

## Application to Establish a New FHANA Chapter Affiliation

**New Chapter Designation:** The FHANA family is excited to learn of your interest in becoming a designated FHANA Chapter. FHANA Chapters with their respective members are instrumental in our efforts to promote the Purebred KFPS Registered Friesian Horse. The [FHANA Member Council \(FMC\)](#) is available to provide needed support and resources as you pursue Chapter status. Again, thank you for your interest and commitment to the breed!

### **Step 1.**

Members applying for a new Chapter should complete a *FHANA Chapter Application Form* (page 3-5 of this document). In the event you need assistance or guidance on completing this application, please contact FHANA. They will provide you with contact information for a FHANA Member Council (FMC) representative who would be happy to guide you through this process.

Your Chapter application should include a list of your Chapter's potential members and a list of activities you intend to participate in that are representative of FHANA's mission (page 3 of this document). A Chapter may be formed with a minimum of five individuals who have separate and full FHANA memberships who are eligible to vote. **A full member is considered any owner of at least one registered Friesian horse and who is a citizen or resident of North America.** Once completed, the new Chapter application will be presented to the FMC for their recommendation to the FHANA Board of Directors for consideration. The Board's decision will be communicated to the FMC chairperson who will in turn notify the applicant(s). If the application is approved, FHANA will include the new Chapter on their [website](#).

**Chapter Officers:** FHANA Chapters will be structured with four officers including a president, vice president, secretary and treasurer. The Board of Directors is comprised of the officers and may include other Chapter members who are considered board members at large. These individuals will certify, by their signature below, that they have read and will abide by [FHANA Chapter Policies and Procedures](#). One Chapter officer will be selected as the "official" to be responsible for conducting business with FHANA including completing and submitting this New Chapter Application Form.

**Chapter Contact Person:** A contact person for outside inquiries should be designated for each Chapter. That individual should be knowledgeable about the Friesian breed and have the time and interest to promote the Chapter and its members. It is essential that the contact person agree not to use his/her position to promote their private business endeavors over the interests of its Chapter members and their associated businesses. Our organization fosters transparency and integrity and the avoidance of any perceived conflict of interest. Please carefully select the person to fill this important role. The Chapter contact person must certify, by their signature below, that they have read and will abide by FHANA Chapter Rules & Regulations.

**Chapter Members:** Only FHANA members in good standing who are entitled to vote in Association proceedings are eligible to be full, voting members of the Chapter. FHANA members may join more than one Chapter. FHANA members who join more than one Chapter can be a full, voting member in only one Chapter and can be an associate/non-voting member in additional Chapters. FHANA members are not required to be a full member of any Chapter. If its members agree, a Chapter may include associate non-voting Chapter members, people who are not Friesian horse owners and/or are not members of FHANA. For more information on FHANA memberships and bylaws, please visit the FHANA [website](#).

**Chapter Code of Conduct:** All members of the Chapter are expected to conduct themselves in a polite, professional and respectful manner to all members. Members agree to extend this behavior to other Chapter members and any event staff (if applicable). Members are not to lose their temper, be rude, or abusive to humans and horses alike. This behavior will be immediately addressed by the Chapter President and the board. Depending on the actions/behavior, the Chapter board can issue a warning and/or request the member to leave an event and possibly terminate their Chapter membership.

**Step 2.**

**Chapter Rules and Finances:** Each Chapter will determine its own administration and activities will be in-line with FHANA's goals and policies. Each Chapter must recognize and abide by all rules, regulations and statutes of FHANA. Each Chapter will be self-supporting and its operating costs will not be underwritten by FHANA. **All FHANA Chapters must submit bylaws to FHANA in order to establish their Chapter. If your bylaws are changed, please submit an updated copy to FHANA when your Chapter is scheduled to be renewed. If you need assistance on establishing bylaws, please contact FHANA and/or visit the [FHANA website](http://www.FHANA.com).**

## FHANA New Chapter Application Form

### Chapter Name

### General Area or Special Interest (States/provinces or area in which full Chapter members reside)

### Chapter Official's Name and Mailing Address

### Chapter Contact Person

I, the undersigned Chapter officer has agreed to respond to inquiries from outside the club and to keep FHANA informed of all Chapter activities. I agree NOT to use the position to promote my own farm/business to any greater extent than other members' farms or business. I certify I have read and will abide by the FHANA rules and regulations.

Chapter Contact Person Signature: \_\_\_\_\_

Chapter Contact Person Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Request for Chapter Recognition by Chapter Officers and Chapter Representative**

We, the undersigned, request recognition as a Chapter of the Friesian Horse Association of North America (FHANA). Each of us is a separate, full voting member of this Chapter and of FHANA. We certify that it is our intent that our Chapter will abide by the Rules and Regulations governing FHANA and FHANA Chapters. Each of us certifies that we have read and will abide by FHANA Rules and Regulations.

Signature	Print Name	Officer/Member	Date	Full FHANA Member
		President		
		Vice President		
		Treasurer		
		Secretary		
		Member at Large		

## New Chapter Application Form

### List of the Chapter's Intended Activities

Please detail below the activities your proposed Chapter intends to engage in. Please limit your submission to this single page. These activities should be in-line with FHANA's mission and values.

New Chapter's Proposed Activities	Check the Boxes below that Represent Activities that Apply to Your Chapter	Comments
Breeding		
Charitable Volunteer Work (Does Not Include Monetary Donations)		
Clinics (Please Specify)		
Demos/Horse Expos		
Dressage		
Driving		
Educational		
Keuring		
Organized Pleasure Rides		
Shows (Please Specify Types such as Planned Classes, Trail, Western, English, In-hand, Saddle Seat, Costume, Driving, and the Like)		
Parades		
Other		

