

NEW YORK STATE HORSE COUNCIL, INC.

BOARD OF DIRECTORS POLICIES

POLICY BOOK

The Board of Directors shall, at its discretion, establish policies governing the conduct of the Council. The Secretary shall maintain such policies in a policy book, and provide a copy of all current policies to each incoming director upon his/her election.

ATTENDANCE POLICY

In order to have an effective and vital Board of Directors each person's active participation is a necessity. Therefore, attendance at all regular Board meetings shall be considered an essential qualification for all directors and officers.

In the event that a director or officer is unable to attend a regularly scheduled meeting of the board, or any committee to which he/she has been assigned, it shall be that person's responsibility to: 1) communicate to the President or Committee Chair (in advance of the meeting) the reason for his/her inability to attend, and 2) submit a written report, or otherwise contribute their ideas and energies to the work of the board or committee at least 5 days prior to the meeting if possible.

In the event that a director or officer should be absent without notice, as specified above, for more than two meetings during his/her term the President or Executive Vice President should call and ask the director to resign. The position may be filled by appointment if deemed to be in the best interests of the organization.

The above provisions shall be applicable only if there has been at least 21 days written notice of the scheduled meeting.

BUDGET/PLANNING POLICY

Each year, within 45 days following the annual election, each Officer and/or Committee chairperson shall submit a written proposal to the Board of Directors. Such proposal shall outline the coming year's planned activities, along with a detailed proposed budget. Once approved, it shall then become the committee's responsibility to conduct the outlined activities within the financial limits approved by the Board, unless an amended budget plan is subsequently submitted to and approved by either the Board or the Executive Committee.

FINANCIAL ACCOUNTABILITY

Any officer, committee chairperson or member who has been granted the use of Council funds, shall be responsible for submitting a written financial accounting to the treasurer within 90 days of the finish of the activity or event. It is the intent of the Council that all activities be self-supporting. Expense reports must be in by December 15 to go in the proper fiscal year.

AUTHORIZATION FOR EXPENDITURES

No officer, committee chairperson or member of the Council may incur any indebtedness on behalf of the Council, without prior official approval, as delineated below.

Officers and committee chairpersons may incur Council indebtedness or be advanced funds in the amount of \$200.00, but not more than \$500.00 only as authorized by the board through the budget/planning process. Any unauthorized expenditures will not be reimbursed.

Expenditures not budgeted in excess of \$1,000.00 may only be authorized by action of a majority of the directors present at an officially convened meeting. Expenditures between \$100.00 and \$1,000.00 may be authorized by the executive committee, at an officially convened meeting, telephone conference or email. The President and Treasurer each may, at their discretion, authorize expenditures not to exceed \$100.00, provided that the person expending the funds is not also authorizing the expenditure. Checks over \$500.00 must have two official signatures as authorized per bank signature authorization cards.

SPOKESPERSON POLICY

In dealing with the print and electronic media, the President, Executive Vice President, and Regional Vice Presidents shall be the only persons authorized to officially represent the position and policies of the NYS Horse Council. They shall also be the only persons authorized to grant interviews on behalf of the Council. The President may, at his/her discretion, designate other directors and/or officers to respond to specific issues as requested by the press.

Other committee chairpersons who need to issue press releases shall first submit them to the President before publicly disseminating any information.

Updated 02/28/05 dkjlcfr@frontiernet.net