

**The Arabian Horse Society of South Dakota, Inc.**  
**Procedure Checklist**

President: The President shall preside at all meetings of the Directors and membership, and appoint all standing committees as approved by the Board of Directors and passed by the membership.

Vice President: Vice President shall act as an aide to the President and shall perform the duties of the President in his/her absence.

Secretary: Conduct the correspondence of the Corporation and be responsible for notifying the members of all meetings. The Secretary shall also be responsible for recording the minutes of all meetings, including the Board of Directors, and keep an accurate list of members of the Corporation, along with the addresses of such members.

Treasurer: Receive all money of the Corporation and pay all bills authorized by the Board of Directors, and shall keep an accurate account of all receipts and disbursements, and present a report at each meeting of the Board of Directors of all transactions for the preceding month. The Treasurer shall use his own discretion in paying up to \$50 per month in total bills (excluding International Arabian Horse Association membership dues), without first receiving direct authorization from the Board of Directors. Reports of all such transactions, however, shall be presented at the next meeting of the Board of Directors. The books in which the Treasurer's report of receipts and disbursements for the year have been kept, together with the warrants, vouchers and annual itemized account of the Treasurer, shall be submitted to the Annual Meeting of the Board of Directors.

All contracts of the Corporation shall be in writing and signed on behalf of the Corporation by the President and Secretary, or such other officers or persons as may be designated by resolution of the Board of Directors.

Financial Information:

1. List of accounts and responsible party:
  - a) General Checking – Treasurer
  - b) Savings Account – Treasurer
  - c) High Point CD – Treasurer
  - d) Spring Shows Checking – Show Manager
  - e) Spring Shows Money Market – Show Manager
  - f) Spring Shows CD – Show Manager
  - g) Youth Checking – Youth Coordinator
2. Balances of all accounts must be reported at each meeting by the responsible party or Treasurer.

3. Responsible party submits their financial information to include a list of checks, check card, and deposit activity and receipts by the 10th each month to the Treasurer. The Treasurer then enters this financial information into QuickBooks and reconciles the bank statements. Treasurer's address shall be used on all bank statements.
4. Newsletter Editor shall publish financial overview, excluding any confidential information, in the newsletter. (May be consolidated by the Treasurer for printing purposes.)
5. Board of Directors reviews all financial records each November.
6. Treasurer takes the financial records to the CPAs for preparation of the tax return form 990.
7. President and Treasurer review the tax return. Treasurer signs the tax return and sends to IRS. Treasurer's address shall be used on the tax return.
8. Current Treasurer keeps a copy of the tax return and all financial records for seven years.
9. Employment tax returns or 1099 forms will be completed by the CPAs. (Show Manager, Announcer, Barn Manager, Farrier, Judges, USEF Steward, Ring Master, Show Secretary, Office Help and/or Barn Help at the Spring Shows, etc.)

#### Non-profit Status:

1. Paperwork will be completed by the Secretary and filed with the Secretary of State every year in October.
2. Incoming Secretary will change the address of registered office with the Secretary of State when the Secretary position changes.

#### Scholarship:

1. Newsletter Editor prints the scholarship reminder in the January newsletter and place scholarship application on the web site.
2. Vice President coordinates the judging committee and presents the scholarship award on Saturday evening at the SD Spring Arabian Horse Shows.
3. Vice President sends a press release about the scholarship recipient to the newspapers, **TAHSSD** newsletter, and **TAHSSD** web site.
4. Vice President returns the scholarship applications to the applicants as requested.
5. Treasurer contacts the recipient for the name and address of the college to send the scholarship money to.

#### Horse Show Manager:

1. Promote the Horse Show through newspapers, internet venues, local venues, etc.

2. Continually update current horse show mailing list with new contacts, new exhibitors, and new members.
3. Hire all personnel needed.
4. Purchase all supplies, including but not limited to awards and office supplies.
5. Enter into any necessary facility contracts.
6. Maintain records for future shows.