

# **By-Laws of the Kentucky Amateur Quarter Horse Association**

## **ARTICLE I - ORGANIZATION AND PURPOSE**

**Section 1.1:** This organization shall be a division of the Kentucky Quarter Horse Association (KQHA) and shall operate within the scope of the by-laws, rules, and regulations of the KQHA. This organization shall be called the Kentucky Amateur Quarter Horse Association.

**Section 1.2:** The objectives and purposes of the Kentucky Amateur Quarter Horse Association (herein after referred to as KAQHA) shall be as follows:

- a) to improve and promote the Quarter Horse breed in Kentucky.
- b) to encourage and promote the development of the Amateur and novice Amateur horsemen in the state.
- c) to acquaint members with the KQHA and the American Quarter Horse Association and their structure and functions.

**Section 1.3:** Any ruling or rule change by the American Quarter Horse Association which is in conflict with any rule in these by-laws of the KAQHA, the ruling of the AQHA shall take precedence. Any situation not covered by these by-laws of the Kentucky Amateur Quarter Horse Association shall be governed by the by-laws of the Kentucky Quarter Horse Association.

## **ARTICLE II - MEMBERSHIP**

**Section 2.1:** The terms "amateur" and "novice amateur" are used as defined by the current AQHA rulebook.

**Section 2.2:** Membership is open to any person holding a current AQHA amateur or novice amateur card. The card must be presented on request to any member of the KAQHA Executive Board. KAQHA members must also be KQHA members for the year of membership.

**Section 2.3:** Annual dues will be set from time to time, are nonrefundable and payable to the KAQHA. The membership year shall run from January 1 to December 31 of each year.

**Section 2.4:** Upon payment of dues, each member may request a copy of the constitution and by-laws. All members are expected to abide by the by-laws regardless of whether or not they chose to read them.

**Section 2.5:** All regular monthly meetings of the KAQHA are open to all members. Membership entitles each person to one vote per motion at the KAQHA meetings

**Section 2.6:** A person must be a member of the KAQHA for the upcoming year to hold an office or vote at the annual open membership meeting. A person must also be a member for the current year to nominate for year-end awards or to vote at monthly KAQHA meetings.

**Section 2.7:** In the event of the suspension or termination of amateur or novice amateur status by AQHA, the same shall apply to KAQHA membership.

### **ARTICLE III - OFFICERS AND RESPONSIBILITIES**

**Section 3.1:** The officers of the KAQHA shall be President, Vice-President, Secretary, Treasurer, Publicity Secretary, Historian, and four (4) Directors. The Immediate Past President shall also serve as a member of the board. Officers shall be elected by the membership at the annual open membership meeting. This group of officers shall be called collectively the Executive Board.

**Section 3.2:** The officers of the KAQHA will serve for one-year periods. In the event an elected officer is unable to fulfill the duties of that office, a written notice of resignation shall be given to the Executive Board who will then appoint a suitable replacement. The exception is that of President. The Vice-President will automatically fill this vacancy and the Board will select a new Vice-President. An attempt should be made to fill vacancies with eligible Directors before regular members are brought in for the sake of consistency in the running of the organization.

**Section 3.3:** The Executive Board may call a closed meeting for organizational purposes at any time, however, the results of these meetings must be reported and approved at the next regular meeting. Each officer shall have one vote per motion at all meetings.

**Section 3.4:** The office of Treasurer will be held by a Kentucky resident only. All other offices are open to any member.

**Section 3.5:** The offices of Secretary, Treasurer and Publicity Secretary may be combined; however one person can hold no more than two positions. The office of Publicity Secretary may be shared with no more than two people, with only one of them voting at any time.

- a) President - Shall have general supervision of the affairs of the KAQHA, and shall preside over all meetings.
- b) Vice President - In the absence of the President shall perform the duties thereof, and shall perform other duties prescribed by the President.
- c) Secretary - Shall attend all meetings and shall record all votes taken and keep minutes of the meetings. This office will also expect to keep an accurate account of all members as dictated by the President.
- d) Treasurer - Shall have the responsibility for the safekeeping of funds and securities of the KAQHA. In addition, this officer shall deposit all monies in the name and to the credit of the association in such depositories as designated by the Executive Board; shall coordinate the collection of dues and fees of members through the Secretary; and shall disburse the funds of the KAQHA in accordance with the orders of the Executive Board. The balanced books shall be turned over to the successor no later than December 31 prior to the upcoming year. If there are still outstanding payments (either credit or debit) at this time, a full written and signed explanation shall be turned over with the books

to the new Treasurer, as well as copy given to the new President. The treasurer shall be bonded by KQHA.

- e) Publicity Secretary - Shall attend all meeting of the KAQHA and report happenings through publications indicated by the Executive Board. If a separate newsletter is needed, it is the Publicity Secretary's responsibility to write and distribute the letter. All statements to be published concerning decisions and activities of the KAQHA must be verified by this officer with the Secretary prior to publications.
- f) Historian - Shall maintain an annual scrapbook for prosperity purposes
- g) Directors - There shall be four directors elected annually to represent the members. Directors are to attend all meetings as representative of members. Directors are also to be the first called upon to fill any other official vacancy.
- h) Immediate Past President - Shall hold a voting position on the Board and serve as an advisor to the current Board, particularly during the first few months of the new administration.

**Section 3.6:** The goal of all officers of the KAQHA shall be to continue the organizations growth and forward progression in manner concurrent with the KQHA, AQHA, and national trends.

## **ARTICLE IV – AWARDS**

**Section 4.1:** Annual awards may be given each year, along with reserve titles. Points are to be kept by the Association and awards are to be determined by awards committee.

- **Rookie of the Year** - Awarded to the Novice Amateur and horse combination who has not earned AQHA Amateur or Novice Amateur point, according to AQHA records, prior to start of current point year. Only KQHA approved AQHA shows to count.
- **Hardest Worker** - To be selected by the membership at the annual meeting by secret ballot. This award should go to the member deemed to have contributed a substantial amount of time and effort towards the success of the organization and its endeavors.
- **Sportsmanship** - To be selected by the membership at the annual meeting by secret ballot. This award should go to the member deemed to best represent the sportsmanlike attitude in the competitive atmosphere by the activities of the Quarter Horse Industry.

## **ARTICLE V – COMMITTEES**

**Section 5.1:** The President shall annually appoint such standing committees as required by the Bylaws and such additional committees as he or she may find necessary. All such committee appointments shall be reported at the next meeting of the Board of Directors, who may reject any appointments in whole or in part or terminate any special or standing committee. If no action is taken the appointment shall stand approved.

**Section 5.2:** The Finance Committee shall include and be chaired by the Treasurer, and shall consist of not less than two (2) or more than six (6)

members selected annually by the President and approved by the Board of Directors.

**Section 5.3:** The Publicity Committee shall be chaired by the Publicity Secretary and consist of not less than three (3) or more than seven (7) persons, at least one of whom shall be a Director selected annually and approved by the regular membership. The Publicity Committee shall supervise the preparation, publication and dissemination of all regular or special publications of KQHA.

**Section 5.4:** The Long-Range Planning Committee will consist of not less than three (3) or more than seven (7) persons, including the Vice-President and at least one (1) additional Director, selected annually by the President and approved by the regular membership. This Committee is charged with monitoring the efforts of the KQHA in areas relating to its mission and goals and, when necessary, making recommendations to the Board as to how to implement programs and activities in order to fulfill the mission and goals of KQHA.

**Section 5.5:** The Nominating Committee shall consist of not less than four (4) or more than seven (7) persons selected annually by the President and approved by the Executive Board. The Nominating Committee shall be responsible to annually nominate a slate of officers and four (4) Director candidates, to receive all candidate nominations from the membership at large, and to supervise the dissemination and tabulation of all ballots in the annual election of Officers and Directors

**Section 5.6:** Other committees may, from time to time, be designated by resolution adopted at any regular meeting of KAQHA at which a quorum is present.

**Section 5.7:** Each member of a committee shall continue as such until the next annual meeting of the members and until his successor is appointed, unless the committee shall be sooner terminated, the committee member resigns, or the committee member is removed by the affirmative vote of the Executive Board.

**Section 5.8:** A quorum shall consist of 10 members and or 2/3 of the Executive Board.

## **ARTICLE VI - DISSOLUTION**

**Section 6.1:** Upon dissolution of KAQHA, the property and assets available for distribution after satisfaction of all of the debts and claims shall be transferred to a charitable institution with purposes similar to those of KAQHA, or if this cannot be done, to another charitable institution recognized by the Internal Revenue Service of the United States

## **ARTICLE VII - BILLS, NOTES, ETC.**

**Section 7.1:** All bills payable, notes, checks, drafts, warrants, or other negotiable instruments of KAQHA shall be made in the name of KAQHA

and shall be signed by one (1) or more officers as the Executive Board shall from time to time by resolution direct.

**Section 7.2:** No officer or agent of KQHA, either singly or jointly with others, shall have the power to make any note, check, draft, or warrant, or other negotiable instrument, or endorse the same in the name of KQHA, or contract or cause to be contracted any debt or liability in the name and on behalf of KQHA, except as herein expressly prescribed and provided.

## **ARTICLE VIII - CONDUCT OF BUSINESS**

**Section 8.1:** All of the business affairs shall be managed and conducted in accordance with the Articles of Incorporation and Bylaws of KQHA, by and under the direction of the Board of Directors.

**Section 8.2:** The officers of KQHA shall keep correct and complete books and records of accounts of KQHA and a record of the names and addresses of all members in good standing, entitled to vote.

**Section 8.3:** The officers of KQHA shall keep, or cause to be kept, minutes of all meetings of the members and the Board, and shall keep minutes or other records of all proceedings of the Board and all committees.

## **ARTICLE VIII - PARLIAMENTARY PROCEDURE**

**Section 9.1:** All meetings of this organization shall be conducted according to Robert's Rules of Order.

