such as SETC / NETC or similar event

Recommended Finance Committee

The Finance committee should consist of the President, Treasurer, Finance Committee Chmn., First Vice-President, Vice President-External, & Vice President - Legislative. The Finance committee should administer the Council's finances in accordance with the By-Laws, and under the direction of the Board of Directors. A minimum of three (3) approving any expense as designated herein. These are interim measures adopted by the Board given the current financial circumstances. This procedure will be reviewed as the financial circumstances change with the intent of defraying more of the Officer & Director expenses associated with serving on the Board of Directors. The committee should submit an annual budget to the Board for approval at the beginning of each year.

THE SOUTH CAROLINA HORSEMEN'S COUNCIL (SCHC) CODE OF BUSINESS CONDUCT AND ETHICS

This Code of Business Conduct and Ethics sets out basic principles and standards of conduct to guide all officers and directors of THE SOUTH CAROLINA HORSEMEN'S COUNCIL (SCHC). All of our officers and directors must conduct themselves in accordance with these principles and standards.

A committee of SCHC representatives will be appointed to investigate any claims of violations of this Code. Those who are found in violation of the standards in this Code may be subject to disciplinary action, including dismissal. If a director or officer is in a situation that he or she believes may violate or lead to a violation of this Code, he or she should consult the Board of Directors.

1. Directors and Officers Should Act Honestly and Ethically. The SCHC directors and officers should act ethically and in good faith, with honesty and integrity, when acting on behalf of the SCHC or in connection with the SCHC business or operations.

2. Directors and Officers Must Comply with Laws, Rules, and Regulations.

Obeying the law, both in letter and in spirit, is the foundation on which the SCHC ethical standards are built. All officers and directors must respect and obey the laws of the jurisdictions in which we operate. Any officer or director who is unsure about any aspect of these laws should seek advice from the Board.

Any director or officer who has been convicted of or pleaded guilty to a felony must immediately report such information in writing to the Board.

3. Public Disclosure Should Be Full, Fair, Accurate, Timely, and Understandable. Officers and directors who are involved in the preparation of SCHC reports, documents and/or public

communications have a responsibility to promote full, fair, accurate, timely, and understandable disclosure in such reports, documents, and communications.

4. Directors and Officers Must Avoid Conflicts of Interest. Directors and officers must avoid conflicts of interest involving the SCHC and its business. A director or officer with a conflict of interest transaction is subject to the approval, authorization, and ratification by the SCHC Board pursuant to South Carolina law and 501 (c) (3) regulations. A "conflict of interest" occurs when an individual's private interest interferes or appears to interfere, with the best interests of the SCHC as a whole. A conflict can arise when an officer or director takes actions or has interests that make it difficult to perform his or her work for the SCHC objectively and effectively. Potential conflicts can also arise when an officer or director, or a member of his or her family receives improper personal benefits as a result of his or her position in or with the SCHC. Any officer or director who becomes aware of a conflict, or potential conflict, or any material transaction or relationship that reasonably could be expected to give rise to a conflict of interest should bring it to the attention of the Board. Conflicts of interest may not always be clear; so, if you have a question, you should consult with the Board or legal counsel designated by the Board.

5. Directors and Officers Must Maintain Confidentiality. The SCHC officers and directors must maintain the confidentiality of information entrusted or made available to them as confidential, except when disclosure is authorized by law or 501 (c) (3) regulations. That information must not be used for personal advantage.

6. Directors and Officers Shall Not Take Corporate Opportunities. Officers and directors shall not use the SCHC property, information, or position if used to promote a member's business or service or self-interest over the best interest of the SCHC. Officers and directors owe a duty to the SCHC to advance its legitimate interests when the opportunity to do so arises.

7. We Expect Fair Dealing In All Activities. Each officer and director should endeavor to deal fairly and should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other intentional unfair-dealing practice in connection with SCHC business. Directors and officers shall deal with current and prospective members, and any individuals with whom the SCHC may conduct business without any discrimination because of race, color, creed, religion, sex, national origin, ancestry, citizenship status, age, marital status, sexual orientation, physical or mental disability, veteran status, liability for service in the Armed Forces of the United States, or any other classification prohibited by applicable laws and regulations.

8. Directors and Officers Should Protect and Properly Use the SCHC Assets.

All officers and directors should protect the SCHC assets and ensure their efficient use. Theft, carelessness, and waste have a direct impact on the SCHC. All SCHC assets should be used for legitimate purposes. SCHC equipment should not be used for non-SCHC business without permission from the Board.

9. Waivers of this Code Must Be Approved and Disclosed.

Any waiver of this Code for officers or directors of the SCHC may be made only by the Board of

Directors and will be promptly disclosed as required by law or 501(c)(3) regulations.

Our Board of Directors shall review this Code periodically to ensure that it addresses new laws and rules and contemporary legal issues. The Board reserves the right to amend the Code in the best interest of SCHC with a majority vote.

Compliance Certification

I have received a copy of this SCHC Code of Business Conduct and Ethics.

After reading this Code, I certify that I understand it and agree to adhere to the Code.

_____ initial _____

I certify that, to the best of my knowledge, neither I nor any member of my immediate family is engaged in any activity that may reasonably be deemed a conflict of interest. _____

_____ initial _____

Disclosures: (Please Date)

I will update this information promptly if a conflict of interest arises. I promise to comply with the Code throughout the duration of my term and acknowledge that violation by me of any provisions of the Code may subject me to immediate dismissal.

Signature: _____ Date: _____

Print Name: _____