

**FARRIERS ASSOCIATION
of
WASHINGTON STATE

POLICY MANUAL**

September 2003

THIS MANUAL IS A GUIDE TO THE CURRENT PRACTICES AND POLICYS OF THE FARRIERS ASSOCIATION OF WASHINGTON STATE AS DETERMINED BY THE CURRENT EXECUTIVE COMMITTEE. IT CAN BE MODIFIED OR ELIMINATED AT ANY TIME BY A MAJORITY VOTE OF THE BOARD OF DIRECTORS.

Prepared by Nancy Zwicker CJF

FEES, FUNDS AND REIMBURSEMENTS

Farrier Students

Students shall be granted membership in FAWS for a fee of one half the regular dues. Students who are FAWS members shall be admitted to FAWS clinics at a fee of one half the member admission rate. Students who are not FAWS members shall be admitted to clinics at the full nonmember rate.

Non-members

Wherever possible, non-members shall have a higher fee than regular members for admission to FAWS clinics and convention.

Non-farrier Spouses

Spouse of FAWS member will pay 5% plus actual cost of clinic fee.

Board Members

Board members will be admitted to the Annual Convention at no charge.

Convention/Contest Fund

\$2000 out of reserve fund will be ear marked for contest/convention each year. Profits from previous contest/convention (starting 2004) will also be ear marked for the following contest/convention.

Money from contest goes to pay competitors. Profit to FAWS reserve fund.

Money from convention goes to FAWS reserve fund.

Money from auction goes to FAWS general fund.

Newsletter Editor

The Newsletter Editor shall be paid \$1000 per year for 4 issues published.

Chairman of the Board

The Chairman of the Board shall be reimbursed for transportation expenses to the AFA Convention. The Chairman of the Board shall be reimbursed for lodging costs and meals only for days in addition to the regular AFA Convention days. The Chairman of the Board shall be reimbursed for transportation expenses, lodging costs and meals for the AFA Midyear meeting.

Transportation cost reimbursement shall be based on the current "best value" cost when air reservations are made sufficiently in advance.

Clinic Coordinators

Clinic Coordinators shall not be required to pay for clinics that they have organized.

Dues

Dues are not prorated.

Reserved Horses

Events which require the reservation of horses by participants i.e. live shoeing contests and certification; shall have a nonrefundable reservation fee per horse requested. This fee is to offset the cost of shoeing the horse if the participant does not show up.

DUTIES OF THE CHAIRMAN OF THE BOARD

The Chairman of the Board shall run the meetings of the Board of Directors and the Annual Membership meeting. The Chairman of the Board shall act as the FAWS representative to the AFA by attending the Annual Convention and the Mid-Year Meeting if the Board feels there is sufficient business at hand and the Agenda is available. If The Chairman of the Board is not able to act as representative, the Board shall decide on a proxy and the secretary must notify the AFA. The Chairman of the Board shall act as the Master of Ceremony at the Annual FAWS banquet, and make final decisions on everyday association business and procedures. The Chairman of the Board shall be authorized to disburse association funds and shall have his/her signature on file for the association's bank accounts.

DUTIES OF THE ELECTED BOARD MEMBERS

To carry out the necessary administration and coordination of functions and execute such other measures it deems proper to promote the objectives of the Association, and to best protect the interests and welfare of the members.

DUTIES OF THE SECRETARY

The Secretary shall keep the minutes of official meetings, conduct the official correspondence, and keep all records and documents relating to the Association.

DUTIES OF THE TREASURER

The Treasurer shall keep account of all Association monies and collect and deposit said monies in accounts of the Association. The Treasurer shall disburse monies by check only on authority of the Board of Directors or vote of the membership. The Treasurer shall report the Association's financial condition at each Board of Directors meeting and present a detailed Annual Financial Report at each Annual Meeting. The Treasurer shall have his/her signature on file for the associations' bank accounts.

The Treasurer shall send notification of clinic/contest dates to our insurance company. The Treasurer shall inform the Membership Director and the Newsletter Editor of membership dues paid. The Treasurer shall be aware of the renewal date of the FAWS Post Office box to assure timely payment.

DUTIES OF THE NEWSLETTER EDITOR

The Newsletter Editor shall edit and distribute the association newsletter on a quarterly basis.

The Newsletter Editor shall prepare and send invoices to secure advertising. The Newsletter Editor shall provide mailing lists or labels to clinic coordinators for the purpose of mailing flyers. The Newsletter Editor shall coordinate with the Membership Director to maintain a current membership list.

DUTIES OF THE MEMBERSHIP DIRECTOR

The Membership Director shall keep records of the payment of dues. The Membership Director shall mail dues renewal notices no later than January 31. Upon payment of dues, the Membership Director shall provide new members with a packet containing the Association By-Laws; Membership card; Membership decal; and Membership directory. It is the duty of the Membership Director to acquire or provide renewal notices, decals and cards.

DUTIES OF THE CLINIC DIRECTOR

The clinic director is responsible for making a general plan of yearly clinics, contacting people in key areas to act clinic coordinators. The clinic director is also receptive to members who have suggestions or who wish to sponsor a clinic. The director shall check with individual coordinators to provide support, shall provide each coordinator with a copy of the "clinic coordinator" guidelines, and shall relay pertinent information to the Newsletter editor. The clinic director will make certain that flyers are mailed about 30 days prior to the clinic. No clinic may have a clinician cost (including travel and lodging) of over \$500 without approval of the Board. The Clinic Director shall make a report to the Membership at the Annual Meeting.

DUTIES OF THE ELECTION COMMITTEE CHAIRMAN

The Election Committee Chairman shall form a committee with the purpose of recruiting candidates for election to the Board. The Election Committee Chairman shall make a report to the Membership at the Annual Meeting. The Election Committee Chairman shall provide voting ballots to the Membership at the time of elections.

DUTIES OF THE BYLAWS COMMITTEE CHAIRMAN

The By-Laws Committee Chairman shall maintain a committee with the purpose of maintaining and improving the FAWS By-Laws. The Chairman shall be receptive to suggestions made by the membership and shall meet with the committee on an "as needed" basis. The By-Laws Committee Chairman is responsible for keeping records of all By-Law revisions and records. The By-Laws Committee Chairman shall make a report to the Membership at the Annual Meeting.