



## **POLICIES OF US WILD HORSE AND BURRO ASSOCIATION, INC.**

### **PURPOSE:**

The US Wild Horse and Burro Association, Inc. hereafter referred to as USWHBA, is dedicated to promoting the wild horses and burros of America. Our organization supports and promotes the Bureau of Land Management's Wild Horse and Burro Program, and establishes professional working relationships with other wild horse and burro groups.

### **DUTIES:**

The USWHBA and its members will assist in promotion of adoption of wild horses and burros.

Volunteer at Bureau of Land Management wild horse and burro adoptions as requested.

Represent USWHBA and/or other organizations at equine gatherings.

Post fliers advertising adoptions or events.

Host and participate in wild horse and burro public events.

Identify and contact media outlets to get stories placed about events and wild horses and burros.

Support fostering and other programs to make adoption or ownership more attractive to people who may not have the proper training or facilities to work with a wild equine.

Give talks to schools, 4-H and other clubs about wild horses and burros.

USWHBA will maintain a list of trainers and mentors to assist new adopters and owners.

#### MEMBERSHIP:

Membership shall commence as of January 1<sup>st</sup> (for applications received on or before January 1<sup>st</sup>) and be effective through December 31<sup>st</sup>. After January 1<sup>st</sup> membership will commence as of the date postmarked on the envelope. Memberships received after September 30<sup>th</sup> shall be considered the next year's membership. Annual dues and Horse or Burro registrations are paid to the USWHBA and sent to the President (Registry Operator), unless member is an Honorary member. Membership is open to any individual with an interest in the USWHBA organization and its purpose.

#### Membership Classifications:

General (18 years of age or older, eligible to hold officer positions or to elect officers) - \$10.00

Youth (Younger than 18 years of age, may **Not** hold officer positions or elect officers) - \$5.00

Business - \$50.00

Business members are non-voting, financial supporters of the USWHBA. Business members cannot hold officer positions in the organization. Business logos will appear on the National Web site, on the supporters/businesses web page. A business that helps to support and sponsor an event will have business logos appear on all advertising materials

Horse or Burro Registration one time fee per animal registered (member) - \$10. 00

Horse or Burro Registration one time fee per animal registered (non-member) - \$15. 00

#### **“Honorary Membership”**

The USWHBA may grant a “special” honorary membership to an individual that exemplifies the promotion of wild equines, and the spirit of the USWHBA. Special lifetime memberships will be granted by a  $\frac{3}{4}$  vote of the Board of Directors. Candidates for this membership must be submitted to the President/Executive Director for review and distribution to the Board. Submission must include documentation of activities to qualify candidate(s), for this membership as put forth in the USWHBA By-Laws.

**EQUINE REGISTRY:**

1. The Registry will be open to all wild U.S. equine breeds.

**WILD EQUINE DEFINITION ACCORDING TO USWHBA**

USWHBA defines wild equine for the purpose of registry as

1. Any equine from the U.S Government or it's agents that was gathered in the wild and offered for sale or adoption. Proof must be provided at time of registration.
2. Any equine born of said adopted/bought equine that is foaled within 10 months of adoption/purchase. Vet statement required as to foal date.
3. Any equine foaled to a gathered mare in a holding facility awaiting sale/adoption. Proof must be provided as to date and place of foaling.
4. All proof to be verified by USWHBA before registration is allowed.
5. All applications for registry must include breed, age, sex, color, and any identifying brands, and a copy of official breed papers if available, at time of registration.
6. Breed registration with USWHBA will be sent to name and address of person submitting. Breed registrations will be maintained by the President.
7. Breed registration is a one time fee per animal(s) registered. The registration fee is established annually by the Board of Directors at the annual meeting.

**OFFICERS AND DIRECTORS:**

**Regional and State Directors, must sign the Directives of the USWHBA, and return to the President for signature. Directives can only be obtained by contacting the President/Treasurer, Vice-President, Secretary.**

Responsibilities of the Regional Directors: Assist in identifying persons with leadership skills and the ability to become State Directors to organize chapters. Assist State Directors in the organization of the chapters, planning events, questions and problems. Send quarterly reports to the President pertaining to regional and State Chapter activities and news. Insure that the chapters are following the policies set forth in this manual.

Responsibilities of State Directors: Organize their chapters, to identify what will work best in their particular group or state to maximize the promotion of America's wild

equine. Activities such as training workshops, clinics, talks etc. Send Quarterly reports to their Regional Directors. Chapters are encouraged to have shows, trail rides, participate in expos, and other venues that the group thinks will help promote the USWHBA organization and wild equines.

#### MENTORS AND TRAINERS:

**Mentoring Qualifications:** To become a USWHBA mentor, you must be a member in good standing with USWHBA, have trained one wild equine yourself, and have a title or corresponding documentation of ownership. You must supply a photo of what you and your wild equine have accomplished, and your methods of training, fill out the USWHBA mentor application, and mail back to the President. All information will be posted on the Mentor's Page of the National Web site. We ask that mentors invite persons who contact them for assistance to join the USWHBA, or to make a donation to the USWHBA.

**Trainer Qualifications:** To become a USWHBA Trainer you must be a member in good standing with USWHBA, have trained one wild equine yourself, a Mustang Heritage Trainer, or have fostered and trained wild equine for the BLM. Have title or corresponding documentation of ownership. You must supply a photo of what you and your wild equine have accomplished, and your methods of training. Fill out the USWHBA trainer application and mail back to the President. All information will be posted on the Trainers Page of the National Web site. We ask that trainers invite persons who contact them for assistance to join the USWHBA, or to make a donation to the USWHBA, in addition to their training fees.

Note: Trainers can be Mentors and Mentors can be Trainers. Must fill out and send in both applications.

#### ETHICS AND REPRESENTATION OF USWHBA:

USWHBA members will present a professional image at all times and will use the USWHBA National logo on all promotional and advertising material: including t-shirts, hats, letterhead, business cards, banners, pamphlets and any media. Logo may appear with affiliation logo's and names of wild horse breeds, e.g. (Back of shirt has USWHBA National Logo, front can have breed affiliate with state, banners can have USWHBA National Logo, with breed affiliate), and local USWHBA contact information. Note: Entering into a contract or agreement with another organization **without prior** approval from the Executive Board is strictly prohibited. A Region or Chapter may assist another organization in a joint activity to benefit both parties, such as an All-Breed Trail Ride, where as both parties share in the promotion of the event, set-up/clean-up, donations, and awards donations. Must display USWHBA, and affiliates information as well. All Board members and State Directors are to use a professional e-mail address for all correspondence (e.g. president@uswhba.org or regionnw@uswhba.org).

The USWHBA **will not** provide or support an official blog, chat groups or other forms of online groups. No Board Member, Director, or member will maintain or form a blog or chat group under the name of the USWHBA. Violation of this rule will result in immediate dismissal from the USWHBA without refund of membership dues or animal registration fees.

#### STATE CHAPTERS:

State chapters must consist of at least 5 current dues paying members, including the State Director and youth memberships.

#### FUNDS:

USWHBA is run as a non-profit organization. Regions and States are encouraged to raise their own funds for events through entry fees for shows, trail rides or other events. USWHBA will try to assist in funding large expensive venues, such as Expo Booths. Groups must submit requests for such funding to the President, at least 45 days prior to event, and the President will notify the group if funds are available.

#### PURCHASES:

All purchases in the name of USWHBA requiring re-imbusement must be authorized by the President before any purchases are made. No re-imburements will be made without prior authorization and submission of all receipts.

#### TAX ID NUMBER:

Please contact the President for information regarding the use of the Tax ID Number and information regarding tax write off in the name of USWHBA, and end of year USWHBA income tax filing.

#### END OF YEAR:

All Executive Board Members, Regional and State Directors, must maintain receipts for all purchases, and their purposes, as well as mileage, and to what event on a yearly expense form Copy of form and receipts must be mailed to the President no later than January 25<sup>th</sup> of any calendar year.

#### FORMS AND APPLICATIONS:

All forms and applications are available on the National Web Site, are downloadable, able to be e-mailed, or sent via the U.S. Postal Service.

#### WEB SITES:

USWHBA maintains a National Web Site with links to all Board Members and State Directors. Bylaws, Policy Manual, Approved Mentors and Trainers, Financial Statements and forms, are available on the Web site and downloadable. Regions and Chapters may submit news and events to the Secretary to be posted on the Web site by the region or state, and are required to use the National Web Site Address on all T-Shirts, letterhead, business cards etc. All Directors are required to post events on our US Wild Horse and Burro Facebook Page. Regions and States may manage/run own Web sites, but the USWHBA **must** appear in Web address, have a direct link to the National Web site, and display National logo on Home page. e.g. ([www.uswhba-newjersey.org](http://www.uswhba-newjersey.org)). Any region or state who has questions or needs assistance with Web sites, may contact the Secretary.

#### POLITICS:

The USWHBA is non-partisan and non political organization. We do not endorse any political agendas. A member, who is discovered supporting a political agenda while representing the USWHBA, or any violation of the USWHBA By-Laws or Policies, will have membership revoked permanently without refunds.

#### CONFLICT RESOLUTION:

In fighting and personal politics will not be tolerated. If a dispute arises between two or more members, and can not be resolved by the parties involved. Notify the State Director as soon as possible so a resolution can be reached quickly to avoid escalation. If the problem cannot be resolved by the State Director, he/she must notify the Regional Director. If the Regional Director cannot resolve the problem, and feels the matter should be brought to the Board, then the Regional Director must notify all Board Members that a “special meeting” needs to be held to resolve a problem.

These USWHBA policies may be amended as warranted by the Executive Board.