

## **INSTRUCTIONS FOR APPLYING FOR CHARTER AS AN AMERICAN PAINT HORSE ASSOCIATION REGIONAL CLUB**

Thank you for your request for information regarding the formation of an APHA regional club in your area.

Enclosed are copies of Articles IX and XIV as they appear in the APHA Official Rule Book, a Regional Club Charter Application, and a map for your proposed club boundaries (for U.S. applications only). The following are guidelines for formation of a regional club.

After you have held your organizational meeting and otherwise fulfilled the requirements for affiliation, i.e., obtained the required number of club and APHA members, etc., you will need to submit the application for regional club affiliation to the Association. Be sure to enclose the following:

1. Organizational meeting minutes;
2. Constitution (By-laws);
3. Maps with proposed club boundaries (for U.S. applications only);
  - A. Outline club boundaries on map;
  - B. Shade in area to be encompassed by your club;
  - C. Submit list of counties, or partial counties included in your area;
4. List of members (include name, address, and phone number);
5. List of officers.

If your club plans to incorporate, please contact your secretary of state.

To file for your non-profit agricultural organization status with the Internal Revenue Service, ask for a federal ID# under Section 501.C.5. to the IRS.

Once you have submitted the above referenced materials and application, the office will write to adjacent regional clubs, if any, to obtain their opinion of the formation of the proposed club. When all requirements are met, copies of the material submitted will be forwarded to the Executive Committee for consideration at their next regularly scheduled meeting. You will be promptly notified of their decision.

Please feel free to contact Julie Haney, Regional Club Manager, at 817/222-6404, for additional assistance.

**AMERICAN PAINT HORSE ASSOCIATION**  
**ARTICLE IX**  
**(Effective January 1, 2007)**  
**Regional Clubs**

SECTION 1. Only the APHA is empowered to use the term Association in its title with exception of those clubs who had the term in title or name prior to the adoption of this rule.

SECTION 2. All charters shall be referred to as Regional Clubs and shall be under the supervision of the APHA through the Executive Committee and the Regional Club Department.

SECTION 3. Constitutions, By-Laws and rules of each regional club must conform to the state laws of Incorporation and be consistent with the APHA By-Laws and rules by following standard procedures as set forth by the APHA. These standard procedures/rules may be obtained from the Regional Club Coordinator of the APHA. Regional clubs must revise/amend their By-Laws and rules as the Regional clubs must revise/amend their By-Laws and rules as the APHA By-Laws and rules are revised/amended.

- A. Regional clubs must be formed and maintained only for advancing and promoting the Paint Horse through the ideals of the APHA including good horsemanship and good sportsmanship.
- B. Regional club By-Laws shall include but are not limited to the following:
  - 1. Name, location, purpose and corporate seal;
  - 2. Membership, annual membership meetings and quorum;
  - 3. Board of Directors and duties of the board;
  - 4. Officers and duties of the Officers;
  - 5. Election of Directors and Officers;
  - 6. Amendments;
  - 7. Indemnification; and
  - 8. Dissolution.

SECTION 4. Any group desiring to charter a regional club should obtain an application for regional club affiliation and an information packet from the Regional Club Coordinator of the APHA that will contain step by step instructions on how to proceed with the petition of charter for regional club status. Regional clubs must have and maintain a minimum of twenty (20) members, ten (10) of whom are members in good standing of the APHA. In no case shall a club be formed that infringes on or that might create an adverse effect on an existent regional club.

- A. Applications for charters shall be reviewed by the Regional Club Department with recommendations for approval/denial being forwarded to the Executive Committee. Final approval/denial of charter applications rest solely with the Executive Committee.
- B. No club shall receive final approval until after thirty (30) days after the name and location of the proposed club has been published in the Paint Horse Journal.
- C. Regional club By-Laws or rules must set forth the following mandatory procedures which must be enforced. Failure to do so may result in the withholding of future show approvals.
  - 1. Hold annual election of officers and directors, the results of which must be submitted to APHA by January 1st each year and to each club member within thirty (30) days of the election.
    - a. Allow only persons with current membership in the club to vote in elections.
  - 2. Indicate date of regularly scheduled annual membership meeting and set forth procedures for notification of members.
  - 3. Require treasurer to present a financial report of all meetings and prepare an annual budget and/or year-to-date financial report to all members accounting for all funds generated by the club and special interest groups.

4. Establish rules for year-end point tabulation for year-end awards prior to the point earning period which can not be altered during or after that point earning period has been completed.
  - a. Allow point accumulation only after club dues have been paid.

SECTION 5. Once a charter is granted to a regional club, it is automatically renewed yearly provided the club continues to meet specific requirements and demonstrates a minimal level of activity.

- A. Specific requirements and activity levels shall include but are not limited to the following:
  1. Maintain a membership of twenty (20) members, ten (10) of whom are members of the APHA;
  2. Submit a list of members and a copy of the club By-Laws and the previous year's annual financial statement, which includes a listing of all income and expenditures, by May 1<sup>st</sup> of each year; and
  3. Provide a minimum of two (2) club approved or sponsored shows or trail rides, or APHA approved horse or specialty shows per year. See Guidelines for Regional Club Sponsored APHA Approved Trail Rides on page 278.
    - a. See fee schedule for Trail Ride Application fees, if held in lieu of an approved show.

SECTION 6. The Regional Club Department shall conduct five (5) year reviews of regional club By-Laws, membership and activity levels to assure that the By-Laws and rules are current, requirements and activity levels of regional clubs are being met.

SECTION 7. Failure to meet and maintain the specific requirements and activity levels necessary for maintaining a regional club charter may result in the revocation of the club charter by the Executive Committee. Failure to respond to the APHA request for information/corrections within ninety (90) days of the written notice will result in requests for future horse shows being denied until said information has been received. Failure to respond to the APHA's second request of information within ninety (90) days of the written request may result in the recommendation to the Executive Committee to revoke the regional club charter.

## **ARTICLE XIV**

### **International Associations**

SECTION 1. The American Paint Horse Association may from time to time, recognize two types of international associations, which have as their purpose the promotion of the American Paint Horse.

- A. International members who desire to promote the Paint horse and be affiliated with the APHA as a regional club, but that do not register horses in an approved stud book.
- B. International associations that do register and maintain a stud book registry, and be affiliated with APHA and have its horses fall under the provisions of Rule RG-021. Guidelines for recognized International affiliation may be obtained from the APHA.

SECTION 2. Applications for international Regional Club affiliation for charter with the APHA must be submitted in the English language and follow the same guidelines for recognized International affiliation.

- A. Members of all recognized international regional clubs approved for charter shall remain governed by American Paint Horse Association By-laws, Rules and Regulations.
- B. Exceptions to these required guidelines may be granted by the Executive Committee as deemed in the best interest of the APHA. (See back of rule book for list of international affiliates.)

SECTION 3. Application for recognized affiliation with APHA by an international association that maintains a stud book, for the purpose of promoting registered American Paint Horses, shall include a copy of that association's by-laws, rule book and stud book (all in the English language) and shall be updated annually. The APHA Executive Committee shall separately determine if the stud book will be accepted for consideration under Rule RG-021 (international appendix registry.)

**AMERICAN PAINT HORSE ASSOCIATION  
REGIONAL CLUB CHARTER APPLICATION**

Proposed name of club: \_\_\_\_\_  
*(Must include name of state or other geographic location in which club is located)*

Complete business address: \_\_\_\_\_

Acting chairperson *(or officer in charge)*: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ ID # \_\_\_\_\_

Proposed boundaries *(Include county names if applicable)*: \_\_\_\_\_

\_\_\_\_\_  
*(Attach map with boundaries & counties identified)*

Reason(s) and/or need for formation of an additional club in this area (other than to promote Paint Horses): \_\_\_\_\_

Do your proposed boundaries overlap an existing regional club? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If Yes, List number of clubs, distances, geographical barriers, etc.: \_\_\_\_\_

How many regional clubs surround your proposed boundaries? \_\_\_\_\_

How many of your members are involved in other regional club activities? \_\_\_\_\_

Have you notified surrounding regional clubs of your intent to form a new club? Yes: \_\_\_\_\_ No: \_\_\_\_\_

List areas in which your club plans to promote the Paint Horse: \_\_\_\_\_ APHA Approved Shows \_\_\_\_\_ Trail Rides  
\_\_\_\_\_ Paint-O-Ramas \_\_\_\_\_ Social Activities \_\_\_\_\_ Open Shows \_\_\_\_\_ Other

Is there a facility available within your proposed boundaries to hold your horse shows? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are APHA approved horse shows currently being held within your proposed boundaries? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Does your group plan on holding any shows outside its proposed boundaries? Yes: \_\_\_\_\_ No: \_\_\_\_\_

## LIST OF OFFICERS

NAME OF APPLICANT CLUB: \_\_\_\_\_

President: \_\_\_\_\_ APHA ID #: \_\_\_\_\_

AC/Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Vice President: \_\_\_\_\_ APHA ID #: \_\_\_\_\_

AC/Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Secretary: \_\_\_\_\_ APHA ID #: \_\_\_\_\_

AC/Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Treasurer: \_\_\_\_\_ APHA ID #: \_\_\_\_\_

AC/Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### OTHER OFFICERS:

Title: \_\_\_\_\_ Name: \_\_\_\_\_ APHA ID #: \_\_\_\_\_

AC/Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Title: \_\_\_\_\_ Name: \_\_\_\_\_ APHA ID #: \_\_\_\_\_

AC/Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Title: \_\_\_\_\_ Name: \_\_\_\_\_ APHA ID #: \_\_\_\_\_

AC/Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**MEMBERSHIP LIST**

**(Minimum requirement--Have and maintain 20 members, 10 of whom are APHA members.)**

**NAME**

**ADDRESS**

**APHA ID #**

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
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13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____
22.	_____	_____
23.	_____	_____
24.	_____	_____

- 25. \_\_\_\_\_
- 26. \_\_\_\_\_
- 27. \_\_\_\_\_
- 28. \_\_\_\_\_
- 29. \_\_\_\_\_
- 30. \_\_\_\_\_
- 31. \_\_\_\_\_
- 32. \_\_\_\_\_
- 33. \_\_\_\_\_
- 34. \_\_\_\_\_
- 35. \_\_\_\_\_
- 36. \_\_\_\_\_
- 37. \_\_\_\_\_
- 38. \_\_\_\_\_
- 39. \_\_\_\_\_
- 40. \_\_\_\_\_

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For more details, please contact Theresa Anderson, Director of Administration, at APHA, 817/222-6403.  
***Return application to American Paint Horse Association, Po Box 961023, Fort Worth, Texas 76161-0023, Attention: Julie Haney.***

**CHECK LIST**

Be sure to include the following:

- 1. Proposed Bylaws
- 2. Organizational Minutes
- 3. Boundary Map that shows counties
- 4. Application