



USHJA

COMMITTEE HANDBOOK

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USHJA Policies and Procedures Governing All Committees

Introduction

The USHJA Committee Handbook provides educational information and guidelines for the conduct of committees and committee members. In order to ensure that the USHJA maintains compliance with all Federal, State and Local regulations, as well as our own financial policies and procedures, the USHJA has established policies and procedures for the operation of USHJA committees. In cases where the USHJA Bylaws and Policy Manual are different than the information contained herein, the USHJA Bylaws and Policies will supersede the information in this Handbook. Please contact the office if you require clarification on any of the information contained in this Handbook.

For purposes of this Handbook, all USHJA committees, Working Groups, task forces, and councils are referred to as committees.

A committee appointment makes you a part of the fabric of both our sport's governance and the USHJA. All committee members should strive to support the sport as a whole, while understanding the USHJA's mission, vision, and objectives of the specific committee tasks at hand.

Serving as a committee member is both challenging and rewarding and carries with it a great degree of responsibility. The USHJA provides resources, such as this handbook, to help committee members fulfill their role and meet the goals and objectives of the USHJA. If you would like more information or assistance, please contact any Executive Office staff member or your committee liaison, who will be happy to assist you.

In governance, all of us are obligated to represent the viewpoint and interests of the organization. Committee members are expected to bring experience and knowledge to the table without trying to represent a personal point of view, or that of a barn, state, or some other group.

There are times when you may not agree on a point or task, and the disagreement must be resolved in a professional manner focusing on the issue and not on the personalities. Clearly understanding the organization's objectives is a valuable tool for reaching consensus. Even if we disagree with a decision, we must agree to speak with one voice once a decision has been reached.

USHJA Value Proposition, Mission and Vision

Value Proposition

USHJA provides to its membership competition programs, awards and recognition, educational programs, and experiential opportunities. The competitive programs are appropriate and accessible to all levels of hunter and jumper sport. The Association distributes awards and recognition to competitors through championship events and year-end awards in a wide variety of divisions and skill levels. We promote fair sport, sportsmanship, and horse welfare. Through our governance structure, the USHJA provides representation, advocacy, and regulatory input.

USHJA Mission Statement

The mission of the United States Hunter Jumper Association is to unify and represent the hunter and jumper disciplines of equestrian sport through education, recognition, and sport programs.

USHJA Vision Statement

Our vision is to increase awareness of and participation in programs and services for all involved in hunter/jumper competitive sport. We strive to provide value to our community such that USHJA is the pathway to excellence and education in equestrian sport.

Committee Service

Purpose of the Committee

Every committee has a description to guide the committee's efforts, goals, and future planning. Use this purpose to guide the direction of the work of the committee. The USHJA staff liaison can be of assistance in providing a copy of the committee job description.

Eligibility to Serve

Unless otherwise specified herein, any individual holding a seat on any committee within the USHJA must be a Senior Active Member of USHJA in good standing.

Vacancies

Except as otherwise noted in the Bylaws, a vacancy shall be filled by the President.

Term of Service

Unless otherwise specified, all members of any committees within the structure of the USHJA shall be elected and/or appointed to a term of one (1) to four (4) years, except in cases of an individual appointed to fulfill the balance of a term due to a vacancy or an individual appointed during a current committee term.

Committee Role

- Committees create open dialogue on topics within the hunter/jumper industry related to their specific purpose.
- Depending on their mission and purpose (Committee Charter/Job Description), **and in alignment with the [USHJA Strategic Plan](#) and Working Group (WG) strategic direction**, committees may make recommendations on programs for consideration by the Executive Director, Officers, Executive Committee or Board of Directors, review proposed rule changes, make recommendations for rule changes and perform such other duties as may be specified within the USHJA Bylaws or assigned to the committee by the Executive Director, Officers, Executive Committee or Board of Directors.
- Committees hold meetings and/or forums as required by the USHJA Bylaws throughout the year.
- Committee meetings may not be held without a USHJA staff representative present.

Committee Chair Responsibilities

- **Familiarize yourself with the Committee job description, [USHJA Strategic Plan](#), any WG strategic directions, Committee Budget, and Program Planning Guide.**
- In collaboration with the USHJA staff liaison, the Committee Chair oversees the logistics of the committee's operations and serves as spokesperson to the Executive Director and President for the committee.
- In coordination with the USHJA staff liaison, the Committee Chair oversees the logistics of the committee's operations and serves as spokesperson for the committee to the Executive Director, WG Chairs, and President.
- Supports the objectives and policies of the USHJA.
- Conducts and facilitates committee business in a manner that encourages open dialogue and leads to effective decision making.
- Assigns work to the committee members, sets the agenda, conducts meetings, and works with the USHJA staff liaison to ensure timely distribution of meeting materials and minutes.
- A Chair may vote, but is not required to vote, except to break ties.
- A Chair does not make or second motions.
- A Chair provides training, reviews recent discussions and past projects of the committee for new committee members.
- Review your committee's budget (if applicable) quarterly with your liaison.
- If your committee has any related program Standard Operating Procedures, review this document with your liaison.

Committee Liaison Responsibilities

The USHJA staff liaison functions as a resource and is the USHJA representative during all Committee meetings. The liaisons may not be able to answer every question immediately, but they have an excellent understanding of the USHJA and can obtain information you need or put you in touch with the people who can.

- Serve as the link between the committee and the Executive Director, Officers, Executive Committee or Board of Directors.
- Collaborates with the Committee Chair and members to ensure compliance with the USHJA Bylaws and Policies.
- Collaborates with the Committee Chair and members to provide program or service update and recommendations.
- Collaborates with the Committee Chair to prepare presentations of new programs or projects for consideration by the Executive Director, Officers, Executive Committee or Board of Directors.
- If applicable, collaborates with the Committee Chair to prepare and monitor the committee budget.
- If applicable, collaborates with the Committee Treasurer to facilitate Funding Requests.
- Schedules and notices committee meetings.
- Provides the committee members with meeting materials, minutes and any data

necessary to conduct business.

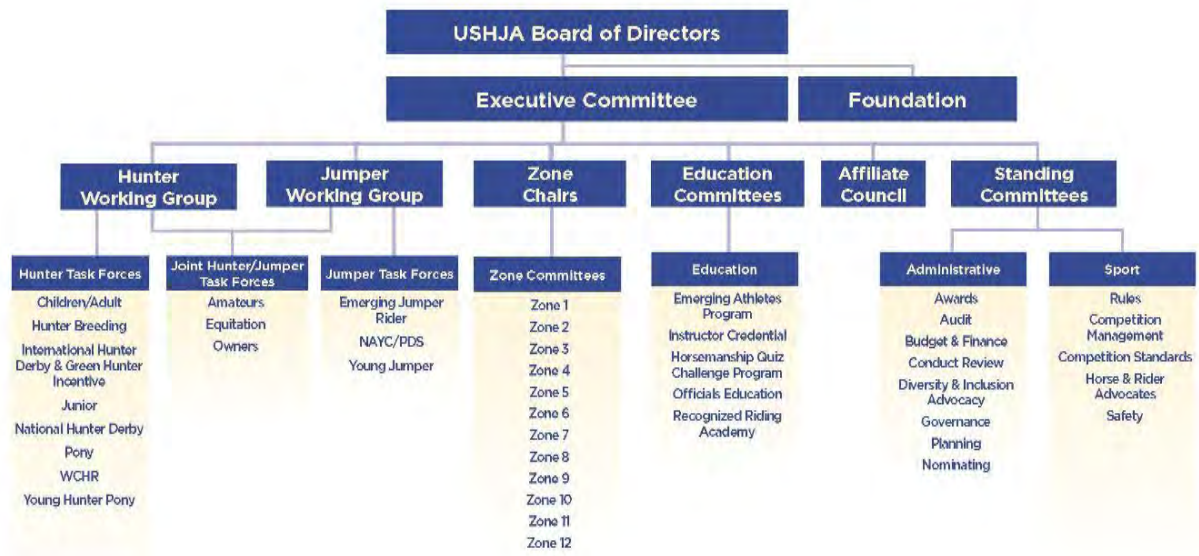
Committee Member Responsibilities

- Each member, by accepting a seat on a USHJA committee, shall be bound by and discharge his duties in good faith and in accordance with the applicable fiduciary duties, the USHJA Bylaws and Policies, and the Conflict of Interest Statement and Ethics Policy. Failure to comply with these standards may result in the removal from committee seat(s) that the individual holds pursuant to the policies approved by the Board of Directors.
- All individuals holding a seat must attend a minimum of seventy-five (75%) of the meetings of that committee each year. A committee member who fails to attend the required number of meetings may be removed from the committee by the President of the USHJA and replaced with another individual, in accordance with Board of Directors approved policies and procedures.
- Consider matters from the broader perspective, putting the needs of the sport and organizations ahead of personal interests and/or interests of specific groups, individuals, constituencies of the membership or stakeholders.
- Understand and respect that the opinions of others are valuable to them and encourage dialog from alternative perspectives without recrimination.
- Refrain from lobbying other committee members which may create factions and prevent open discussion by intimidating other members.
- Once a committee decision has been approved by a majority vote, defend and support that decision even if your personal viewpoint is different. This includes not disclosing different opinions within the committee to others outside the committee.
- Speak for the committee or organization only when authorized by the USHJA.
- The President and Executive Director are ex-officio members of all committees, except where specified in the Bylaws.

Where do you and your Committee fit within USHJA?

The USHJA Committee Flowchart pictured below will assist you in understanding where you and your committee fit within the framework of USHJA. Further, it will assist you in understanding to which committee and committee chair your committee reports.

USHJA Structure



Committee Meetings

General Guidelines

- Become familiar with Robert's Rules of Order, which are used as a guide for meeting conduct and process.
- **USHJA strongly recommends creating an established committee meeting calendar for the entire competition year.** Collaborate with your staff liaison to develop a calendar and distribute it to the committee at the beginning of the year.
- Strive to keep committee meetings under one hour. This may require setting agendas with fewer topics and scheduling a separate committee call with additional topics for a later date.
- Set the expectation that all committee members are to attend the entire meeting.
- Minimize cross talk by managing the call, calling on each committee member for input, and if necessary, giving them an allotted amount of time.
- Remind committee members to identify themselves before speaking. Committee members may not recognize each other's voices on a teleconference call. This is also extremely helpful to the liaison as they write the meeting minutes.
- Be cognizant of people who dominate conversations. A single individual does not necessarily need to weigh in on every point.
- Committees are required to conduct a minimum of three (3) meetings annually including the one (1) in-person meeting held during the USHJA Annual Meeting, unless

otherwise specified within the USHJA Bylaws. The President may waive the requirement to hold a committee meeting at the Annual Meeting. Working Group Task Forces will meet at the direction of the Working Group Chair.

- The Committee Chair or USHJA President shall have the power to call a meeting of the committee at any time and the staff liaison shall provide notice of such meeting to the committee a minimum of seven (7) days prior to the meeting.
- Unless otherwise provided in the Bylaws or Policies, the greater of three (3) members or one-third (1/3) of a committee constitutes a quorum.
- Meeting by teleconference is permitted for all meetings except the in-person meeting held during the USHJA Annual Meeting.
- All committee meetings by teleconference are recorded and records are maintained in accordance with USHJA retention policies; however, these telephonic recordings are only to be used internally, and are not to be shared or disseminated even between/among fellow committee members.
- A USHJA staff liaison must be present at all committee meetings.

Before the Meeting

It is responsibility of all members to be familiar with the agenda items, materials, and past discussions. Be informed by preparing for the meeting with the help of your liaison.

- Review the meeting's agenda, materials, and minutes.
- Discuss the topics of the call, goals, and potential issues with your liaison before the call.
- Encourage committee members to attend the call so their knowledge and opinions can be shared.
- Understand the requirements for a meeting to achieve a quorum.
- Three members or 1/3 of the total members, whichever is greater, constitutes a quorum.

During the Meeting

- If an agenda item requires an action, a committee member (other than the Chair) must make a motion for the committee to take that specific action. Another committee member (other than the Chair) must second the motion. Any discussion must take place after the motion is seconded. Following discussion, the committee shall vote to approve or disapprove the motion. Motions are typically made in the positive, but this is not a requirement.
- Topics that require multiple votes may be put on the floor for discussion as one block with a motion and second. This removes the need for individual motions and allows a vote (approve/disapprove) on each underlying item.
- Monitor participation to ensure all committee members have an opportunity to contribute. You may want to consider calling on committee members who have not provided an opinion during a meeting.
- A Motion to Postpone is utilized when committee members wish to discuss a matter later in the meeting or to put it off until the next meeting. The motion would be to postpone consideration of the matter until a certain or definitive time has elapsed. If a subcommittee

or task force is created to work on the matter in more detail and bring back a recommendation to the committee, the motion would be to refer the matter to the subcommittee or task force.

- When debate on a pending motion has been ongoing, a committee member may make a motion to “call the question” on the pending motion. This motion must be seconded and approved by two-thirds (2/3) vote of the committee members present. If approved, a vote on the pending motion must be taken immediately with no allowance for further debate.
- Ex-officio and non-voting member attendees do not make motions or cast votes.
- Committee actions resulting in a recommendation for program changes are subject to additional review in accordance with Board of Directors approved policy. (Refer to Appendix E– Process/Approval Chart, and Appendix B Program Planning checklist)
- Committees must direct any resolutions regarding organization policy to the Board of Directors for consideration.
- Committees make recommendations, and their actions are not binding on the organization.
- Recognize when the conversation is going off track and firmly but politely remind the speaker of the topic being discussed. The longer a Chair allows a conversation to wander, the more difficult it is to keep the committee functional and all members engaged.
- Develop a strategy for contentious issues. For example, see below for an effective strategy to discuss difficult topics:
 1. State the issue.
 2. Explain the rules for addressing the issue.
 3. State how the vote will be conducted. For a contentious issue, it is highly recommended that the vote be conducted by secret ballot.
 4. Once the procedure is explained, the Chair will call on each person to comment. If there are some members of the committee who tend to dominate a conversation, implement a time limit. One strategy is to call on the dominant individual(s) last.
 5. One-to-two minutes is usually adequate time to make a point and encourages people to organize their thoughts. Once everyone has spoken the Chair calls on everyone once again. This is an opportunity to state what points they agree with and/or don’t agree with, and to state something new. The majority of the time the chair can accurately determine what the status of the issue is and either call for a vote or determine that the issue needs more work before being voted on.

After the Meeting

- If you have been assigned tasks, check in with the Committee Chair and liaison with status updates.
- Review your notes after the meeting to prepare for the next call.

Between Meetings

Your role does not end when your committee’s call ends. As an ambassador of the USHJA, you should encourage fellow members to reach out and voice their opinions.

- Reach out to fellow members for advice.
- Discuss topics with committee members between meetings.

- Connect with your liaison if any comments or issues have been brought to the USHJA

Meeting Minutes

Unless specified in the Bylaws, meeting minutes only include what was done at a meeting, not what was said. Therefore, the minutes are not a record of every word spoken. Minutes must contain the following.

- Organization name.
- Committee name.
- Date and time.
- Roll Call - Name of committee members present, name of committee members absent, name of guests or staff present, and name of staff liaison present.
- Determination of a quorum.
- Any motions made, discussion points related to the agenda items, the final wording of a motion, and the final action (vote) by the committee as it relates to the motion.

Balloting and Voting

- In matters related to committee actions, any duly appointed or elected members of a USHJA committee may vote on matters in connection with committee actions provided the person does not have a conflict of interest regarding the agenda item.
- A *Conflict of Interest is defined as* “a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity”. Members must state the conflict of interest at the beginning of the meeting and recuse themselves from the meeting when the conflicting agenda item is addressed.
- Any committee member present during a meeting or the Executive Director or the President may request the use of a secret ballot during a committee vote. The staff liaison will notify the committee of any such request.
- Balloting shall be conducted in according with the Board of Directors established policies and may utilize E-mail, secure telephonic and/or USPS Mail ballots, provided that the matter or matters to be voted upon have been discussed at a scheduled committee meeting and the minutes reflect which method stated above shall be utilized.
- If a committee decides to hold an email vote, the item under consideration for email vote must have appeared on a prior meeting agenda or have been discussed during a previous meeting of the committee. Only those present in the initial meeting where the topic was discussed can participate in the email vote.
- Members who are not present at a scheduled committee meeting are not permitted to vote on the matter(s) being considered by the committee.
- A majority vote is a majority of the votes actually cast. If the vote is tied, the motion fails. Abstentions are not votes and are not counted in determining a majority vote.
- A Committee Chair may vote but is not required to vote except to break ties.

Committee Actions and Resolutions

- If an agenda item requires an action, a committee member must make a motion for the committee to take that specific action. Another committee member must second the

motion. Any discussion to take place must happen following the motion. Following discussion, the committee shall vote to approve or disapprove the motion. Motions are typically made in the positive.

- A Motion to Postpone is utilized when a committee member wishes to discuss a matter later in the meeting or to put it off until the next meeting. A motion to Postpone must be seconded and approved or disapproved by majority vote. The motion would then be to postpone consideration of the matter until a certain or definitive time. If a subcommittee or task force is created to work on the matter in more detail and bring back a recommendation to the committee, the motion would be to refer the matter to the subcommittee or task force. This motion would be seconded and then approved or disapproved by majority vote.
- When debate on a pending motion has been ongoing, a committee member may make a motion to “call the question” on the pending motion. This motion must be seconded and approved by two-thirds (2/3) vote of the committee members present. If approved, a vote on the pending motion must be taken with no further debate.
- Committee actions resulting in a *recommendation* for program changes are subject to additional review in accordance with Board of Directors approved policy.
- Committees must direct any recommendations regarding organization policy to the Board of Directors for final consideration. However, no committee recommendation may be presented to the Board of Directors without first proceeding through the appropriate levels of review by other higher levels of authority.
- Committees make recommendations and their actions are not binding on the organization.
- Once a vote is taken it is their duty of each committee member to support the decision of the committee.

Confidentiality and Conflict of Interest

Confidentiality (Policy COM100)

- The members of the UHSJA Board and Committees are required to maintain the confidentiality of USHJA business. Confidentiality will be maintained until it is stated in writing by USHJA that such confidentiality is no longer required, unless otherwise required by law.
- In the course of Committee work, members may be involved in discussions, and receive material that may or may not be marked confidential. These discussions, and all working documents, must be kept confidential and should be treated as internal documents restricted for Committee use. Disclosure or distribution of USHJA business or documents to any individual outside of the Committee, in written or oral form, is strictly prohibited.
- Strict observance of confidentiality is required, and any breach may result in appropriate disciplinary action including the removal of the individual from his/her committee seat.

Conflict of Interest

- All committee members shall be bound by the USHJA Bylaws and policies regarding

conflicts of interests and shall follow all disclosure and reporting procedures as adopted by the organization.

- A conflict of interest is any personal, family, business or financial relationship, whether direct or indirect, which could influence or be perceived to influence objectivity when representing or conducting business for or on behalf of USHJA. For the purposes of this policy, a family member is defined as an individual's spouse, domestic partner, parent, child, grandchild, great-grandchild, sibling, half-sibling or spouse of sibling or half-sibling, ancestor or the spouse of the individual's child, grandchild, great-grandchild or sibling or any other individuals with a significant familial or familial-like relationship including in-laws.
- Conflicted persons may not be present at or participate in committee deliberations, discussions or votes on any matters giving rise to the conflict, and they are prohibited from attempting to influence such deliberations or vote.

Discharge of Duties

Each member, by accepting a seat on a USHJA committee, shall be bound by and discharge his duties in good faith and in accordance with the applicable fiduciary duties, the USHJA Bylaws, policies, and Conflict of Interest Statement and Ethics Policy. Failure to comply with these standards may result in the removal from committee seat(s) that the individual holds pursuant to the policies approved by the Board of Directors

Committee Planning Cycle

As a committee, you have the primary role of working closely with the USHJA staff liaison in the development of the committee plan (2-Year Plan) as it relates to any programs under the committee's responsibility. The Committee Planning Cycle should be such that when a committee is meeting in the current competition year, it is focusing on current program issues within the current year's budget and conducting committee/program planning for the following competition year and one additional competition year beyond. This Planning Cycle is imperative to the budget development cycle which is outlined below.

Program Planning Process

Committee members should familiarize themselves with the Program Planning Guide (USHJA Policy GA106). The USHJA staff liaison, using the Program Plan Planning Guide, will take the lead as the project manager and assist the committee with the steps required for planning, developing and implementing a new or amended program. (Appendix B)

Budget and Budget Cycle

The USHJA fiscal year is December 1 to November 30. Budget planning and development for the following year begins September 1 and is finalized with the approval of the budget at the November meeting of the USHJA Board. All new program proposals and existing program modifications must receive Board approval prior to September 1, in correlation to the 2 Year Planning Cycle of the committees.

The Committee Chair and Committee have the responsibility to understand any budget (Program budget, or other) associated with the Committee's responsibilities, and has a fiduciary responsibility to work with the Committees USHJA liaison in the management and oversight of the budget. It is the Committee's responsibility to maintain the financial soundness and budget neutral impact of Programs and Services in the Committee's care. It is the Fiscal Policy of USHJA that any net revenues generated from the activities of the USHJA Programs are returned to General Funds to support the overall financial success and health of USHJA.

Process and Approval within the USHJA

The committee Chair and members must understand when discussion topics need to be approved and how they are approved through the USHJA governance structure. The committee must work with the liaison to ensure all deadlines are acknowledged by the committee and necessary committee work is completed before established meeting deadlines. An approval chart has been developed to aid the USHJA staff, which clarifies the order in which items are originated, presented and previewed, and considered for final approval (Appendix E; USHJA Policy GA117).

Rule Change Process

Committees often assume a significant role in the rule change process, which is multi-leveled and involves several steps at each level. Although formalized review and action on rule change proposals is not undertaken by committees until late fall of each year, the timeline for their creation and submission occurs much earlier in the year.

Any committee, or individual member, may draft and submit a proposal for a change, or clarification to a rule within the USEF Rule Book. Due to the multiple steps involved and the timeline necessary to facilitate the review process, an internal deadline of July 1 for all General Rule Change Proposals and September 15 for Working Groups and standing committees/task forces has been established for submission of all USHJA Standard Rule Change Proposals for all discipline rules. A brief description of the process is outlined below.

Prior to USHJA Annual Meeting

- Leading up to the USHJA Annual Meeting internal rule change proposal submission deadline of July 1/September 15 (whichever is applicable for your Proposed Rule Change). USHJA liaisons will coordinate directly with task force, Zone committee, standing committee and/or Working Group leadership to facilitate the process of writing and submitting their draft rule change proposals. Volunteer leadership and USHJA staff may obtain assistance from relevant USEF staff as needed.
- Please note that each Proposed Rule Change must have been considered by the originating committee/task force with a documented motion, second, and approval by majority vote recorded in meeting minutes before it can be sent forward to the next step in the process.

- Approximately mid-October, these RCPs will be sent to the USHJA Rules Committee for the purpose of determining to which USHJA committees and task forces the RCPs will be referred for comment and committee action, as well as providing comment and feedback to the respective official proponent (i.e., Hunter Working Group, Jumper Working Group or standing committee) requesting revision or rework, if necessary. In addition to the RCPs originating from USHJA, these referred rule change proposals might also include additional RCPs originating from USEF Committees not previously seen or considered by USHJA.
- Throughout the month of October and early November, USHJA committees/task forces meet to consider proposals referred to them and provide official committee actions. At this time, all active Rule Change Proposals will be posted on the USHJA website
- Approximately late November/early December, USHJA will post on the USHJA website the “yellow book” of currently active rule change proposals to be considered at USHJA’s Annual Meeting.
- At the USHJA Annual Meeting, any final revisions and review by Working Groups and standing committees are made, and the USHJA Board of Directors votes on all Rule Change Proposals.
- Occasionally, the Board may choose to refer a proposal rather than take action on it during Annual Meeting. All referred proposals are reconsidered at a meeting held after USHJA’s Annual Meeting but prior to March 1.
- All approved Rule Change Proposals are entered into the USEF PRC System by March 1.

During the USHJA Annual Meeting in December

- Following the rule change presentations at the Annual Meeting, standing committees and Working Groups will meet and revisit any proposals they feel need further attention. Working Group task forces and subcommittees may provide suggestions and input during Annual Meeting, but final determination with respect to making amendments to any USHJA rule change proposals rests with the Working Groups or proponent standing committees.
- Approved, disapproved and voting calendars will be created from the standing committee and Working Group actions.
- The USHJA Board of Directors will vote on approved, disapproved and voting calendars during the final meeting of the Board at the Annual Meeting.

During the Final Meeting of the USHJA Board of Directors at the Annual Meeting

- Board of Directors will vote to forward the approved and disapproved consent calendars to the USEF recommending their approval or disapproval accordingly.
- Board of Directors will discuss and take action on the voting calendar proposals and approve their addition to the appropriate consent calendars following actions.
- USHJA actions are reported to the USEF National Hunter Committee (NHC) and the National Jumper Committee (NJC) through submission of the consent calendars.

Following the USHJA Annual Meeting, the RCPs are considered by various USEF committees and councils who provide comment and take committee action before all RCPs are eventually forwarded to the USEF in similar format – approved, disapproved, and voting calendars – for final vote by the Federation Board of Directors.

USHJA Program Specification Regulation

In October of 2018, USHJA entered into a Memorandum of Understanding (MOU) regarding point calculation and Federation regulation of USHJA program specifications. This document ensures Federation regulation of the specifications thereby making language specific to USHJA programs within the USEF Rulebook unnecessary. The MOU also guarantees that USEF will calculate points specific to USHJA programs on behalf of USHJA.

Summary of MOU Components

1. USHJA creates and publishes specifications for programs under its governance. USHJA is solely responsible for the content of the specifications, specifically the qualifying criteria for the program and the manner in which classes are to be conducted.
2. Specifications will be locked and must be provided to USHJA members and the Federation a minimum of 60 days prior to the beginning of the competition period.
3. Changes to specification point values must be provided to the Federation a minimum of 60 days prior to the beginning of the competition period.
4. Changes to specifications other than point values (formulas, calculations, etc.) must be provided to the Federation a minimum of 120 days prior to the beginning of the competition period. Within 30 days of receipt of these requests, the Federation will inform USHJA if the requested changes cannot be accomplished within the 120 days.
5. Specifications cannot be altered during the applicable qualifying period, except for instances of safety or welfare. However, amendments to specifications which do not alter selection, qualification or eligibility in a manner that may negatively affect participants may be made during the first year of a new program upon approval of the USHJA Board of Directors and the Federation CEO or his designee. Grammar, spelling and typos in specifications may be corrected providing they do not alter selection, qualification or eligibility. Any such corrections will be provided to the Federation immediately upon correction.
6. In the event specifications are altered, communication to all potential participants shall be the sole responsibility of USHJA.
7. Upon request by USHJA, USEF may tabulate points and maintain point records for classes held under the specifications. USEF may, in its sole discretion, deny USHJA's request to tabulate points should it be deemed infeasible as a result of limited staff availability, increased cost to the Federation, or any other reasonable deterrent. Upon acceptance of USHJA's request, USEF will tabulate and maintain such point records for the duration of the applicable competition year. USEF shall not unreasonably withhold its I.T. services from USHJA for purposes of maintaining points earned from classes held under the Specs. USEF will manage all point disputes in accordance with USEF rules.

8. I.T. services that are required to perform services under this MOU will be invoiced pursuant to the separate agreement between the Parties concerning such services.
9. USEF shall enforce the specifications through its Hearing Committee and provide individuals a forum to present arguments regarding the Specs, application of the specifications, and other grievances related to the specifications. USEF reserves the rights to intervene in the interpretation of the specifications, in its sole discretion.
10. The term of this MOU shall begin upon the full execution of the MOU and shall run perpetually. Either Party can terminate this MOU upon 180 days written notice.

USHJA Staff Organizational Chart

In order to understand USHJA services and the respective staff members associated with them, please refer to the USHJA Organizational Chart (Appendix D). Your first point of reference, however, should always be your committee liaison.

USHJA Logo, Brand Name and Fundraising

- In order to use the USHJA name, logo or brand in order to promote or support an event, program, activity or idea, you must obtain written permission from the USHJA and use a USHJA approved vendor if applicable.
- The process for obtaining this permission is very simple, easily accomplished and the USHJA staff will assist you with all your needs. If you should have any questions regarding the use of the logo or to obtain permission for use of the logo, please contact your liaison who will coordinate the request with the USHJA Marketing and Communications Department.
- Providing the USHJA logo to printers and embroiderers or using the USHJA brand name without USHJA's knowledge and permission, exposes the organization to an array of problems, challenges and potential legalities and is not permitted.
- Improper use of the USHJA logo or brand name may jeopardize the USHJA's nonprofit status and trademark.

Public Relations

- You are an ambassador for the USHJA, and we encourage you to promote the work of the USHJA, while remembering that your actions and words impact the organization whether intentional or not.
- USHJA is here to help facilitate media opportunities, and if you are approached by a member of the media about a USHJA-related topic, we recommend the following steps:
 - Ask the reporter about the topic they want to discuss.
 - Ask for their deadline and when they expect the story to run.
 - Ask if there is anyone else with whom they are speaking for the story.
 - Let the reporter know that either you or someone else will call them back as soon as possible.
 - Note the answers to these questions and contact your USHJA liaison who will coordinate with the USHJA Marketing and Communications Department. USHJA can help provide guidance on the best way to address the topic and


even provide recommendations on possible other interviewees that may be helpful.

- If you are contacted by a media outlet to provide content, such as an article, for the outlet on a topic related to the work of the USHJA, we ask that you notify your liaison who will communicate the request to the USHJA Marketing and Communications Department. We request the opportunity to review any editorial materials developed by volunteers about the Association.
- If you have any questions concerning information released to a media source, please contact the USHJA for immediate clarification.
- All promotional materials for committee programs, such as banners, signs, etc., must be created through USHJA. This ensures the quality and consistency of the materials being distributed. Please work with your USHJA liaison to fulfill these needs.

Sponsorship and Fundraising Activities

- All sponsorship and fundraising efforts must be conducted in accordance with Board of Directors approved policies (GA119) and following the lead of the applicable USHJA Sponsorship and/or Development Department staff.
- Committees are prohibited from maintaining or operating bank accounts.

USHJA Trademarks

You should be aware that the USHJA logo (flying horse) , the acronym “USHJA”, the name “United States Hunter Jumper Association,” and the “United States Hunter Jumper Association Foundation” and other properties of USHJA are all trademarks of the USHJA. As a committee member you have a duty to protect these marks. Use and reproduction of these marks for any purposes must first approved by the USHJA. Further, any production of materials, such as banners, signs, etc., must be created through the USHJA. This ensures the quality and consistency of the materials being distributed. Please work with your liaison for assistance.

Additional USHJA Policies and Procedures Specific to Zone Committees

** The following information is in addition to the general Committee information provided above.*

Website

The USHJA provides a place for each Zone to publish any information the zone committee wishes to make available to the membership on our website at www.ushja.org. USHJA Zones are not permitted to create or maintain their own websites. If you have any questions, please contact the Marketing and Communications Department at zonenews@ushja.org.

Social Media Guidelines for Facebook, Twitter, Instagram, etc.

Zones are not permitted to create independent social media accounts. USHJA has created

individual Zone Facebook pages to promote local, relevant information. USHJA staff will manage these accounts and administrative rights may be granted to individuals as deemed appropriate by both USHJA staff and Zone Committees. Zones may request additional social media channels, but USHJA will manage and create all accounts tied to the Association. Please see USHJA Policy GA118.

Zone Treasurer Responsibilities

- Manage the finances of the Zone Committee in coordination with the USHJA staff liaison and Finance Department and advise the committee regarding any fiscal matters related to the budget.
- Sign and submit the committee approved Funding Requests.
- Give Treasurer's report at committee meetings.
- Provide input and approval on all expense requests that are not included in the original budget.
- Provide directives to committee members and vendors to have all invoices, checks, et cetera... submitted to USHJA in a timely manner for payment.
- Provide directives to members to submit all Donation Forms for Cash, In Kind or Silent Auction Donations and Bid Sheets to USHJA in a timely manner.
- All invoices from vendors must list USHJA on the invoice for reimbursement.
- Provide directives to committee members when obtaining quotes for merchandise, awards, et cetera.
- Review all bids received and recommend to USHJA staff liaison which vendor fits the needs of the function in a cost-effective manner. If a bid is granted to a vendor that exceeds the USHJA supplier bid it must be approved, in writing, by the Executive Director before any orders can be placed.
- Coordinate with USHJA staff liaison to have all expenses that exceed \$1,000 approved, in writing, by the Executive Director.

Zone Funding and Payment of Invoices

Each Zone must develop and receive approval for all Zone Funding Requests. The staff liaison and Accounting Department shall assist the Zone Chair and Treasurer with this process. Zone Funding Requests must provide the detail necessary for the Accounting Department to process and pay invoices. Example: A line item for Zone Finals must include the specific categories which have been approved for payment such as ribbons, awards, catering fees, etc.

- USHJA shall only approve payment of the approved expenses detailed in a Zone Funding Request.
- All invoices must include the name and contact information of vendor/service provider, the USHJA name on the invoice, a description of the goods and/or services and the amount of the expense. All budget expenditures must have appropriate receipts attached to check requests.
- ***All invoices must be received by the USHJA office no later than December 15 of the year in which the expense was incurred in order to be approved for payment. Invoices received after this date will not be paid.***

- It is the responsibility of a host of any Zone event to contact the Zone Chair and staff liaison to determine whether there is an allocation for the payment of any expenses associated with the Zone event. It is the responsibility of the host to notify any potential vendor/service provider of the above requirements regarding invoices.

Zone Chef d'Equipe and Coordinator

A Coordinator will be appointed by the Zone Committee and does not have to be a committee member. Listed below are some of the duties of the Chef d'Equipe and Coordinator for the North American Youth Championships, USEF National Junior Jumper Championships, USEF Pony Jumper Championships, USHJA Zone Jumper Team Championships and the USHJA Platinum Jumper Championships. Equally important to these duties is the ability of the Chef d'Equipe and the Coordinator to work as a team. In addition, if a Zone decides to name one person to fill both positions, we recommend that help is provided in the form of an assistant.

- Chef d'Equipe Responsibilities
 - Attend technical and/or rider meetings for the competition.
 - General management and fitness of horses entered in the competition including observance of drug rules for competition.
 - General management, fitness and behavior of riders entered in the competition. Declaration and scratches of competitors and horses entered at the competition.
 - Notifying organizer of order of go in which the team of horse and rider combinations have been selected to compete in the team competition.
 - As needed, provide coaching assistance, e.g. with warm-up, walking courses, etc. A Chef d'Equipe may not perform any other official duties at the competition.
- Coordinator Responsibilities
 - Communicate Championship rules and Selection Procedures to interested individuals.
 - Once standings are complete, coordinate with riders in order of their placement on the standings until a full team has been established.
 - Conduct a meeting of the team members and their trainers for their recommendation of a Chef d'Equipe for the Championship to recommend to the Zone Committee for approval.
 - Assist riders with required documents for entry into Championship (for example: passports, health certificates, entry blanks, accreditation requests, etc.).
 - Send entries for riders to USHJA by date specified from USHJA and coordinate with Zone for any financial reimbursement.
 - As needed, assist and/or coordinate transportation and housing.

Award Requests for Zone Championships, Banquets and Other Events

Award requests for Zone Championships, Banquets or other events must be sent in writing to USHJA and the expenditure must be included in the current Zone budget.

- A host is not required to order the ribbons and awards through USHJA. If you purchase

your own ribbons and awards, you must notify the USHJA in advance and the USHJA will provide your chosen vendor with the required language and logos for use on the ribbons and awards. ***Any reimbursement for ribbons and awards must be approved by USHJA prior to the host placing an order.***

- A host may order the ribbons and awards through USHJA. The cost of the ribbons and awards will be paid for by the applicable Zone Committee within the budgeted allocation. If the total cost of the ribbons and awards exceeds the budgeted amount, the host competition is responsible for paying the balance due to USHJA within 30 days of the date the order is placed. If a host is interested in ordering the ribbons and awards through USHJA, the order must be completed on the Zone Championship Ribbon and Award Form and returned by the deadline. If the host does not return the completed form by the posted deadline, USHJA is not responsible for placing a rush order or for the cost of the ribbons and awards.
- There is a due date for award and ribbon requests. Requests are not submitted by this deadline cannot be guaranteed for delivery. Ribbons are non-refundable and cannot be returned for credit. In the event a competition has unused ribbons at the completion of the show, USHJA recommends donating the ribbons to an equine charity.
- For USHJA year-end Zone Awards, USHJA will select coordinated awards for all Zones. Individual Zones will not have the option to select these awards. This does not preclude you from acquiring donations of additional awards for your events.
- If awards/items are not purchased through USHJA, without prior approval, USHJA may refuse payment.

Zone HOTY Championship Event and Special Equitation Classes

- USHJA Zone HOTY Championships or Special Equitation Class host competitions are determined on an annual basis by evaluating applications, geographical balance, variance of dates and host history. All applications are reviewed by the applicable Zone Committee and Working Group, with the USHJA Executive Committee making the final determination of host competitions. The purpose of conducting a bid process for host site selection is to provide the USHJA Zone Committee with potential venues from which to choose a site that offers facilities and amenities worthy of hosting a USHJA Championship competition. All applications must be presented and voted upon, by the Zone Committee before any action may be taken to plan the event.
- ***USHJA shall only approve payment of the approved expenses detailed in a Zone budget.***
- ***It is the responsibility of a host of any Zone event to contact the Zone Chair and Staff Liaison to determine whether there is an allocation for the payment of any expenses associated with the Zone event and the requirements for payment of invoices.***
- ***It is the responsibility of the host to notify any potential vendor/service provider of the requirements regarding invoices.***

In considering applications, the Zone Committee must be very aware of any perception of conflict of interest and remember that these properties are not intended to promote or assist a

competition that is struggling or to reward a particular organizer, sponsor or member of the Zone Committee for service to the Zone.

Criteria to be considered in selecting a site shall include, but is not limited to, the following:

- Any bid that is not complete will not be considered. Application information must be addressed in detail.
- Each site will be considered on its own merits.
- All infrastructure required to host this event must be in existence at the facility at the time the bid is submitted. If the facility does not meet all the criteria set forth in this packet, the facility will not be considered to host this event.
- Consideration will be given to accessibility and affordability for potential participants.
- Consideration will be given to the knowledge and experience of potential host site organizers and management.
- Completed bids and any supporting materials must be received by USHJA by the posted deadlines.

The USHJA Zone Committee may request the committee liaison to obtain additional information from other parties regarding applications. All applications shall be reviewed by the applicable Zone Committee(s) and Zone Council, with the USHJA Executive Committee making the final determination of host competitions.

If USHJA, in its sole discretion, determines that no bids have been submitted that meet the criteria for selection, the USHJA may select and approve a facility that has not met the criteria or has not submitted a bid for consideration.

Zone Banquets

Each Zone may host a Zone Banquet to recognize the award winners of the Zone Horse of the Year Awards Program. Each Zone must complete the USHJA Zone Banquet Form and return it to USHJA by the posted deadlines.

List of Program, Scholarships, Fundraisers and Forums

- Zones must provide the USHJA office a complete list of Zone programs, scholarships, fundraisers and forums they plan to offer. The USHJA shall promote your Zone events through the USHJA website, USHJA eNews, USHJA In Stride and other media outlets as appropriate.
- Zones must provide the staff the necessary information they need to respond to member inquiries within the established deadlines.

General Guidelines and Criteria for Zone Scholarship and Grant Programs

USHJA Zone Committees may raise funds for and establish a scholarship program to benefit deserving Zone members.

- Only education grants and scholarships, used for college, university or other continuing

education/advanced training may be awarded.

- Scholarship funds will be maintained through the USHJA Foundation

As a 501 (c) 3 organization, the USHJA is required to maintain and file criteria and documentation with the IRS regarding all scholarship programs. In order to protect our tax-exempt status, we have created the following general guidelines and criteria for our Zone Committees to use when developing their programs.

- All Zone Grant or Scholarship programs must receive written approval by the Executive Director and/or Executive Committee prior to implementation.
- To request approval, all documentation including criteria, selection process, scholarship amount, methods for solicitation, and the like must accompany the written request.
- Additional information may be requested by the Executive Director and/or Executive Committee before granting approval of the program.

Criteria for Scholarship and Grant Programs

- Each Zone may award one or more scholarships.
- The total amount of funds distributed by each Zone may not exceed \$50,000.00 in any one USHJA fiscal year.
- Each Zone Committee may create their own criteria to determine those individuals who will be recommended as scholarship recipient(s) which shall be approved by the Executive Director. However, recipient(s) cannot be relatives of Zone committee members, USHJA Executive Committee members, Directors, or substantial contributors.
- Each Zone Grant Program, including selection criteria, will be publicized on the USHJA website. All Zones must use the standard application forms provided by USHJA.
- Full biographical, financial and academic information for each applicant must accompany their application and copies of same must be submitted to the USHJA.
- Applicants must be United States citizens/legal residents, USHJA members, residents of the awarding Zone and must meet the academic, leadership/work/community service, financial need and/or other requirements of their Zone Grant Program to be eligible for a scholarship award.
- Funds awarded to recipients will be paid by USHJA directly to the educational institution or service provider.
- If funds are paid to the educational institution per semester, recipient(s) must supply proof of continued enrollment.
- All funds raised must be accounted for and held in accordance with USHJA/Zone accounting and banking procedures.

Funding Approval Process for Grants and Scholarships

- Each Zone shall recommend to the USHJA Executive Director and/or Executive Committee those individuals who they have deemed eligible for a scholarship and the amount requested.
- All materials and application shall be sent to the USHJA staff liaison.

- The Executive Director and/or Executive Committee shall review grant disbursement requests on a monthly basis.

**BYLAWS
UNITED STATES HUNTER JUMPER ASSOCIATION, INC.
(USHJA)**

(The following language is taken from the USHJA Bylaws and Policy Manual)

Article 1301 - Zone Structure

Section 1. General. The Zone Committees are education based geographic committees which facilitate communication between members and leadership and create Zone programs and educational opportunities for the benefit of their constituents. The Zone Committees shall make suggestions and provide member feedback to the Board regarding rules, conduct and programs within the disciplines.

Section 2. Definition of Zones. The United States shall be divided into twelve (12) combined Hunter and Jumper Zones composed of the fifty (50) States and the District of Columbia as follows:

Zone 1 New England: Maine, Vermont, New Hampshire, Massachusetts, Connecticut and Rhode Island.

Zone 2 Northeast: New York, New Jersey and Pennsylvania.

Zone 3 Mid-Atlantic: Delaware, Maryland, Virginia, West Virginia, District of Columbia and North Carolina.

Zone 5 Southeast: Georgia, Alabama, Mississippi, Florida, South Carolina and Tennessee.

Zone 5 North Central: Kentucky, Illinois, Indiana, Ohio and Michigan.

Zone 6 Midwest: Wisconsin, Minnesota, Iowa, North Dakota, South Dakota and Nebraska.

Zone 7 South Central: Kansas, Missouri, Oklahoma, Texas, Arkansas and Louisiana.

Zone 8 Mountain: Utah, Colorado, New Mexico and Arizona.

Zone 9 Northwest: Washington, Oregon, Idaho, Montana and Wyoming.

Zone 10 Southwest: California and Nevada.

Zone 11 Hawaii.

Zone 12 Alaska.

Section 3. The Zone Council. The Zone Council is composed of Zone Chairs and Vice Chairs. Its function is to share information regarding sport and education between the twelve USHJA Zone Committees.

Article 1302 - Composition of the Zone Committees and the Zone Council

Section 1. Composition of Zone Committee. Each Zone Committee shall be composed of fifteen (15) members of which 40% must be designated hunter and 40% must be designated jumper. Six (6) members (3 Hunter and 3 Jumper) will be elected by the members of each Zone. As pursuant to the Policy Manual, four (4) members will be appointed by the four (4)

largest Affiliate Member Organizations. Five (5) members will be appointed by the President with Executive Committee approval.

Section 2. Composition of the Zone Council. The Zone Council shall be composed of the Chairs and Vice Chairs of each Zone. One must be hunter designated and the other jumper designated.

Article 1101 – General

Section 1. Definition. For the purpose of these Bylaws, all Working Groups, Councils, Standing Administrative Committees, Standing Sports Committees, other Committees including Zone Committees, or other established groupings of members other than the Board of Directors and Executive Committee **shall be referred to collectively as “committees”**. The terms and seating schedule as defined in the Policy Manual shall apply to all committees, unless a different provision on the matter is included within the Committee section of the Bylaws.

USHJA Zone Election Timeline & Procedures (Policy ZON100)

December

Each hunter and jumper zone shall appoint a Zone Nominating Committee (ZNC).

- Each of the Zone Committees shall hold a meeting to recommend three individuals for appointment to the ZNC and the USHJA President shall appoint a minimum of three additional members to the ZNC.
 - These appointments must be Senior Active or Associate members in good standing of the USHJA, reside within the zone per USHJA Bylaws and may or may not be members of the Zone Committee.
- The President shall appoint the Chairman of the ZNC.
- The ZNC will be responsible for insuring a minimum of three (3) and a maximum of six (6) hunter designated nominees and a minimum of three (3) and a maximum of six (6) jumper designated nominees has been met and that the nominees have met all requirements.

January

- Nominations for Zone Committee members will open January 1.
- Nomination forms will be available on the USHJA website home page and also on each individual Zone’s page.
- Recommendations for nominations may be submitted to the USHJA office by Senior Active or Senior Associate Members in good standing of the USHJA. Recommendations must be accompanied by the name and USHJA membership number of the individual making the recommendation, a short biography of the individual being recommended including their equestrian participation and governance experience.
- As nominations are received, each Nominee will be sent Nominee Packet which will include the USHJA Code of Conduct and Conflict of Interest Policy, Zone Committee member job description, and a Nominee Response Form to be returned indicating the

Nominee's understanding and acceptance of the conditions of service and indicating their willingness to serve if elected.

March

- Nominations Close on March 1. Incomplete recommendations or late nominations will not be eligible for inclusion on the ballot.
- On or before March 1. Affiliates must have provided association membership data (senior active members or the AMO's highest equivalent member category) based on November 30 information to substantiate eligibility to serve as one of the four largest AMOs.
- The names of all nominees meeting eligibility requirements will be forwarded to the Zone Nominating Committee for their consideration.
- Zone Nominating Committees may add nominees to the ballot should the minimum required number of nominees not be met.
 - If additional nominees must be added, the Zone Nominating Committee must analyze the nominees with regard to: Zone level experience, geographic balance, technical expertise, governance expertise, constituency representation.
 - All additional nominees put forward for the ballot by a Zone Nominating Committee must meet the eligibility requirements and will be sent the Nominee packet and only those who return the completed Nominee Response Form by April 30, 2020 will be added to the Zone Ballot.
- If the number of nominees exceeds the maximum allowed, the Zone Nominating Committee shall analyze the nominees with regard to: Zone level experience, geographic balance, technical expertise, governance expertise, constituency representation and shall select the candidates who are best qualified to represent these interests and the interests of the zone members.

May

- On May 15, the ballots and biographies will be posted on each USHJA Zone webpage.
- Members will be required to log in on a secure site and through log-in their eligibility to vote will be verified. The election materials will consist of the following:
- A ballot containing the names of candidates determined by the Zone Nominating Committee.
- A biographical statement provided by each candidate.
- The attendance record for Zone Committee meetings of each incumbent.

July – September

- On July 1, Zone Elections close and sign-in on the secure voting site will no longer be possible.
- On or about July 15, the USHJA office will notify each newly elected Zone Committee member of his or her election by email following the finalization of the election results.
- On or before July 31 the four (4) largest USHJA Affiliate Member Organizations in each zone, as determined by their number of members, will be contacted by the ED to

recommend a candidate for appointment by the President to the Zone Committee. Notification shall include the names of the elected individuals.

- The Executive Committee shall meet and perform its duties with regards to the appointment of additional members to the Zone Committees.
- Once the seating of each Zone Committee is completed, the ED will conduct a call with each Zone Committee to receive their recommendations on Chair and Vice-Chair.
 - The Executive Committee shall meet and perform their duties with regards to the appointment of the Chair and Vice-Chair of the Zone Committees. In the event that the EC chooses to recommend to the Board individuals other than those recommended by the Zone Committees, the ED shall communicate their decision to the Zone Committee members by conference call.
- EC recommendations will go forward to the Board for their review.
 - Zone Chairs and Vice-Chairs will be seated following BOD approval.

October

- Newly created Zone Committees will attend the October Zone Committee teleconference meeting.
- These meetings will serve to inform and educate the newly formed committees as to the progress of the Zone's work.

November

- Newly created Zone Committees shall be seated.
- Following seating the Zone Committees shall elect a treasurer.

Zone Committee Responsibilities (Policy ZON101)

USHJA Zone Committee Duties. The duties of Zone representatives shall include the following:

- a. Providing a forum to discuss and create nationwide Hunter and Jumper programs that tie the individual Zone programs together.
- b. Exchanging ideas across Zones, communicating with other Zones, and interfacing on a national level with other Hunter/Jumper constituents.
- c. Communicating with the Zone's Hunter and Jumper constituency.
- d. Providing Zone input for the Zone Championships and Finals.
- e. Recommending, creating, and coordinating education opportunities and programs taking place in each Zone.
- f. Raising funds for Hunter and Jumper Programs.
- g. Providing input and feedback regarding the various USHJA Hunter and Jumper awards programs.

USHJA Zone Committee Duties for Jumper Representatives. The duties of Jumper Zone representatives shall include the following:

- a. Recommending two (2) individuals who have designated Jumper as his/her primary discipline for appointment to the Jumper Working Group.
- b. Participating in the USHJA Annual Convention on behalf of the Zone and its Jumper constituents, providing input and feedback on Jumper issues and Rule Change Proposals to the Jumper Working Group.
- c. Recommending any Jumper education programs to the Jumper Working Group.
- d. Working with the USHJA staff and the USEF Jumper Liaison to develop Zone selection criteria for the FEI Junior Championship, FEI Young Rider Championship, National Junior Jumper Championship, and National Pony Jumper Championship in accordance with USHJA procedures.
- e. Coordinating and monitoring selection events leading to the team selection for the above championships.
- f. Working with the USHJA staff and the USEF Jumper Liaison to develop Zone Specifications for Children's and Adult Amateur Jumpers in accordance with USHJA procedures.

USHJA Zone Committee Duties for Hunter Representatives. The duties of the Hunter Zone Committees shall include the following:

- a. Recommending two (2) individuals who have designated Hunter as their primary discipline for appointment to the Hunter Working Group.
- b. Participation in the USHJA Annual Convention on behalf of the Zone and its Hunter constituents, providing input and feedback on Hunter issues and Rule Change Proposals to the Hunter Working Group.
- c. Working with the USHJA staff and the USEF Hunter Liaison to develop Zone Specifications for the, Children's and Adult Amateur Hunters in accordance with USHJA procedures.
- d. Submitting written proposals for administrative and program expenses to be reviewed by the Hunter Working Group.

Article 1304 - Alaska and Hawaii.

Section 1. Zone 12 Alaska and Zone 11 Hawaii. These Zones will follow the provisions set forth in Article 1100 with the following exceptions:

- a. The elected size of a Combined Hunter/Jumper Zone Committee shall be a minimum of three (3) members, one (1) of whom must have designated Jumper as their primary affiliation.

AFFILIATE ORGANIZATIONS

Article 1401 - Affiliate Organizations, and Affiliate Member Organizations

Section 1. Affiliate Organization Definition. An Affiliate Organization shall be any local, state, regional and/or national organization, club, association, including educational institutions which offer equine competitions and/or equine related programs, and corporations or other entities approved for membership by the Board of Directors.

Affiliate Organizations are not eligible to serve as an Affiliate Member Organization on the Zone Committee or Affiliate Council unless they meet the criteria in Article 1401, Section 2.

Section 2. Affiliate Member Organizations Definition and Eligibility to Serve on Zone Committees.

- a. Requirements. These organizations must be:
 1. Must be current in their membership as an Affiliate Organization, and a member in good standing with USHJA as per the requirements listed in the Policy Manual
 2. Have Bylaws
 3. Be governed by a volunteer board of directors with a minimum of five (5) members
 4. Be either a non-profit or mutual-benefit organization recognized as such by both its home state and the IRS
 5. Hold a minimum of ten (10) sanctioned shows in at least three (3) different venues
 6. Hold at least one annual educational activity
- b. Geography. Affiliate Member Organizations will be counted for representational purposes by the Zone in which their principal place of business is located

Affiliate Council

Article 1402 – Affiliates Council (Regional Group and National Affiliates Council)

Section 1. Composition.

- a. The Regional Affiliates Groups will be composed of Affiliate Organizations in good standing from each Zone, and structured as follows: Zones 1&2; 3&4; 5&6; 7&8; 9, 10, 11 &12.
- b. The National Affiliate Councils shall be composed of one Hunter Jumper Affiliate Organization representative from each Zone as elected by the Regional Affiliates Group, plus a representative from the four (4) largest scholastic formats by membership size.

Appendix A.1

CONFLICT OF INTEREST STATEMENT AND ETHICS POLICY

As the Federation Recognized Affiliate representing and governing the hunter and jumper disciplines, the United States Hunter Jumper Association, Inc. (USHJA) must conduct all its activities and business in accordance with the highest level of responsibility and trust owed to its members and the sport. USHJA expects and requires its volunteers and staff to conduct all Association business with integrity and to maintain a standard of ethical conduct consistent with the values, spirit, and ideals upon which the Association was founded.

ETHICS POLICY

Accordingly, the Association requires its volunteers and staff to observe the following Ethics Policy:

- Conduct all dealings with honesty, openness and fairness.
- Respect the rights of all volunteers and staff to fair treatment and equal opportunity, free from discrimination or harassment of any type.
- Know, understand, and comply with the laws, regulations, and codes of conduct governing the business and activities of the USHJA.
- Recognize and support the principles of Horse Welfare, Sport Integrity, Safe Sport, and Diversity Equity and Inclusion for the health and future success of USHJA and our sport.
- Ensure that all transactions are handled honestly and recorded accurately.
- Protect information that belongs to USHJA, our donors, sponsors, suppliers, volunteers and staff.
- Avoid conflicts of interest, both real and perceived.
- Use USHJA assets and information only for the betterment of the organization and its members.
- Recognize that the appearance of misconduct or impropriety can damage the reputation of the USHJA and act accordingly.
- Maintain the confidentiality of committee business as instructed by the Committee Liaison or Chairman.

CONFLICT OF INTEREST POLICY

The USHJA Ethics Policy provides a framework of integrity for interactions with or on behalf of USHJA. All Officers, Directors, Staff and volunteers of USHJA are expected to be familiar with and govern their conduct in accordance with USHJA By-Laws, policies and procedures.

Our Conflict of Interest Policy provides for the following:

(1) Circumstances. A conflict of interest is any personal, family, business or financial relationship, whether direct or indirect, which could influence or be perceived to influence objectivity when representing or conducting business for or on behalf of USHJA. For the purposes of this policy, a family member is defined as an individual's spouse, domestic partner, parent, child, grandchild, great-grandchild, sibling, half-sibling or spouse of sibling or half-sibling, ancestor or the spouse of the individual's child, grandchild, great-grandchild or sibling or any other individuals with a significant familial or familial-like relationship including in-laws.

(2) Disclosure. Conflicts or potential conflicts must be disclosed in accordance with the following procedures: Directors, Officers, Working Group members and Key Employees must complete, sign and submit annual conflict of interest disclosure statements to USHJA and, in the case of new Directors/Officers, prior to commencing term of office. Other Staff and volunteers shall acknowledge and disclose in their formal acceptances of either employment or committee seating. Conflicts and potential conflicts must also be disclosed accordingly as they arise.

(3) Participation. Conflicted persons may not be present at or participate in Board of Directors or Committee deliberations, discussions or voting on any matters giving rise to the conflict and they are prohibited from attempting to influence such deliberations or vote.

(4) Documentation. The existence and resolution of any conflicts must be documented in USHJA records, including the minutes of any meeting at which the conflict was discussed or voted upon.

(5) Related Party Transactions. Related party transactions as defined in USHJA By-Law Article 1310 must be disclosed in writing to the Board of Directors upon occurrence. The Board of Directors must (a) consider alternative transactions to the extent available prior to entering into the transaction, (b) approve the transaction by not less than a majority vote of the directors present, excluding the related party, if applicable and (c) contemporaneously document in writing the basis for the Board approval, including its consideration of alternative transactions.

Appendix A.2



DISCLOSURE AND AFFIRMATION STATEMENT

I have received a copy of the USHJA Conflict of Interest Statement and Ethics Policy and have read carefully and fully understand these policies.

If any relationships, positions, or circumstances have arisen within the last twelve (12) months or since my last signing of the disclosure and affirmation statement, that may have or appear to have a potential conflict of interest, I must disclose such relationships, positions, or circumstances to the Board of Directors of USHJA by submitting written disclosure of same to the USHJA Executive Director immediately and hereby agree to do so.

I hereby affirm that I have read and understand the Conflict of Interest Statement and Ethics Policy of the United States Hunter Jumper Association currently in effect and I agree to act in accordance with those policies and all applicable By-Laws. I further understand and agree that it is my duty to inform the Board of Directors of any circumstances or relationships that create or represent a real or potential conflict of interest.

I acknowledge and understand that a breach of these Policies may result in my removal from the Board of Directors, committee, task force and/or council seat(s) that I hold.

I understand that the USHJA is a charitable organization and that, in order to maintain its federal tax exemption, must engage in and appropriately conduct those activities which further its tax-exempt purposes.

Signature

Date

Print Name



CONFLICT OF INTEREST DISCLOSURE STATEMENT

This form is provided for your convenience should a conflict of interest or circumstances which may be perceived to be a conflict exist or arise. Please provide a full description of the conflicted or potentially conflicted relationship, business or financial situation, employment, or any other circumstance involving you or anyone related to you as described in the USHJA Conflict of Interest Statement and Ethics Policy. Please note that your failure to fully disclose all required information may result in your removal from your position within the Association. This form should be forwarded to the Executive Director - USHJA, 3870 Cigar Lane, Lexington, KY 40511.

Signature

Date

Appendix B.1

USHJA COMMITTEE PROGRAM PLANNING

This planning guide is a required tool for all USHJA committees to use as they consider the creation or modifications of programs. *All new and modified programs if approved by the Board of Directors will be approved on a pilot basis of three (3) years, at which time the program will be evaluated for continuation, modification, or dissolution.*

This planning guide is designed to assist the committee in determining if a program will help the organization fulfill its mission and serve its constituents, as well as the cost of both human and economic resources and the feasibility of implementation.

Program proposals submitted to the Board of Directors for consideration must address the following topics:

1. How would you describe your program? Provide your big picture vision and the purpose of your completed endeavor.
2. What are your Goals? (The What) What are your objectives? (The How)
3. A goal might be that visitors to the USHJA website will easily be able to find the information they are seeking.
4. Objectives to support this goal might include: all major programs will be immediately accessible from the home page, every program will have a colorful and informative brochure as a downloadable PDF on the program's front page and it will take no more than three clicks to find any piece of program information.
5. Who will benefit from your program? Define your target audience. Be sure to include all constituents who will be impacted and consider what percentage of our overall membership this program will benefit.
6. Will you be creating any products and/or will you be providing any services?
7. What is the program timeline for development and implementation?
8. Will you have an incremental implementation process or a pilot program?
9. Are there any critical milestones within your implementation phases?
10. Will you need specific information, advice, special systems, equipment or tools?
11. How will responsibilities be divided between volunteers and staff? It is extremely important that you consider what responsibilities will be handled by volunteers and those that will be passed on to staff.
12. What are the costs (capital, human, ongoing) for successful implementation and how will these be paid?
13. Will the program generate revenue and become budget neutral or show a profit?
14. Will the program require sponsors to be sustainable?
15. How will you evaluate success?
16. How might your program evolve over time?
17. What potential risks should you plan to manage?

Attached are two resources to assist committees with creating and amending programs.

- USHJA Program Planning Guide Checklist
- USHJA Program Amendment Checklist

Appendix B.2

USHJA PROGRAM PLANNING GUIDE CHECKLIST

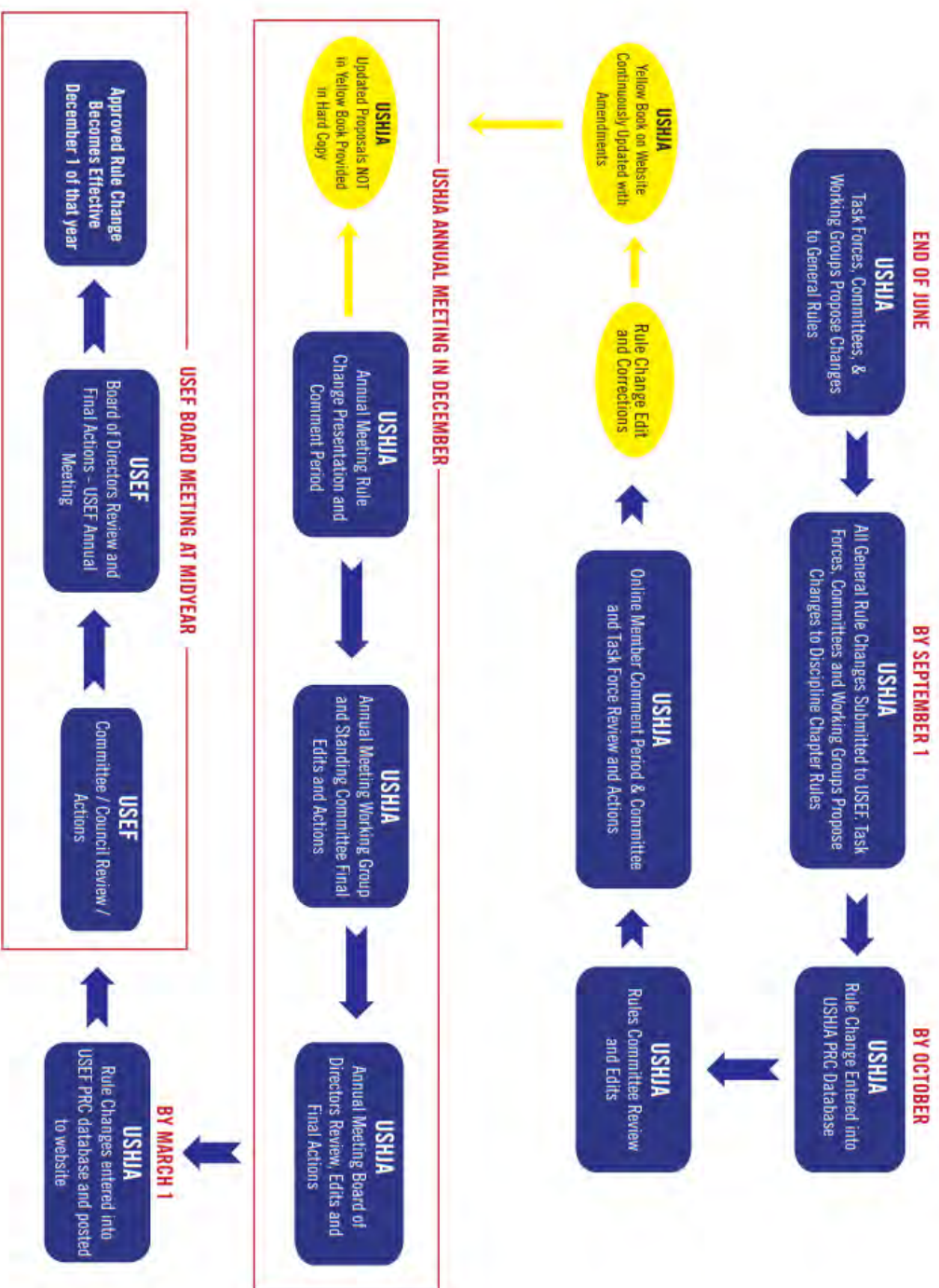
Task	Completed	Not Completed
Have you thoroughly described the vision, purpose and scope of your program?		
Have you outlined your goals (The What) for the 3 year pilot?		
Have you stated quantifiable objectives for the 3 year pilot? (The How)		
Have you defined your target audience including all of the constituents that will benefit from your proposed program?		
Have you researched the need to justify the development and establishment of this program?		
Have you outlined in detail any products or services that are a component of your proposed program?		
Have you created a realistic implementation timeline and plan to pilot and evaluate the program?		
Have you clearly outlined the volunteer responsibilities for implementation?		
Have you clearly outlined the staff responsibilities for implementation?		
Have you created a program budget?		
Have you identified a revenue source to support the program during the 3 pilot years?		
Have you identified IT services and associated costs that are required for program implementation?		
Have you established benchmarks and a timeline in which the program will be evaluated for success?		
Have you established a timeline for reporting benchmarks and evaluation findings to your oversight committee?		
Have any potential risks associated with the program been identified and addressed?		
Has the program budget been reviewed by staff?		
Have the Communications, Sponsorship/Advertisement, Awards, Arts and Graphic Departments been engaged to discuss related risks and opportunities?		
Has the program proposal been reviewed by legal?		
Has the program proposal been approved by the Executive Committee or Board of Directors?		

Appendix B.3

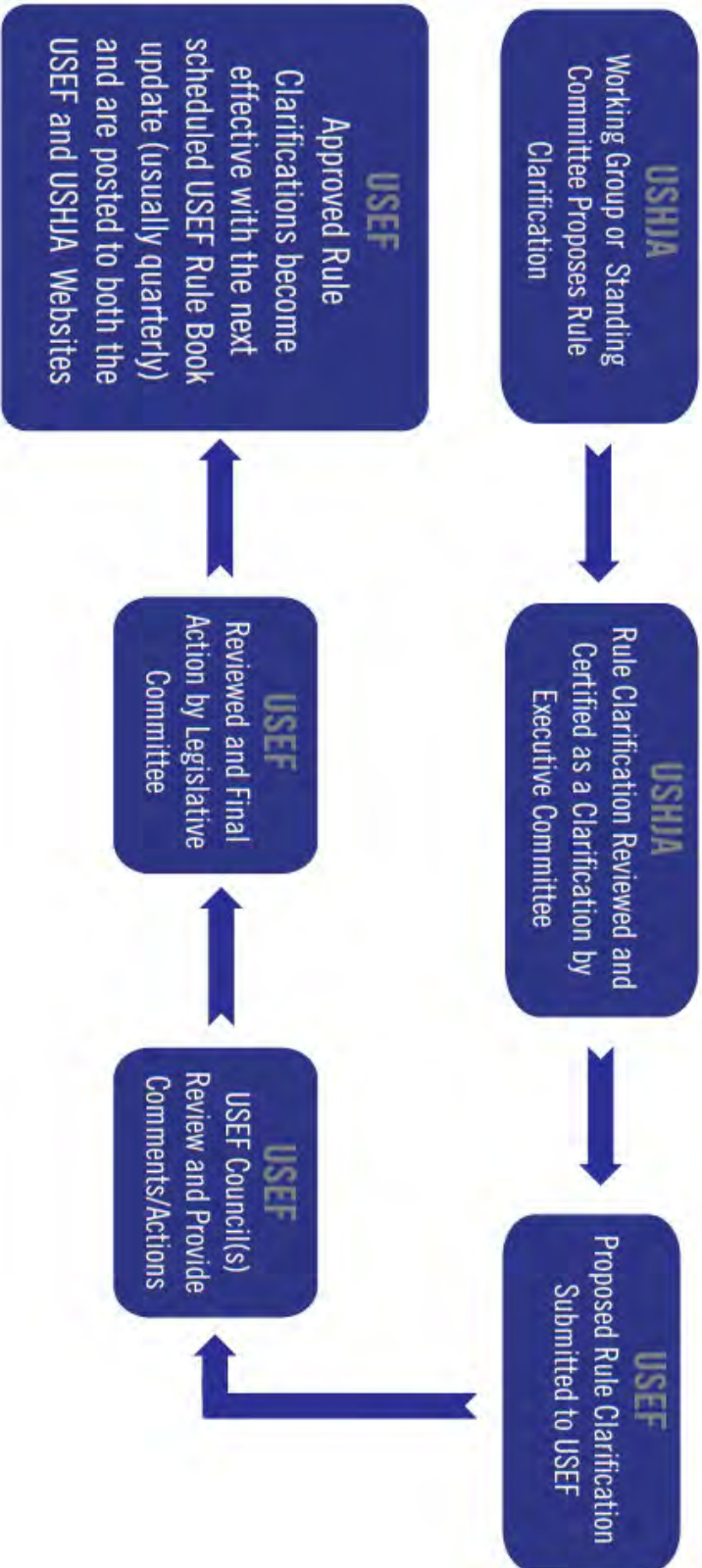
USHJA Program Modification(s): Development, Planning, Management Checklist

Task	Completed	Not Completed
Have you evaluated the Program against the initial benchmarks to evaluate the program's success?		
Have you surveyed your target audience and all program constituents to determine if the areas in which the program has been successful or may need improvement?		
Have you determined if your initial goals and objectives are still appropriate for the program?		
Have you evaluated the program's financials to determine if budget objectives have been met? Exceeded? Need re-evaluation?		
Have you determined if your program's administrative needs have diminished? Remained constant? Increased?		
Have you created a realistic implementation timeline for planned changes?		
Have you identified how the suggested changes will impact: budget, participants, sponsors, volunteers, staff?		
Have you identified any new IT services and associated costs that are required to implement the proposed program changes?		
Have any potential risks associated with the proposed program changes been identified and addressed?		
Have you developed a three year strategic plan for the next step in the program's evolution?		
Has the modified/new program budget incorporating proposed changes been established?		
Have the Communications, Sponsorship/Advertisement, Awards, Arts and Graphic Departments been engaged to discuss related risks and opportunities?		
Has the proposed changes for the program been reviewed by legal?		
Has the program proposal been approved by the Executive Committee or Board of Directors?		

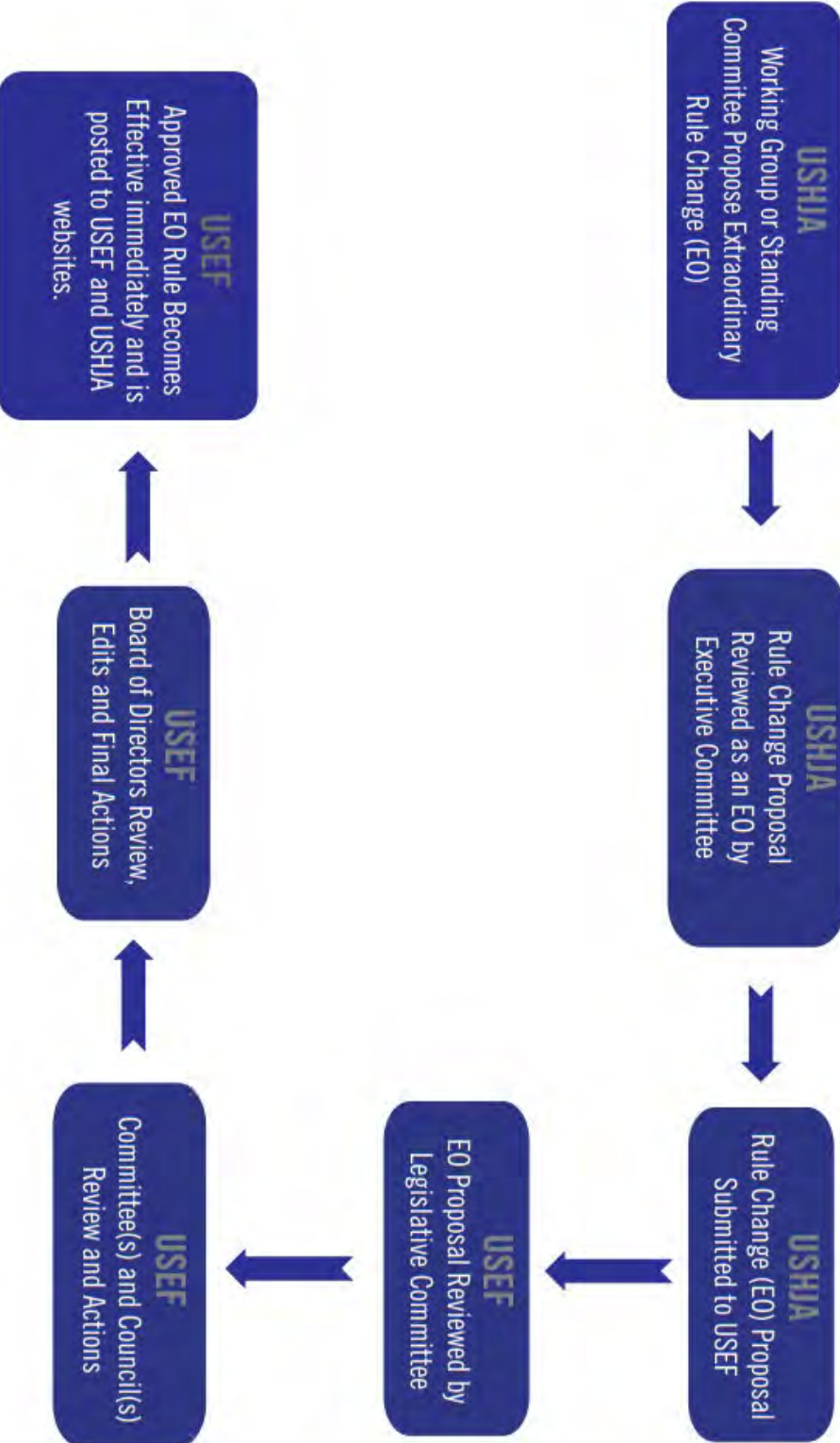
USEF Standard Rule Change Proposal Flow Chart



Proposed USEF Rule Clarification Flow Chart

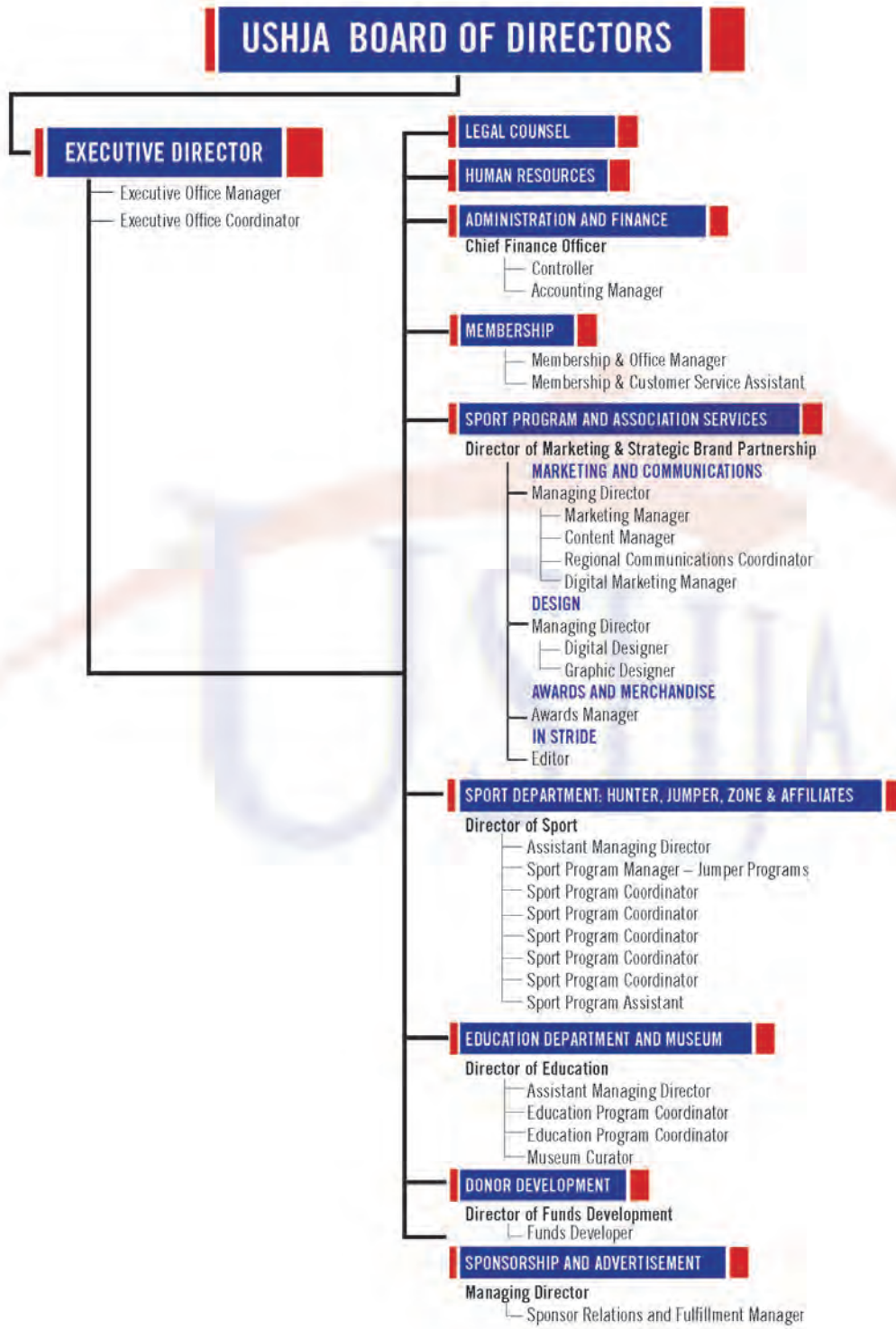


USEF Extraordinary Rule Change Proposal Flow Chart



Appendix D

USHJA Organization Chart



Appendix E - USHJA Approval Process Chart

Topics	Recommendation/Decision Approval Steps Moving From Left to Right											Final	Final	Final	Final	Final	Final	Final	Final	Final							
	Legal Counsel	Taskforce/Committee	Rules Committee	Standing Committee	Zones	HWG	JWG	HWG Chair	JWG Chair	Planning Committee	Awards Committee										Member Comment	Staff/Liaisons	Executive Director	Sport Director	Officers	Finance Department - Sr. Staff	Finance Committee
ASSOCIATION/ORGANIZATIONAL																											
Bylaw Amendments																											
Policies																											
Annual Budget																											
Sports Budget																											
Fee Structure - Membership/Horse Registration, etc.																											
Program Related Fee Structures																											
Strategic Plan (Organics with Planning Committee)																											
Legal Report																											
Treasurer's Report																											
Audit																											
Annual Meeting Planning																											
New Program Development (Programs run alongside with any groups - Comm or Wk group)																											
Program Amendments and Proposals																											
Program Review																											
All New Grants																											
Awards Programs and Perennial Trophies																											
EXISTING PROGRAMS - HUNTER																											
Hunter Team Challenge, Green Challenge, Green Incentive, Int. Hunter Derby, Nat. Hunter Derby, Pony Hunter Derby, Sillie B Wheeler, USHJA Hunter Sections, Young Hunter Pony Champ, WCHH																											
Excursions																											
Green Hunter Challenge																											
Sillie B Wheeler Hunter Breeding (Format changed)																											

USHJA Chain of Approval Chart 3.12.22

USJIA Chain of Approval Chart 9.12.22

O = Originates; *C* = Collection Point; *F* = Facilitates;
 Then 1 to 2 = Chain of Review/Approval

	Legal Counsel	Taskforce/Committee	Rules Committee	Standing Committee	Zones	HWG	JWG	HWG Chair	JWG Chair	Planning Committee	Awards Committee	Member Comment	Staff/Liaisons	Executive Director	Sport Director	Officers	Finance Department - Sr. Staff	Finance Committee	Audit Committee	Executive Committee	Directors (Volunteer)	Foundation	BOD	Destination (if outside USJIA)
Platinum Jumper Team Champs.	0					1	1					F, C								Final				
10/1.05 Child/Adult Zone Jumper Champs.	0					1	1					F, C								Final				
Zone Team Jumper and Platinum Exemption	0					1	1					F, C								Final				
Zone Team Jumper and Platinum Eligibility Waivers	0											F, C	Final											
EXISTING PROGRAMS - Education																								
Gold Star Host and Clinician Selection Specs/Criteria	0					1	1					F, C	2							Final				
Gold Star Clinician Selection	0					1	1					F, C	2							Final				
EAP Host Venue Selection	0					1	1					F, C	2							Final				
EAP Host and Clinician Selection Specs/Criteria	0					0	0					F	1							Final				
EAP Host Venue Selection	0					0	0					F	Final											
EAP Clinician Selection & Athlete Approval	0					0	0					F	Final											
Membership Quiz Challenge Specifications/Criteria	0					1	1					F	2							Final				
LO Curriculum and tests	0					0	0					F, C	1											2 USEF
LO Host and Clinician Selection Specs/Criteria	0					0	0					F, C	1							Final				
LO Host Venue Selection	0					0	0					F, C	Final											
LO Host Clinician Selection	0					0	0					F, C	Final											
EXISTING PROGRAMS - OTHER																								
USJIA National Championships Specs/Criteria	0											F											Final	1 (USEF)
USJIA National Championships Host Selection	0											F											Final	1 (USEF)
Outreach Competition Program Specifications	0											F	0		0					Final				
Recognized Riding Academy Program Specifications	0											F								Final				

