

# American Miniature Horse Youth Association



## Youth Leadership Manual

2021

For more information, contact:

AMHA Youth/Amateur Coordinator

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Congratulations on your decision to take a leadership role in the American Miniature Horse youth Association! The next few years will be the stepping-stones to building a strong and successful youth program. As an AMHYA officer, you will be able to leave your print on this new, flourishing organization. No matter what position you undertake you will be representing AMHYA as well as AMHA. Please read this entire guide before taking the final steps of officer elections.

**First ask yourself these questions:**

1. Am I/will I be at least 13 years-old on January 1 of my term?
2. Will I remain eligible for youth membership (18 year of age or younger) on January 1 of my term?
3. Do I believe in the mission of AMHYA?
4. Do I have the personality to help others with diverse horse backgrounds find their place in AMHYA?
5. Do I behave in a courteous and respectful manner and refrain from actions that might bring discredit upon AMHYA?
6. Will I do my part to carry out the AMHYA Executive Committee and the AMHA Board of Directors plan of work for the next year?
7. As a Youth Representative, will I be able to attend a majority of my club's business meetings?
8. As a member of the AMHYA Executive Committee Member, will I be able to attend the AMHYA World Champion as well as participate in conference calls when needed?

**Expectation of officers:**

- Everyone running for office must attend one mandatory information meeting prior to elections. Two will be offered; one before the World Show via Zoom and one at the World Show.
- All officers are expected to attend every conference call for the Youth Executive Committee. (With a minimum attendance of 70 percent.)
- If an officer cannot attend a meeting, she or he must contact the president and let him/her know.
- Officers are expected to help plan Regional and World Show youth activities and fundraisers with the help of the AMHYA Executive Council and the Board of Directors.
- Officers are expected to answer emails, pertaining to AMHYA, sent out by the president or other officers in a timely manner.
- If an officer is found to not be following guidelines, she/he will receive a warning by the AMHYA Executive Council. If she/he is still found to be non-participatory,

then she/he will be removed from their position. Another youth will fill this vacancy, if another youth is unable to fill the vacancy, it will remain vacant.

- If an officer is removed from office for any reason, she/he will only be allowed to run for treasurer or below the following year.

### **Campaigning at the AMHA World Championship Show:**

- Campaigning may begin: 1 month before World Championship Show.
- Posters not exceeding 11" X 17" may be hung in the **barn area only**. Please remember that for every poster you are hanging, you will be responsible for removing it before the show is completed. Posters may not be hung outside the defined area or at the hotels.
- Window paint is allowed for decoration in your own vehicles or trailers. Please remember to get your parents' permission before using the tactic.
- Pens, fans, buttons, etc. may be distributed to youth on the grounds. Do not use materials that could be used as noisemakers or the deface property.

### **Campaigning Advice:**

As a campaigning youth, it is important to respect the host facilities and adjoining property.

The quality of a campaign is more essential than the quantity of give-away items. Try to keep in mind that your personal contact with the membership is much more important than material offerings.

### **The AMHA World Championship Show**

As a Youth Member running for office, you will be required to give an introduction at a specified time during the first day of show. Each Youth Member campaigning for an Executive Committee position will be given three minutes to introduce themselves and explain their goals for the upcoming year during this time.

### **The Elections Process:**

At the World Championship Show, the youth members in attendance will cast a ballot to elect the Executive Committee. The committee consists of president, vice president, secretary, treasurer, western region vice president, central region vice president, eastern region vice president, and Canadian region vice president and director at large. To be elected to one of these positions, the youth must be attending the World Championship Show and submit a campaign form to the office. Voting will occur by ballot during the AMHYA world show on the last day of the youth competition. The candidate with the majority of votes will be declared winner. Winner will be

announced during the World Championship Show along with being posted online. If for some reason a winner cannot complete their term or has to drop out, the second place winner will fill the position. If the position is not filled, then the Youth Executive Committee can appoint a willing volunteer at a later date with the adult Youth Committees' agreement.

### **Duties of AMHYA Officers:**

The Organizational Policies of the American Miniature Horse Youth Association provides for the election of an Executive Committee and Board of Representatives (Regional Vice Presidents) to manage the business and property of AMHYA. It also provides that AMHYA will be a division of the parent organization American Miniature Horse Association. Therefore, its activities are overseen by AMHA and AMHYA Youth Committee. No youth member may hold the same position for more than two years.

The following is an explanation of each officer as found in the AMHYA Organizational Policies:

#### *President*

The president shall be the chief executive officer of the association and shall have general supervision of the affairs of the association, and shall preside at all meetings of the Members and the Board of Representatives. The president shall appoint all committees of the association subject to the approval of the AMHA & AMHYA Executive Committee. The president shall submit to the Members annually at their meeting a report of the status of the association and its activities during the preceding year. The president shall have such other and further duties and authority as may be prescribed elsewhere in the constitution or from time to time by the Youth Board of Representatives.

#### *Vice President*

The Vice President shall, in the absence, disability or inability to act of the president, perform the duties and exercise the powers of the president, and shall perform such other duties as the president or Board of Representatives shall from time to time prescribe. The vice president will also serve as the AMHA Board of Directors representative, reporting on the activities and membership status of the AMHYA.

#### *Secretary*

The Secretary shall attend all meetings of the Members and of the Youth Board of Representatives, and shall record or cause to be recorded all attendance of meetings and all votes taken and the minutes of all proceedings in a minute book of AMHYA to be kept for that purpose. He or she shall perform like duties for the committees when requested to do so. The

secretary shall have the principal responsibility to give or cause to be given notice of all meetings of the Youth Board of Representatives and the members, but this shall not lessen the authority of others to give such notice as provided in the constitution. The secretary shall maintain communication between the Executive Committee and the AMHA Youth/Amateur Coordinator and shall have the responsibility of reporting on the activities of AMHYA.

#### *Treasurer*

The treasurer shall have the responsibility of examining the financial needs of specific projects and needs of AMHYA membership, and reporting those costs to the Board of Delegates. He or she shall be made aware of the continuing status of membership growth and corresponding payment of dues.

#### *Regional Vice President*

The western region vice president, central region vice president, eastern region vice president, and Canadian region vice president shall work to enhance communication and serve as liaison between the AMHYA membership of the particular region and the AMHYA Executive Committee. The candidate for AMHYA regional Vice President must be a youth member from one of their affiliates; actually reside within the region.

#### *Director at Large*

The director at large shall serve as a representative for AMHYA and complete duties assigned to them by the executive committee as needed.

### **Officer Conduct Policies:**

As a member of the Executive committee or Board of Representatives of the American Miniature Horse Association, the first and foremost objective is for you to be a reflection of what AMHYA advocates. As the Association is in its formative years, the expectations of each office should be clear now and in years to come. Please keep in mind the objectives and purposes as stated in the AMHYA Organizational Policies.

*Section 1 Part B: The objectives and purposes of the American Miniature Horse Youth Association, hereafter referred to as AMHYA, shall be as follows:*

- i. To improve and promote the American Miniature Horse breed*
- ii. To improve and develop the capabilities of youth, both individually and through group participation, in the breeding, raising and exhibition of American Miniature Horses.*

*iii. To develop and improve scholarship, leadership and community interest and participation of young horse persons.*

*iv. To encourage high moral character, sportsmanship and clean living among all its Members.*

*v. To acquaint youth Members with the parent organization, AMHA, its structure and functions.*

As an officer, you are charged with upholding every section of the by-laws to the best of your ability. Therefore, it must be understood that at no time will you partake in the consumption of alcohol or any other controlled substance while you are representing AMHYA. Upon discovery or should it be reported to the Youth/Amateur Coordinator that you were involved in such activities or any other activity deemed inappropriate, you will face disciplinary action deemed necessary by the AMHA Executive Committee or the AMHYA Youth Council.

**Attire and Appearances for Meetings:**

Attire while serving as an officer must be appropriate to the event. Remember, you are an image of AMHYA. Suits and ties are recommended for male officers when attending conventions, banquets and presenting awards. Dresses or slacks are recommended for the female officers. Always use good judgment when dressing for occasions.

*Thanks for taking the time to read this manual.*

*The opportunities available with AMHYA are endless. Representing the Association at any level will leave an impact on you and allow you to leave an impact on the Association!*

**AMHYA Youth Representative Application Form**

Name \_\_\_\_\_ Age \_\_\_\_\_ Birth date \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Phone \_\_\_\_\_

School Attending \_\_\_\_\_

Region Number \_\_\_\_\_ AMHA Affiliated Club \_\_\_\_\_

Affiliate office you currently hold \_\_\_\_\_

Affiliate offices you have held \_\_\_\_\_

Affiliate committees in which you are/have been active \_\_\_\_\_

\_\_\_\_\_

Offices/Committees with other organizations past and present

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Three most important contributions you have made to AMHA and/or Miniature Horses

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Three most important contributions you have made to your community

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Awards and honors (please do not include show placings)

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Do you plan to campaign for a position on the Executive Committee? \_\_\_\_\_

If so, which office and why?

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**Please send via email:**

- 1. This profile form**
- 2. A 3" x 5" headshot to be used for publicity. The photo will not be returned. If you do not wish to include a photograph, only your name and bio will be used.**
- 3. Permission slip signed by parent or guardian.**

**Email Application, Permission Form, and Photograph**  
to [mbaker7000@gmail.com](mailto:mbaker7000@gmail.com) and [welmafive@yahoo.com](mailto:welmafive@yahoo.com)

**Prior to Friday, September 17, 2021**

**AMHYA Youth Representative**



## Permission Slip

***I understand that by signing this I am expected to follow the rules and expectations set forth for the AMHYA Officers. This includes, but is not limited to attending conference calls, answering emails, communicating with other officers, helping plan the shows, and attending and helping out at the regional and world shows. I understand by not following these rules that I may be removed from office.***

I, \_\_\_\_\_, have read the AMHYA Leadership Manual and will allow my son/daughter \_\_\_\_\_ to accept the appointment as Youth Representative for the \_\_\_\_\_ affiliate of the American Miniature Horse. I understand the time and effort they will need to give to the position. I do/do not (please circle one) wish for him/her to run for a position on the Executive Committee.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_