RMHA Process/Procedures

The following sections provide details on the process/procedures to be used to accomplish the day-to-day business of the RMHA including office staff, Board members and committee volunteers. These are guidelines on how to implement the rules so all can do the best job possible in supporting the RMHA in its overall mission and on its Annual Plan. These also provide a framework for new committee chairs and members to understand their job and not have to re-create the wheel.

Initially approved RMHA Board August 13, 2024

I.1 Processes Regarding Membership

I.1.1 Applications

A. Submit an application appropriately signed with the required membership fees to the RMHA Office.
B. The RMHA Office upon the receipt of the application shall open a member file in the name of the applicant(s) and note the date the application was received, extract the appropriate data from the application for the electronic files and ascertain that all needed information was contained on the application. If there is any defect in the application the applicant will be contacted for completion.
C. The date of membership will be determined by the date the completed application is received.
D. A membership number shall be assigned to each membership. For family memberships a number shall be assigned to each member of the family.
E. The RMHA Database shall link family memberships by relationship.
F. The RMHA Office will submit the new membership applicant member's name, home address, mailing address and phone number to the Board for review for approval or rejection.

I.1.2 Process For Delinquency in Payment

The treasurer shall see that the following measures are taken in the process of removal of a member from membership for delinquency in the payment of financial responsibilities.

A. 30 days after the failure of a member to satisfy a financial responsibility to the RMHA the treasurer will cause a personal notice in writing to be sent to the member delinquent in their financial responsibility by mailing notice deposited in the U.S. mail, first class postage prepaid, notifying them of their delinquency and requesting payment.
B. 60 days after the failure of a member to satisfy a financial responsibility to the RMHA the treasurer shall cause the names of those members who are delinquent to be published in the Newsletter.

C. Immediately following 90 days after the failure of a member to satisfy a financial responsibility to the RMHA the treasurer shall present the members name to the Board for action at its next meeting be it either special or regular.

D. Following Board action the treasurer will cause a notice to be sent by mailing such notice deposited in the U.S. mail, first class postage prepaid, to the member removed from member status.

E. After 120 days, with Board approval, which may be given at the time of resignation for removal from membership status, the Treasures may institute collection procedures to secure payment of moneys due the RMHA

I.1.3 Process for Management of Defective Checks

The following is the process for those instances when checks are returned to the Treasurer of the RMHA and the involved individual has made proper restitution including any surcharge imposed by the RMHA's bank within 60 days. Notification of the individual involved must be by certified mail, return requested. Those who do not make restitution in 60 days will be placed on a "cash only" basis regardless of the number of checks involved.

A. Members who have two (2) instances that result in returned checks within a 12-month period will automatically be assigned a "CASH ONLY" financial status for a minimum period of 12 months. Notice will be sent by the RMHA Treasurer to the member with the date member may will automatically be assigned a "CASH ONLY" financial status for a minimum period of 12 months. Notice will be sent by the RMHA Treasurer to the member with the date member may apply for reinstatement. Payment for RMHA transactions will be accepted in the form of cash, money orders, cashier or certified checks only.

B. Members on a Cash Only Basis may send a written request to the Secretary of the RMHA, to be presented to the RMHA board for check writing privilege reinstatement after their ineligibility period is over.

C. If a member that has had check writing privileges reinstated has any subsequent transaction that results in another returned check, that member will be automatically put on a CASH ONLY basis again and will not be permitted to apply for check writing privileges for a minimum of two years. After the two year period has elapsed, the member may send a written request to the RMHA Secretary, who will present it to the Board for check privilege reinstatement.

I.2 Processes Regarding RMHA Meetings

A. The RMHA shall set a schedule for Board and Membership Meetings in October of each year for the following year period.

B. For Board meetings, the Office Manager should call for Committee Reports 2 weeks prior to the meeting date with Report due to the Office Manager no later than 7-day prior to the meeting. Materials not received by this date may not be included in the Board file and may not receive time on the meeting agenda.

C. On the basis of the Committee Reports, other Board requirements and generally following Robert's Rules, the President and the Office Manager will set the agenda and communicate this to the Board and Membership. The agenda should give time frames/limit for each agenda item.
D. Tims Meeting Guidelines?
E. The Board secretary will complete meeting minutes for approval at the next Board meeting. All open session meetings will be posted to the Members Section of the RMHA website upon Board approval.
F. Other stuff

I.3 Process To Establish An Affiliated Rocky Mountain Horse Club

1.3.1 For A currently Established Organization

A. To achieve the status of An Affiliated Rocky Mountain Horse Club an organization will submit a letter of request for recognition along with a copy of the bylaws of the organization to the Secretary of the RMHA.
B. Copies of these two documents will then be transmitted by the Secretary to all members of the Board of the RMHA. No action can be taken until these documents have been in the possession of the individual members of the Board for at least two weeks.
C. At the appropriate subsequent Board meeting, either regular or called, the request for recognition will be considered. It would be anticipated that a member of the requesting group be in attendance at that meeting with the RMHA office being responsible for timely notification.
D. The Board shall then act to extend or withhold recognition, on the basis of majority vote as to whether or not the proposed club meets the requirement for affiliation set out below.
E. Upon affirmative action of the Board the RMHA office will issue a Certificate of Affiliation to the applicant group.
F. Any Bylaw change of an affiliated club must be reviewed and approved by the Board of the RMHA

1.3.2 For A new Organization To Be Established

A group of individuals desiring to establish an Affiliated Rocky Mountain Horse Club shall do so in the following manner.

A. The group shall select a representative to submit all material and act as liaison between the RMHA and the developing group.
B. Through their representative, the group shall submit a letter of intent to the Secretary of the RMHA. This letter of intent must contain:

1. The proposed name of the Club and clearly identify the geographic or other basis of its service to the members of the RMHA.
2. The name and address of the representative and the names, address, and signatures of at least 10 RMHA members who wish to become a member of and will support the proposed club. ~~(see exhibit 1)~~

C. This letter must be accompanied by a copy of the group's proposed bylaws.

D. Copies of these documents will be transmitted by the RMHA office to all members of the Board of the RMHA. No action can be taken until these documents have been in the possession of the individual members of the Board for at least two weeks.

E. At the appropriate subsequent Board meeting, either regular or called, the request for recognition will be considered. It would be anticipated that a Member of the requesting group be in attendance at the meeting with the RMHA office being responsible for timely notification.

F. The Board shall act to extend, or not, temporary recognition.

G. If the Temporary recognition is approved the applicant group must submit their Bylaws as approved by their membership and a full list of active (dues paying) members within sixty (60) days. This deadline may be extended thirty (30) days on one occasion by the President, for good reason.

H. These final bylaws must be approved by the Board of the RMHA and any recommended changes be enacted by the applicant group and reported back to the Secretary of the RMHA in thirty (30) days from date of notification of the required changes.

I. Failure to comply with any of the above enumerated steps in achieving full approval will result in the consideration of disaffiliation by those processes as is provided for in the bylaws and these rules.

J. Upon affirmative action of the Board the RMHA office will issue a Certificate of Affiliation to the applicant group

K. Following full approval any subsequent changes in the Affiliated Clubs Bylaws must be approved by the Board of the RMHA

I.4 Processes Regarding Nomination of Board and Petition Candidates, the Ballot, Counting of Ballots, and Transition and Onboarding of Board Members

I.4.1 Nominations Procedures

A. Prior to the August Board meeting,
   1. the Office Manager should reach out to the current members of the Nominations Committee to determine whether they are still willing to participate. If they choose to resign, their positions will be added to those to be filled by the President.
   2. Board members should send potential candidates to the President.
   3. The President should call potential candidates to see if they are willing to serve.

B. At the August Board meeting, the President shall present the proposed committee members to the Board for Approval. In addition, the Board should discuss what "skill

sets" are need and any other requirements for candidates (e.g., geographic location, program participation, etc).

C. After approval of the committee members, the Office Manager shall schedule a meeting of the committee review their assignment including:
   1. Introducing committee members
   2. Reminding them that their first task is to select a Committee Chair
   3. Review Open Positions
   4. Review the Timeline
      a. Office will post open positions on Facebook and Website
      b. Draft list of candidates should be developed by December 1
      c. Review Questionnaire and determine if it needs revisions and if so, get these approved by the Board (Mandatory)
      d. Candidates need to complete the Questionnaire and submit to Office Manager by December 31st. Office Manager should keep the Committee Chair apprised of the Questionnaires received.
      e. Committee Chair should present the candidate list to the Board for approval at the January Board meeting.
      f. Following Board approval, the slate is posted on the Website for 30-days at which time names can be added by petition or from the floor.
      g. Final Slate certified by the Board at the March Board meeting.
      h. Ballot Approved by the Board at the April Board meeting.
      i. Candidate Questionnaires, if missing, are due to the office by March 31.
      j. Ballots go out by May 1. (see below for more information on ballots and counting)
      k. Ballots counted prior to the June meeting.
      l. Term begins in September after the International Show.

D. After the selection of Committee Chair, the committee's job is to find RMHA members willing to run for the open positions. If the Committee does not have at least one candidate for every position, they should alert the Board prior to the December 31st date. Assignments should be made by the Chair to avoid numerous people contacting the same candidate.

I.4.2 Ballots

The following describes the process to be utilized by the RMHA Office for preparing and delivering the voting ballots and to provide quality assurance and consistency year to year. Ballots can be paper versions or sent electronically by an approved methodology, and as selected by each member.

As with any process it is important to begin early enough to assure delivery that meets the requirements of the Bylaws and the Rules of the RMHA.

I.4.2.1 Ballot Approval

The RMHA Office Manager will prepare a draft ballot to be presented to the Board in the April Board meeting. Once approved by the Board, the Ballot will be prepared and delivered as described below.

I.4.2.2 Email/Mailing list

A. Prepare separate email and mailing lists for "current voting" single and family members to assist in:
   1. Preparing mailing labels (to send and for return of ballots).
   2. Preparing email list to input into the voting software.
   3. Assuring correct number of ballots are created (number of " current voting" members).
   4. Inserting the correct number of ballot(s) into each envelope (2 per family, 1 per single membership) for paper ballots.

I.4.2.3 Paper Ballots

Printing and Copying

Printing of the RMHA Board approved ballot can be done by the RMHA Office Staff or a contracted custom printer.

A. Ballot design "blank" is to be maintained ~~as part of this HQ Office protocol~~ for reference in succeeding years.
B. Ballot is to be of solid color paper, easily readable and not easily duplicated. Color is to be different each year.
C. The Office Staff or contracted printer is to sequentially number ballots using a unique font and type size in the area designated on the Ballot blank (upper right-hand corner on each page of the ballot). The number sequence is to be significantly different from the prior years.
D. The Office Staff or contract printer is to provide a record of the first and last number printed and ~~. Contracted Printer is to provide~~ a formal receipt indicating total number of ballots printed.
E. The RMHA Office is to check the ballots for legible print quality and confirm the difference between the first and last number printed on the ballots equal the total number of ballots printed. This information is to be made available to RMHA board or designated ballot counter for use during ballot counting.
F. Extra ballots should be printed (in case of errors in designating current voter status). These ballots should be permanently defaced after the ballots are counted (on June 16th) and retained for the files after return ballots are counted.

Envelopes

A. There are to be two envelopes: a delivery envelope and a ballot return envelope.

B. Delivery envelopes are used to mail all election/ballot components (cover letter with instructions, ballot, explanatory information for proposed Bylaws changes when applicable, candidate statements and return envelope).
C. Membership mailing address labels are to be generated from membership data files and applied to each delivery envelope.
D. The delivery envelope and the ballot return envelope are to be marked BALLOT (S) ENCLOSED in the lower left-hand corner of the address side of each envelope.
E. Mailing address labels, bearing the name of the Board designated official off site repository where all ballots are to be returned, are to be generated and applied to each ballot return envelope.
F. A return address label, bearing the RMHA Office address, is to be applied to each ballot return envelope.

Mailing

Ballots are to be sent as follows:

A. One ballot in each delivery envelope addressed to a single membership address and two ballots in each delivery envelope addressed to a family membership address.
B. All election Ballots are to be returned in the enclosed (pre-addressed) ballot return envelope

1.4.2.4 Electronic Ballots

A. Staff will create sequential numbering for electronic voting
B. Staff to follow instructions in the voting software to include all relevant information regarding candidates and start/end date for voting
C. Staff will schedule eblast to members with voting information to include elector id and individual passwords.

1.4.2.5 Instructions to Members

Instructions for completing the ballot are to be included with the ballot. A copy of the instruction "blank" is to be maintained by the RMHA Office for reference in succeeding years. Instructions will include:

A. An itemized list of the items included in this envelope.
B. Voting protocol requirements.
C. Errors invalidating returned ballots/votes.
D. Instructions to return the ballot in the ballot return envelope provided.
E. Deadline for return of ballot.
F. Date ballots to be counted.
G. Other instructions or communication as directed by RMHA Board.

I.4.2.6 Returned ballot handling I DON'T UNDERSTAND THIS SECTION Paper? Electronic? After Counting?

A. Ballot return envelopes are to be addressed to a secure repository (off site) address.
B. A secure collection box is to be provided to the repository for collection of all returned envelopes.
C. The collection box is to be sealed by the repository staff prior to being transferred to the Board member and HQ office staff member (together).

(REQUEST 9. BE THE ATTORNEY'S OFFICE COUNT THE BALLOTS AS AN IMPARTIAL BODY)

I.4.3 Counting of the Votes

A. The date for ballot counting will be included in the Instructions for voting.
B. All candidates will have the option to be present during the counting +process. If a candidate cannot be present, they may designate one individual to represent them by notifying the Office Manager in writing (electronically or by email).
C. Counting will be completed by four teams of two individuals under the supervision of the HQ office staff and a Board Member not involved in counting or a candidate in the current election. Teams will be made up of a combination of a Board Member and a member with no business/family connections to any candidate as designated by the Office Manager.

1. Each team (1 through 4) will be given a tally sheet labeled with their team number and a stack of 25 ballots. One team member will open the ballot envelopes and read the votes. The second team member will record each vote on the tally sheet. When a team completes their 25 ballots they will rubber band the stack of ballots, envelopes, and the marked tally sheet together and place them in front of them on the table.
2. When each team completes their stack, the Office Manager or the assigned Board Member will pick up the counted ballot bundle and provide it to another team for a second count. The tally sheet will be removed from the stack and placed face down in front of the second team until the second count is complete.
3. The second team will repeat the ballot counting process with one team member reading and the second recording the vote on a second tally sheet (with the second team's number on it). When the second count is completed, the Office Manager and/or the assigned Board Member will compare the two tally sheets.
4. If the two counts match, the bundle is considered counted and the totals from that bundle are recorded on a flip chart. If the counts are not the same, the ballots will be given to a third team for another count following steps e and f and this will be repeated (by the third and then the fourth team) until two counts match.

C. When all ballots have been counted they will be placed in a box and sealed. The Office Manager and the Treasurer will sign across the sealing tape in a manner that will make it obvious if the box has been opened.
D. No candidate or designated candidate representative will be permitted to handle the ballots.
E. No talking or other disruptions will be permitted in the counting areas during the counting process. Individuals causing a disruption will be asked to leave the counting room and will not be permitted to re-enter.
F. Candidates wishing to challenge the election results may do so in writing. In the event of a challenge, the ballots will be forwarded to an accounting firm to be counted at the challenger's expense at the firm's normal hourly rate.

1.4.3.1 Errors in Voting

The following errors will invalidate a returned ballot and result in none of the votes on that ballot being counted:

A. Ballots not received at the designated address by June 15th.
B. Not using approved ballots provided.
C. Not using provided return envelope.

The following error will invalidate the vote in a particular section of the ballot and will result in the votes on that ballot in that section NOT being counted:

A. Voting for more than the designated number of candidates to be chosen for a particular office.

1.4.3.2 Announcement of Results

During the board meeting following at which results are announced, these records will be made available for inspection:

A. List of eligible members – What does this mean?
B. List of candidates running and respective number of votes
C. Number of ballots sent
D. Number of ballots returned undeliverable
E. Number of ballots returned

I.4.4 Record Keeping Requirements

The following are to be compiled and provided to the RMHA Board (and the designated counting agents) prior to ballot counting:

A. The first and last sequential numbers used on the ballots.
B. The total number of ballots printed.
C. The total number of ballots sent.

D. Returned (undeliverable), retained damaged ballots and any extra (defaced) ballots.
E. Date(s) that the ballots were taken to the post office for delivery.
F. A copy of the mailing list(s), including date of each membership.

I.4.5 Transition and Onboarding of New Board Members

I.4.5.1 Transition Offices

A. Upon announcement of the election results, the Office Manager should coordinate with the outgoing Board Members and the newly elected.
B. Other

I.5 Processes Regarding Performance and Code of Conduct

Office Manager will obtain signatures form all newly appointed members

I.6 Processes For Committees

I.6.1 General Committee Processes

All committees serve and volunteer their time and skills at the pleasure of the RMHA Board. All committees should follow these general procedures:

I.6.1.1 Record Keeping and Reporting

A. The Chairperson should appoint a Secretary, or fill this role themselves. The secretary will take meeting minutes and supply them to the committee chairperson.
B. The chairperson or designee will submit reports to the board in a timely manner prior to the board meetings.
C. Reports should contain an update to the Board on progress of yearly goals, annual plan action items, other activities, and request to the Board..
D. The chairperson or designee will maintain a cloud based shared folder created by RMHA for all committee members to access that will contain all committee related documents. Should the chairperson transition leadership to another, they must ensure that control of this online drive and its contents is transitioned as well.

I.6.1.2 Yearly Plan and Budget

A. After approval of the RMHA Annual Plan, the Strategic Planning Committee and the Office Manager will host a “All Hands Committee Chair” meeting where goals

for the year are discussed. Committee Chairs need to attend this meeting or review the recording of this meeting.

B. Chairs of each committee should then work with the committee members to finalize the goals and action items for the year and request a corresponding budget including sponsorship income and expenditures.

C. Once goals/ action items and budget are approved by the Board, the Committee will then move forward with their plans. Updates will be provided in Board Reports. Any items outside their annual goals/action items or budget changes must be presented to and approved by the Board.

I.6.1.3 Meetings and Committee Members

A. At least 2 per year. Many committees meet monthly, or a frequent as necessary to complete planned tasks and annual plan action items.

B. As stated in the Rules???, members can only have 2 unexcused absences. If you have a member who is not meeting requirements, let President and Office Manager know.

C. Inform President and Office Manager when folks resign and request for the vacancies to be filled.

D. Be able to work well independently and as a team player.

E. Be open to receiving constructive feedback from your team and be able to provide constructive feedback to your team.

I.6.2 Finance Committee

1.6.2.1 Annual Budget

See also below in Financial Procedures.

1.6.2.2. Review of Financial Records

It is the policy of the RMHA in accordance with the Bylaws 4.5.D and Rules 6.4.1.E to have an independent review of financial records performed. This can be an audit or Agreed Upon Procedure (AP).

The Treasurer along with the Finance Committee shall direct such a review using a Certified Public Accounting Firm. The review should consist of the following:

A. Verifying that the IRS 990 was completed

B. Verifying that Delaware renewal application was filed

C. Verifying that insurance premiums were paid and insurance is in place

D. Verifying bank reconciliations were completed

E. Reviewing a sample of the expenses for proper documentation.

Upon acceptance of the Agreed Upon Procedure by the Treasurer and Finance, the Treasurer will present the result to the Board and notify them of any and all discrepancies.

This review should take place _____and results presented to the Board at the _____.

Upon approval of the AP by the Board, the review shall be presented to the members at the annual meeting each year. (Feb or Sept?)

I.6.3 Genetics Committee

The purpose of the Genetics Committee is to monitor the genetic status of the Rocky Mountain Horses

Committee record keeping

A. Secretary will take meeting minutes and supply them to the committee chairperson
B. Chairperson or designee will submit reports to the board in a timely manner prior to the board meetings
C. Chairperson or designee will maintain a cloud based shared folder for all committee members to access that will contain all committee related documents
D. Should the chairperson transition leadership to another, they must ensure that control of this online drive and its contents is transitioned as well.

I.6.4 Marketing and Public Relations Committee

In addition to the responsibilities listed in the RMHA Rules, the Marketing & Public Relations Committee has a significant responsibility to the RMHA Strategic Plan. Members of this committee should be very familiar with this Plan.

Ideal Committee Member

In addition to the requirements in the RMHA Committee Member Code of Conduct, the Marketing & Public relations committee members should have

A. A minimum of 5 hours per month or more. The Chair of this committee will need to be able to volunteer a minimum of 10+ hours per month.
B. Be open to receiving constructive feedback from your team and be able to provide constructive feedback to your team.
C. Attend every committee meeting. Member to provide Chair with a notice if unable to attend a meeting. Committee members shall be responsible for following up with the Chair for a summary of the meeting, and to receive any new assignments within 5 business days of any meeting missed.
D. Should have a good knowledge of social media technology.
E. Previous experience with marketing, design, and/or advertising is helpful

F. Previous experience with Canva or Adobe design software is a plus.

Yearly Goals

A. Committee goals are reviewed and updated annually to ensure they are aligned with the current RMHA strategic plan goals.
B. As discussed above, reference general committee section, these strategic, and other goals as decided by the committee, are written up in an annual committee plan and a budget to accomplish.
C. Goals and budget will be approved by the Board

Process to Achieve Goals

A. Committee members will discuss yearly goals and potential projects to achieve these goals. The Committee Chair will assign projects to the committee members and due dates for accomplishment.
B. During the year, as new projects are developed, the committee will review the information presented and vote for a majority outcome. New projects not covered by the approved yearly plan will need board approval.
C. The Marketing and Public Relations Committee should meet at least one time monthly, with the exception of December
D. Meetings may take place via Zoom, Microsoft, Facebook, Google Meets, or other.
E. In addition to a monthly meeting, the Chair of the Marketing & Public Relations Committee will communicate with the team via email, Facebook chats, or other means to ensure that our timeline of goals and objectives are being consistently met.
F. Committee members should submit their design work to the group for feedback on a regular basis and provide weekly updates.
G. Committee Board reports should provide an update to the Board on progress of yearly goals and other activities.

Design Specifics:

A. All video and print design (social media, brochures, magazine ads, etc.) created by the Committee are the sole property of the RMHA.
B. All designs will be posted by the RMHA office staff.
C. All Committee members are encouraged to repost designs submitted by the office/chair, liked and/or comment to grow more awareness of our breed and build community.
D. Photos utilized in any designs and/or taken by RMHA committee members should be high resolution photographs when possible, and no watermarks are allowed unless photos are obtained by an RMHA contractor.
E. Photos used for RMHA designs must be of registered RMHA stock, with the exception of horses under 1 year of age.

I.6.5 International Show Committee

Pending receipt of draft from committee chair

I.6.6 Membership Committee

The purpose of this committee is to grow membership base and improve the member experience by developing different types of memberships, expanding membership benefits, and developing and publishing member educational information in concert with other committees. This committee also helps execute any Strategic Plan goals that are established in the 5-year plan or the Annual Plan.

Committee Procedures

A. Upon approval of the Annual Plan, the Strategic Planning Committee provides direction to the Membership Committee regarding goals and actions items that need to be accomplished by the Membership Committee for the coming year. After receipt of these goals, the Chair of the Membership Committee calls a meeting to discuss these goals and any other action items the committee would like to accomplish and any budget needed to accomplish these actions is developed. Both the actions and required budget and included in the Annual Committee Plan and Budget Request. Budget information is then included in the RMHA Annual Budget.
B. The Committee will then determine responsibilities for each committee member (e.g., which specific committee member(s) will be responsible for each action item).
C. The Committee meets monthly, on the third Monday of the Month. The Committee Chair is responsible for sending a meeting invite and agenda.
D. Meeting minutes are taken by either the Chair or an appointed committee Secretary and progress towards actions items is also kept and reported.
E. The Committee submits a report to the RMHA Office Manager prior to each RMHA Board meeting containing the RMHA Committee Form, meeting minutes, action item status list and any other required accompanying materials. This information is generally due to the Office Manager no later than 1 week prior to the Board meeting. If the Committee has not meet since the last Board meeting, a RMHA Committee Report Form is still required with the note that no meetings were held since the last Board meeting.
F. Meeting agendas, minutes and Board reports are maintained on the Membership Committee Google Drive Box.

I.6.7 Publications Committee

Pending receipt of draft from committee chair

I.6.8 Registration Advisory Committee

The Registration Advisory Committee will schedule meetings on an as needed basis, but no fewer than 2 meetings per year. An agenda will be provided to all committee members prior to the scheduled meeting, inclusive of any necessary documents for review.

A. The Committee submits a report prior to each RMHA Board meeting containing meeting minutes and any Registry related updates.
B. Meeting agendas, minutes and Board reports are maintained on the RAC Committee Dropbox.
C. The RMHA Registrar brings any questions, complaints, disagreements related to the registration process to the committee, which in turn will discuss and provide resolution and/or recommendations to the Board as necessary.

I.6.9 Rules Committee

The Rules Committee is chaired by the current Board Vice-President. Committee meeting are scheduled monthly on a mutually agreed upon standing date.

A. The Committee submits a report prior to each RMHA Board meeting containing meeting minutes and reports of any actions requiring Board approval.
B. Meeting agendas, minutes and Board reports are maintained in the RMHA Google folder designated for Rule Committee documents.
C. The committee is available as a resource for the Board, other Committees, and the membership, as requested, to advise on matters pertaining to the Rules and Bylaws.
D. When directed by the Board, the committee will craft appropriate language for Bylaw and Rules changes for either membership or Board approval.

I.6.10 Show Advisory Committee

Pending receipt of draft from committee chair

I.6.11 Show Judging Committee

The Show Judging Committee will schedule meetings on an as needed basis, but no fewer than 2 meetings per year. Topics to be discussed will be provided to all committee members prior to the scheduled meeting, inclusive of any necessary documents for review.

A. The Committee submits a report prior to each RMHA Board meeting containing meeting minutes and any Show Judging related updates.

B. The Show Judging Committee will discuss and provide recommendations regarding procedures and training needed to ensure a satisfactory judging program for RMHA, these recommendations will be brought to the Board prior to enacting.

I.6.12 Trail Committee

This committee is established to carry out the management and administration of the RMHA Trail Mileage Program. This committee makes recommendations to the RMHA Board for improvements in the program or the awards for mileage achievements.

I.6.12.1 Trail Committee Procedures

A. The Committee currently meets monthly, on the third Thursday of each month. An agenda is provided by the committee chair to each member of the committee prior to each meeting. The agenda generally includes:
   1. Current program enrollment and reporting updates.
   2. Update and discussion of ongoing tasks and projects and committee action items.
   3. New Business.

B. The Committee submits a report prior to each RMHA Board meeting containing meeting minutes and mileage program updates.

C. Meeting agendas, minutes and Board reports are maintained on the Trail Committee Dropbox.

D. Each year the current committee will determine responsibilities for each committee members, e.g., which specific committee member(s) will receive and record new enrollments, receive, and enter year end mileage reports, record year end awards and mileage prizes, and provide all updated data to the committee member maintaining the master database, sponsorships, etc.

I.6.12.2 Trail Mileage Program Procedures

A. Records
   1. Trail Committee members are responsible for the recording and maintenance of the program enrollments, annual mileage reports and accumulated data for all participating riders and horses.
   2. Both the Enrollment Form and Mileage Record Form instruct participants to send forms to the RMHA Office or utilize the online submission option. Office staff will forward all forms to the trail committee using the trailcommittee@rmhorse.com email address to be entered into the database. Electronic copies of each form will be cataloged and maintained on the Trail Committee Dropbox.
   3. The Trail Committee maintains a database spreadsheet to track all elements of the Trail program. This is an EXCEL document which has been built with formulas to accurately compile new and accumulated data for app participants. The document contains the following information.

      a) Member/Rider contact information, RMHA membership number, name, sex, registration number and certification status of each horse enrolled, annual enrollment status, annual and accumulated mileage for ride and each individual horse.

b) Yearly and Lifetime **Rider** Mileage– Certified Horses
c) Yearly and Lifetime **Rider** Mileage – Uncertified Horses
d) Yearly and Lifetime **Horse** Miles – Certified Horses
e) Yearly and Lifetime **Horse** Miles– Uncertified Horses
f) Yearly and Lifetime **Youth** MIles
g) Sponsors
h) Annual Awards – listing annual awards given at RMHA banquet and lifetime miles used for magazine publication
i) Data Analysis tab – tracking ongoing Trail Program Data for horses and riders since 2012

4. In order to assure the ongoing accuracy of the document the master copy of this database and all updates and edits are the responsibility of one designated Trail Committee member. It is suggested that 25% of the data be QC'd to ensure quality and accuracy.
5. The Master Copy is kept by the Trail Committee Chairman and the RMHA Office. A reference copy of the spreadsheet is saved on the Trail Committee Dropbox and accessible to all committee members to reference throughout the program year.
6. Late submittals (beyond November 30th) may be accepted if agreed upon by the committee and will be counted for yearly and lifetime miles for both horse and rider. However, these will not be eligible for yearly awards/prizes due to ordering and purchase constraints.

I.6.12.3 Annual Trail Program Awards

At the completion of each program year the Trail Committee will determine recipients of the following Mileage Awards to be given at the RMHA Awards Banquet:

A. Top Mileage Riders 1st – 5th place Certified
B. Top Mileage Riders 1st – 5th place Uncertified
C. Top Mileage Youth Riders 1st – 5th place
D. Top Mileage Stallion
E. Top Mileage Gelding
F. Top Mileage Mare
G. 10K Trail Horse – 10,000 miles
H. Master Trail Horse – 7500 miles
I. Sr Trail Horse – 5000 miles
J. Jr Trail Horse – 2500 miles
K. Gloria Northcote Perpetual Award – 20,000 miles

The committee will select and purchase each of these awards and coordinate with the Banquet Committee and RMHA office for organization of the award presentations. In addition to the award items, each recipient will receive a RMHA certificate signed by the RMHA Board President.

i.6.12.4 Annual Trail Program Mileage Prizes

A. All program participants are eligible to receive mileage prizes determined by the accumulated lifetime mileage levels reached. Mileage levels of 100, 250, 500, 750, 1000, 1500, 2500, 5000, 7500, 10,000, 12,500, 15,000, 17,500, 20,000 (and beyond at 2500 mile increments) each have a designated prize.
B. The Trail Committee is responsible for selecting and procuring prizes of graduated value for each mileage level. Any logo items will be consistent with current RMHA branding. Once the year-end mileage records have been submitted, compiled, and recorded, committee members organize the shipping to participants.

I.6.12.5 Trail Program Marketing and Publications

The Trail Committee is responsible for providing program materials for publication in the RMHA magazine, website and social media posts as follows:

A. Magazine – the committee will collaborate with the publications committee to provide:
    1. yearend results and awards,
    2. lifetime rider miles,
    3. special awards,
    4. feature stories from program participants,
    5. sponsor acknowledgement and
    6. other trail mileage program related materials.
B. Facebook – the committee is responsible for weekly “Trail Rider Tuesday” posts on the RMHA Facebook site.
C. Website – the committee will provide updated Trail Mileage program information and forms to RMHA administrative staff for inclusion on the RMHA website – Trail Program tab.

I.6.12.7 Trail Program Sponsorship Program

The Trail Committee has developed the RMHA Trail Committee Sponsor Program to increase funding and support for the Mileage program and promote the RMH as the Premier Trail Horse.

Each year the Trail Committee will determine a plan for soliciting sponsorship donations. There are four suggested levels of sponsorship, however donations of any amount will be accepted:

A. Platinum ($1000)

B. Gold ($500)
C. Silver ($250)
D. Bronze ($100)

The committee is responsible for soliciting new and ongoing sponsors and coordinating the possible methods of acknowledgement:

A. Once a year thanks in the RMHA Magazine associated with the annual and lifetime trail awards for the riders and horses
B. Thanks, during the streaming of the RMHA International (in accordance with any future rules per streaming)
C. Plugs on RMHA Facebook Site via Trail Rider Tuesday and the RMHA Trail Rider Program Site
D. Listed on the RMHA Website on the Trail Program Page

I.6.13 Versatility Committee Procedures

The Versatility Committee is established to carry out the management and administration of the RMHA Versatility Program. This committee makes recommendations to the RMHA Board for improvements in the program or the awards for versatility achievements. The program is designed to encourage RMHA members demonstrate the versatility of their horse no matter where they live.

The Committee currently meets on an "as needed" basis. An agenda is provided by the committee chair to each member of the committee prior to each meeting. The agenda includes:

A. Current program enrollment and reporting updates (although enrollment is not required.)
B. Update and discussion of ongoing tasks and projects and committee action items
C. New Business
D. The Committee submits a report prior to each RMHA Board meeting containing meeting minutes and program updates as needed.

I.6.14 Youth Committee

Pending receipt of draft from committee chair

I.6.15 Charles Kilburn Society Committee

The duty of the Charles Kilburn Society Committee is to honor individuals (for recommendation to the Society as inductees) whose contribution and services promote the preservation and sustainment of the Rocky Mountain Horse and/or the Rocky Mountain Horse Association's sustainment and growth.

I.11 – Communication and Publication of Official Rocky Mountain Horse Association Information & Material

The following are appropriate means of communication from the RMHA to its members and communities:

- RMHA Website – Managed by RMHA office staff in conjunction with relative committee chairs
- RMHA Magazine -Managed by the Publication Committee
- Social Media - Facebook and Instagram Pages – Same as website above
- Townhalls -Collaboration of office staff, President, Marketing Chair and other committees relative to the topics to be presented
- E-mail Announcements – Same as website and social media as above.

On the basis of the Annual Plan and Committee Plans, the Committees working with the Office Manager should determine which forms of communication should be utilized each year.
The Publications Committee will determine the plan for the RMHA Magazine and present to the Board for approval each year.

1.11.1 Website

The RMHA website was created as an electronic means of communicating with RMHA members and the equine community. The address is: www.rmhorse.com.
Our Web Master maintains it by official contract. Information on the website includes news updates, listing of Board and Committee Members, calendar of RMHA and local events, etc.

1.12.2 Magazine

A. When applicable, the magazine will be coordinated by the publications committee.
B. The board, with consultation from the publications committee will establish who is responsible for design of the magazine
C. The board will decide whether the magazine will be printed or made available by electronic means

1.11.3 Social Media

Shall be maintained by the RMHA office with content provided by RMHA committees

1.11.4 Townhalls

1.11.5 Other

Request for Publication - Requirements

A. The request for publication should include:
B. Name of the Sponsor (i.e., Board, Rules Committee, etc.).
C. Name of officer or chair submitting the request.

D. Where the submitted document is to be published (Website, social media, Magazine or Newsletter).
E. Date by which publication is desired.
F. Contact person for clarification of the Document (name, phone. e-mail).
G. Signature of Officer/Chair submitting request.

Submission of Document for Publication

A. The submitted document is to be presented by E-mail as an attached file document in Microsoft Word format for written content, or a JPEG file for photos, and a PDF file for forms for publication in the magazine/programs.
B. All files must be submitted in high resolution.
C. The Internet provider or magazine publisher cannot be responsible for editing or formatting any material unless preauthorized by the RMHA Board.

Graphics

A. Graphics must demonstrate horses that are presented in a fashion that truly represents the Rocky Mountain Horse as it is described in the Bylaws of the Association and may not contain logos or other visual symbols that would indicate the involvement, in any way, of any other breed(s) registry(ies) or other horses show associations.
B. All photos of horses in gait must comply with the current copy of the Show Rules description and illustrations.

RMHA Office Duty

A. The RMHA headquarters shall be responsible for the submission of the material to the selected publication(s) so that the requested publication deadline date can be met.
B. The Headquarters shall maintain a record of the date material was received, the date material was distributed to the appropriate Committee Chair, Officer or the Publisher or Website Provider or Web Administrator.
C. These records will be available to the Board upon their request.
D. The RMHA headquarters will provide to the magazine publisher a current mailing list of RMHA members for the sole purposes of solicitation for advertisements for the Rocky Mountain Horse magazine and for distribution of this magazine.

Copy

A. All written copy (in advertisements and articles) should be consistent with the promotional intent of the RMHA.
B. Any reference to registration or recognition, including show accomplishments, with or by any other breed(s) registry(ies) or other horses show associations is strictly prohibited.

I.12 Financial Procedures

I.12.1 Budget Process

The budget is the guideline from which the RMHA operates during the year. It is an assessment compiled from success or failure of the prior year's performance and is constructed by the Treasurer with coordination from the Committee Chairs, President, Office Manager and Finance Committee. The budget year is a calendar year.

The normal procedure is to construct the budget after approval of the Annual Plan and Committee Yearly Plan and Budget Requests. A comparison of the current year budget and the actuals of the past three years should be accomplished, in order to validate the new annual budget.

The Draft Budget MUST be presented by _____. The Final Budget should be approved no later than mid-January.

Annual revenues come from only a few sources: membership, registry fees, program sponsor contributions, and other donations. These should be itemized for clear distinction.

All expenses should also be itemized for analysis.

This overall budget should be utilized as a projection for the coming year and guide the RMHA in areas of all expenditures. The budget and actuals should be reviewed and possible reallocated as appropriate at least 2 times a year.

1.12.2 Contracts (amended 10/18/25)

All contracts must be executed per the Rules Section 5.12. The Office Manager should coordinate for such signature.

Wet signature or a "docu-sign" type program is allowable. The Office should keep all contracts on file in the RMHA Office.

The Board requires a sole-source document or three bids to be submitted for any proposed contracted service (See Rules Appendix 5.2 and Attachement B to Procedures Appendix A)

See Appendix A for detailed Contracting Proedures

1.12.3 Reimbursement of Personal Expenses (amended 10/18/25)

The Board must approve by two thirds majority any expenditure outside of the approved budget line item.

All reimbursements are to be requested using the form provided by the RMHA office with receipts attached. The RMHA office will not issue a check without the properly completed form.

1.13 Databases/Spreadsheets

The following procedures pertain to the databases that currently exist within the RMHA. The need for security of these databases is real. The RMHA Office should maintain, (with assistance from any relevant committee) and house the official files for the following databases.

1.13.1 Member Database
1.13.2 Registry Database
1.13.3 Trail Miles Database
1.13.4 Show Point Database
1.13.5 Show Judges Spreadsheets
1.13.6 Examiners' Spreadsheets

1.14 Hearing Panel Procedures

When a Complaint and accompanying fee payment is received at the RMHA Office, the complainant will be notified of receipt, payment processed and the complaint in its entirety forwarded directly to the RMHA Vice-President, Chair of the Hearing Panel.

Hearing Panel will review and make a recommendation of decisions based off the Complaints own merits. The information provided must be consistent with RMHA Bylaws and Rules.

The Hearing Panel has the following options regarding a COMPLAINT.

1. The Hearing Panel may, Dismiss the complaint.
    a. If the Hearing Panel dismisses the complaint, the complainant will be notified of the decision and reason for dismissal.
    b. The Hearing Panel decision may be appealed to the RMHA Board of Directors. By following the "Appeal Process" as outlined in the Hearing panel process available in the Member Portal of the RMHA Website under "Hearing Panel"
2. The Hearing Panel may request additional information or ask for a sworn statement from the complainant to proceed with the preliminary review.
    a. If the Hearing Panel requests more information or a sworn statement, then the complainant will be notified with the request for either of these items.
3. The Hearing Panel may determine to convene a hearing conducted by the Hearing Panel.
    i. If the Hearing Panel finds merit in the complaint and decides to move forward with a hearing, that hearing will be set within 30 days of the Hearing Panel decision to HOLD said hearing.
    ii. The Hearing will be held in CLOSED Session with the Hearing Panel ONLY.

iii. The Complainant will be required to attend the hearing. If the complainant does not attend then the hearing can be postponed, rescheduled, or dismissed by a vote of the Hearing Panel.

1. If a member feels that travel to any hearing would pose an undue hardship, the member should notify the RMHA Secretary in writing (email/US mail) providing specific basis/reasons that a hardship allowance should be granted. The Hearing Panel, upon notification by the RMHA Secretary, will review the hardship allowance request and decide to accept or reject the request. If accepted, the Hearing Panel will provide an alternative method for providing testimony at the hearing (i.e. conference call). If the request is denied, the member must attend the scheduled meeting(s) to provide any testimony.

Appeal Process

Any party to a Complaint/Request for Resolution may appeal any decision made by the Hearing Panel to the RMHA Board. The request for appeal must be submitted in writing, sent certified mail, return receipt requested to the Secretary of the RMHA, and must be postmarked within 30 days of the Hearing Panel disciplinary decision. The Secretary of the RMHA will respond in writing to the affected Member(s) as to the date, time, and location of the Closed Session of the Board of Directors, at which the appeal will be presented. All Hearing Panel members will be excluded from these proceedings. The decision rendered by the Board of Directors regarding the appeal shall be final.

Appendix A Rocky Mountain Horse Association (RMHA)
PROCUREMENT AND CONTRACTING POLICY
Effective Date: April 2026

FOREWORD

This procedure establishes the procurement and contracting policies of the Rocky Mountain Horse Association (RMHA). Together with the RMHA Bylaws and Rules, this procedure provides the framework for acquiring goods and services in a manner that is fair, transparent, and fiscally responsible.

The purpose of this procedure is to ensure that RMHA funds are used effectively, that procurement decisions are well-documented, and that the Association obtains the best value while supporting its mission and membership.

This policy applies to all RMHA staff, committees, and Board members involved in purchasing or contracting activities.

TABLE OF CONTENTS

I. Purpose
II. Scope
III. Solicitation and Vendor Selection
IV. Source Selection
V. Conflict of Interest
VI. Contract Award and Closeout

I. PURPOSE

The purpose of this policy is to:

- Promote sound business practices
- Ensure fair and reasonable pricing
- Meet delivery and performance requirements
- Maintain accountability in the use of RMHA funds
- Support the best interests of the Association and its members

II. SCOPE

This policy applies to all purchases of goods and services made on behalf of RMHA, including but not limited to:

- Event supplies and awards
- Equipment
- Facility-related purchases
- Professional and contracted services

III. SOLICITATION AND VENDOR SELECTION

A. General

RMHA will make procurement decisions that are fair, practical, and transparent. Depending on the nature of the purchase, RMHA may use:

- Verbal quotes (small purchases)
- Requests for Quotation (RFQs)
- Requests for Proposal (RFPs)

All solicitations should clearly describe:

- Goods or services required
- Delivery or performance timelines
- Any special requirements

If confidential or proprietary RMHA information is shared, vendors must sign a Non-Disclosure Agreement (NDA) prior to receiving such information. (Attachment A)

B. Purchase Descriptions and Statements of Work (SOW)

Purchase descriptions and SOWs must:

- Clearly define requirements
- Be written to encourage competition
- Focus on required outcomes rather than prescribing methods where possible

SOWs should include:

- Scope of work
- Deliverables
- Schedule and key milestones
- Performance expectations

C. Independent Cost Estimate

For significant purchases, an independent cost estimate should be prepared prior to receiving vendor quotes. Estimates may be based on:

- Prior purchases
- Market research
- Vendor budgetary pricing

D. Informal (Verbal) Quotes

For purchases under $500, RMHA may obtain verbal quotes from multiple vendors or operate in accordance with paragraph 4 B.

Documentation must include:

- Vendors contacted
- Description of goods/services
- Quoted prices
- Expected delivery/performance dates

E. Requests for Quotation (RFQ)

RFQs may be used for moderately complex purchases. Vendors provide written pricing and delivery information.

Vendor responses are not binding until accepted by RMHA.

F. Requests for Proposal (RFP)

RFPs should be used for complex or high-value purchases (e.g., event management, major equipment, facility improvements).

Proposals may be evaluated based on:

- Relevant experience

- Quality of goods/services
- Timeline
- References or past performance
- Overall value to RMHA

G. Documentation and Recordkeeping

Procurement records must be maintained and include:

- Vendor communications
- Quotes or proposals
- Evaluation documentation
- Approval records
- Justifications for non-competitive selections

Records should be retained for a minimum of three (3) years and stored in a centralized location designated by RMHA.

IV. SOURCE SELECTION

A. Competition

RMHA encourages competition whenever practical. Multiple vendors should be considered when feasible.

Preference may be given to:

- Vendors with relevant equestrian or nonprofit experience
- Reliable vendors with strong past performance
- Local or small businesses when appropriate

B. Selection Criteria

- Simple Purchases (under $1,000): Lowest-priced vendor meeting requirements
- Complex Purchases: Best value considering price, quality, experience, and timeline

C. Procurement Responsibilities

Individuals making purchases must:

- Compare pricing when possible
- Consider vendor reliability and quality
- Review prior purchases for reference
- Document the rationale for vendor selection
- Ensure all required approvals are obtained in accordance with RMHA Bylaws and the approved budge

D. Sole-Source Procurement

Sole-source procurement may be used only when competition is not feasible and must be fully documented.

Acceptable justifications include:

- The product or service is available from only one qualified vendor
- Compatibility or standardization with existing equipment or services is required
- An urgent or time-sensitive need does not allow for competitive solicitation

Prior use of a vendor alone is not sufficient justification for sole-source selection. A

written justification (Attachment B) is required for all sole-source procurements.

E. Evaluation of Offers

When evaluating vendor offers, RMHA should consider:

- Total cost (including shipping and taxes)
- Vendor terms and conditions
- Discounts
- Delivery timelines
- Quality and reliability

F. Negotiations

Negotiations may include:

- Price
- Delivery terms
- Payment terms
- Scope adjustments

Negotiations exceeding $5,000 or any sole-source procurement above $500 must be documented in a Negotiation Memorandum.

G. Final Proposal Revisions

RMHA may request final proposal revisions from vendors prior to making a final selection.

V. CONFLICT OF INTEREST

All RMHA Board members, staff, and committee members must avoid conflicts of interest in procurement activities.

A conflict of interest exists when an individual:

- Has a financial interest in a vendor
- Has a personal or family relationship with a vendor
- May benefit directly or indirectly from a procurement decision

Requirements:

- Any actual or potential conflict must be disclosed in writing
- The individual must recuse themselves from the selection and decision-making process
- The disclosure and recusal must be documented in procurement records

Failure to disclose a conflict of interest may result in disciplinary action consistent with RMHA policies.

VI. CONTRACT AWARD AND CLOSEOUT

A. Contract Award

Prior to awarding a contract:

- Ensure all required approvals have been obtained
- Confirm funding is available within the approved budget
- Verify the selected vendor meets all requirements

After approval:

- Notify the selected vendor
- Document the award decision

B. Contract Administration

RMHA should monitor contractor performance to ensure:

- Work is completed as agreed
- Costs remain within approved limits
- Schedule requirements are met

Any significant issues (delays, cost overruns) should be reported to the Board as appropriate.

C. Contract Closeout

Upon completion:

- Confirm all deliverables have been received
- Ensure all payments are complete
- Document contractor performance for future reference

A brief performance summary should be maintained in RMHA records.

Attachment A. RMHA/Contractor NDA

NONDISCLOSURE AGREEMENT (NDA) (MUTUAL BUSINESS ARRANGEMENT)

MUTUAL NONDISCLOSURE AGREEMENT

This mutual nondisclosure agreement (this "Agreement") is dated [Date] (the "Effective Date") and is between the Rocky Mountain Horse Association (RMHA), and [Their Company Name; if receiving party does not have a formal legal entity, use their legal name].

The parties therefore agree as follows:

1. Definitions. The following terms, as used in this Agreement, have the following meanings:

"Confidential Information" means any information that is proprietary or unique to one party and that is disclosed by that party to the other party during the term of this Agreement, including the following: trade secret information; matters of a technical nature such as processes, devices, techniques, data and formulas, research subjects and results; marketing methods; plans and strategies; information about operations, products, services, revenues, expenses, profits, sales, key personnel, customers, suppliers, and pricing policies; and any information concerning the marketing and other business affairs and methods of the Disclosing Party which is not readily available to the public. "Confidential Information" also includes information of others that (1) is disclosed under this Agreement, (2) the Disclosing Party is obligated to protect from disclosure or restricted from using or both, and (3) that would constitute "Confidential Information" if the information belonged to the Disclosing Party.

"Disclosing Party" means, with respect to Confidential Information, the party whose information is disclosed under this Agreement.

"Purpose" means evaluating the parties' capabilities in anticipation of pursuing one or more business opportunities. "Receiving Party" means, with respect to Confidential Information, the party that receives Confidential Information under this Agreement.

2. Use of Confidential Information. The Receiving Party shall use Confidential Information only for the Purpose. Unless otherwise agreed in writing, neither party shall disclose to a third party the fact that discussions or negotiations are taking place concerning the Purpose or any of the terms or other facts relating to the Purpose, including the status of negotiations between the parties.

3. Confidentiality; Standard of Care; Limited Access. The Receiving Party shall protect the Confidential Information from unauthorized use and disclosure using the same degree of care that it uses with respect to its own information of like importance, but no less than a reasonable degree of care. The Receiving Party shall retain the Confidential Information in confidence and shall not disclose Confidential Information to any third party without the Disclosing Party's prior written consent. However, the Receiving Party may disclose the Confidential Information to employees, contractors, consultants, and authorized representatives of the Receiving Party who

(1) require access to the information for the Purpose, (2) are informed by the Receiving Party of the Receiving Party's obligations under this Agreement, and (3) are bound by contract or fiduciary duty to obligations of confidentiality and use restrictions with substantially similar function, purpose, scope, and effect to those of this Agreement and that are at least as protective of the Confidential Information as this Agreement.

4. Exclusions

(a) This Agreement imposes no obligations upon the Receiving Party with respect to Confidential Information that: (1) was known to the Receiving Party before disclosure by the Disclosing Party as evidenced by contemporaneous records; (2) has become publicly available through no fault of the Receiving Party; (3) is disclosed to the Receiving Party by a third party that has the right to make the disclosure to the Receiving Party and that does not have any obligation of confidentiality with respect to the Confidential Information; or (4) is disclosed by the Receiving Party with the Disclosing Party's prior written consent.

(b) If the Receiving Party is required by any governmental agency, court, or other judicial or regulatory body to provide any Confidential Information received under this Agreement, then the Receiving Party will not be deemed to be in violation of this Agreement for the disclosure if the Receiving Party promptly gives written notice to the Disclosing Party of the requirement to provide the Confidential Information and cooperates with the Disclosing Party so that the Disclosing Party may contest the requirement to provide the Confidential Information. The Receiving Party may disclose only that portion of the Confidential Information that it is legally required to furnish.

5. No Grant or License. The disclosure of Confidential Information under this Agreement will not constitute the grant of a license to or an interest in the Confidential Information or any other intellectual property of the Disclosing Party.

6. Disclosure at Each Company's Discretion. Nothing contained in this Agreement will be construed as requiring a party to disclose any information to the other party.

7. "As Is" Disclosure. All information that the Disclosing Party provides under this Agreement is provided "as is." The Disclosing Party makes no representations as to the information's accuracy, completeness, or noninfringement.

8. Relationship of the Parties. This Agreement does not create an agency, joint venture, partnership, employment, or other formal business relationship or association between the parties or obligate either party to enter into any subsequent agreement or business arrangement or to purchase or provide any goods or services.

9. Term and Obligations of Confidentiality Period. This Agreement will continue for a period of one year from the Effective Date unless: (1) terminated earlier by either party upon written notice to the other; (2) extended by the mutual written agreement of the parties; or (3) superseded by a subsequent written agreement that explicitly sets forth the obligations of the parties with respect to Confidential Information. With respect to business information, the Receiving Party's obligations of confidentiality and non-use under this Agreement will expire three years from the termination of this Agreement. With respect to all information that constitutes a trade secret, the Receiving Party's obligations of confidentiality and non-use under this Agreement will survive the termination of this Agreement for as long as such information remains a trade secret under applicable law.

10. Return of Confidential Information. Upon the Disclosing Party's request or upon the termination of this Agreement, the Receiving Party shall return to the Disclosing Party, delete, or destroy all written and electronic documentation and data containing Confidential Information and any other written, recorded, or machine-readable material containing or reflecting any Confidential Information. Upon the Disclosing Party's request, the Receiving Party shall provide written certification of the destruction or deletion of Confidential Information under this section.

11. Remedies. If the Receiving Party violates or threatens to violate any of its obligations contained in this Agreement, then, in addition to any other remedy available at law or in equity, the Disclosing Party will have

12.

(1) the right and remedy of specific enforcement, including injunctive relief, it being acknowledged that any such violation or threatened violation will cause irreparable injury to the Disclosing Party and that monetary damages will not provide an adequate remedy, and (2) the right to any and all damages available as a matter of law, and costs and expenses incurred by the Disclosing Party in pursuing its rights under this Agreement, including reasonable attorney fees, court costs, and other litigation expenses.

13. Severability. If a court of competent jurisdiction declares any provision of this Agreement invalid or unenforceable, then the parties request that the court judicially modify that provision consistent with the intent of this Agreement so that it will be fully enforceable possible.

14. Governing Law and Designation of Forum. All questions concerning the construction, validity, and interpretation of this Agreement, and performance under this Agreement, will be governed by the laws of Kentucky, without giving effect to the conflicts of laws principles of that state. Any dispute arising out of, or concerning, this Agreement, or performance under this Agreement, will be resolved exclusively in a federal or state court of competent jurisdiction located in Kentucky. To the extent necessary, the parties hereby submit to, and agree not to contest, the jurisdiction of such courts.

15. Misc. This Agreement may not be modified or amended except by a writing signed by the parties. This Agreement may be signed in any number of counterparts, each of which will be an original with the same effect as if the signatures were upon the same instrument, and it may be signed electronically. The captions in this Agreement are included for convenience of reference only and will be ignored in the construction or interpretation hereof. The parties have participated jointly in the negotiation and drafting of this Agreement. If an ambiguity or question of intent or interpretation arises regarding this Agreement, this Agreement will be construed as if drafted jointly by the parties and no presumption or burden of proof will arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

The parties are signing this Agreement as of the Effective Date. _____

Rocky Mountain Horse Association

By: _____
[NAME]
[TITLE]

[Contractor NAME]

By: _____
[NAME]
[TITLE]

Attachment B. Sole Source Justification

ROCKY MOUNTAIN HORSE ASSOCIATION SINGLE/SOLE SOURCE JUSTIFICATION (ATTACHMENT A TO THE RMHA PROCUREMENT POLICY

VENDOR: _____ Committee.: _____

SUPPLIES/SERVICES _____

INSTRUCTIONS: Check applicable reason(s) for making a noncompetitive acquisition. Reasons checked here must be supported in detail below. Use back of form if more space is needed. Include attachments as needed.

- ☐ Only one responsible source and no other source will satisfy requirements.
- ☐ This is a follow-on procurement and award to any other source would likely result in substantial duplication of cost that is not expected to be recovered through competition.
- ☐ This is a follow-on procurement and award to any other source would likely result in unacceptable delays in fulfilling requirements.
- ☐ Proprietary items only available from this source, e.g., copyrights, patent rights, secret processes, control of basic raw materials.
- ☐ Unusual and compelling urgency. Delay in award to locate other sources may cause serious injury, financial or otherwise.
- ☐ Security concerns. Disclosure of requirements may compromise security.
- ☐ Marketing Initiative. Vendor marketed the work, or a portion thereof and consequently should benefit from its efforts.

PROVIDE DETAILS SUPPORTING REASON(S) CITED ABOVE (Be specific. Include who, what, when, where, why as appropriate. Include efforts to locate other sources, if applicable.):

RECOMMENDED BY (Committed Chair):	APPROVED BY (Treasurer):
	(Date)