

# **POLICIES & PROCEDURES**

Western Dressage Association® of Michigan (WDAMI)

Adopted by the WDAMI Board of Directors on February 8, 2018

Revised by the WDAMI Board of Directors on October 17, 2019

Revised by the WDAMI Board of Directors on February 17, 2022

Revised by the WDAMI Board of Directors on December 28, 2023

## **PURPOSE**

These Policies and Procedures are designed to support the Western Dressage Association® of Michigan By Laws and provide Standard Operating Procedures. They will use the WDAMI By Laws as a Table of Contents for easy reference.

There are four (4) purposes for the WDAMI organization. These purposes are described in the WDAMI By Laws - Article I Section 1.3.

Additionally, in this Policies and Procedures document, WDAMI adopts the purposes and mission of the national organization, the Western Dressage Association® of America(WDAA). WDAA's stated mission is about education. Humane treatment of horses, ponies, mules and humans is primary. Consideration of safety for equines and humans is mandatory in all Policies and Procedures.

Since WDAA is an affiliate of the United States Equestrian Federation (USEF), WDAMI also supports the principles the USEF. USEF is the representative for the United States in the Federation Equestrian International organization which governs equine organizations in all countries of the world.

Any Policies and Procedures adopted by WDAMI shall adhere to the principle of inclusion. WDAMI seeks open relationships with all equine organizations, is not discriminatory, and considers itself to be an integral member of the world wide equine community.

## **POLICIES AND PROCEDURES STRUCTURE**

This is to be a living document. As policies are stated and their procedures written, the Board may modify, add to, and eliminate them at any time by majority vote.

This document should maintain control of and describe the methods and systems of management. It should help WDAMI comply with government regulations, audits and best management practice standards. It should be available for anyone to read. It should provide for management continuity by including relevant Board decisions. It should educate people about WDAMI. It should provide training for new Board members.

It should supply definitions to better explain and quantify terms used in the WDAMI By Laws. For example, what is a “member in good standing”? When will that definition need to be applied such as for officers, award recipients, receivers of grant, etc.?

## **TABLE OF CONTENTS FOLLOWS THE ORDER OF THE NUMBERED BY LAWS**

Note. Some WDAMI By Laws currently have No Content in Policies and Procedures. Content will be added as needed over time.

### **By Law Article I – Name, Offices and Purposes**

No Content to add at present

### **By Law Article II – Board of Directors (“The Board”)**

A member in good standing includes but is not limited to:

- WDAMI and WDAA dues payments are current.
- adheres to the Association rules and regulations pertaining to membership conduct.
- no criminal history

In addition, Board member conduct must be exemplary to favorably reflect on the Associations and he/she must refrain from conduct that is detrimental to the interest of the Associations, their programs, policies, objectives, and harmonious relationships with members.

The WDAMI Board of Directors schedules and conducts 12 (monthly) Board meetings each year. The meetings may be in person, electronic or via phone conference call.

All Board members are required to attend and participate in no fewer than 9 of the scheduled meetings per year. If a Board member cannot attend a meeting, she/he must contact another Board member prior to the meeting for the absence to be excused. More than 3 unexcused absences will result in removal from the Board of Directors.

An individual interested in becoming a Board member will be asked to submit a written summary of their interest. The summary shall include but not be limited to: talents and strengths the applicant will bring to the Board, reason for applying to become a Board member, equine experience and other relevant information that will acquaint the WDAMI Board with the applicant. The current WDAMI Board of Directors will conduct a roll call vote to accept or deny the applicant being reviewed for appointment to the WDAMI Board. (revised and approved February 17, 2022).

### **By Law Article III - Officers**

The Board may establish an Audit Committee at any time and the Treasurer will always be a member of the Audit Committee.

A member of the Board of Directors maybe nominated for an office after successfully serving one year on the Board of Directors. This policy may be changed by a majority vote of the Board. (revised and approved October 17, 2019)

### **By Law Article IV – Members**

A member in good standing includes but is not limited to:

- WDAMI and WDAA dues payments are current.
- adheres to the Association rules and regulations pertaining to membership conduct.
- no criminal history.

### **By Law Article V - Committees**

Standing and/or Special Committees established by the WDAMI Board for a specific purpose will be dissolved by a WDAMI Board majority vote.

#### **Nominating Committee**

1. The president shall appoint a nominating committee of two or more WDAMI Board members. Committee member(s) shall serve a two-year term.
2. The duties of the nominating committee will be as follows:
  - a. To oversee the nomination of WDAMI Board officers who will serve as president, vice president, secretary, and treasurer. The committee will follow the guidelines below:
    - i. To poll each current WDAMI Board officer by August 31 to learn if she/he wants to be nominated and, if elected, serve again.
    - ii. Accept nominations from the WDAMI Board for the four officer positions.
    - iii. Present the nominations to the WDAMI Board of Directors by September 30.
    - iv. To conduct an electronic secret ballot voting procedure and tally results to be presented at the October WDAMI Board of Directors meeting.
3. Immediately after the October election results of the election will be posted on the WDAMI Facebook page and the WDAMI website.
4. The WDAMI President will send a letter of appreciation to any outgoing Officer, recognizing the Officer for year(s) of service.

## **By Law Article VI-Corporate Document Procedure**

How Long Should Records be Kept?

Public charities must keep records for federal tax purposes for as long as they may be needed to document evidence of compliance with provisions of the Code. Generally, this means the organization must keep records that support an item of income or deduction on a return until the statute of limitations for that return runs. The statute of limitations has run when the organization can no longer amend its return and the IRS can no longer assess additional tax. Generally, the statute of limitations runs three years after the date the return is due or filed, whichever is later. An organization may be required to retain records longer for other legal purposes, including state or local tax purposes

Record Retention Periods,

Record retention periods vary depending on the types of records and returns.

Permanent Records – Some records should be kept permanently. These include the application for recognition of tax-exempt status, the determination letter recognizing tax-exempt status, and organizing documents, such as articles of incorporation and by-laws, with amendments, as well as board minutes.

Employment Tax Records – If an organization has employees, it must keep employment tax records for at least four years after the date the tax becomes due or is paid, whichever is later.

Records for Non-Tax Purposes – When records are no longer needed for tax purposes, an organization should keep them until they are no longer needed for non-tax purposes. For example, a grantor, insurance company, creditor, or state agency may require that records be kept longer than the IRS requires.

## **By Law Article VII - Indemnification**

No content to add at present

## **By Law VIII – Amendments**

WDAMI Board members must sign and file a yearly Conflict of Interest Form. This form will be kept on file with the WDAMI President.

## **By Law Article X – Additional Policies**

We have chosen to center our lives around horses and promise to honor the horse. We commit to treating horses with respect, dignity and compassion. We

vow to keep them safe as we work with them and to keep ourselves safe as well. We exemplify the motto, "It's about the Journey." (Board adopted, 2018)

### **By Law Article XI - Dissolution**

No content as the By Law already follows accepted methods for dissolution of Non-Profit organizations.