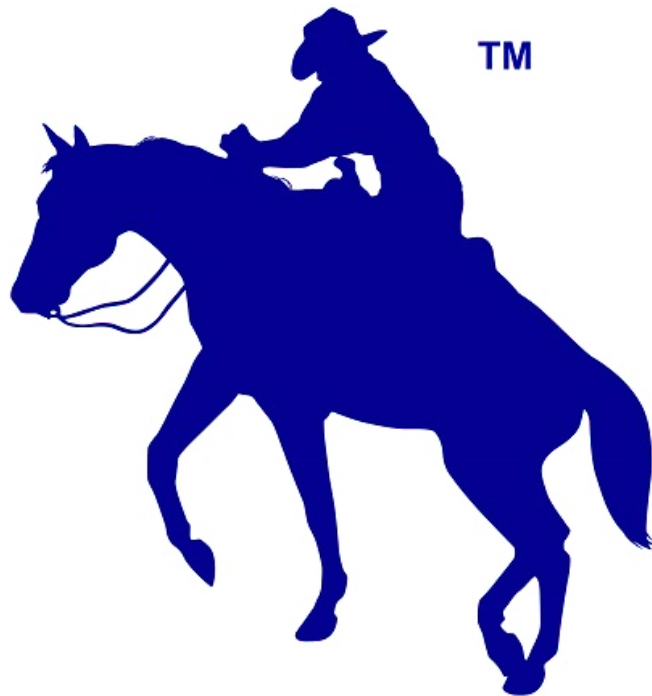


POLICIES AND PROCEDURES



NORTH AMERICAN TRAIL RIDE CONFERENCE

February 2021

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POLICIES AND PROCEDURES

1. AWARDS - ANNUAL AWARDS and DATA POINTS

Several situations have arisen where it was important to know what the word "ride" means in Section 9 – Awards - of the Rule Book. Wording to clarify the word "ride" in Section 9 was approved at the November 2010 NBOD meeting. **No procedures were changed.** See supporting document in the Appendix.

2. AWARDS - BREED AWARDS (See Breed Liaison)

[Breed Award Guidelines for Riders](#)

3. AWARDS - CASH

NATRC does not give nor accept cash awards.

2/14

4. AWARDS - HONORARY AND APPRECIATION

A. Committee Chair

1. Review criteria for appreciation and see if anyone on the National Board of Directors (NBOD) wishes to make any changes.
2. Remind NBOD by the July meeting that nominations are due to you by October 25. Each member of the NBOD should notify their respective regional boards of nominations due and criteria. Also, remind NBOD that whoever in their region is writing the nomination to be aware of the word limits.
3. Prior to November NBOD meeting, send via email write-ups to all NBOD members. In the body of the email, make a list by category the nominations and their respective regions.
4. Following the November meeting, send a list of approved honorees to Executive Director (ED) and the Awards and Points Secretary.
5. Prepare certificates for awarding at national convention. Prepare certificates so they arrive in the best condition possible to the home region by using an envelope with a piece of cardboard (such as photo folders) on either side of the certificate and a blank piece of paper to protect the 'type'. The chair procures and prepares certificates and packaging.
6. Mail certificates to chair of national convention OR mail to address where awards are being mailed. Check with the ED for correct address.
7. After the president has signed certificates, they will be distributed to recipients during the presentation of other national awards.

B. Awards & Certificates

Present certificates of appreciation annually according to the following:

1. **Jim Menefee Lifetime Achievement Award** (*Nomination to be limited to 400 words*).
Each region may nominate one member for this award. At the November meeting, the NBOD selects one nomination. A plaque is presented at the following national convention. The recipient accepts with a brief speech. The award honors Jim Menefee, a favorite horsemanship judge who was especially encouraging to novices and first-time riders. 7/15/17
(The competitive award titled the "Jim Menefee Memorial Combined Horse/Horsemanship" whose trophy was donated by Jim's son, Jack Menefee, is not related in its purpose to this award.)
2. **Workers Hall of Fame** (*Nomination limited to 400 words*)
Each region may submit one nomination for this award. Nominee must be a member of NATRC and may be an individual or a pair. At the November meeting, the NBOD selects one or more at their discretion. The award is presented at the following national convention. 7/15/17
3. **National Appreciation Awards** (*Nomination limited to 200 words*)
Each region may submit one nomination for this award. Nominee must be a member of NATRC and may be an individual or pair. A recipient can be eligible only once every 3 years. At the November meeting, the NBOD selects up to three nominees. Appreciation certificates are awarded at the following national convention. 7/15/17
4. **Regional Appreciation Awards for National Recognition** (*Nomination limited to 200 words*)
Each region may submit up to three nominations for this recognition. Recipients may be individuals or pairs or groups such as ride sponsors or clubs. At the November meeting, the NBOD approves nominees. Appreciation certificates are awarded at the following national convention. 7/15/17
5. **Outgoing Board Members**
Present appreciation certificates at the national convention
6. **Other Appreciation Awards**
Although not formally announced at the national convention, region organizations are encouraged to present their own special appreciation awards at their mini-conventions.

5. AWARDS - SPECIAL AWARDS

A. 4-H Awards

To encourage participation by 4-H members, NATRC offers a 4-H Junior Horse and Rider Team Year End High Point Award. Point distribution for each ride will be the same as the award system described in the Rule Book.

1. The award goes to the high point horse and high point rider team **regardless** of the rider's division.
2. The award is a self-nominating award. The nomination must occur before the end of the ride year, which is the second Sunday in November.
3. The riders must (1) be members, (2) send the ED an email (natrc@natrc.org) stating that they are 4-H members and (3) have their 4-H leaders verify that they are members with emails to the ED.
4. Riders may request an optional [Student 4-H & School NATRC Ride Verification](#) form from the ED to assist in verifying their participation in NATRC rides with their 4-H leaders. 10/16

B. Bev Roberts National Horsemanship Champion

7/12, 11/14

The Bev Roberts National Horsemanship Champion award program was approved by the board of directors in July 2012 with recognition beginning in 2013. Riders who have won national championships on five or more different equines are qualified. Specifics of the award are:

1. BEV ROBERTS NATIONAL HORSEMANSHIP CHAMPION (Five different National Champion equines): In the Open and Competitive/ Pleasure divisions, or a combination of both, a rider shall be declared a Bev Roberts National Horsemanship Champion upon achieving five (5) national championships with five (5) different equines.
 - a. Label the year of the fifth national championship as the award year.
 - b. Upon earning a fifth national championship with a fifth equine, the rider is named and given an award at that ride season's national convention.
 - c. More than one rider may receive this award in any year.
 - d. There will be years when no award is given.
 - e. The award will be given in increments of five; i.e. another five national championships on another five different equines.
 - f. A recipient who receives the award twice is thus recognized as having achieved 10 national championships on 10 different equines. A three-time recipient is recognized as having achieved 15 national championships on 15 different equines; likewise four times is 20 national championships; five times = 25 and so on.
 - g. Credit a rider with an equine's National Championship only if the rider rode the equine in *all* rides leading to the National Championship.
 - h. Beginning in 2013, all previous riders from NATRC's National Championship inception in 1978 who have qualified for this award, and subsequent winners, will be named and recognized in various media in the same manner as all other national awards (Rule Book, website, magazine articles, and so forth).
 - i. No physical awards will be given to retroactive winners.
2. According to our records, the following riders are retroactively qualified for this award as of 2012: Nancy Diamond - 1992; Bev Roberts - 2007; Bill Hinkebein - 2008; Terri Smith - 2011.

6. BREED LIAISON

A. Arabian Horse Association

There is a separate liaison for this organization

B. Breed Award Tasks

1. **Receive preliminary information:** Point chair emails the top five horses from each breed once the points audit is done. Usually this is around the end of November.
2. **Verify Information:** Check that the five horses meet the criteria (see following guidelines) by checking the NATRC™ website for ride results by region or if necessary, by calling the national office. The rider/owner can be called; however, calling people before they are approved to get an award can create confusion and disappointment in some.
3. **Get the award:** Send the list of eligible horses to the breed organization contact person. They will verify if the horse/rider/owner is eligible under their criteria. They may ask for more information such as registration number, name clarification, etc. *At this point, our top horse may not be eligible by the breed organization's standards.* In the request letter, include the information for the contact person for that year's convention. The breed organization mails the award directly to this contact person.
4. **Contact the winner:** Once an award is confirmed, contact the recipient so they know they will be getting an award – it may convince them to go to the convention! *If they cannot go, ask them who will pick up the award for them – AVOID mailing these awards!*
5. **Make sure the award is received!!** Check with the convention contact person for that year's convention – hopefully he/she will email as awards are received. If not, follow up at least once a week. A spreadsheet for keeping track of this information is helpful.

6. **Convention program:** Keep an accurate list of who is getting an award. Check to see what the deadline is. Keep in contact with the Executive Director (ED). 2/14
7. **Special awards:** In the past, the MFT organization gave out jackets for the top MFT horse in each region. Be sure to get a list of these from the points chair and that they meet the criteria as well. If there is any question, contact the regional awards person.
8. **Set-up at convention:** If attending the convention, set up the awards and hand them to the president for presentation at the banquet. If not attending, designate someone to do it. Communicate with the ED.
9. **Getting awards home:** Find the 'awards person' from each region BEFORE the banquet. Let them know that there are breed awards to take back to their region in addition to the regular awards. After the banquet, people are tired and in a hurry to get to their rooms – they tend to leave without the breed awards unless they ready to go. It is nice to display the breed awards during the banquet, but if threesome winners are not present, package up those awards and get them in their designated region box as soon as possible. It is also good to set the awards up in the order of presentation so as not to hold things up.
10. **Thank-you's:** Labels with breed organization contact information are prepared by the ED and attached to the breed awards that are there at the convention. Strongly advise recipients to send a personal thank-you to their breed association. Encourage them to take pictures of their award, post to NATRC Facebook, etc. 2/14

C. Breed Partner Guideline

Thoughts on "how it works" prospective for link and ad exchanges with breed organization partners. Breed associations have two partnership classifications: Full Partner and Awards Partner. Awards partners are breed associations who supply NATRC with year-end high point breed awards but do not participate in ad exchanges.

1. Use a Breed Liaison Status Sheet for tracking who has been contacted, their contact information, and what has been agreed.
 - a. For those we are already partners with, check each breed organization website to see if they have our logo and a link to our website. If they do not, send them our logo and request that add our link. Follow up and update spreadsheet after their website is updated.
 - b. For those who are not already partners, contact the breed organization to see if they would like to participate in our free partnership program in which we exchange logos and links on our websites and quarter page ads in our newsletters/publications.
 - c. Work out specifics and if they want a signed agreement for the ad exchange. They may have their own contract form or use **Section 27. Partner Program** wording. Agreeing to become partners in email correspondence is usually all that is needed as a contract. Term of the agreement is one year, renewable. One ad design per year. Specifics needed include:
 1. High resolution digital copy of their logo
 2. Their ad requirements: size, color or B&W, deadline, who (name and email address) to send our ad to, copy of their media kit if they have one.
 3. Our ad requirements: size=4.75"w x 3.75"h, color, 300 dpi jpg, due date, who (name and email address) at NATRC for them to send their ad to.
 4. Prorating the ad size with the number of times newsletters are published per year.

Examples:

 - We publish 4 times; they publish once – our ad = full pg once, theirs ¼ pg every issue
 - We publish 4 times; they publish 12 – our ad ¼ pg published every third issue, theirs ¼ pg every issue
 - d. If yes, give them our logo and URL and connect them with our webmaster and ad designer to handle their logo and ad arrangements and update the spreadsheet.
2. Periodically check the breed association websites to see if the link to NATRC is still there.
3. Once a year ask each organization if they wish to change their ad for the next year's *Hoof Print* issues and renew the ad exchange agreement.
4. When the Publicity Chair sends a draft press release to Breed Liaison, which will be going to one or many breed associations, *review and return comments promptly*. This is sent to the liaison for assurance that nothing said in the release is sensitive or contrary to the liaison's ongoing conversations and arrangements with those associations.

7. BYLAWS & RULES COMMITTEE

A. Chair

Traditionally the Vice President

B. Procedure – Bylaws

See bylaws.

C. Procedure – Rules

11/18

- Present proposed rule changes to the NBOD at the November meeting.
- Finalize the wording on proposed rule changes at the February/March meeting.
- Post on the national website for review by the membership at least 45 days before the July meeting.
- Vote on proposed rule changes at the July meeting.

- D. [Bylaws](#)
- E. [Rule Book](#)

8. CLINICS

- A. **Sanction Chair**
- B. [Clinic Sanction Policy](#)
- C. [Clinic Sanction Application](#)
- D. [Post Clinic Report and Request for Reimbursement](#)

The NBOD will determine the annual amount of reimbursement for clinic insurance per region annually. This amount will be stated on the [Clinic Sanction Application](#) form and the [Post Clinic Report](#) form.

2/14

- E. **Minimum Age:** 8 years is appropriate; must be accompanied by an adult.

7/15

9. CODE OF ETHICS

7/00

We, the NBOD, ED, judges, committee members, and employees are ambassadors of our sport whether at an organized event or informal gathering. There is an implied code of ethics to adhere to. This code of ethics dictates that we behave professionally, courteously and responsibly. This includes:

- Representing the sport in a professional manner
- Being respectful when giving an opinion
- Substantiating information before giving an opinion
- Being kind and courteous to others.

10. COMMITTEE REPORTS

A. Filing

1. Each committee chair submits a report for each NBOD meeting.
2. Submit the report by email to the ED on or before the Sunday prior to each NBOD meeting. The ED will distribute reports to each NBOD member.
3. If a committee chair has not filed a report by the prior Sunday, it will be the committee chair's responsibility to provide hard copies for each NBOD member and ED at the board meeting.

11. DRUG POLICY

- A. **Policy.** The purpose of NATRC's rule against the use of prohibited substances or prohibited treatments in equines during NATRC rides is both to protect the equines from harm and to ensure fair competition. Equines should compete under their natural abilities without the influence of any drug, medication or veterinary treatment.

7/17

- B. **Drug Testing.** Contact current drug testing chair for instructions to ride chairs and veterinary judges.

11/14

- C. **Drug Rule.** See [Rule Book](#) Section 7. Prohibited Substances and Treatments.

- D. [Drug Rule Appendices](#)

12. EDUCATION

A. Committee Chair

1. Promote the understanding of the benefits of positive aspects of NATRC principles (i.e. the welfare of the horse, competing safely, taking care of the horse, the benefits of good equitation, etc.)
2. Identify educational needs and opportunities for riders, judges, and ride management
 - a. Topics of interest or importance for *Hoof Print*, Judges Forum
 - b. Material for ride clinics
 - c. Revision of Rider's Manual, Judge's Manual, Management Manual
3. Delegate and coordinate educational efforts

13. EXECUTIVE COMMITTEE – See Bylaws

14. FORMS

11/20

A. Responsibility

One person is responsible for maintaining all forms, documents, books, manuals, guides and an up-to-date list of forms, making sure that they are in compliance with the Branding Specification, and storing them in a MASTERS folder in her/his personal Dropbox (for control of access to the masters).

B. Job Description

1. Requirements

- a. Equipment Needed
 - computer
 - private internet access
 - email account
 - Dropbox account
 - Facebook account
- b. Skills
 - Computer and internet literate
 - Perfectionist tendency
 - Works well with others
 - Has working knowledge of MS Word, PowerPoint, Excel, Publisher and Adobe Acrobat
 - Meets deadlines
 - Responds ASAP to requests

2. Duties

- a. Maintains master forms in MASTERS folder in personal Dropbox
- b. Maintains and follows Branding Specification
- c. Makes sure that all forms and documents follow the Branding Specification (“branding police”)
- d. Is involved in review process of every update of an existing form
- e. Is involved in review process of every new form
- f. Works with forms liaison to assure accuracy and proper grammar and spelling
- g. Does final review of each updated or new form, gets approval from owner(s), and transmits to owner(s) and webmaster for website
- h. Makes minor updates of forms as requested by executive director or form owner(s)
- i. Converts appropriate PDF forms to interactive forms
- j. Designs, or gets someone to design, forms as requested
- k. Cleans up forms for others to high quality printing capability
- l. Limits access to MASTERS folder to
 - Executive Director
 - Sanction Chair
 - Forms Liaison
 - Webmaster
 - Sponsor Chair
 - Officers, as needed
- m. Marketing folder
 - Unless marketing chair takes Marketing folder into her/his personal Dropbox, maintains marketing documents, brochures, articles, etc. in marketing folder
 - Maintains official logo and emblem
 - While responsible for the Marketing folder, limits access to
 - Marketing Committee Members
 - Executive Director
 - Others with need to know, as requested

15. FOUNDATION

The Foundation was created in order to provide for the future financial welfare of NATRC in the event that the general funds would become depleted. This Foundation money cannot be touched easily without a bylaw change or a severe hardship as determined by the Foundation Board of Directors.

Minutes February 10-13, 1983, San Diego:

NATRC Foundation. Committee appointed to draw up bylaws and articles of incorporation for NATRC Foundation. Purpose of the fund would be to serve as a perpetual source of funds for NATRC. Source of funds to be from lifetime memberships, individual gifts, bequests, donations specifically designated for the fund. The principle would not be available for distribution except in the event of dissolution. Interest to be expended as the NATRC Board of Directors determines.

BOD Guidelines July '83. For any lifetime membership that is donated, given, awarded, etc. NATRC will place \$250.00 in the NATRC Foundation account.

P&P February '06. For any lifetime membership that is donated, given, awarded, etc., NATRC will place \$600 in the NATRC Foundation account.

P&P February 11, 2011. In years that we are profitable, \$600 may be added to the Foundation account for each lifetime membership that is purchased, donated, given, awarded.

A. Foundation Board of Directors. The Foundation is a separate corporation from NATRC and has its own Board of Directors. *The number of initial directors shall be nine (9), consisting of six (6) members elected by and from the NBOD, with one (1) from each region, ("NATRC Directors"). In addition, there shall be three (3) members elected by, but not from, the NBOD.* The election of the Foundation Board of Directors will take place during the annual meeting of the NATRC NBOD meeting.

B. At Large Foundation Directors

- 3/12/08: At large Foundation BOD: Henry Logan, Raymond Brooks and Gloria Becker
- 11/15/08: At large Foundation BOD: Wayne Hyatt, Gloria Becker, and Patsy Conner
- 7/12/14: At large Foundation BOD: Wayne Hyatt, Laurie DiNatale, and Patsy Conner
- 7/15/17: At large Foundation BOD: Lory Walls, Laurie DiNatale, and Patsy Conner
- 3/7/19: At large Foundation BOD: Lory Walls; Laurie Knuutila, and Patsy Conner
Patsy Conner re-elected November 2018 for term 2019-21
Laurie Knuutila (replaced Laurie DiNatale) elected November 2019 for term 2020-22
Lory Walls term 2018-20
- 11/9/19 Lory Walls elected to NATRC NBOD; Mary Jo Malone elected to fill remainder of Lory Walls' term ending 2020
- 2/13/21 Mary Jo Malone elected for 2021-23

C. Foundation Board Meetings. The Foundation bylaws specify the board of directors must meet formally, once a year, *to correspond with the annual meeting of NATRC.* The meeting time and place is at the discretion of the Foundation board officers. According to CA Corporation law, written notice is not required if the meeting time is specified in the bylaws.

1. During the Foundation annual meeting, the Foundation Board will hold an election of officers, who will serve for a 1-year term. This is necessary because the Foundation board members will change as the national board members change.
2. During this meeting, the Foundation Board will vote on how to use the money earned from the Foundation interest. They are allowed to earmark only 90% of the Foundation earnings. The remaining 10% are to be re-invested back into the Foundation monies each year.
3. Minutes of each annual Foundation meeting will be submitted to the national NATRC office.

D. [Foundation Bylaws](#)

16. HOOF PRINT

A. Job Descriptions (Hoof Print Advisory Board Members)

7/14

1. Sponsor Chair

- Reviews photographs for cover
- Solicits and coordinates the sponsors
- Submits invoices and collects fees from sponsors
- Reminds sponsors of upcoming deadlines so they can submit new ads
- Handles paid advertising when inquiries come in

2. Advertising Coordinator

7/19

- Reviews photographs for cover
- Proof reads before printing
- Defines layout specifications
- Does the artwork for our ads in other publications/websites
- Reminds non-breed partners of Spring issue deadline for submitting new ads for the new year
- Does artwork for sponsors and partners who request it
- Coordinates format/shape/size and any NATRC branding on sponsor/partner ad submissions
- Collects and submits all ads to the editor
- Maintains status of sponsors and partners recording who will, or will not, have ads in each issue

3. E-News Chair

- Prepares E-News and emails notice of electronic HP availability on website
- Updates E-News subscribers per email from the ED

4. Hoof Print Advisory Committee Member

- Reviews photographs for cover
- Prioritizes what will be in each issue
- Solicits articles (most)
- Edits and proof reads all (with help from - others)
- Verifies that all photos used are with permission of photographers
- Compiles and submits articles and approved photos to the editor
- Proof reads before printing

5. Editor

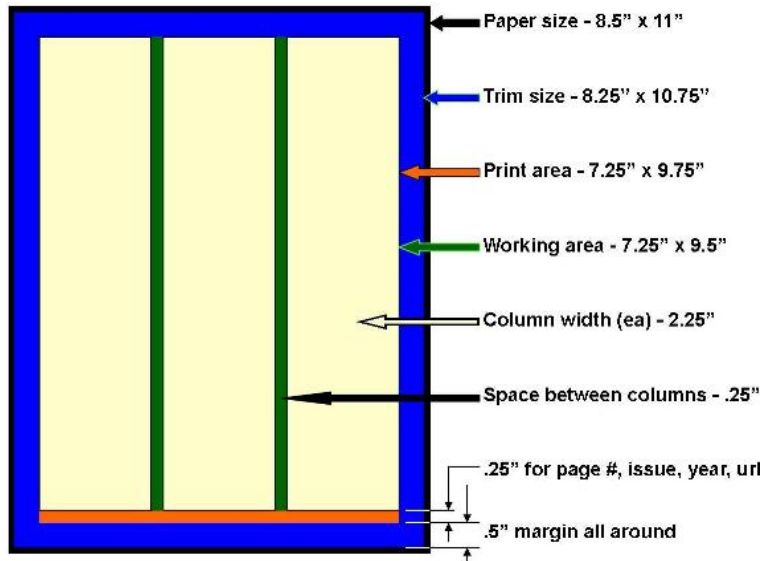
- Designs and lays out *Hoof Print*
 - Coordinates with printer
 - Makes links active in web version
 - Reduces file size for easier download
 - Emails to webmaster for uploading to website
6. **Article Editor**
- Reviews photographs for cover
 - Edits individual articles
7. **Executive Director**
- Updates and emails label file to printer for printed copies.
 - Updates and emails email address file to E-News Chair for E-News announcement
 - Uploads web version onto website
- 7/19
2/14

B. Publication Guideline

Goal - to publish a professional, consistent looking newsletter in both electronic and printed formats. This guideline, developed from 2010 through 2012, continues to evolve. The Media Advisory Board (MAB) solicits content, solicits and prepares advertising, organizes and proofreads each issue, reviews and changes this guideline as necessary, and recommends to the NBOD any policy or major changes.

1. **HOOF PRINT SIZE:** 8.5" x 11" nominal. The trim size is 8.25" x 10.75", so column widths and heights, working area and ad sizes are based on the trim size with a .5" margin. See Figure 1 below. Titles and continuation titles will take up part of the top of one, two, or all three columns.

Figure 1. Page Template Illustrated



2. **AD SIZES:** The sizes of our ad spaces evolved from the above template. Figures 2, 3 and 4 illustrate the acceptable sizes.

Figure 2. Cover, Full & 1/4 Pg

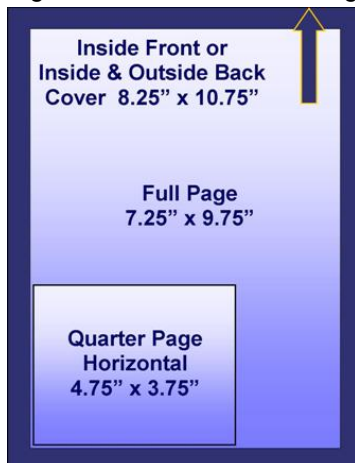


Figure 3. 1/2H, 1/3H, 1/6V Pg

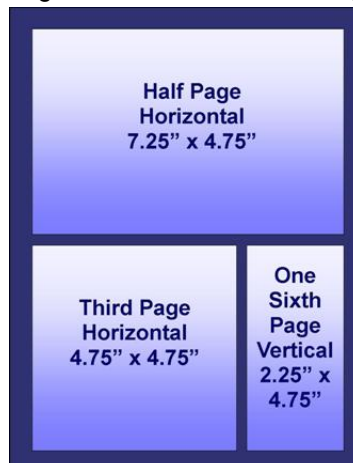
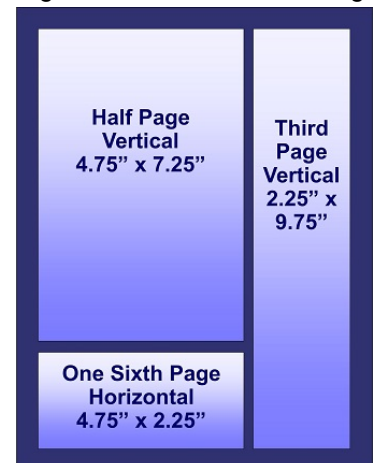


Figure 4. 1/2V, 1/3V, 1/6H Pg



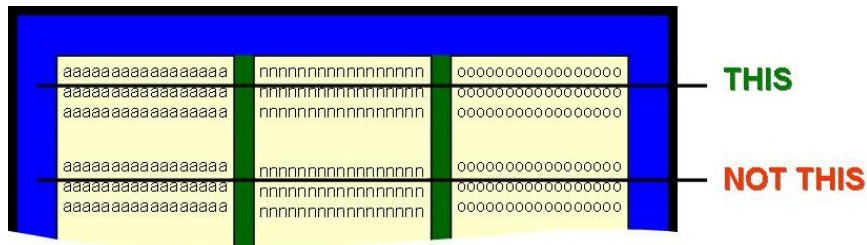
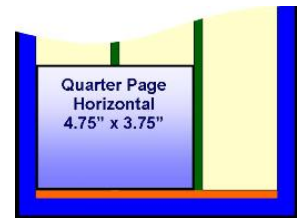
3. **FONTS:**

- Montserrat/Montserrat Alternates - NATRC name and abbreviation; ALL CAPS - unless otherwise approved by the media advisory board (MAB). Montserrat Alternates is used for the “A” and the “T” in our name and abbreviation.
- Arial - 10 pt or less; in text body, sidebars, photo captions, contents, etc.; may be used in headers, sub-headers - Arial narrow, Arial black can also be used where appropriate.
- Font for cover and headers different from Montserrat/Montserrat Alternates or Arial may be used with MAB approval.
- Other fonts - special fancy fonts may be tastefully used in story titles, article or paragraph introductions, bullets, etc. Sans serif fonts are preferred, especially for small lettering, for ease of reading on the website.

4. **END OF ARTICLE SYMBOL:** Suggest miniature logo - . If used, logo *always* faces left.

5. **THINGS TO CHECK:**

- Ads should be their full size. Advertisers are paying for a certain size and expect it to be that size in *Hoof Print*. The ads are sized to span one, two or three column widths. If more than one column wide, the size includes the space between columns. In the example at the right, the quarter page ad spans the space between columns one and two and aligns perfectly with the right edge of the middle column.
- Column rows should align across the page.



- One space between the end of one sentence and the beginning of the next.
- Lists giving page numbers should align both left and right edges of the column and be straight vertically.

Examples of such lists are the Table of Contents, List of Advertisers, and Ad Rates.



- Photos should have permission from, and give credit to, the photographers.
- Single spacing consistent throughout.
- Paragraph justification in an article is the same throughout the article. Except for special paragraphs, such as bulleted items or quotes, some paragraphs should not be left justified and some others left-right justified.

C. **Deadlines and Due Dates**

4/20

Issue	Deadline		Due Date	
	Article & Ad Submission	Proofed Articles & Ads to Editor	Online (on or about)	Print (in subscribers mailboxes)
Spring - Mar/Apr/May*	February 15	March 1**	April 1	April 15
Summer - Jun/Jul/Aug	May 15	June 1	July 1	July 15
Fall - Sep/Oct/Nov	August 15	September 1	October 1	October 15
Winter - Dec/Jan/Feb	November 15	December 1	January 1	January 15

* Dates extended two weeks when the national convention is in early March.

**One month allotted for HP layout, incorporating last minute material, and several rounds of review.

D. **Concerns**

2/97, 5/06

Educational material should be in the newsletter. Letters received by *Hoof Print* editor and others

expressing concerns about NATRC will be directed to the president AND ED who will determine the appropriate response to the concern. A response to the individual acknowledging receipt of the letter will be made as soon as possible.

17. HORSE HALL OF FAME

A. Executive Director

7/17

1. Owner submits completed Nomination Form to the Executive Director, NATRC™.
2. Executive Director verifies the following:
 - President's Cup
 - Bev Tibbitts Grand Champion Award
 - Mileage
 - National Championships (Open only)
 - Sweepstakes (Open only)
 - Regional Open High Point in Class
 - National Open High Point in Class
 - Years in Service
 - Championship Challenge: National Champion
Reserve Champion
3. Upon verification, Executive Director makes recommendation to the National Board of Directors.
4. At the November meeting National Board of Directors will vote to accept or reject nominee.

B. [Horse Hall of Fame Criteria/Nomination Form](#)

18. INSURANCE

A. Committee Chair/ Liaison

At the discretion of the NBOD, if there is not an acting insurance committee chair, the ED will act as liaison between NATRC and insurance companies.

B. [Insurance Application](#)

19. INTERNET MEDIA

A. Webmaster

1. Design and maintain the web site.
2. Work with others to include event, membership, instructional, organization, sponsor, partner, donation and shopping information, competition results, forms, documents, *Hoof Print*, advertisements, schedules, news, announcements and other materials as needed.
3. Upload material within 10 days of receipt; 3 days preferred.
4. Adhere to the Branding Specification.
5. Obtain user ID and password from ED.

B. E-News Chair

1. Maintain an account with Constant Contact, fees to be paid by NATRC.
2. Maintain a library of properly branded images and templates to assure E-News are consistent with the NATRC brand.
3. Maintain a list of contacts and email lists. Add new members from monthly files provided by the ED.
4. Work with the Constant Contact staff to learn how to use their service to NATRC's advantage, including design, scheduling, managing contacts and posting to social media.
5. Work with ride chairs, marketing, and various committees to design and send E-News as follows:
 - a. Monthly ride schedules
 - b. Monthly ride results
 - c. Sponsors' E-News per contract
 - d. Open-for-entry announcements and advertisements for individual CTRs and clinics as requested by ride and clinic chairs
 - e. Notices when national and regional newsletters are available on-line
 - f. Notices of national and regional meetings.
 - g. Notices of rule changes.
 - h. Other emails as required by committee chairs to keep the membership informed of changes, updates, or problems.
6. Design and maintain auto responder emails that go out to new contacts.

C. Social Media Chair

1. You Tube
2. Facebook

20. JUDGES COMMITTEE – See Bylaws and Judges Manual

21. MANAGEMENT

A. Committee Chair

1. Prepare a management report for every NBOD Meeting. This is usually sent by email to the board prior to the meeting. The report has included the number of reports received, the names of the rides who have been delinquent in sending them in in a timely manner, and any significant concerns that have been addressed in the reports.
2. Write Management Articles for *Hoof Print*.

B. Dishonored Checks

After return of an unpaid check from the bank:

11/09

1. The ride chair will contact the rider and request payment be made within 10 days.
2. If the rider does not respond with full payment and penalty (banks charges, etc.) to the ride chair within 10 days, the ride chair will notify the regional BOD.
3. The regional BOD will send a letter by regular mail plus a certified letter, return receipt requested, informing the rider that their check had been returned unpaid and request that full payment including penalty (bank charges, etc.) in the form of money order, cashier's check or cash be made to the ride chair. Further, if payment is not received within 10 days of the postmark date, the rider will lose membership privileges and eligibility for year-end awards, and the rider's name may be posted to other ride chairs. A copy of this letter will also be sent to the ride chair.
4. The ride chair will notify the regional BOD of receipt or non-receipt of payment.
5. If the rider does not respond within the allotted time period, the ED will be notified. The ED will immediately
 - a. Remove all membership privileges from the rider.
 - b. Revoke all of the rider's accumulated points and mileage for the ride year.
 - c. Notify the regional BOD who may notify other ride chairs that "the following named persons have had checks returned, unpaid, for various reasons."
 - d. Upon full payment of the debt, reinstate all points and mileage.
 - e. Send notification of all suspensions and reinstatements to the point secretary. Each region will be responsible for notifying its respective ride chairs whose rides would be affected by the suspensions or reinstatements.
 - f. Membership in subsequent years will not be accepted until the debt has been repaid.

C. Ride Reports

11/98, 5/06, 11/15

Ride paperwork (scorecards, ride reports, rider fees, etc., using RMS or provided form(s) and instructions will be submitted according to the current Rule Book. If no report is received by the office within the designated time, the ED will contact both national directors from the ride's region. They are responsible for getting the paperwork and fees submitted in a timely manner to the ED. (See rule book, Section 2 A2b)

11/15

D. Ride Requirements by Ride Management

Ride management and/or the facility can specify such things as stabling options and helmets required for adults.

7/15

22. MEMBER SERVICES PROGRAM

The Member Services Program is an annually renewable program in which participating businesses or organizations provide discounts to NATRC members and friends who contact those businesses or organizations through our website Member Services page. (Both businesses and organizations will be referred to as 'businesses' in the remaining material in this section.)

A. Presence on Website

1. Place businesses' logos, brief information about the businesses, their discounts and discount codes, on the Member Services page with a link to their websites. Each business will supply:
 - a. a high resolution digital copy of its logo
 - b. the URL address for the link to its website
 - c. the code, if any, to be used in purchasing a product or service
 - d. desired wording
2. The businesses will only be on the Member Services page on the website (the Home page will have a Member Services button)

B. Advertising

1. A reminder will be published quarterly in *Hoof Print* for members to visit the website Member Services page
2. Any business wishing to advertise in *Hoof Print* will be charged the rates as given in the current Ad Specification sheet.

C. Eligibility

1. Any reputable business as determined by NATRC may provide member services.
2. Sponsors may also provide member services.

23. MEMBERSHIP

A. Committee (2019 – Part of Development Committee)

1. The committee consists of a chair, who is a member of the board, and a minimum of one and a maximum of two membership representatives from each region.
2. The president appoints the chair and the board confirms the appointment.
3. The chair maintains contact with the regional representatives by email and/or phone as needed.

B. Purpose of the Membership Committee:

To assist the regions in their efforts to recruit new members, retain current members, and provide more and better services to members.

C. Membership Chair Job Description:

2/21

1. Submit a report to the NBOD prior to each board meeting, per the requested deadline set by the Executive Director, summarizing the activities of the membership committee.
2. Answer and/or refer membership inquiries sent to the chair by the ED and communicate those responses to the regional membership coordinators.
3. Assist other national committees when called upon to promote active communication with the general membership.
4. Assist the NBOD in promoting membership benefits throughout the year.
5. Assist the regional representatives as needed with recruitment and retention activities and encourage collaboration among the regions.

D. Lifetime Membership

1. If one member of a family with a family lifetime membership dies, the remaining family members have one vote. 7/83
2. In years that we are profitable, \$600 may be added to the Foundation account for each lifetime membership that is purchased, donated, given, awarded, etc. 2/11/11
3. Single lifetime memberships \$5,000. Family lifetime memberships \$10,000. Benefits for lifetime memberships previously purchased will not change. 11/12/11
4. Jim Menefee Honorary Lifetime Membership Award changed to Jim Menefee Lifetime Achievement Award. 11/10/12

E. Membership Information - Sharing

NATRC will not sell or provide to outside organizations or businesses any lists or personal information of our membership. 7/10/10

F. Regional Reimbursement

1. In 2001, the NBOD voted to combine regional and national dues with the ED collecting the dues and sending a portion back to the regions. At that time, a single adult membership was \$50, \$15 going to the region. A family membership was \$60; \$20 going to the region. A junior membership was \$35; \$10 going back to the region. Single lifetime memberships were \$600, \$150 going to the region. Lifetime family memberships were \$800, \$200 going to the region. The ED writes the checks to the regions every month as memberships are received. 1/09
2. Effective 3/1/11, a single adult membership is \$60, \$15 going to the region; family membership \$90, \$20 going to the region; junior membership \$40, \$10 going to the region. 11/13/10
3. Effective 1/1/19, a single adult membership is \$75, \$18.75 to the region; family membership \$125, \$31.25 to region; junior membership \$25, \$6.25 to region; supporting membership \$50 and \$12.50 to region; fan membership \$35 and \$8.75 to region. 11/10/18

G. [Membership Form](#)

24. NATIONAL BOARD OF DIRECTORS

A. [NBOD and Alternates](#)

B. Election Procedure – See Bylaws.

C. Alternate Alternate

1. Because equal representation is important, in the rare event that an alternate cannot fill the seat of a regular director at a board meeting, the individual region will appoint a person at their discretion to fill the seat for that meeting. 11/14

D. Meetings – Protocol for Regular Meetings

1. Speak only when recognized by chair of the meeting. Raise your hand to be recognized.
2. While someone is making a statement or presentation to the group, do not interrupt. Wait until the speaker is finished to be recognized.
3. After a presentation to the group, the chair may ask for discussion or comments.
4. For items to be voted on, the following order prevails:
 - a. The member requesting a vote must make a motion regarding the issue.
 - b. Another individual must "second" the motion in order for the motion to be openly discussed.
 - c. After the "second", the motion will be opened for discussion.

- d. During discussion, repeating points already made by another member is unnecessary. Concurrence or disapproval will be evident in the vote.
 - e. After a reasonable discussion, any member, with chair approval may call for a vote.
 - f. The vote will be taken.
 - g. Voting will be on the original motion, unless the individual who made the motion accepts an amendment to the motion. The secretary will note any amendments accepted and reread the motion prior to the call for a vote. The individual who made the original motion may request to table the motion for future consideration at any time prior to the call for a vote.
 - h. The secretary will record the results of any vote or tabling of any motion opened for discussion.
 - g. Any voting that is not unanimous will be noted in the minutes. There will be a listing of the minority and abstaining voters' names. 11/06
5. Dependent upon the size of the meeting, attendance, or the amount of items on the agenda, the chair may limit the time for individual comment and total time allowable for any one item presented.
 6. Discuss matters of a personal nature in "closed" session. Exclude the affected parties during the discussion and voting.

E. Meetings – Protocol for Email Decisions

1. According to Roberts Rules of Order, email and conference-call meetings are not advised for a deliberate assembly because they do not allow for simultaneous discussion. However, it would be inefficient to try to make all the decisions during a regular NBOD meeting without some email discussion/ preparation ahead of time.
2. NATRC is a California Corporation. CA Corporation Code 5211 allows for electronic meetings. See Appendix for full text. 11/12
3. Between regular meetings of the NBOD, the Executive Committee, by unanimous agreement, may act in good faith to make decisions that they believe affect the overall good or integrity of the organization. Financial considerations in such decisions should be limited to \$500. The Executive Committee will notify the NBOD of their contemplated decision and be receptive to input from the NBOD. The entire board will have 7 days to input discussion on said decision. The NBOD will be asked to ratify such Executive Committee decisions at the next regular meeting. 7/08

F. Meetings – Schedule

The date of the national convention and February NBOD meeting can vary at the request of the host region. Subsequent NBOD meetings will be the second weekend in July and the second weekend in November. (Re-worded from BOD Guidelines, 11/87)

G. Meetings – Shared Board Calculations

1. The Shared Board concept was instituted in order for each board member to end up paying the exact same amount to attend any given national board meeting, in order to be fair to all, no matter what the location of the meeting across the nation.
2. The treasurer will be responsible for the calculation of the shared board expenses at each national board meeting.
3. The treasurer will circulate a sign in sheet for board members to record their totals. The following items are to be included in the shared board calculations:
 - Airfare amount
 - Total ground transportation costs, including airport/hotel parking & taxi service
 - Round trip miles driven to the airport or to the meeting if driving, at 30 cents per mile, subject to change as determined by the board.
 - Round trip mileage for the total distance to a NBOD meeting can exceed the average cost of air travel expenses. A comparable airfare may be used for NBOD members who choose to drive long distances to NBOD meetings. If the trip is for a combination of NATRC and personal business, half the driving mileage may be used. In cases where a board member chooses to drive and the mileage charges are less expensive than a comparable airfare, the mileage cost will be used. 11/14
4. After tallying all of the above, the treasurer will divide that total dollar amount by the total number of attending board members, which should be 12. The resultant figure is the shared board amount for that meeting.
5. Board members, whose totals are MORE than the calculated shared board amount, will be issued a reimbursement check for the difference.
6. Board members, whose totals are LESS than the calculated shared board amount, will write a check to NATRC for the difference. 11/07

H. Meetings – Reimburse Committee Chairs to Attend

1. Due to budget constraints, travel expenses for the sanction chair to attend NBOD meetings will no longer be funded. 11/15

25. NATIONAL CONVENTION – See NATRC Convention Handbook

- A. Profits and Losses: Split** National Convention profits or losses equally between National and the hosting region. 7/95
- B. General Meeting: Hold** a general meeting of the membership during convention. 11/12

26. NATIONAL FUND RAISING

- A. Chair**
- B. Raffle**

If held, use TicketPrinting.com. Cost comparisons have shown it to be the least expensive. Experience has shown high quality and reliability. The NATRC logo in the proper dimensions are on file. Use NATRC's EIN for the non-profit discount. Account name: Executive Director. Email: natrc@natrc.org. Obtain the password and EIN from the ED. The email address and password are required for sign in.

27. PARTNER PROGRAM

The Partner Program is an annually renewable program in which NATRC forms partnerships with breed associations, non-profit equine related organizations, businesses and magazines for mutual promotion. It entails exchanging quarter page ads in each other's magazines/newsletters and exchanging logos and links on each other's websites.

Breed associations have two partnership classifications: Full Partner and Awards Partner. Awards partners are breed associations who supply NATRC with year-end high point breed awards but do not participate in ad exchanges.

Businesses, magazines and others also have two partnership classifications: Full and Associate. Associate partners participate in the logo and link exchange only.

A. Quarter Page Color Ad Exchange (Full Partner Only)

- 1. Number of Ads per Year
 - o Quarterly publications - even exchange.
 - o More frequent publications - we request that our ad appear in at least four issues.
 - o Less frequent publications - we request larger ad space for our ad.
- 2. NATRC Ad Requirements
 - o 4.75"w x 3.75"h, color, uncompressed 300 dpi .jpg file in print size.
 - o Submit to the marketing committee contact, or, partner may request FREE design service.
- 3. Deadlines for Submittal to NATRC. Publication is mid- to late- the following month.

<i>Issue</i>	<i>Ad Prepared by Partner</i>	<i>Prepared by Free NATRC Design Service</i>
Winter	November 15	November 1
Spring	February 15	February 1
Summer	May 15	May 1
Fall	August 15	August 1

- 4. Ad Submittal to Partner. The marketing committee contact will email our ad to the partner's representative.
- 5. Optional
 - o Larger Ad Upgrade. The ad exchange is for quarter page ads only. Partners can purchase upgraded ads for \$25 - 1/3 pg, \$50 - 1/2, \$100 - full page per issue. Normal rates are \$100 for 1/3, \$150 for 1/2, and \$275 for a full page at the 1-2 issue price (see *Hoof Print* specification).
 - o Free Design Service Requirements. Email the following information to the marketing committee contact.
 - Wording wanted
 - Colors preferred
 - A high resolution logo
 - Style preferred (i.e., western theme, modern, jazzy, etc. or follow the look of the website)
 - One or more 300 dpi color jpg images

B. Logo and Link Exchange (Full and Awards/Associate Partner): Display each other's logo/emblem and link in a prominent location on our websites.

C. Other:

- 1. Information Needed from Partner
 - o Name(s) and email address(es) of the partner's contact person(s).
 - o Name and email address of the person preparing the partner's ad.
 - o Print or digital copy of each publication issue, or of the page on which the NATRC ad appears.
 - o Color, high-resolution logo and link URL.
 - o Required ad dimension, format and deadline.
- 2. NATRC Information Supplied

- o The names and email addresses of our marketing committee contact and chair plus ad preparer.
- o Logo and link URL - <https://www.natrc.org>
- 3. What NATRC Does in Its Half of the Program
 - o Place partner's logo and link on the website Partners Page for an entire year.
 - o Place partner's logo in a group display in each *Hoof Print*, with a link to our web Partners page.
 - o Place partner's ad in all four issues of *Hoof Print* (except Awards Partner).
 - o Add partner's contact person to E-News *Hoof Print* notification list.
 - o Announce the new partnership in E-News and on Facebook page and group.
 - o Contact partners annually to renew partnership and update ads.
 - o Distribute partner questions/proposals to the appropriate NATRC officers, committee heads, or other volunteers.
 - o Work with partner to pursue additional promotion ideas generated by partner.
 - o *DOES NOT DO*: give out information on our members; i.e., no names, email or postal mail addresses or phone numbers.

28. PROTEST COMMITTEE

A. Chair

Should have a "senior" NBOD member as chair

B. Committee.

Per the bylaws, Article XIII, Section 3, the president shall annually appoint a Protest Committee. To ensure that each protest is handled by a committee that has no conflicts of interest, this standing Protest Committee will be in charge of appointing an ad hoc committee to address each protest.

C. Distribution

1. The protest chair, or designate, must provide the newsletter (*Hoof Print*) with a summary of any protest including issues, rule(s) involved, **persons involved** and results. 11/79; 7/10/10
2. A brief summary of all protests must be included with the annual letter or newsletter to the judges. 11/79
3. The ED must provide copies of all protests, complaints and letters of concern to all Board members before the next Board meeting. 3/80, 2/07
4. The ED will send copies of complaints and letters of concern to members of the National Board from the Region of the complaint. 7/85, 2/07

29. PUBLICITY

2/14

A. Chair

1. Represents and works for NATRC.
2. Requirements
 - a. Enthusiastic, positive about NATRC.
 - b. Have best interests of NATRC as a national organization in mind.
 - c. Professional and unbiased.
 - d. Organized.
 - e. Literate, concise communicator. (Magazine editors just glance at ideas to see if they want to pursue them.)
 - f. Computer literate. (Able to email and attach pictures.)
 - g. Work well with others in the organization as a team member.
 - h. Creative in topics for release and ways to get free publicity.

B. Tasks

1. **Write press releases** and email (we no longer send paper releases):
 - a. President's Cup, national convention, and raffle.
 - 1) *President's Cup and Raffle*
 - Start working on releases THREE (3) MONTHS before they are due to be issued
 - o Ask the PC rider to send you:
 - Several paragraphs about themselves, their horse and their win.
 - Several photos of them in competition with permission from the photographer.
 - Let her/him know their writing does not have to be a finished product as you will edit.
 - Let her/him know they will have a chance to review the final release before it goes out.
 - o Ask the raffle chair for the next year's convention to send you:
 - A write-up of the pertinent information they would like in the release - what, who, when, where, why. If they already have a flyer or draft of one, that will do.

- 3) *National Convention Marketing/Publicity Guide*
- 4) Media contacts from the MASTER Media List for publications in states surrounding the convention location plus all online publications.
- c. Be available to answer questions, edit their publicity material (if they request it).
- 6. **Gather pre-approved photos:**
 - a. Gather free pre-approved photos from quality photographers like Cristy Cumberworth (R3), Jim Edmondson (R4) and others. NATRC has a standing agreement with Jim Edmondson to go through his Optical Harmonics website, select high-resolution photos for Publicity use, and download them for free.
 - b. If someone supplies photos, have them to provide permission from the photographer(s) to use the photos.
 - c. Photo permission is usually granted contingent upon using the words "Photo by _____" or "Courtesy of _____" or "Photo by _____, With Permission" at the foot of the photo.
 - d. Rider permission. So far, we have not been getting permission from riders to use the photos in which they appear, even if we have the photographer's permission. Most are just thrilled to appear in ads, articles, etc. Should the day come, a draft of a Media Release form is in the MASTERS file in Dropbox.
- 7. **Encourage riders to do press releases** of their accomplishments for hometown media.
- 8. **Prepare progress report** prior to the NBOD meeting.
- 9. **Write Publicity Article for HP:**
 - a. Just a few paragraphs (welcomed to include it in marketing chair article).
 - b. Graphics or photo helpful.
 - c. Deadlines to HP:
 - 1) Winter Issue → Nov 15
 - 2) Spring Issue → Feb 15
 - 3) Summer Issue → May 15
 - 4) Fall Issue → Aug 15
- 10. **Update this Job Description & Procedure** as needed.

C. Notes & Tips

- 1. PLAN. The job really is not difficult, just a matter of staying on top of things.
- 2. Very little writing is required. The job is to get the news out and then let the pros take over to write the articles.
- 3. Any press releases or articles that the Publicity person writes must be reviewed by the EA, the assigned BOD member overseeing publicity, the marketing chair and occasionally (when the publicity chair is new or very sensitive material is covered) the President before sending them off.

30. RIDE SANCTION

A. Sanction Chair

2/20

1. Duties

- a. Work with ride managers to achieve sanction approval.
- b. Work with the executive director to keep in touch with ride management and oversee the scheduling and timely receipt of required paperwork.
- c. Receive ride scheduling and dates from regional ride coordinators.
- d. Copy the executive director and regional ride coordinators on all correspondence with ride chairs and secretaries.
- e. Submit a written two-part report to the national board of directors at every meeting. Parts:
 - 1) a data base that includes rides listed by region, date, state, name, type, judges and the number of member and non-member competitors for distance and leisure divisions for completed rides
 - 2) a summary of any important events dealt with or any important new and up-coming events
- f. Correspond by email.
- g. Throughout the year, periodically review paperwork record to be sure receipt is in a timely manner.

2. Equipment Necessary

- a. Computer
- b. Internet Connection

3. Duties Timeline

- a. October – November
 - 1) Work with the executive director to prepare the ride schedule with priority dates for all existing rides.
 - 2) Contact regional ride coordinators and request a list of possible rides for new year.

- 3) Contact projected ride chairs requesting early sanction application; attach a current sanction application.
- 4) Remind management "**All sanction applications with sanction fees must be received at least 90 days before the ride AND in time for publication in ride schedules on web sites.**"
- 5) RIDE SCHEDULE SPREADSHEET (in MS Excel)
 - Priority dates are the matching weekend in the next year's calendar.
 - Create the new year's spreadsheet of priority dates and enter each ride on the correct priority date. Include rides sanctioned in the previous year but canceled, as they also have priority on their date for one year. (Tip: save the former year's spreadsheet to the new year file. Change the dates in the left hand column. Change the ride names and dates to non-bold italics to indicate unsanctioned rides. Delete the numbers in the white columns showing the previous year's participation. NEVER delete or try to enter data into the blue cells. They have formulas in them.)
 - Upon ride sanction approval, change the type to bold and remove the italics. After double-checking your work, send a copy of your new spreadsheet on priority dates to the executive director.
 - Provide a copy of the new year's spreadsheet when you submit your sanction report to the BOD in November, February and July.
- 6) Even though priority expire on January 31, leave the spreadsheet intact in order to know which rides have not yet re-sanctioned as the year progresses. Per the Rule Book, sanctions are due at least 90 days before the ride. With the advent of electronic communication, it is possible to be a little more lenient with the deadlines, especially with established rides. Although we do not have to deal with deadlines for *Hoof Print*, all rides must appear on the ride schedule on the NATRC web site 60 days in advance.
- b. December – January
 - 1) Keep a close eye on the early rides and give them reminders in December, January and early February to get their sanctions in on time.
 - 2) Give them a **90-day deadline** for receipt of their Sanction Application and **60 days** for listing on the ride schedule. Early March rides must submit their sanction application in early December.
 - 3) If any spring ride sanction applications are not received by January 31, repeat the request advising of the 90-day deadline. This is especially important early in the year, as some rides will miss these deadlines without reminders.
- c. February – September: Review throughout the year for sanctions not received and remind management as needed.

4. Sanctioning Process

- a. Create an electronic file for your information. Use the Dropbox for copies of sanction applications, sanction approvals and progress reports.
- b. Receive sanction applications.
 - 1) Obtain from the Dropbox after sanction fee received.
 - 2) Some ride chairs include you in their submission emails to the executive director.
- c. Review applications
 - 1) Check date to confirm either a priority date or availability of the date. If it is a new date, contact the regional ride coordinator for confirmation.
 - 2) Check the first choice date against your spreadsheet priority dates.
 - A ride may use their priority date or any other OPEN date.
 - Do not allow a ride to use somebody else's priority date UNLESS the ride holding priority gives you notice that they are releasing the date. BE CAREFUL about taking somebody else's word on this.
 - Priority dates are one year minus one day, so ride dates are always working back through the calendar and will eventually work back too far. Some years, rides do a lot of adjusting because of this.
 - 3) Check to see if ride management is reliable and experienced. If not sure, contact regional ride coordinator, regional directors and national board members for that region for feedback and suggestions.
- d. Process the APPROVAL LETTER to include at top of the letter: due date of entry/information sheet for review and 6 weeks Ride Progress Report.
 - 1) Using a current calendar, find the date when their entry/information sheet is due to you for

- sanction review (8 weeks prior). Note these dates at the top of the sanction application. If there is no problem with the date requested, fill out the approval letter form.
- 2) Send the *approved sanction application response* as an email (text in Dropbox) to ride chair with copies to the ride secretary (if email is available), executive director, regional ride coordinator, Colleen Wills, and the regional RMS Admin. Include as attachments:
 - Sanction Approval letter
 - Management Sanction Guidelines
- e. Approval of the RIDE ENTRY/INFORMATION SHEET.
- 1) Receive at least two months before the ride date.
 - 2) Send reminder if necessary.
 - 3) Read the entry and all information sheets, checking for:
 - any misquoted rules
 - name of ride chair and secretary
 - secretary's name, address and phone number on sheet that rider keeps
 - map or clear directions to camp
 - age of juniors
 - weight classes, divisions, all noted correctly
 - liability release forms correct with proper spaces for signatures
 - EALA (state) release form correct with proper spaces for signatures
 - space to indicate NATRC member/non-member status
 - ride limit stated on entry
 - phone number for riders to leave with their family in case of emergency at home
 - any indication that entries will be given preference of any kind
 - if an explanation on accepting entries is given, it must be in order of postmark or time stamp on email 'sent.'
 - 4) Do NOT review spelling, punctuation or form, **except in the Liability Releases**. The only additions allowed are the ride name, date, sponsor, ride management, landowners, etc. Otherwise, spelling, punctuation and content of releases must be exact. (This sometimes meets with resistance when management wants to write their own version of the "Statement of Rider and Liability Release." Your job is to help them understand that our attorney wrote the release. Alteration not allowed.)
 - 5) Send via email either approval or recommendations for corrections and additions.
 - 6) File copy of entry (either electronically or hard copy) with any recommendations.
- f. SIX WEEK PROGRESS REPORT review.
- 1) Receive from executive director (Dropbox) or via email. If by email, make sure the executive director has received a copy.
 - 2) Check that:
 - mileage and timing adhere to Rule Book criteria
 - ride includes a lunch stop if Total Minimum Elapsed time is 6 hours or more
 - number of P&R's meet Rule Book and 15 minutes allowed for each stop
 - rules interpreter and judges are appropriate
 - 3) Contact ride chair with any corrections or discrepancies found.
5. **After Sanctioned Rides Completed**
- a. Review RULES INTERPRETER'S REPORT & MAPS. (Available in NATRC Dropbox)
 - 1) Note mileage and time as actually used at the ride (may be different from anticipated on Ride Progress Report).
 - 2) Note any problems/protests/rule infractions reported.
 - 3) Note any concerns on ride management reported.
 - 4) File notes in next year's sanctioning files for consideration when reviewing for a new ride.
 - b. Review RIDE REPORT SUMMARY STATISTICS in the Dropbox. Use this information in preparing reports for the national board meetings.
 - c. In November,
 - 1) Make sure all documents dealt with throughout the year are on file in the Dropbox for a permanent record.
 - 2) Set up your own files (on your computer) if desired.
 - 3) Archive all current year hard copies for 1 year.
 - 4) Prepare the SUMMARY REPORT for the November national board meeting. (See previous reports in Dropbox.)
 - 5) Go to 4.a. above and start over for the new ride year!

B. Regional Ride Coordinator

1. The purpose of having a regional ride coordinator is to help facilitate the sanctioning of rides in a timely manner. At the end of the ride season, the national sanction chair is working with all six regions to sanction 50 – 70 rides a year. It is much more efficient for a region person who knows the rides and the chairs to coordinate getting rides lined up and making sure that managers file sanction applications on time.
2. Keep in mind these requirements from Rule Book Section 2-Sanctioned Rides and Clinics 5. Scheduling:
 - c. Priority on ride dates shall be given to rides sanctioned the previous ride year. These rides may have these "reserve dates" listed on the NATRC calendar.**
 - d. Rides sanctioned but cancelled will hold their priority date for one year only.**
 - e. Sanction written commitment for established ride is due by the 31st of January. After the 31st of January, the priority date will be forfeited."**
3. The regional ride coordinator works closely with the national sanction chair to:
 - a. Contact ride chairs from previous rides to ascertain whether they will be putting on their ride again for the up-coming year.
 - b. If they plan on doing the ride, work with the ride chair to get their sanction application in early enough to get into the Region Ride Book (if applicable).
 - c. Coordinate with the person responsible for publishing the Region Ride Book to set deadlines for ride chairs to respond to the coordinator and to have the sanction application sent to NATRC for approval.
 - d. If they are NOT planning on managing the ride, ascertain if they are willing to let someone else manage that ride or if they will free up the date for another ride to take place the same weekend.
 - e. Communicate change in rules, fees, reporting, etc. to the ride chairs/secretaries.
Ex: 2019 \$35 non-member fee for O/CP/N; \$20 non-member fee for LeD. RMS is not set up to handle the LeD. A new Stats and Fees sheet has been posted with Ride Management documents on the NATRC website. Send a copy to the NATRC office with the ride scorecards as well as with a check for payment of fees. LeD has only one (combined) score to enter in RMS, and that goes in the rider slot; the horse slot is zeros.
 - f. Try to coordinate dates of region rides to be at least 2 weeks apart.
 - g. Remind ride chairs to use the current forms.
 - h. Respond to questions from the sanction chair on the 6-week progress report.
 - i. Solicit prospects for new ride chairs to work with current ride chairs in an apprenticeship relationship to be able to manage future rides when current chairs want to take a break.
 - j. Communicate with people interested in putting on rides. People who have ranches or campgrounds with access to trails often contact NATRC about what needs to be done to put on a ride. The regional ride coordinator could connect these people with knowledgeable members to pursue the possibility of having rides at new locations.

C. Ride Sanction

1. A ride date belongs to the ride sponsor, not the ride chair. 11/78
2. The sanction chair may require any ride that has had severe management problems to send a letter to the sanction chair listing all key personnel. 4/81
3. The NBOD and the sanction chair have the discretion to refuse a sanction to any ride that has had substantial problems resulting from poor management if the same management personnel remain in office at the time sanction is sought. 7/82
4. A CTR event that is selective in providing entries or selective in entries accepted may have the sanction revoked and/or be denied sanctioning for future events. 6/87, 11/06
5. Only sanction a ride combined with another sanctioning organization if a separate judge is used for the additionally sanctioned organization's (e.g., A.H.A.) portion of the ride.
(Re-worded from 2/88 and 11/91) 11/06
6. Ride chairs will declare on sanction application which state ride is sanctioned in if ride includes trail in two states. 2/96
7. Sanction Denial or Revocation 3/12
The BOD or Executive Committee and sanction chair have the discretion to deny or withdraw the sanction to any ride that has substantial problems resulting from poor management.
 - a. Considerations may include:
 - Strong recommendation from judges that this individual should not manage a ride
 - Failure to acquire adequate workers for the ride
 - Timing, mileage or trail markings that are consistently inaccurate.

- Abusive or disrespectful behavior, disregard for safety, etc.; i.e., conduct not becoming an ambassador for NATRC
 - Failure to submit the pre-ride progress report or post-ride report in a timely manner
 - Late or non-payment of fees due to NATRC, insurance carrier, other organizations, refunds to riders, etc.
- b. If sanction is denied or withdrawn:
- Ride chair must have written notification at least 2 weeks prior to the ride date.
 - Sanction chair must also notify that region's national directors, who will take action to notify riders.

D. [Sanction Application](#)

E. [Sanction Guidelines](#)

31. RULES INTERPRETER (RI)

A. Chair

1. Send a welcome letter to RI of upcoming rides. This letter should remind them of their responsibilities and thank them for doing this important job.
2. Review the RI reports as the copies are received from the ED. Contact related/appropriate person(s) if there are questions or concerns.
3. Keep track of the reports received. Use the ride schedule on our website. If there is a question as to whether or not a ride has been cancelled, contact the ED or the sanction chair.
4. The ED sends copies of the Rules Interpreter Reports to:
 - Sanction chair
 - Ride chair
 - Management chair

B. [Rules Interpreter Report](#)

32. SAFETY

A. Chair

1. Become familiar with the Safety Guidelines
2. Receive the accident report forms or letters of safety concerns submitted to the ED
3. Follow up on the status of the subject (s) of the reports if appropriate
4. Evaluate the accident situation (s) relative to the Safety Guidelines
5. Report the incident(s) to the NBOD at the next regular meeting
6. Pursue follow-up if necessary
7. Convey safety concerns from riders, management, or judges to the appropriate committee or NBOD
8. Communicate, if appropriate, the principles of the Safety Guidelines to riders, management, and judges.

B. [Accident Report](#)

C. [Safety Guidelines](#) see [Management Manual](#)

D. [Safety Personnel](#) see [Management Manual](#)

33. SCORECARD ERRORS - See Judges Manual

- A. After awards/ before mailing to office.** The ride secretary will send copies of the cards of the class involved in dispute to the judge, aiding the judge in making any corrections in placings. Ride secretary will then notify the riders involved. 10/19
- B. After awards/ after mailing to office.** The NATRC office will send copies of the cards of the class involved in dispute to the judge, aiding the judge in making any corrections in placings. NATRC office will then notify the riders involved. 10/19

34. SPONSORSHIPS & TROPHIES

35. STATEMENTS

A. Mission

The North American Trail Ride Conference (NATRC) promotes horsemanship and horse care as they apply to the sport of distance riding by offering a variety of challenging and educational experiences designed to strengthen horse and rider partnerships.

B. Nature of Our Sport

The North American Trail Ride Conference (NATRC) provides distance competitive trail rides for riders of all equine breeds and from all disciplines. We promote safety, sportsmanship, education and trail

horse advocacy through qualified evaluation of horse and rider by veterinary and horsemanship judges, in a fun, responsible environment for the whole family.

36. STUDENT LOAN & SCHOLARSHIPS

A. Chair

1. Review applications for Scholarships, Loans and loan note with the NBOD in February to see if any changes / modifications need to be made.
2. Scholarship requests are due January 15 for the following fall semester. Loan applications are due at least 30 days before a regularly scheduled NBOD meeting. 7/17
3. Run ad for scholarships and loans in each *Hoof Print*.
4. Prior to NBOD meetings by the specified time, send via email all applicant information received sans SS# to all NBOD members so all can review information and be prepared for discussion at NBOD meeting. If there is nothing to discuss, notify the ED 'No report. I have no information to discuss at this time.'

B. Student Loan and Scholarship Fund

1. This fund will be maintained by up to 90% of the earnings of the NATRC Foundation, donations designated for this fund from members or non-members, or other money that the Board of Directors deems available to be transferred into this Fund.
2. This money will be designated NATRC Student Loan/ Scholarship Fund and kept in an account separate from other organization money. The Student Loan / Scholarship Committee will administer this fund under the auspices of the board of directors. The money from this fund will be distributed by the ED in the form of a loan or scholarship.
3. A loan is to be repaid in monthly installments beginning not later than 6 months following graduation or when the recipient ceases to be a full-time student. An annual interest rate of 3% will be charged on a loan starting at the time of graduation or when the recipient ceases to be a full-time student.
4. Preference will be given to a full-time student who has been a member of NATRC or whose family has been an active member for at least 3 years. Consideration will also be given to a student or a student's family who has been an active member for less than 3 years but more than 6 months. Loans and scholarships will be made based upon financial need, scholastic achievement, and character of the applicant as determined by the Student Loan/ Scholarship Committee. It is our policy to provide equal opportunity for all applicants without discrimination because of race, color, religion, sex, national origin or age. Loans and scholarships will be made available to students nationwide who are attending an accredited college or university. After the above criteria have been met, disbursement will be made in accordance with the following priorities:
 - **First:** Enrolled in any accredited School of Veterinary Medicine in the continental United States.
 - **Second:** Enrolled in studies leading to a degree in Animal Science, Nutrition, Health and/or other related equine field.
 - **Third:** Enrolled in other equine related studies in accredited courses; i.e., stable management, equine studies, horseshoeing, etc.
 - **Fourth:** First consideration will be given to college students entering their senior year.
Second consideration will be given to college students entering their junior year.
Third consideration will be given to college students entering their sophomore year.
Fourth consideration will be given to college students entering their freshman year.
 - **Fifth:** For a student loan, consideration may also be given to a student enrolled in studies other than Animal Science, Nutrition, Health and other related fields.
5. The method of determining the most eligible applicant will be worked out by the Student Loan/ Scholarship Committee and presented to the Board of Directors for approval. After these procedures have been approved, the committee will report at each quarterly board meeting all actions taken. When a student has been selected by the committee and the paperwork completed, the amount of money approved for a loan or scholarship will be sent to the college or university which the student is attending to be applied toward expenses incurred in connection with the student's studies.
6. Up to \$5,000 per person per year will be available annually for student loans, at the discretion of the NBOD (2-25-06), after a completed application has been submitted. Applications must be co-signed by a financially responsible adult. Signatures must be notarized. 11/08
7. Up to \$5,000 will be available annually for scholarships, with distribution at the discretion of the NBOD (2-25-06), after proper application has been submitted. 10/06
Scholarships will be awarded at the yearly budgeted amount. 2/15

C. [Bev Tibbitts Memorial Scholarship Application](#)

- D. [Student Loan Application](#)
- E. [Promissory Note](#)

37. TRAIL FUNDS

- A. Chair
- B. [Trail Funds Application](#)
- C. [Guidelines for Requesting Funds](#)

38. VETERINARY DRUG COMMITTEE

- A. **Responsibilities**
 1. Update the drug appendices as appropriate.
 2. Review positive drug test reports and determine if a violation has occurred.
 3. Receive and respond to questions from the membership regarding medications and treatments.

39. VETERINARY RECRUITMENT

As incentives to recruit new veterinary judges, two practices were started in 2000.

- A. **Compensation.** Apprentice veterinary judges are compensated \$200 by NATRC for their first apprentice ride.
- B. **Membership.** Membership dues are complimentary during the apprentice and provisional process.

40. VOLUNTEERS

A. Employment Statement (Needed for Legal Reasons)

All volunteers, veterinarians, and any independent contractors who work during the rides, are not “employees” of either the Regional or National Boards. 2/96

41. WRITING STANDARD

- Preferred font: Arial
- Preferred font size for body: 10 pt.
- Line Spacing: Single spaced
- Spacing between sentences: 1 space. Example: correct-“...completed. Next time...” vs. Incorrect-“...completed. Next time...”
- Capitalize job titles only when used with a person; i.e., “Veterinary Judge, Susie Q” or “Susie Q’s work as a veterinary judge is outstanding.” 7/15
- Use numerals for time designations; i.e. 3-minute warning, 2-yr old, 30-minute window.

APPENDIX A

RULE CHANGES: AWARDS – SECTION 9

(Sent as an attachment with minutes of NBOD meeting Nov. 13, 2010).

Justification

The proposed rule changes for 2011 include re-wording for the entire Section 9 – Awards. Many questions and problems have arisen about what the word **ride** means in this section.

For example, in the General Section, “In order to qualify for annual awards the competing horse or rider must have completed **at least three rides** in their designated Region.” Does that mean 3 “A” or equivalent rides or 3 rides of any ride type?

NUMBER OF RIDES TO QUALIFY

Between **1965 and 1969** (my records not complete), a President’s Cup award for the overall high point horse was started. There were no limits on the maximum number of rides that would count toward awards.

In **1975**, the high average horse award was started as proposed by Nancy Moss:

“Horses competing for the award must start on a minimum of eight rides during the year, counting an “A” ride as one, and a “B” ride as one-half. There is no maximum number of rides which will count.”

At least since **1985**, completion of three rides has been required to qualify for annual high point awards. No mention was made of ride type. The only place ride type was mentioned in annual awards was to qualify for the high average award. The 3 ride - requirement has always been figured as “any ride type.”

In **1993** the OLD President’s Cup was retired and replaced with the National Sweepstakes Champion. The name was changed because a 16 maximum ride limit was imposed, which drastically changed the nature of the award. However, it was specifically stated in VI B 1 (3) that *“All ride types (AA, A or B) will count as one ride”*.

A general statement was included in the **1993** Rule Book in the paragraph on Annual Awards that *“Only the first 16 rides started in a ride year will count towards National Awards.”*

The 16-ride limit was also placed on all national awards.

In **1995**, the National Awards section retained the requirement that only the first 16 rides would count. However, the rides were then defined according to type, similar to the wording for the high average awards.

1. *Only the first 16 rides started will count.*
2. *“A” rides counts as 1 ride, “B” ride counts as ½ ride, “AA” ride counts as 1 ½ rides.*

The language in the General section of the Awards section did not change. It continued to state, *“Only the first 16 rides started will count”* with no mention of ride type.

NBOD Minutes Nov. 12-13, 1994 help to clarify what was meant in the General section:

*“Motion made by Walls, seconded by Calhoun to change section VI, B, 1. to read: Only the first 16 rides started in **Open Division** in a ride year will count toward National Awards. Motion approved.*

Discussion on annual awards and whether it is more equitable to count the first 960 miles or first 16 rides towards awards.

960 miles would be the equivalent of 16 “A” rides.

OUT OF STATE/ OUT OF REGION RIDES

The 1969 Rule Book included this wording for National Championships:

- (a) *awarded two firsts OR one first and two seconds OR three seconds*
- (b) *awarded a first or second in each of two states*
- (c) *Accumulated 60 points*

When the high average horse award was started in **1975**, one of the requirements was:

“In order to be eligible to win the High Average Award, a horse must have started in either two out-of-state rides or one out-of-state ride and one out-of-region ride.”

The rationale for out-of-state/ out-of regions rides as explained by Nancy Moss was for riders to compete with different horses and perhaps under different judges. This also followed the requirement in the National Championships for competing in 2 states.

In a phone conversation Lory Walls had with Nancy Moss in early 2009: The requirement for out-of-region or out-or-state is not ride type, but simply “a ride”. Her (Nancy’s) comment was “you still pack up, trailer and start whether it is one day or two”. The only reason she put the equivalent of 8 A rides as the qualification was she

felt the horse should do the miles.

When the Old President's Cup was changed to National Sweepstakes Champion with a 16-ride limit in **1993**, the requirement to "start in at least 4 rides made up of any combination of out-of-region or out-of-state rides" was also added. No mention was made of ride type. This would have meant 4 rides **of any ride type** since no other language in the President's Cup Award indicated **ride type (A = 1, etc)** requirements at that time. (It actually specified that all ride types would count as one ride).

HIGH AVERAGE CALCULATIONS:

For the high average awards, the current wording is, "*The average score of each rider shall be determined by adding the "percentage scores" from **each ride officially started** and dividing by the number of **rides officially started**.*" What kind of ride does that mean?

In a letter to Gloria Becker (and Laurie DiNatale?) in 2002, Nancy Moss stated: "*While A, B, & AA rides count differently re qualifications ... & with adding points, **They are handled the same** when calculating %ages.*"

So you do NOT divide a score in half if it is a B ride, or multiply by 1 ½ for an AA ride.

Minutes NBOD Nov. 12-13, 1994:

"Inconsistencies in wording in awards section of Rule Book. Consensus that we need to make effort to bring all sections of Rule Book regarding annual awards into consistency."

The re-wording is an attempt to bring all sections of the Rule Book regarding annual awards into consistency. We have tried to clarify qualifications and calculations for each award by clearly stating what the word **ride** means in each case. Lory Walls and I have spent a lot of time researching what the word **ride** means in every case and feel confident that we have the interpretation correct. The proposed word changes do **not** reflect any changes in procedures. It's important that the wording accurately reflects what has always been done.

APPENDIX B

California Corporation Code relating to electronic meetings

5211. (a) Unless otherwise provided in the articles or in the bylaws, all of the following apply:
- (1) Meetings of the board may be called by the chair of the board or the president or any vice president or the secretary or any two directors.
 - (2) Regular meetings of the board may be held without notice if the time and place of the meetings are fixed by the bylaws or the board. Special meetings of the board shall be held upon four days' notice by first-class mail or 48 hours' notice delivered personally or by telephone, including a voice messaging system or by electronic transmission by the corporation (Section 20). The articles or bylaws may not dispense with notice of a special meeting. A notice, or waiver of notice, need not specify the purpose of any regular or special meeting of the board.
 - (3) Notice of a meeting need not be given to a director who provides a waiver of notice or consent to holding the meeting or an approval of the minutes thereof in writing, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to that director. These waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.
 - (4) A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than 24 hours, notice of an adjournment to another time or place shall be given prior to the time of the adjourned meeting to the directors who were not present at the time of the adjournment.
 - (5) Meetings of the board may be held at a place within or without the state that has been designated in the notice of the meeting or, if not stated in the notice or there is no notice, designated in the bylaws or by resolution of the board.
 - (6) Directors may participate in a meeting through use of conference telephone, electronic video screen communication or electronic transmission by and to the corporation (Sections 20 and 21). Participation in a meeting through use of conference telephone or electronic video screen communication pursuant to this subdivision constitutes presence in person at that meeting as long as all directors participating in the meeting are able to hear one another. Participation in a meeting through use of electronic transmission by and to the corporation, other than conference telephone and electronic video screen communication, pursuant to this subdivision constitutes presence in person at that meeting if both of the following apply:
 - (A) Each director participating in the meeting can communicate with all of the other directors concurrently.
 - (B) Each director is provided the means of participating in all matters before the board, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by the corporation.