



## American Morgan Horse Association Recognized Clubs Guidelines and Handbook

### **Mission Statement**

The American Morgan Horse Association Clubs Program was established to unite Morgan enthusiasts. It is a program for equestrians of all kinds to meet and promote the Morgan breed.

### **Guidelines and Helpful Tips**

AMHA Recognized Clubs are independently operated membership organizations that are the backbone of this Association through their promotional contributions of: hosting and participating in promotional events, creating and managing horse shows, hosting trail rides and so many other events that educate everyone about our beloved Morgan horse. Your Club is purposed with getting the word out to everyone about this amazing breed. AMHA can assist in connecting your club with other clubs across the nation, and the world, to share activities and ideas to better promote the Morgan Horse. However, AMHA is not responsible for club activities and does not formally sanction them.

Recommended guidelines are provided on the AMHA Website to help your club be successful in the promotion of the Morgan Horse. (To start a new club, complete the application found at [https://www.morganhorse.com/upload/photos/page\\_418\\_2021-clubs-application.pdf](https://www.morganhorse.com/upload/photos/page_418_2021-clubs-application.pdf)).

### **Club Guidelines**

- 1) Clubs will receive an annual invoice for the \$50 renewal fee to maintain recognition and inclusion on the AMHA website.
- 2) Clubs must designate a President, Treasurer and Secretary (or Secretary/Treasurer) with additional officers recommended, but not required (i.e., Vice President, Show Manager, Newsletter Coordinator, etc.)
- 3) Clubs must designate an AMHA Liaison. This role may be handled by an existing officer. Often, the liaison will be the Club Secretary.
- 4) AMHA Membership is required of the President and Secretary.
- 5) Club members are encouraged to maintain active AMHA memberships.
- 6) Each Club is to be governed by its own set of properly constituted bylaws, often written by the Club founders/officers.

- 7) Each Club should hold a general membership meeting at least once a year; more are recommended.
- 8) Each Club should have annual elections of officers and is to notify AMHA of officer changes immediately following the election/change.
- 9) Promote the Morgan Horse at venues and events applicable to your local area.
- 10) Clubs with youth members are encouraged to create an official AMHA Youth Team. For more information on the Youth Teams, visit <https://www.morganhorse.com/programs/youth/clubs/>.

### **Club Benefits:**

- 1) Recognition with AMHA makes a Club eligible to apply for and receive AMHA Promotional Grant Funds.
- 2) World-wide exposure via promotion on the AMHA website.
- 3) Access to various Morgan horse promotional materials.
- 4) Additional AMHA Support:
  - a. Monthly newsletters from AMHA to keep you up to date on AMHA news as well as of other club activities across the nation.
  - b. Promotion of your Club's activities (news, media, photos, etc.) via the AMHA the newsletter, on the Facebook pages and in email blasts.
  - c. Annual awards will be given by AMHA for clubs that qualify.

### **Club Meeting Procedures & Officer Duties**

Once your club has been established, it is recommended that it have an annual meeting and elect officers. The following is a list of meeting procedures and officer duties. These can vary depending on the needs of your specific club.

#### • **Meeting Procedures**

- 1) Call to Order.
- 2) Welcome by President.
- 3) Roll Call (attendance).
- 4) Introduction of guests and new members.
- 5) Read and approve minutes of the previous meeting.
- 6) Treasurer's and Secretary's reports.
- 7) Correspondence.
- 8) Committee Reports.
- 9) Unfinished (Old) Business.
- 10) New Business.
- 11) Open Floor for Discussion.
- 12) Adjournment.
- 13) Social and recreational activities.

#### • **Duties of Officers**

##### **President**

- 1) Presides at all Club meetings.
- 2) Carries out the meeting in accordance Club Bylaws.
- 3) Decide points of order fairly.

- 4) Appoints committees.
- 5) Introduces visitors at the meeting.
- 6) Is responsible for orderly conduct.

- **Vice President**

- 1) Learns presidential duties.
- 2) Serves as presiding officer in the President's absence.

- **Secretary**

- 1) Keeps accurate minutes of all Club meetings.
- 2) Reads the minutes of the previous meeting for approval.
- 3) Takes the Roll Call and records attendance.
- 4) Handles Club correspondence, makes reports, and notifies members of meetings.
- 5) Is ready to read the record of any meeting upon request.
- 6) Keeps correspondence, committee reports, Club programs, and rules developed by the Club.
- 7) Prepares agenda with president.
- 8) Notifies AMHA of the names and addresses of any newly-elected officers of the Club, Newsletter editor, Etc.
- 9) Makes a conscientious effort to keep the public informed about club affairs of general interest.

- **Treasurer**

- 1) In charge of all Club monies.
- 2) Keeps accurate records of:
  - All money received and its source.
  - All money paid and its recipient.
- 3) Reports at each meeting:
  - The amount and sources of money collected since the last meeting.
  - The amount of money spent and its applications since the last meeting.
  - The treasury balance.
- 4) Must be ready to give an itemized accounting of funds at any time on request of members or officers.
- 5) Shall disperse money only as voted on by the Club.

- **AMHA Liaison**

- 1) Represents the Club by attending AMHA's Annual Convention and regional club meetings when possible.
- 2) Serves on the AMHA Member/Club Committee. Provides the AMHA Member/Club Committee with suggestions and ideas of how AMHA can best serve clubs.
- 3) Discusses AMHA policy with Club members and reports Club opinions to the AMHA Member/Club Committee.
- 4) Provides Club Members with information about AMHA.

5) Communicates regularly with AMHA Regional Directors.

- **Youth Team Director**

- 1) Guides organization of the Youth Team.
- 2) Serves as liaison between the Youth Team and AMHA.
- 3) Receives official materials from AMHA as well as sends in all updates, media, photos and videos of the Team.

- **Media Representative**

- 1) Receives AMHA Club Packages.
- 2) Produces any club media, newsletters, videos, etc.
- 3) In charge of all social media for the Club including website, Facebook, Instagram, etc.

### **Club Awards**

AMHA Recognized Clubs promote, educate, and introduce the Morgan horse to their communities and encourage sportsmanship and camaraderie among members. AMHA annually recognizes the effort put forth by our Clubs via our year-end Awards Program.

**Beginning in 2021: Clubs can submit for one, multiple or ALL awards. Clubs can determine which, if any, awards they would like to submit for consideration.** In each of the following five (5) categories, AMHA will award Champion and Reserve Champion Clubs for their efforts with cash prizes of \$200 (Champion) and \$100 (Reserve Champion) along with Certificates of Appreciation. The Outstanding Club Member of the Year will receive a \$100 Gift Certificate to the AMHA Marketplace Store.

Submission forms (OR OTHER ELECTRONIC MEDIA such as Power Point Presentations, Videos, Etc.) for all awards are due by **November 15** of the award year. Submissions should be supplemented with pictures, editorials, Club newsletter articles, newspaper articles, social media posts, promotional advertising, etc. The awards will be judged by industry-knowledgeable individuals using a point scale with the maximum points possible to achieve of 100.

The Club with the most total points for the category will be Champion; 2<sup>nd</sup> will be Reserve.

Awards will be presented at the Annual Membership Meeting when possible.

### **Promotional Event of the Year**

Promotion events would include: trade fairs, breed exhibitions, open barn days, parades, and more. These are events that would present and promote the Morgan Horse to the general public.

- Up to 50 pts - Essay describing event with detailed description
- Up to 25 pts - Promotional Impact/Community Outreach
- Up to 15 pts - Creativity in Event or Presentation
- Up to 10 pts – Club Member Participation

### **Educational Event of the Year**

Educational events would include: clinics, educational speakers, hosting youth contests, support for 4-H, FFA, and other equine educational programs, and more. These are events that would promote horsemanship, and the Morgan horse, to club members or both the club and general public.

- Up to 50 pts - Essay describing event with detailed description
- Up to 25 pts - Educational value/promotion of equestrian knowledge/skills
- Up to 15 pts - Club Member and General Public Participation
- Up to 10 pts - Creativity in Event or Presentation

### **Competition of the Year**

Events here include Club-operated competitions of any discipline. For example: traditional horse shows, three-day events (ridden or driven), competitive trail rides, endurance rides, futurities, and more.

- Up to 50 pts - Essay describing competition with detailed description
- Up to 25 pts - Value of competition offering to regional area
- Up to 15 pts - Promotional Impact/Community Outreach
- Up to 10 pts - Club Member Participation

### **Social Event of the Year**

And, of course, a lot of the fun in participating in a Club are the social events where one can share and enjoy their Morgan horses with others. These events could be trail rides, barn parties, themed potlucks, open drives, other “fun shows,” fundraisers (for the Club and/or charity), etc.

- Up to 50 pts - Essay describing event with detailed description
- Up to 25 pts - Club Member Participation
- Up to 15 pts - Creativity in Event or Presentation
- Up to 10 pts - Ability to attract NEW Club Members

### **Most Unique Event of the Year**

Our Morgan family is a creative group! This category will reward the most “unique” event of the year. This could be a visit to a nursing home with your Morgan(s), granting a “Make a Wish” experience, participating in an equine welfare project, reaching out to inner city or at-risk groups, working with Veterans groups, etc.

- Up to 50 pts - Essay describing event with detailed description
- Up to 25 pts - Creativity in Event or Presentation
- Up to 15 pts - Promotional Impact/Community Outreach
- Up to 10 pts – Club Member Participation

### **Outstanding Club Member of the Year**

An engraved acrylic will be presented annually to an Outstanding Club Member of the Year. The individual must be nominated by another club member or members by

submitting an essay (must be a minimum of one type-written page) on “Why this person is so instrumental to our Club’s promotion of the Morgan horse.” Nomination must provide specific examples of how they volunteer their time and efforts to Club activities.

- Up to 50 pts - Essay describing individual with specific details
- Up to 25 pts - Promotional Impact/Community Outreach of Volunteerism
- Up to 15 pts - Sportsmanship/Leadership Qualities
- Up to 10 pts - Length of Service to the Morgan Industry and Local Club



# Submission Form for the **AMHA Club Promotional Event of the Year**

Submission must be RECEIVED at the AMHA office on or BEFORE November 15.

AMHA: 4037 Iron Works Parkway, Suite 130, Lexington, KY 40511

Fax: (859)287-3555 Email: [info@morganhorse.com](mailto:info@morganhorse.com)

AMHA encourages the submission of this form (OR OTHER ELECTRONIC MEDIA such as Power Point Presentations, Videos, Etc.) with supporting documentation such as pictures, editorials, Club newsletter articles, newspaper articles, social media posts, promotional advertising, etc.

Name of Club: \_\_\_\_\_

AMHA Club Liaison Submitting Form: \_\_\_\_\_

Liaison Address: \_\_\_\_\_

Liaison City/State/Zip: \_\_\_\_\_

Liaison Email: \_\_\_\_\_

Liaison Phone – Indicate by circling HOME/MOBILE/BARN: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

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**Feel free to expand each of these sections as much as you like by attaching additional pages or creating your own document (*OR OTHER ELECTRONIC MEDIA*) with these headings. Good Luck and THANK YOU for everything your Club does to promote the Morgan Horse!**

**1) Essay describing event with detailed description – Up to 50 points**

**2) Promotional Impact/Community Outreach – Up to 25 points**

**3) Creativity in Event or Presentation – Up to 15 points**

**4) Club Member Participation (How many participated? How many hours? What types of efforts?) - Up to 10 points**

**Supplemental Documentation Highly Encouraged – Attach Separately**





**Submission Form for the  
AMHA Club Educational Event  
of the Year**

**Submission must be RECEIVED at the AMHA office on or BEFORE November 15.**

**AMHA: 4037 Iron Works Parkway, Suite 130, Lexington, KY 40511**

**Fax: (859) 287-3555 Email: [info@morganhorse.com](mailto:info@morganhorse.com)**

**AMHA encourages the submission of this form (OR OTHER ELECTRONIC MEDIA such as Power Point Presentations, Videos, Etc.) with supporting documentation such as pictures, editorials, Club newsletter articles, newspaper articles, social media posts, promotional advertising, etc.**

**Name of Club:** \_\_\_\_\_

**AMHA Club Liaison Submitting Form:** \_\_\_\_\_

**Liaison Address:** \_\_\_\_\_

**Liaison City/State/Zip:** \_\_\_\_\_

**Liaison Email:** \_\_\_\_\_

**Liaison Phone – Indicate by circling HOME/MOBILE/BARN:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

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**1) Essay describing event with detailed description – Up to 50 points**

**2) Educational value/promotion of equestrian knowledge/skills – Up to 25 points**

**3) Club Member and General Public Participation – Up to 15 points**

**4) Creativity in Event or Presentation – Up to 10 points**

**Supplemental Documentation Highly Encouraged – Attach Separately**



# Submission Form for the **AMHA Club Competition of the Year**

Submission must be RECEIVED at the AMHA office on or BEFORE November 15.

AMHA: 4037 Iron Works Parkway, Suite 130, Lexington, KY 40511

Fax: (859)287-3555 Email: [info@morganhorse.com](mailto:info@morganhorse.com)

AMHA encourages the submission of this form (OR OTHER ELECTRONIC MEDIA such as Power Point Presentations, Videos, Etc.) with supporting documentation such as pictures, editorials, Club newsletter articles, newspaper articles, social media posts, promotional advertising, etc.

Name of Club: \_\_\_\_\_

AMHA Club Liaison Submitting Form: \_\_\_\_\_

Liaison Address: \_\_\_\_\_

Liaison City/State/Zip: \_\_\_\_\_

Liaison Email: \_\_\_\_\_

Liaison Phone – Indicate by circling HOME/MOBILE/BARN: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

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**1) Essay describing competition with detailed description – Up to 50 points**

**2) Value of competition offering to regional area – Up to 25 points**

**3) Promotional Impact/Community Outreach – Up to 15 points**

**4) Club Member Participation (as competitors and/or organizers and/or volunteers) – Up to 10 points**

**Supplemental Documentation Highly Encouraged – Attach Separately**



# Submission Form for the **AMHA Club Social Event of the Year**

Submission must be RECEIVED at the AMHA office on or BEFORE November 15.

AMHA: 4037 Iron Works Parkway, Suite 130, Lexington, KY 40511

Fax: (859)287-3555 Email: [info@morganhorse.com](mailto:info@morganhorse.com)

AMHA encourages the submission of this form (OR OTHER ELECTRONIC MEDIA such as Power Point Presentations, Videos, Etc.) with supporting documentation such as pictures, editorials, Club newsletter articles, newspaper articles, social media posts, promotional advertising, etc.

Name of Club: \_\_\_\_\_

AMHA Club Liaison Submitting Form: \_\_\_\_\_

Liaison Address: \_\_\_\_\_

Liaison City/State/Zip: \_\_\_\_\_

Liaison Email: \_\_\_\_\_

Liaison Phone – Indicate by circling HOME/MOBILE/BARN: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

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**Feel free to expand each of these sections as much as you like by attaching additional pages or creating your own document (*OR OTHER ELECTRONIC MEDIA*) with these headings. Good Luck and THANK YOU for everything your Club does to promote the Morgan Horse!**

**1) Essay describing event with detailed description – Up to 50 points**

**2) Club Member Participation – Up to 25 points**

**3) Creativity in Event or Presentation – Up to 15 points**

**4) Ability to attract NEW Club Members - Up to 10 points**

**Supplemental Documentation Highly Encouraged – Attach Separately**



# Submission Form for the **AMHA Most Unique Event of the Year**

Submission must be RECEIVED at the AMHA office on or BEFORE November 15.

AMHA: 4037 Iron Works Parkway, Suite 130, Lexington, KY 40511

Fax: (859)287-3555 Email: [info@morganhorse.com](mailto:info@morganhorse.com)

AMHA encourages the submission of this form (OR OTHER ELECTRONIC MEDIA such as Power Point Presentations, Videos, Etc.) with supporting documentation such as pictures, editorials, Club newsletter articles, newspaper articles, social media posts, promotional advertising, etc.

Name of Club: \_\_\_\_\_

AMHA Club Liaison Submitting Form: \_\_\_\_\_

Liaison Address: \_\_\_\_\_

Liaison City/State/Zip: \_\_\_\_\_

Liaison Email: \_\_\_\_\_

Liaison Phone – Indicate by circling HOME/MOBILE/BARN: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

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**Feel free to expand each of these sections as much as you like by attaching additional pages or creating your own document (*OR OTHER ELECTRONIC MEDIA*) with these headings. Good Luck and THANK YOU for everything your Club does to promote the Morgan Horse!**

**1) Essay describing event with detailed description – Up to 50 points**

**2) Creativity in Event or Presentation– Up to 25 points**

**3) Promotional Impact/Community Outreach– Up to 15 points**

**4) Club Member Participation- Up to 10 points**

**Supplemental Documentation Highly Encouraged – Attach Separately**





# Submission Form for the **AMHA Outstanding Club Member of the Year**

**Submission must be RECEIVED at the AMHA office on or BEFORE November 15.**

AMHA: 4037 Iron Works Parkway, Suite 130, Lexington, KY 40511

Fax: (859) 287-3555 Email: [info@morganhorse.com](mailto:info@morganhorse.com)

**AMHA encourages the submission of this form (OR OTHER ELECTRONIC MEDIA such as Power Point Presentations, Videos, Etc.) with supporting documentation such as pictures, editorials, Club newsletter articles, newspaper articles, social media posts, promotional advertising, etc.**

Name of Nominee: \_\_\_\_\_

Nominee's Address: \_\_\_\_\_

Nominee's City/State/Zip: \_\_\_\_\_

Nominee's AMHA # (if known): \_\_\_\_\_

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Name of Nominator Submitting Form: \_\_\_\_\_

Nominator's Address: \_\_\_\_\_

Nominator's City/State/Zip: \_\_\_\_\_

Nominator's Email: \_\_\_\_\_

Nominator's Phone – Indicate by circling HOME/MOBILE/BARN: \_\_\_\_\_

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**Feel free to expand each of these sections as much as you like by attaching additional pages or creating your own document (*OR OTHER ELECTRONIC MEDIA*) with these headings. Good Luck and THANK YOU for everything your Club does to promote the Morgan Horse!**

**1) Essay describing individual with specific details – Up to 50 points**

**2) Promotional Impact/Community Outreach of Nominee's Volunteerism – Up to 25 points**

**3) Sportsmanship/Leadership Qualities – Up to 15 points**

**4) Length of Service to the Morgan Industry and Local Club – Up to 10 points**

**Supplemental Documentation Highly Encouraged – Attach Separately**