



## **By-Laws (Updated February 6, 2016)**

### **Article I Name and Object:**

This association will be known as the Wisconsin Quarter Horse Youth Association, and will at all times be operated and conducted as a not-for-profit association in accordance with the laws of the State of Wisconsin.

### **Article II Relationship to Parent Association:**

All of the proceedings of this Association will be in harmony with the policies, activities, and rules of the American Quarter Horse Association and the American Quarter Horse Youth Association. This association will also act in harmony with the policies and activities and follow the by-laws of the Wisconsin Quarter Horse Association. Elections are to be held annually with Nominations and Voting at the WQHA State Show if time allows for a meeting to be held. If the show runs late, then Nominations or Voting may occur by posting nominees on WQH YA facebook, the Youth page of WQHA website and emailing or mailing to WQH YA members for a ballot vote.

### **Article III Officers:**

The officers of the Association will be President, Past President, Vice President, Secretary, Treasurer, Reporter, and Social Director(s). All officers must be WQHA members. In the event that an officer is unable to fulfill their duties and resigns after the annual meeting has been held, the President and Youth Advisors will appoint a replacement. ANY OFFICER MISSING MORE THAN ONE MEETING DUE TO AN UNEXCUSED ABSENCE WILL HAVE THEIR OFFICE TERMINATED AND NEW ELECTIONS FOR THAT POSITION WILL BE HELD.

#### The President will:

- Call and preside at all meetings
- Chair the All Novice Show (all officers will also serve on this committee)
- Keep advisor informed

#### The Past President will:

- Assist President in the Transition to Office
- Assume the duties of the President when the President and Vice President are absent
- Assist with the All Novice Show
- Assist with the AQHYA Youth World Decorations and Walk In

#### The Vice President will:

- Assume the duties of the President when the President is absent
- Keep a log of attendance at meetings, which will be brought to each show (The presiding officer shall take attendance when the VP is absent)
- Obtain a list of youth from the advisor, whose "Letter of Intent" and sponsorships were in by the June 1<sup>st</sup> deadline and keep track of those youths' work requirements
- Bring the World Show and Congress "lists" to each show
- Give the Advisors a list of youth who have fulfilled their Youth World requirements at the show prior to the Cap Gun Show
- Give the Advisors a list of youth who have fulfilled their Congress requirements at the first show following the last qualifying show
- Request youth membership list from WQHA membership contact person and post at the first two WQHA approved shows of the year.

#### The Secretary will:

- Take minutes of meetings
- Give or E-mail a copy of the minutes to the Reporter and Advisors within two weeks of the

- meeting
- Be responsible for special mailings
- Post a copy of the minutes from each meeting at the next show's entry booth

The Treasurer will:

- Keep track of finances, which will all go through the WQHA Treasurer, and get start-up money for events from WQHA Youth Advisor
- Prepare a yearly statement with the Youth Advisor

The State Reporter will:

- Prepare news for the WQHA Newsletter and The Wisconsin Horsemen's News each month of publication, reporting on current and past events
- Reporter MUST E-mail copy to the advisor prior to sending copy to publications for approval and any additions/corrections needed
- Be timely and adhere to publication deadlines
- Will send special event pictures and copy to the Quarter Horse Journal for possible publication
- Work with the youth advisor to expand communication via the internet
- Update Facebook and Youth tab on the WQHA website

Social Director(s) will:

- Research possible activities for youth members at each show (movies, bowling, go-carts, volleyball, etc.)
- Organize and inform youth about activities available at each show
- Coordinate and oversee promotion of upcoming events and fundraisers

These positions are for a one-year period. Officers will be elected at the State Show meeting for the following year. If there is a vacant position left at the end of the State Show meeting, it will be open for nominations and voted on at the annual meeting. If an officer needs to be replaced, youth will be nominated from the floor. Attending adults will tabulate the votes. After a youth has been elected, a form will be signed by the youth and his/her parent(s). The form will solidify the commitment of the youth to the Wisconsin Quarter Horse Youth Association's needs.

There is a mandatory meeting for all outgoing officers, incoming officers, and advisors prior to the annual meeting to facilitate a smooth transition of officers.

**Article IV Youth Advisors:**

WQHA shall have a Youth Advisor(s) to:

- Oversee activities and offer suggestions
- New advisor(s) need to fill out the AQHA Youth Advisor Form, have it signed by the WQHA President, and send it to AQHA
- Ensure that all forms are submitted annually to AQHA
- Be in charge of World Show entries/stalls and Congress entries (If the advisor cannot attend the World or Congress, he/she shall appoint a qualified representative to takeover his/her responsibilities)
- Assist Youth Team in planning Stall Decorations and Walk In
- Receive and keep track of the Letters of Intent (for the Youth World Show and/or Congress NYATT to the WQHA Point Chairperson and Vice President as soon as possible after the June 1st deadline)
- Members interested in camping at the AQHYA World Show need to get an AQHYA World Show RV Reservation Form, which must be sent/postmarked on June 1st to AQHA.
- Assist Members with Pre Order Bedding for the AQHYA World Show, forms are available from the Advisor on online at AQHA.com

The Association shall also have a Point Chairperson who will:

- Keep track of the qualifying points for the World and Congress Teams

The Association may have an Assistant Youth Advisor who will:

- Assist the advisor with World and Congress entries/stalls
- Assist with meetings, fund raisers, etc.

These positions shall be for a one-year period. The WQHA Board must approve the Advisor appointees.

#### **Article V Meetings:**

The Annual Meeting shall be held on Saturday of the Annual WQHA Banquet and Awards Convention. At this meeting by-laws may be revised and AQHYA Leadership Conference delegates shall be discussed.

These are due to AQHA by April 1<sup>st</sup>. There is a mandatory meeting for all outgoing officers, incoming officers, and advisors prior to the annual meeting to facilitate a smooth transition of officers.

- Other general meetings will be conducted at horse shows
- The President may call special meetings; however, the general membership must be informed of these meetings
- All members in good standing may vote at any meeting
- The Advisor, Assistant Advisor and President will determine meeting dates prior to the first show of the year. The meeting dates will be cross-posted to the WQHA website (Youth Tab), WQHVA Facebook page, and announced at each show. Meeting times will be announced at the show the day of the meeting

#### **Article VI Amendment of By-laws:**

By-laws may be amended by a majority vote at the annual meeting or may be amended at regular or special meetings by a two-thirds vote if all members are notified of the proposed changes and meeting a minimum of two weeks prior to the meeting.

#### **Article VII Sportsmanship and Booster Awards:**

Sportsmanship/Booster Awards shall be awarded to the youth with the most votes by the Youth membership at the annual meeting.

The winner of the Sportsmanship/Booster Awards will be recognized at the Annual WQHA Banquet and Awards Convention and will receive a traveling trophy and certificate. Following the banquet, the trophy will be given to the Advisor for engraving purposes and returned to the winners. The winner must return the traveling trophy to the Advisor prior to the next award banquet.

Definitions: Sportsmanship Award: Youth vote for another youth they feel sets a good example, is a team player, not a sore winner or sore loser. Booster Award: Youth vote for another youth they feel encourages others, motivates, inspires youth to do their best and helps youth when needed, gives other youth a shoulder to cry on. The traveling trophies must be returned each year for the WQHA Banquet **and the recipient will receive a certificate to keep.**

#### **Article VIII AQHYA World Team Requirements and Qualifications:**

1. Members must be in good standing. All WQHA dues must be paid before points will be kept. The advisor must receive a Letter of Intent and \$250 in sponsorships per horse and rider combination no later than **May 1st** of the current year. Only residents of Wisconsin are eligible or bordering states—If they have received an approved “Hardship Change of Affiliation” from AQHA. Hardships are due to AQHA **by May 10th.**
2. A minimum of \$250 in sponsorships per horse and rider combination must be sent with a letter of intent to the advisor by **May 1st** of the current year. Additional sponsorships will be accepted at any time.
3. All members of the World team must work a minimum of four hours at the Youth Benefit Show to receive any reimbursement. Exceptions to this rule will be considered, discussed with the advisors, and voted on by the youth board. One set of work requirements along with \$250 sponsorship is required per horse and rider combination in order to be reimbursed. When working, youth are responsible for signing in and out on a form provided by the Advisor or Vice President. A family member or friend may work in place of a member.
4. All members of the World team must work a minimum of four hours at the All-Novice Show or other chosen event to receive any reimbursement. If a member is unable to work, they must contact the Youth Advisor to request prior approval to work at another WQHA approved event. Youth must receive approval from the Advisor, Assistant Advisor and President to make a substitution. Members are responsible for signing in and working at the Alison Kaston Memorial show. A family member or friend may work in place of a member. All members are expected to help with any additional fundraisers. When working, youth are responsible for signing in and out on a form provided by the Advisor or Vice President.

5. Members must be present and sign themselves in at least two WQHYA meetings prior to the Cap Gun Circuit to receive reimbursement.
6. Qualifying shows run from the first WQHA approved show through the show prior to the Cap Gun Circuit. If specified classes are not available at said shows, point counts will be taken for the last 6 shown, or will otherwise be decided by the youth board.
7. Points will be kept using the WQHA point system located under the shows contest rules of the WQHA by-laws. Ties will be decided by the number of horses the exhibitor/horse combinations have won over.
8. A member's 8 best WQHA approved shows (prior to the Cap Gun Circuit) will be used to select the AQHYA World Show Team, which is picked at the Cap Gun Circuit. The selection meeting will be held Saturday after the show at Cap Gun. All members requesting a spot on the team and one of his/her parent/adult representative MUST be present at the meeting or available by way of a pre-arranged phone call to be considered for the Youth World Team.
9. The top horse and rider combinations in each event will be asked to participate on the team. Number of youth sent for each event is set by AQHA. This is in addition to any national qualifiers. National qualifiers MUST show with their home state according to AQHYA rules.
10. Any classes not filled by the top horse/rider combinations will be filled using most points.
11. If a horse and rider combination leads in more than 2 events, the contestant will be asked to pick two events in which to compete.
12. If classes cannot be filled in this manner, contestants may be asked to go in more than one event, determined by most points.
13. If a contestant takes more than one horse, he/she must complete one set of requirements for each horse to receive benefits for each horse.
14. If a team member fails to complete his/her requirements or if a member does not compete in at least one event, he/she will not receive benefits for attending the show. Exceptions will be discussed and considered by the youth board.

**\*\*Vacant team spots may be filled by any WQHYA a member in good standing. If work and sponsorship requirements and a letter of intent were not received the member will be responsible for all fees and expenses related to their team spot and will not receive WQHYA assistance. If competing for same spot youth will be chosen following point system stated above.\*\***

#### **Article X Congress NYATT Requirements and Qualifications**

1. Members must be in good standing. All WQHA dues must be paid before points will be kept. The advisor must receive a Letter of Intent and \$150 in sponsorships per horse and rider combination no later than June 1<sup>st</sup> of the current year. Residents of Wisconsin, Michigan, Illinois, Iowa and Minnesota are eligible for the WQHYA Congress team.
2. A minimum of \$150 in sponsorships per horse and rider combination must be sent with a Letter of Intent to the advisor by June 1<sup>st</sup> of the current year. Additional sponsorships will be accepted at any time.
3. All members of the Congress team must work a minimum of four hours at the Youth Benefit Show to receive any reimbursement. Exceptions to this rule will be considered, discussed with the advisors and voted on by the youth board. One set of work requirements is needed along with \$150 sponsorship per horse and rider combination. When working, youth are responsible for signing in and out on a form provided by the Advisor or Vice President. A family member or friend may work in place of a member.
4. All members of the Congress team must work a minimum of four hours at the All Novice Show or other chosen event to receive any reimbursement. If a member is unable to work, they must contact the Youth Advisor to request prior approval to work at another WQHA approved

event. Youth must receive approval from the Advisor, Assistant Advisor and President to do this. Members are responsible for signing in and working at the Alison Kaston Memorial show or other chosen event. A family member may work in the place of a member.

All members are expected to help with any additional fundraisers.

When working, youth are responsible for signing in and out on a form by the Advisor or Vice President.

5. Members must be present and sign themselves in at least three WQHYA meetings prior to the WQHA State Show to receive reimbursement.
6. Qualifying shows run from the first WQHA approved show through the show circuit prior to entries being due in August.
7. Points will be kept using the WQHA point system located under the shows contest rules of the WQHA by-laws.
8. A member's best 13 WQHA approved shows (during the qualifying period) will be used to select the Congress Team, which is picked at the first show following the last qualifying show. The selection meeting will be held at the BQHA shows. Any member and one of his/her parents MUST be present at the meeting or available by way of a pre-arranged phone call to be considered for the Congress team.
9. The top two horse/rider combinations in each event will be asked to participate on the team.
10. Any classes not filled by the top two horse/rider combination will be filled using numerical order of points.
11. If a horse/rider combination leads in more than one event, he/she will be asked to pick one event in which to compete.
12. If classes cannot be filled in this manner, horse/rider combination may be asked to go in more than one event, determined by most points.

\*\*Vacant team spots may be filled by any WQHYA member in good standing. If work and sponsorship requirements and Letter of Intent were not received the member will be responsible for all fees and expenses related to their team spot and will not receive WQHYA assistance. If competing for same spot youth will be chosen following point system stated above.\*\*

**Article XI Congress Team Benefits:**

Congress NYATT members will receive monetary compensation at the end of the year to help cover costs, provided all requirements listed above have been met.

**Article XII World and Congress Team Commitment:**

Representing Wisconsin on the World and Congress teams is an honor and privilege. Members will conduct themselves in a sportsmanlike manner and adhere to the AQHYA code of conduct.

In accepting a position on a World or Congress team, members will make every effort to fulfill the honor of competing for said team. Members should be sure of their ability to compete in an event prior to accepting a team spot, so that all eligible members wishing to compete are given an opportunity.

In accepting a position on the Congress Team, members are required to take part in the team picture and to attend the awards ceremony.

**Article XIII Youth Excellence Seminar (Y.E.S):**

Four World Show Delegates will be chosen at the annual meeting who will be attending the National Leadership Conference. Delegates vote on a variety of issues, including national Officers and Directors. If a delegate is unable to attend, an alternate will be chosen. AQHA must be notified of this change by June 1<sup>st</sup>.