

## Chapter Reminders

(Revised: 3/25/2021)

Document owner: State OHC President

Contact info: [president@ohconline.com](mailto:president@ohconline.com) or go to <https://ohconline.com/Leadership> to find the current officer or committee chair phone number.

### OHC COUNTY CHAPTERS .... A FEW REMINDERS!

Please remember these important deadlines:

#### **BY DECEMBER 31 EACH YEAR:**

- Make every effort to get membership renewals by end of year. The equine liability insurance runs along with OHC membership so it is important to renew members so they can retain the insurance beginning January 1. Members may renew online or use a paper form.
- Each chapter's membership form can be downloaded from the chapter page: on the OHC website, under Find Chapter, select chapter and scroll to 'Download Registration'.

#### **BY JANUARY 15 EACH YEAR:**

- Send the state Recording Secretary a current list of your chapter officers, including their name, address, telephone number and email address. Email to: [secretary@ohconline.com](mailto:secretary@ohconline.com)
- Indicate to which chapter officer the state Recording Secretary may send information, inquiries and notices of interest to your chapter. Email to: [secretary@ohconline.com](mailto:secretary@ohconline.com)

#### **BY JANUARY 31 EACH YEAR:**

- Send the state Trail Mileage & Saddle Hours Chair a list of your chapter members' trail mileage and saddle hours for the previous year. You may use the form provided on the OHC website, under Documents, Chapter Trail Mileage & Saddle Hours. Email to: [trailmiles@ohconline.com](mailto:trailmiles@ohconline.com)
- Send the state Trail Work Hours Committee Chair a list of your chapter members' trail maintenance hours worked for the previous year. Email to: [trailhours@ohconline.com](mailto:trailhours@ohconline.com)

#### **TWICE A MONTH:**

- Send the state Treasurer a completed Dues Summary, listing your latest new and renewed members and the state portion of dues and the insurance payment, if applicable, for each member. Include one check to Ohio Horseman's Council for the total of these payments. The state treasurer's mailing address is on the Dues Summary. Or email: [treasurer@ohconline.com](mailto:treasurer@ohconline.com)
- For members who join or renew online and pay with PayPal, their payments go directly to the state OHC account, and your chapter will be reimbursed for the chapter portion and chapter charge, if any.
- An OHC membership does not commence or renew until the proper form of application, either online or paper form, and payment of dues, are received by the OHC.

**ATTENDANCE AT STATE (March/November) AND REGIONAL MEETINGS (annually):**

- State memberships meetings are held twice a year in March and November. Please send at least one officer to these meetings.
- Regional meetings are held on a regular basis as scheduled by your OHC Regional Representative. Find the name and contact for your rep on the OHC website, under the Leadership tab. Chapter officers should attend these meetings to keep aware of events and news that could impact the chapter and its members.

**OTHER REMINDERS:**

- Contact a new member within a few weeks of their joining your chapter.
- Give each new member a welcome packet which includes a membership card and any additional information that your chapter wishes to include. Provide a copy of the OHC Bylaws and Standing Rules, or the link to these documents online: [OHC-BYLAWS-Rev-09-19-2020.pdf \(ohconline.com\)](#) and [Standing-Rules-Rev-09-19-2020.pdf \(ohconline.com\)](#)
- OHC decals may be purchased from the Promotions Chair, email [promotions@ohconline.com](mailto:promotions@ohconline.com)
- Follow the OHC Bylaws to operate your chapter. Communicate regularly with your members. Provide adequate notice for meetings. Record and maintain minutes of your meetings.
- Visit the OHC website often for news and information concerning national, state and local matters of interest to the membership and the equine community.