

Northeast Icelandic Horse Club Policies and Procedures

March 10, 2013

The Policies and Procedures of the Northeast Icelandic Horse Club (NEIHC) are the operating principles that guide the activities of the club. They are implemented and maintained by the club's Board of Directors in accordance with the club's purpose and its organizing documents, including its Bylaws.

These Policies and Procedures may be revised by a vote of the Board of Directors or by a vote of the entire club membership. Requests for revisions to these Policies may be submitted by any club member in good standing; requests should be sent to the Board of Directors and must be acted upon within 30 days of the date when they reach Board members. The type of vote that shall be required to make a specific revision will be determined at the time the request is made.

1. The official abbreviation shall be NEIHC.
2. The NEIHC is a regional club associated with the United States Icelandic Horse Congress (USIHC).
3. The NEIHC shall be headquartered at the address of the current Treasurer.
4. The NEIHC was incorporated as a business in the Commonwealth of Massachusetts. All taxes and annual reports are filed with that state. To comply with state laws, the club maintains a Registered Agent, who must be a Massachusetts resident. The Registered Agent is selected by and represents the club at the pleasure of the Board of Directors.
5. All club records are maintained and recorded by the current Secretary. Documents may include membership lists and history, records of the payment of dues, documentation of meetings, such as agendas and minutes, and any other documents deemed necessary to keep a record of the club's activities. These documents may be stored in whatever form is deemed most appropriate by the Board of Directors. They must be made available to the Board of Directors or active club members upon request.
6. Minutes from Board and Membership meetings and Quarterly Financial Reports will be posted on the club website.
7. As part of its mission, the club will work to gain breed classes for Icelandic horses registered with the USIHC at local, county and state horse shows and fairs.
8. As part of its mission, the club will recognize the accomplishments and merits of its members annually.
9. Annual Dues must be paid between January 1 and March 31.
10. Annual memberships run from April 1 through March 31.
11. Participants in any event sponsored and/or funded by the NEIHC must wear helmets approved by the American Society for Testing and Materials/Safety Equipment Institute (ASTM/SEI) while mounted.
12. Only NEIHC members may post items on the NEIHC website.
13. The annual meeting of the membership of the Northeast Icelandic Horse Club shall be held on the first Saturday in March at a time and place designated by the Board of Directors. The Board will notify members of the time and location of the meeting at least thirty (30) days prior to the meeting date.

14. All club members are eligible to participate in Board meetings, but without voting privileges.
15. Board meetings must be announced to the club membership at least seven (7) days before the meeting is scheduled to take place.
16. Board members may not be spouses, domestic partners, or immediate family members.
17. Official club communications and notices may be transmitted by whatever means the Secretary and the Board deems most effective to reach club members. The appropriate medium (e.g., print, electronic, multimedia) for any given communication shall be established by the Secretary.
18. All club records, including documents of original and financial records, shall be open at all times to any member upon request to the Secretary or Treasurer, as appropriate to the type of record requested.
19. The President or another officer chosen by the Board of Directors may serve as an alternate signer or co-signer on club accounts at the discretion of the Board.
20. Funds from club accounts may only be withdrawn and spent with the approval of the Board and the signature of the Treasurer.
21. Any change to the fee for Annual Dues must be made known to all club members at least 30 days before the payment is due.
22. For all “remote” votes that take place in any situation where members are not physically present at a meeting, a strict time period will be set for voting and steps will be taken to ensure that each eligible member is allowed only one vote and that the voting method does not allow some members to unduly influence the votes of others.