



Region Handbook

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The California State Horsemen's Association Inc. is a Charitable Non-profit Corporation operated for the purpose of protecting and promoting the many equine related activities in the State. For the purpose of administration, the State is divided into geographic sections known as Regions. The boundaries of a Region are determined by the CSHA Board of Directors. Each Region is governed by a Region Council. Each Region is an integral part of the administration of the corporation. Each Region is answerable to the CSHA Board of Directors. Under no circumstances should a Region think of itself as an independent organization. It is a part of CSHA and must be operated accordingly.

The Region Handbook was created so that each changing Region administration will not lose sight of the objectives of CSHA. The handbook also will prevent jeopardizing the non-profit status of the corporation.

The rules and regulations outlined herein are explanations of the CSHA Bylaws and Administrative Practices, policy rules, and procedures, Roberts Rules of Order and California Corporation Code. Any question regarding proper procedure should be directed to the Area Vice President for clarification.

Region Officers should familiarize themselves with the CSHA Bylaws, paying special attention to:

Article IX Regions

- Sec. 1.0 General
- 1.2 Membership
- Sec. 2.0 Government
 - 2.1 Region Council
 - 2.2 Officers
- Sec. 3.0 Meetings
- Sec. 4.0 Election of Region Officers
- Sec. 5.0 Filling Vacancies
- Sec. 6.0 Term of Office
- Sec. 7.0 Committees
- Sec. 8.0 Miscellaneous

Region Standing Committees

Mandatory

- Administrative Practices
- Bylaws
- Finance (can be treasurer)
- Insurance
- Nomination
- Public Relations

Discretionary

- Drill Team
- Endurance Trail Ride
- English/Western
- Equestrian Trails Patrol
- Gymkhana
- Horsemastership
- Parade
- Royalty
- Stock Competition
- Trails
- Trail Rider Awards Program
- Trail Trials

Meetings

A Region meeting should be used to plan and coordinate the Region's various activities. The scheduling of these meetings is determined by the Region. Regular-scheduled monthly meetings are advisable.

One meeting should be held prior to the November CSHA State Convention to elect new officers.

Quorum

The Region Council consists of the President, Immediate Past President, Vice President(s), Secretary, Treasurer, club Representatives and all individual members. The following will be counted to establish a quorum: President, Vice President(s), Immediate Past President, Secretary, Treasurer, and committee chairs. A quorum will be 20%.

Recommended agenda format

Call to order
Pledge of Allegiance
Determine quorum
Approval of the previous meeting's minutes
Reports:
 President
 Vice President(s)
 Treasurer
 Junior Advisor
 Committee reports
 Club reports
Unfinished Business
New Business
Announcements
Adjournment

Duties of the Officers

President

Duties at Region level

- a. Is familiar with the CSHA Bylaws
- b. Chairs the Region Council: sets dates, places and times for meetings; presides over and conducts region meetings; handles all questions and motions equitably. Counts for quorum.
- c. Expresses an opinion only after turning chair temporarily over to Vice President.
- d. Exercises a vote only to break a tie.
- e. Appoints chairs to Region committees, with Council approval. Assumes chairmanship until an appointment is made.
- f. Submits complete roster of the Region officers and Chairs with names, postal and e-mail addresses and phone numbers to the CSHA secretary no later than two (2) weeks prior to the January quarterly meeting
- g. Prepares administrative budget. Reviews Program budgets for approval by the Region Council at the first meeting of the calendar year.
- h. Appoints any special committee that may be necessary for the operation of the Region.
- i. Is an ex-officio member of all Region committees.
- j. Should appoint a Region Parliamentarian who is knowledgeable of Robert's Rules of Order-newly revised
- k. Prepares reports on the Region's activities to be given at the CSHA Board of Directors meetings.
- l. Completes all appropriate State of California required forms for fundraising events.
- m. Keeps the First Vice President informed of all activities and functions.
- n. Promotes CSHA goodwill.

Duties at State level

- a. Is a director of the CSHA Board of Directors and attends each quarterly meeting.
- b. Submits a written authorization to the State Office designating a Region Representative for the Board of Directors if the President or Vice President (s) cannot attend any Board of Directors Meeting.
- c. As a member of the CSHA Board of Directors can make motions, speak to issues and votes.
- d. Gives an oral and written report of the Region's activities. The written report must be submitted to the CSHA secretary and is part of the minutes.
- e. Serves on any State committee to which he or she may be appointed.

First Vice President

- a. Is familiar with the CSHA Bylaws.
- b. Understands the duties of the Region President.
- c. Substitutes for the Region President during his or her absence.
- d. Assists the Region President when asked.
- e. Undertakes any duties assigned by the Region President.
- f. Keeps a list of all CSHA members within the Region and uses that current listing for a roll call when establishing a quorum.
- g. Serves as membership chairman of the Region
- h. Promotes CSHA goodwill.
- i. Attends each CSHA quarterly meeting. In the absence of the Region President, becomes a member of the CSHA Board of Directors.
- j. Is a member of the Region Council with one (1) vote and counts for quorum.

Second Vice President(s) – more than one is allowed.

- a. Is familiar with the CSHA Bylaws.
- b. Performs duties as assigned.
- c. Assumes the duties of the Region President if both the Region President and Region First Vice President are absent at the Region level.
- d. Is a member of the Region Council with one (1) vote and counts for quorum
- e. Should attend Board of Directors Meetings
- f. Promotes CSHA goodwill.

Secretary

- a. Keeps and prepares detailed minutes of all Region meetings.
- b. Prepares correspondence and reports.
- c. Is a member of the Region Council with one (1) vote and counts for quorum

Treasurer

- a. Keeps an accurate financial record for the Region.
- b. Prepares Treasurer's report and has copies ready for the Region President and Secretary
- c. Shall:
 - i. Maintain checking/savings account balance; suggested use of Quickbooks/ Quicken
 - ii. Pays all approved bills
 - iii. Deposits all income received within seven (7) business days
 - iv. Keeps all donation receipts and prepares the annual Donations Report Form submitted with the Annual Region Financial Report to the State Treasurer or CFO
 - v. Prepares the Annual Region Financial Report for the State Treasurer on the approved Financial Reporting Form, submitting supporting documentation as required
 - vi. Signs all checks along with the Region President or other authorized signatory (two (2) signatures required).
- d. At the beginning of the year, assists with budget preparation for operation of the Region.
- e. At the end of the fiscal year (December 31) prepares the annual P & L (profit and loss) statement and financial statement, using the CSHA format. This includes donation forms with itemized tally.
- f. Mails the Financial Report to the CSHA Treasurer no later than January 31 of each year.
- g. Is a member of the Region Council with one (1) vote and counts for quorum

Junior Advisor

- a. Assists the President as requested
- b. Chairs the Junior Advisor committee.
- c. Advises the Region on Junior Activities.
- d. Is a member of the CSHA State Junior Advisor committee.
- e. Promotes CSHA goodwill.

Committee Chairs

Region Committee chairs are not autonomous. They are appointed by the Region President, and are answerable to the Region Council.

- a. Appointed as the Region's representative to the corresponding CSHA committee.
- b. Will attend CSHA Quarterly meetings.
- c. Conduct meetings and submit the minutes to the Region Secretary. All motions made in committee must be submitted to the Region Council for approval
- d. Plan activities and functions for the program
- e. Prepare and submit a written budget to the Region President and Region Treasurer.
- f. Prepare an activity report after each function and if applicable submit a copy to the Region President and the Region Treasurer.
- g. Count for quorum.
- h. Will account for all monies accepted for the Region or State.
- i. Prepare deposits and appropriate paperwork; subsequently sending such documentation to the Region/State Treasurer(s) and/or State Chairs within two (2) weeks of each event.

The Region committees are the financial backbone of each Region. Since each Region is self-supporting, it becomes necessary to devise various methods of raising funds. Some suggested ways are tack and rummage sales, bake sales, horse shows, auctions, dinners, barbecues or picnics, dances, pancake breakfast, carnivals, casino nights (play money only), bingo (must be permitted by each City or County), trail rides or car washes. Whatever idea is used, it will only be a successful money maker if full support of the Region's members is obtained and many capable people promote the functions.

Fundraising

Whatever type of function is pursued, be certain to obtain the proper State or local permits or licenses. Raffles must be registered with the State of California through the CSHA State office annually.

Do not jeopardize CSHA by operating a temporary business without a license, if required. Remember, CSHA could lose its charitable non-profit status due to missing documentation.

Annual Election of Officers

The election of Region officers takes place at a Region meeting that is held prior to the Annual Convention. At this meeting the Club delegates and the Individual members will elect the Region officers. At the option of the Region, the offices of secretary and treasurer may be appointed.

Votes will be cast on the same basis as the CSHA House of Delegates. A quorum will consist of twenty percent (20%) of the eligible votes.

- a. An election committee appointed by the Region President shall conduct the election. This committee must consist of at least three (3) persons.
- b. Final nominations for officers must be made at the time of voting.
- c. Nominations cannot be closed at any previous time.

Accepted procedure to arrange an annual election:

- a. At the regular or special meeting in the month of September, the Nominating Committee chair announces the names of the candidates who have accepted the nomination for Region positions.
- b. The Region Secretary or newsletter editor sends a written notice of the candidates for positions to all current members of the Region. The notice will include the place, date and time of the election.
- c. The election will be held at the next meeting, preferably in October.
- d. A quorum must be met prior to voting. A quorum consists of twenty percent (20%) of the eligible votes in the Region. If there is **no** quorum, contact the CSHA Area Vice President.
- e. Prior to voting the Nominating chair will call for additional nominations from the floor. A secret ballot election shall be held when there is more than one candidate nominated for a particular office.

- f. The Region Secretary shall advise the CSHA Secretary of the election results immediately following the election.
- g. The club name is written on the ballot(s) given to the club Delegate(s). The information as to how a club voted is to be available only to the club President upon his or her request.
- h. Election results will be announced but vote totals not given. These totals are to be given to anyone requesting them. The ballots are sealed in an envelope and held for thirty (30) days.