

MPHA POLICIES AND PROCEDURES

I. NSF CHECK POLICY

The following is the procedure that the Minnesota Paint Horse Association will follow for all checks returned from the bank for insufficient funds.

Upon notice from the bank that the check has been returned for insufficient funds, the Treasurer will mail (by certified mail) the issuer of the NSF check a demand for payment letter that requests payment of the NSF check plus a \$25 NSF check fee. The issuer of the NSF check will have 20 days to make payment in order to remain in good standing with MPHA.

Should the issuer of the NSF check fail to submit payment within the 20-day period, he/she will be considered not in good standing with MPHA until payment is made, and any MPHA points earned will not be awarded.

In addition, this person shall be placed on a cash only basis for a period of one year following the payment of the NSF check plus fees or cannot conduct business with MPHA until funds have been satisfied.

If the issuer sends payment within the 20-day window of notice, they shall remain in good standing and be allowed to conduct business as usual with MPHA, and any MPHA points earned during the 20 days will be awarded.

Repeat offenders that write 2 or more NSF checks within a calendar year, will remain on a cash only basis indefinitely or until the MPHA Board of Directors approves other methods of payment. No awards shall be issued by MPHA to individuals with outstanding debts to the organization.

II. MPHA SHOW APPROVAL

Application for MPHA show approval must be submitted with a class list and \$50 no later than 105 days prior to the requested dates in order to be considered by the MPHA Board of Directors for approval. Show approval by the MPHA is contingent upon approval by the APHA.

III. STANDING COMMITTEES

- A. All standing committees are to maintain a log with minutes and other pertinent information to be passed on to subsequent chairpersons.
 1. Show Committee
 - a. The Show Committee, subject to the Board approval, shall be responsible for establishing class schedules, show dates, show locations, show fees, and obtaining APHA Show approval. They will arrange for judges, announcers, ring stewards, office personnel, transportation for the judges, and maintain the ring equipment as necessary.
 2. Membership & Sunshine
 - a. Responsibilities include but not limited to: Send out welcome letters and membership cards; send out special remembrances with Board's approval.
 3. Points Keeper

- a. Maintain an accurate record of state point earners in all class divisions, and publish high-point standings in a timely fashion on the MPHA website and Facebook page.
- 4. Rules Committee
 - a. Responsibilities include clarifying and offering recommendations for updating the rules and bylaws of the MPHA.
- 5. Futurity Committee
 - a. Help develop and implement Futurity Rules with Board approval (see Section I-IX).
- 6. Select Futurity Committee
 - a. Help develop and implement Select Futurity Rules with Board approval.
- 7. MPHA Annual Directory
 - a. It is suggested that the MPHA publish an annual directory which is to include (but not limited to) a membership list, club activities, officers, committee chairpersons, year-end award winners, futurity winners, and advertisements. Rates and other pertinent information will be stated on the MPHA website and Facebook page.
 - b. In the event that pages are auctioned, the following pages are recommended to be offered: inside front cover, center pages (set), inside back cover, back cover, and first right-hand page.
- 8. Newsletter
 - a. The editor's responsibilities include the compilation, productions, and distribution of the official Newsletter in a timely fashion. The editor is responsible for maintaining records of all income and expenses incurred by the Newsletter and giving timely reports to the Board of Directors.

IV. NATIONAL DIRECTOR REIMBURSEMENT

Reimbursement for a National Director will be granted if the National Director gives a formal report to the MPHA Board of Directors and a written committee report to post on the MPHA website and Facebook page within 45 days of the National Convention. If there are multiple National Directors requesting reimbursement, the total amount will not exceed \$1000 annually and will be divided amongst the directors equally, not to exceed \$300 per individual.

V. ELIGIBILITY FOR MPHA BOARD OF DIRECTORS

- A. To be eligible to run for a position on the MPHA Board of Directors, membership must be obtained by or at the 1st MPHA sponsored show.
- B. No board member who resigns before the completion of their term can return to a board position for a period of 5 years. In the instance of a board member resigning due to special circumstances, it will be up to the board of directors' discretion when that board member can return to the board.

VI. IRS

- A. Every year MPHA will send in paper copies of their tax return to the IRS.