



SECTION 101 - 199 RULES & PROCEDURES OF ASSOCIATION

101. ASSOCIATION RULE AND PROCEDURE BOOK

- 101.1 The KHAR shall maintain a Rule and Procedure Book that will be available to all members by down loading from the official KHAR Website, or by request mailed direct to member for a minimal cost. Updates will be made available in the same manner.
- 101.2 Rules and Procedures may be amended by members in good standing by following the requirements stated in Article XII in the Bylaws of KHAR.

102. MEMBERSHIP (Article II Bylaws)

- 102.1 Membership in KHAR is a privilege, not a right. Application for membership, types of membership, benefits of membership, and other pertinent rules of membership are prescribed in Article II in the Bylaws of KHAR.
- 102.2 Membership year shall be calendar year January 1 through December 31.

103. BOARD OF DIRECTORS (Article III Bylaws)

- 103.1 It is a privilege, not a right, to serve on the Board of Directors. Board members are expected to work closely with one another and with committee chairmen to facilitate the workload associated with KHAR activities. Article III through Article V of the KHAR Bylaws describes positions, authority, and conduct of all Officers and Directors.
- 103.2 Use of email for discussions may be used by the Board of Directors and the following procedure should be maintained. If a member of the Board wishes to start a discussion, that member shall email all board members stating the subject to be discussed and inviting them to participate. Each board member has the option to be included in the discussion or to opt out of the discussion. No official action may be taken by the Board without following proper procedure for action.
- 103.3 RESERVED for any rules and procedures to carry out duties of President.
- 103.4 RESERVED for any rules and procedures to carry out duties of President Elect.
- 103.5 RESERVED for any rules and procedures to carry out duties of Vice President.
- 103.6 Secretary

The Secretary is responsible for maintaining true and accurate records of all communication of the Association business, including all Board of Directors meetings, other communication between the Board of Directors, including emails, that involves or refers to the KHAR, and all membership meetings. These meetings and communications must be recorded, electronically, digitally, or manually, and become part of the records of the Association. All corporation archival records shall be page numbered, cataloged, and filed. All hard copy records over six (6) months old will be scanned and stored on digital media in PDF format, or equivalent. These records shall be stored in three (3) different physical locations to protect the archive from loss or alteration. Procedures and Duties include the following:

1. Providing secretarial support for the Board of Directors.
2. Submitting copies of all communication and minutes to Historian for archival purposes.
3. Publishing general meeting minutes within three (3) weeks following the meeting. A copy shall be provided to all members, through email or regular mailing of any KHAR publication, as requested by member, and shall be posted on the official KHAR website for members to view.
4. Publishing Board of Directors minutes and providing a copy to all Board members within three (3) weeks following the board meeting. This may be done through email or regular mail.
5. Audio taping all Board of Directors and general membership meetings.
6. Keeping all correspondence of the KHAR received for past four years.
7. Publishing a list of all motions passed during the year. A copy shall be provided to all members, through email or regular mailing of any KHAR publication, as requested by member, and shall be posted on the official KHAR website for members to view.
8. Making all revisions to the Constitution, Bylaws, Rules & Procedures to reflect amendments passed, in a timely manner. This includes providing the Webmaster with all revisions.
9. Providing revised copies of Bylaws, Rules & Procedures, if amended, to all members upon renewal of their membership, through email or regular mailing, as requested by member.
10. Providing proper notice of all General Membership and Board of Directors meetings. Notice for all meetings shall be given sixty (60) days in advance of the meeting and shall state date, time, and location. Notice shall be provided to all members, through email or regular mailing of any KHAR publication, as requested by member, and shall be posted on official KHAR website. All ballots shall be mailed by regular mail thirty (30) days in advance.
11. Sending other notices as prescribed by the Board of Directors.

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103.7 Treasurer

The Treasurer is responsible for maintaining true and accurate financial records of the Association, and all communication with the State of Oregon and Internal Revenue Service. The person in this position must have the ability to file all corporate papers with the proper state and federal agencies, in addition to having bookkeeping abilities, and being able to prepare financial statements as needed. The Treasurer cannot sign checks for reimbursement to themselves and therefore must obtain signature from another authorized signer. Procedures and Duties include the following:

1. Maintaining and preparing all KHAR financial records.
2. Receiving all monies of the KHAR and depositing in a bank selected by the Board of Directors.
3. Paying all KHAR bills and disbursing all funds appropriately, as prescribed by the Board of Directors.
4. Providing detailed financial statements at all meetings, including but not limited to, balance sheet, accounts payable profit and loss statement. There should be a breakdown of income and expenses by department..
5. Arranging audit to be completed as prescribed by the Board of Directors.
6. Filing all corporate papers with the proper state and/or federal agencies in a timely manner.
7. Responsible for maintaining any applicable insurance coverage or bonding on directors as prescribed by the Board of Directors.

103.8 RESERVED for any rules and procedures to carry out duties of Registration Directors.

103.9 RESERVED for any rules and procedures to carry out duties of Regional Directors.

104. DISCIPLINARY ACTION & REVIEW (Article II - 9 Bylaws)

104.1 Hearing Panel

A four member Hearing Panel shall hear all complaints and requests for resolution. The Vice President of the KHAR shall serve as a member and presiding officer of the Hearing Panel during his/her term on the Board of Directors. A minimum of three members shall constitute a quorum. A majority vote shall be required in all matters. The Vice President shall not vote except in the case of ties. The purpose of this Hearing Panel is to validate all complaints before bringing the matter up for a formal review and hearing by the Board of Directors. If the complaint is found to be frivolous or untrue, a \$100 fee is assessed to the member filing the complaint. If fee is not paid within 30 days of assessment, member is suspended until debt is paid.

104.2 Formal Hearing By Board of Directors

After charges have been validated and evidenced by the Hearing Panel against a member, the Secretary shall send the accused member written notice at least thirty (30) days prior to the formal hearing, with a description of the charges against him/her and stating the date, time, and place of the hearing. The accused member shall be given the opportunity to present witnesses and material facts and be heard in person at the hearing. Failure to appear at the hearing is cause for expulsion. The member will not be deprived of any privileges while the case is pending. At the appointed hearing, the case will be heard by the Board of Directors. The Hearing Panel will present charges in the case of the accused. The accused will then be allowed to make an explanation and provide any evidence and/or witnesses as desired. Both parties shall be allowed to cross-examine the witnesses and introduce rebutting testimony. When all the evidence has been presented, the accused and accuser shall retire from the meeting and the Board of Directors shall deliberate upon the charges, and act by vote upon the question of expulsion or other punishment proposed. No member shall be expelled or suspended by less than three-fourths (3/4) affirmative vote of the Board of Directors and quorum must be established before any action can be taken. Removal may be at any regular meeting or special meeting called for that purpose

105. OTHER ELECTED POSITIONS (Article VI Bylaws)

105.1 RESERVED for any rules and procedures to carry out duties of Historian.

105.2 Awards Program Administrator

The Awards Program Administrator shall work closely with the Awards Program Advisors. Together they shall be responsible for promoting and implementing the KHAR awards program. It is essential that the person in this position have a good working knowledge of the Awards Program. Procedures and Duties include the following:

1. Overseeing the Awards Program Advisors and together reviewing and calculating all year-end points.
2. Reviewing with Awards Program Advisors any proposed changes to the Awards Program and bringing recommendations to the Bylaws and Rule Committee.
3. Arranging a meeting of Awards Program members forty-five (45) days prior to the Awards Banquet to review points and awards.
4. Ordering and preparing all awards for awards banquet.
5. Maintaining accurate records of all awards presented in electronic form for archive records.

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6. Providing a full report regarding award winners in a timely manner to the Newsletter Publisher and Website Administrator for announcements.
7. Providing information and encouragement about participating in the Awards Program to all members on a regular basis through reports, mailings, website, presentations, or other means.
8. Developing and implementing a Youth Awards Program and encouraging youth participation.

105.3 Awards Program Horse Show Advisor

The Awards Program Show Advisor shall assist with all duties of the Awards Program Administrative, in addition to providing direct assistance to members concerning questions and points relating to Horse Show Field of Competition. It is essential that the person in this position have a good working knowledge of the field in which they will be an advisor.

105.4 Awards Program Gaming Advisor

The Awards Program Gaming Advisor shall assist with all duties of the Awards Program Administrative, in addition to providing direct assistance to members concerning questions and points relating to Gaming Field of Competition. It is essential that the person in this position have a good working knowledge of the field in which they will be an advisor.

105.5 Awards Program Reining/Cutting/Cow Event Advisor

The Awards Program Reining/Cutting/Cow Event Advisor shall assist with all duties of the Awards Program Administrative, in addition to providing direct assistance to members concerning questions and points relating to Reining/Cutting/Cow Event Field of Competition. It is essential that the person in this position have a good working knowledge of the field in which they will be an advisor.

105.6 Awards Program Endurance Advisor

The Awards Program Endurance Advisor shall assist with all duties of the Awards Program Administrative, in addition to providing direct assistance to members concerning questions and points relating to Endurance Field of Competition. It is essential that the person in this position have a good working knowledge of the field in which they will be an advisor.

105.7 Awards Program Dressage Advisor

The Awards Program Dressage Advisor shall assist with all duties of the Awards Program Administrative, in addition to providing direct assistance to members concerning questions and points relating to Dressage Field of Competition. It is essential that the person in this position have a good working knowledge of the field in which they will be an advisor.

105.8 RESERVED for any rules and procedures to carry out duties of Youth Program Administrator.

105.9 Website Administrator

The Website Administrator is responsible for maintaining the official KHAR website and for keeping it appealing to the membership. This includes updating information as needed, including but not limited to Bylaws, Rules & Procedures, Officers and Directors Biographies, forms, advertisements, Breeder Directory, announcing events, promoting KHAR activities, KHAR Newsletter, Committee reports, Director reports, and other information pertaining to the Association and the Kiger horse. Collection of fees for any advertising on the official KHAR website will be the responsibility of the Website Administrator and must be paid in advance of any advertising. All monies collected shall be forwarded to the Treasurer in a timely manner with a detail spread sheet of monies received. Website Administrator shall be responsible for monitoring the KHAR affiliated message board and may appoint assistants to help with this responsibility. Members are encouraged to submit quality Kiger photos for placement on the Photo Gallery page of the website.

105.10 RESERVED for any rules and procedures to carry out duties of Newsletter Administrator

106. COMMITTEES (Article VII)

106.1 RESERVED for any rules and procedures to carry out duties of Bylaws and Rule Committee.

106.2 Membership Committee

The Membership Committee will many times have the initial contact with a prospective new member. All members must be setting forth a positive "first contact" between the Association and the potential new member. The Committee may consist of one member from each region. The members of this committee shall select a Committee Chairperson. Procedures and Duties include the following for all members of the committee:

1. Assisting in all membership recruiting and implementing a new member recruiting program.
2. Notifying the proper directors, officers, and departments of new members and their addresses, telephone numbers, and other pertinent information, no later than 5 days after receiving new member application.
3. Forwarding all monies collected to Treasurer in a timely manner.

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4. Referring membership questions to the proper department.

In addition to the above, the following Procedures and Duties apply to the Membership Chairperson:

1. Distributing revised membership list to all members at least once a year through email or regular mailing of any KHAR publication, as requested by member.
2. Providing proper notice to all members concerning the renewal and/or expiration of their membership. Renewal notice must be sent no later than December 1 of each year and shall be provided to all members, through email or regular mailing of any KHAR publication, as requested by member, and shall be posted on the official KHAR website for members to view.
3. Informing the Board of Directors of delinquent dues.
4. Providing new member packets to each new member to include, but not limited to, welcome letter, Bylaws, Rule & Procedures, history of the Kiger horse, membership list, most recent newsletter, Breeder Directory, Breed Standard, sketch of Kiger horse, current registration forms, membership card, and any other pertinent information concerning the Kiger horse or the KHAR.

106.3 Activities and Meeting Committee

The Activities and Meeting Committee shall be responsible for coordinating all events for the Association.

This committee must work closely with the Regional Directors in organizing events throughout the country, and shall report all planned events to the Board of Directors and Website Administrator in a timely manner. The members of this committee shall select a committee chairperson. Procedures and Duties shall include:

1. Making all reservations for meeting rooms or other facility as prescribed by the Board of Directors.
2. Notifying the Secretary of dates, times, place of meetings in a timely manner in order that proper notice can be provided to all members.
3. Assisting in all activities associated with meetings such as entertainment, speakers, etc.
4. Planning and coordinating outdoor activities such as, trail rides, camp outs, play days, and other events or activity that create camaraderie amongst the membership. Members are encouraged to make suggestions to the committee members.

106.4 Elections and Nominating Committee

The Elections and Nominations Committee shall be responsible for the nominations for all elected positions. This committee shall work in close proximity with the Board of Directors, reporting on a regular basis the nominations and Declarations of Candidacies received. The members of this committee shall select a committee chairperson.

Procedures and duties shall include:

1. Soliciting nominations from the membership through direct contact, email, announcement on official KHAR website, etc. Nominations are open up until 90 days in advance of the annual meeting. When this date arrives, notice will be placed on official KHAR website stating that nominations are closed.
2. Providing a Declaration of Candidacy to any interested member or nominee immediately after receiving the request or nomination.
3. Accepting all Declarations of Candidacy from members up until 60 days in advance of the annual meeting. Notice will be placed on official KHAR website stating that these are being accepted and notice placed when closed.
4. Reviewing all Declarations of Candidacy for suitability and eligibility of position. In the event a Declaration of Candidacy is reviewed and it is found that the applicant is ineligible for the position, the Board of Directors shall mail a written denial to the applicant in a timely manner, before the annual meeting, indicating the reason for denial.
5. Providing a list of all eligible names for positions to the Secretary no later than 40 days prior to the annual meeting for inclusion on the election ballot.

106.5 Marketing Committee

The Marketing Committee shall assist in all fund raising and advertising endeavors for the association. All monies shall be forwarded to Treasurer in a timely manner. The members of this committee shall select a committee chairperson. Procedures and duties shall include:

1. Maintaining a Breeder Directory for placement on the official KHAR website and for use at various expositions, fairs, and other public equine events. Breeder Directory shall be updated annually each March 15.
2. Encouraging member participation in KHAR Breeder Directory by soliciting through direct contact, mailings, emails, placing notices in the Newsletter, on the official KHAR website, etc.
3. Collection of \$50 annual fee for participating in the KHAR Breeder Directory.
4. Maintaining all inventory of products that are stocked and sold by KHAR at various expositions, fairs, and other public equine events, and on the official KHAR website.
5. Implementing raffles and other money generating activities.
6. Working with the Activities and Meetings Committee on outdoor activities that could generate money for the Association, such as, poker rides, etc.

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7. Advertising KHAR events such as but not limited to, Equine Expositions, Horse Shows, Poker Rides, etc.
8. Coordinating advertising in national magazines as the opportunity arises.
9. Maintaining a media list and updating it often.
10. Developing and printing of KHAR brochure for use by the Association.

106.6 RESERVED for any rules and procedures to carry out procedures and duties of Public Relations Committee.

106.7 RESERVED for any rules and procedures to carry out procedures and duties of Registration Committee.

107. MEETINGS (Bylaws Article VIII)

107.1 RESERVED for any rules and procedures of meetings.

108. NOTICE (Bylaws Article IX)

108.1 RESERVED for any rules and procedures of notice.

109. VOTING (Bylaws Article X)

109.1 RESERVED for any rules and procedures of voting.

110. AMENDMENTS (Bylaws Article XII & Article XIII)

110.1 RESERVED for any rules and procedures of amendments.

111. ELECTIONS (Bylaws Article XIV)

111.1 RESERVED for any rules and procedures of elections.

112. CHARTER ORGANIZATION (Bylaw Article XVIII)

112.1 RESERVED for any rules and procedures of charter organizations.

113. ORDER OF MEETINGS

1. Meeting called to order
2. Roll call
3. Ascertain if a quorum is present
4. Reading of previous meetings minutes
5. Treasurer's report
6. Committee reports
7. Reading of communications
8. Unfinished business
9. New Business
10. Adjournment

114. PROPERTIES

1. All properties, materials, booths, flags, literature, etc shall be listed with the Secretary of KHAR and in the care and custody of a KHAR member in good standing.
2. All KHAR properties, materials, booths, flags, literature, etc shall be used for KHAR functions only, or at functions approved by the KHAR.
3. The Marketing and Public Relations Committee shall govern all promotional materials, literature, booths, etc with special attention to precedence that might constitute future use.
4. All office equipment, paper, copyrights, etc used by KHAR press shall be governed by the current editor.
5. All registry equipment, paper, certificates, files, etc shall be governed by the Registry.
6. All future properties, materials, etc acquired by KHAR will be assigned the proper custodian and listed in this section of the KHAR Rules and Procedures.

115. BUDGETS

All officers, Directors, committee chairmen, and department heads are to submit a budget at each scheduled meeting to the Treasurer. These budgets shall represent money needed to fund the corresponding department until the next scheduled meeting, and represent the maximum reimbursements allowed to each department until the next scheduled meeting. The Treasurer will

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present these budgets to the board for discussion and approval. Any budget amount over \$500 must also be presented to the membership for approval.

116. PARTICIPATION IN EQUINE EXPOSITIONS

KHAR encourages participation in any Equine Exposition. If the KHAR is sponsoring the event, there will be an application process in order to allow all members the opportunity to attend. The horses are required to perform in a public arena so it is vital that all horses attending are well broke under saddle and well mannered. Any horse that is disruptive or out of control will not be allowed to attend. Each applicant will complete an application listing their horse's accomplishments and experience. The applications will be reviewed by the Board of Directors and all horses that meet the acceptable criteria will be put into a drawing. The Board of Directors will draw as many names as there are stalls available at the Exposition. This should be done at the Annual Meeting if possible. At the same time a Chairperson will be appointed to Chair the Expo event. The KHAR shall pay for its own booth, but each participant is required to pay for their stalls and all other expenses incurred.

117. KHAR LOGO

The official logo of KHAR is a sketch of Kiger mares and foal, drawn by Shari Woods. This logo is to be used for KHAR official business only, and is not for use by individual members.

118. KHAR OFFICIAL COLORS

The official colors of KHAR are black and dun.

119. KIGER SUPPORT FUND

As warranted, a separate Kiger Support Fund is to be maintained. The purpose of this fund is to benefit the wild Kiger herd in any way approved by the general membership and as allowed by the BLM. Membership is encouraged to donate to this fund.

120. WEBSITE

KHAR shall maintain an official Website. The website administrator has the authority to censor any material felt inappropriate for the website. KHAR's website will include a calendar of events appropriate to KHAR's activities as well as other mustang groups activities, information on the KHAR and Kiger mustang, sale horse page, stallion page, the official KHAR Breeder Directory, registration forms, KHAR Bylaws, Rules & Procedures, and other material as deemed appropriate. The sale horse ads and stallion ads are for KHAR members only and KHAR registered Kiger horses only.

121. AUDITS

121.1 Treasurer Audits

KHAR shall conduct audits of the Treasurer's books every year within sixty (60) days after the annual meeting, as prescribed by the Board of Directors. Current Treasurer to be given ten (10) days notice of such audit. Audit is to be completed by a three (3) member committee of at least two directors and one member in good standing as prescribed by the Board of Directors. Compiled information shall be presented at the next scheduled meeting.

121.2 Registry Audits

KHAR shall conduct audits of the Registry files when deemed necessary, or recommended by the Board of Directors. Current Registration Administrator to be given ten (10) days notice of such audit. Audit shall be conducted by the Chairman of the Registration Committee and one other member of the Board of Directors.

121.3 Other audits

KHAR shall conduct audits of any other department, committee, etc when deemed necessary, as prescribed by the Board of Directors. Proper ten (10) day notice to be given to committee chairperson or department head. Board of Directors shall appoint committee to conduct such audit.

122. RECORDS

122.1. Registry Records

The Registry keeps copies of all documentation and paperwork, photos and computer records of registrations. All files are electronically backed up in PDF or equivalent format and saved at three separate locations.

122.2. Award Records

The Awards Committee is responsible for maintaining records of all KHAR shows, year-end points, and any other award records. Each advisor shall keep records that pertain to their category. Duplicate records may also be kept by the Awards Chairperson.

122.3. Financial Records

Financial Records shall be kept by the Treasurer for as many years as required by law.

122.4. Minutes, Correspondence, and Other

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All minutes, correspondence, and other important information shall be kept by the Secretary as required by law, and by the Historian.

123-199 RESERVED FOR FUTURE USE