

**Northern Virginia Working Equitation
Policies Version 1.1**
(This is a living document that will be revised as needed)



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1. Bereavement Policy

Board of Directors (BOD): if there is a death of an immediate family member, BOD will send a small gift and a sympathy card.

Any Northern Virginia Working Equitation (NOVAWE) member: if there is a death of a horse or close family member that we hear about, the BOD will send a sympathy card.

2. Branding Guidelines

The NOVAWE logo can only be used with permission from the Board in cases other than our logo wear. There is a \$5/per use fee for approved use. The Board may opt to wave or change the use fee.

For NOVAWE organized events and publications, the original logo, the circle logo, and the horizontal NOVAWE part of our logo can be used. Any additional logo representations must be submitted and approved by the Board prior to use.

NOVAWE business communications should be conducted on NOVAWE email.

NOVAWE logo and/or a contact NOVAWE email address should appear on everything that is printed for the public and in online marketing efforts.

3. Elections Policy

An election will be held in December of each year for Board of Director positions according to the following schedule:

- Even-numbered years: President, Secretary
- Odd-numbered years: Vice President, Marketing Director.

The Treasurer position is appointed annually (not an elected position).

All Individual Adult Members of NOVAWE in good standing as of October 25th are eligible to make nominations and may vote in the election.

Members of the Election Committee managing the actual election may not run for an office in the same year.

The BOD will contract with an independent elections firm (e.g. Simply Voting) to conduct the actual election. This includes distribution of ballots, counting of votes, and release of certified results

The Election Chair will send the results to the BOD, Candidates, and Individual Adult Members.

Certified results will be published on the NOVAWE website.

A position that is temporarily filled as a result of a Board vacancy before the term is ended will be placed on the ballot at its normal schedule as listed above.

4. Fulfilling NOVAWE's Mission Policy

In fulfilling its mission to grow the sport of Working Equitation in Northern Virginia and surrounding areas, NOVAWE will provide advice and counsel to members and other organizations, conduct promotional events, join other organizations, and/or provide monetary and/or prize sponsorships to Working Equitation classes and events.

NOVAWE may conduct clinics, shows, and related Working Equitation events for fees.

LIMITATIONS AND RESTRICTIONS

In support of NOVAWE's Mission, the NOVAWE Directors may hire professionals to execute WE events at market rates. These professionals may include clinicians, instructors, and show staff such as the show manager, show secretary, announcer, judge, etc.

NOVAWE may also pay facility rental fees for events. The Directors will endeavor to utilize volunteers wherever possible and may serve as paid positions as defined herein. NOVAWE will undertake events that produce revenue for the club, including fundraising events, in support of its mission.

5. Performance Recognition Policy

NOVAWE will annually recognize the performance of its members at shows and the service of its volunteers.

Members will be eligible for awards after attending two Virginia based WE Schooling Shows and/or any USAWE Licensed Show.

A Year End Awards Program document will be updated each year to prepare for the new year and posted on the organization's website. The Program will offer:

- Grand Champion and Reserve Champion awards in all levels and divisions
- Highest Dressage Score and Highest EOH Score awards
- Joseph Klosek Memorial Trophy Award

The NOVAWE Events Committee will track members' scores from WE schooling shows in Virginia and from any USAWE licensed shows.

The Year End Awards person will compile the results to determine the awards for the Year End Awards Program.

6. Publicity Policy

Facebook:

- NOVAWE will share any post about Working Equitation events in Virginia and nearby states to our Public and Members Only Groups on Facebook when seen on a board member's feed.
- NOVAWE hosted events are created on our Facebook page and shared with our Public and Members Only Groups.
- NOVAWE will share any event hosted by a member of NOVAWE on our Public and Members Only Groups.

Local Equestrian Events:

When possible, NOVAWE will send a representative or two to the Expos hosted by organizations such as Loudoun County Equine Alliance and Frying Pan Farm Park to publicize our organization.

7. Sponsorship Policy

NOVAWE's board may vote to "sponsor" an event, organization, or person.

Sponsorships should target our WE market, should promote Working Equitation, benefit our members, and/or give back to the WE / equestrian community pursuant to our mission.

Sponsorships where NOVAWE gives money or prizes, should be fiscally responsible and within budget and should be approved by majority vote of the Board.

8. Conflict of Interest Policy - BOD

In their capacity as Directors, the members of the Board of Directors (BOD) of NOVAVE must act at all times in the best interests of NOVAVE. Each has a fiduciary duty to conduct themselves without conflict to the interests of NOVAVE.

The purpose of this policy is to complement NOVAVE's bylaws, policies, and procedures to prevent personal interest of the Directors from interfering with the performance of the NOVAVE duties as assigned and accepted, and to disclose any such interests to the BOD.

9. Termination Policy

Any member may be ejected from NOVAVE for disciplinary reasons, including behavior in conflict or disregard of the Bylaws, Policies, and/or Procedures; for breaking any established NOVAVE rules, including horse welfare rules; or for actions that the Board of Directors deem put horse or human at risk of danger. Members may also be ejected from NOVAVE for failure to pay their dues and/or other fees.

10. Benefits of Membership Policy

All Individual Adult Members and Youth Members have the following benefits from NOVAVE membership:

- Discounts at our NOVAVE shows and clinics (\$10 off entry)
- Free auditing to all NOVAVE events
- Member of the NOVAVE Facebook Member-Only Group (Adult access only)
- Quality learning in a low stress, fun, & supportive environment
- Non-riding WE and horsemanship learning opportunities
- Representation at the State, Regional, and National Levels
- Represent NOVAVE at clinics, schooling shows, and licensed shows
- Able to order NOVAVE logo apparel and items
- Automatic entry in the NOVAVE Year End Awards Program after participation in at least two Virginia based WE schooling shows and/or any USAWE Licensed shows.