

## By Laws of the North Dakota Quarter Horse Youth Association

### Article I. TITLE

Section 1. This Association shall be known as the North Dakota Quarter Horse Youth Association (NDQHYA). This organization shall be a division of the North Dakota Quarter Horse Association and shall operate within the scope of bylaws, rules, and regulations of the North Dakota Quarter Horse Association.

### Article II. PURPOSE

Section 1. The purpose of this Association shall be as follows:

- a. To improve and promote the American Quarter Horse
- b. to encourage and develop leadership, sportsmanship, and high moral character in our youth, and to develop the capabilities of youth both individually, and through group participation in activities pertaining to the American Quarter Horse.

### Article III. MEMBERSHIP AND DUES

Section 1. Membership is open to all youth 18 years of age and under as of January 1 of the calendar year.

Section 2. All members are encouraged to attend all meetings, take part in the activities, and assist in fundraising projects.

Section 3. Dues are \$ 5.00 annually and must be purchased with a family or individual NDQHA membership. Dues must be paid before points will be counted.

### Article IV. OFFICERS & DIRECTORS

Section 1.

- a. The officers of this Association shall consist of a President, Vice-President, Secretary, Treasurer, and Reporter. They shall be elected at the Annual Meeting. All are elected for one year terms.
- b. Two Directors are elected to serve a two year term. One new director is elected each year.
- c. A reporter shall be elected for a term of one year.
- d. The elected officers and directors shall compromise the Board of Directors of the NDQHYA, which shall meet in a reorganizational session immediately following the annual meeting of the NDHQYA.

Section 2. Duties of Elected Officers

- a. The President shall serve as the presiding officer of all general meetings of the NDQHYA and of the Board of Directors. He/she shall also:
  1. Appoint committee members as necessary
  2. After consulting with the youth advisor, he/she shall call and plan all NDQHYA meetings
  3. Prepare and present an annual report for presentation to the NDQHYA and the

NDQHA at their annual meetings. The report shall include membership numbers, current financial status, and activity review of the presiding year.

4. Serve as the liaison between the youth and the NDQHYA and NDQHA.

The President shall provide leadership to its members reflecting high moral standards. He/she is a role model for the youth and represents the youth of the Association to the community at large.

- b. The Vice President should assist the President by acting as a chairperson of all committees, and coordinating special products including fundraising activities. In the absence, of the President, the Vice President shall perform the duties of the President, and shall perform such other duties as the President and Board of Directors shall from time to time request.
- c. The Secretary shall attend all meetings of the members and the Board of Directors and shall record or cause to be recorded all votes taken and the minutes of all proceedings in a minute book of the Association to be kept for that purpose. The minutes of each meeting shall be then made available for all absent members and the NDQHA members to read. He or she shall perform recording duties for the committees when requested to do so. The Secretary shall post notice of all meetings of the Board of Directors and the members on the NDQHA website. Such notice should be given no less than 10 days before the meeting is to be held. The Secretary is responsible for maintaining communication between Board of Directors, and the Youth Advisor as necessary. The Secretary and Treasurer positions may be combined.
- d. The Treasurer will prepare a financial report for each general meeting, a final report for the annual meeting, a budget for the ensuing year (together with the youth advisor), and a budget for Year End Awards (together with the youth advisor). The Treasurer shall give a report at meetings throughout the year as requested. The Treasurer will be responsible for a roster of the membership.
- e. The Reporter shall be responsible to report events of the NDQHYA to the Quarter Horse Journal, the designated newsletter and/ or website for publication. If the Secretary is unable to report the minutes it will be the responsibility of the Reporter to see that the minutes are printed.

### Section 3. The Board of Directors.

- a. The business and property of the NDQHYA shall be managed by the Board of Directors which consists of the elected officers, and the two directors. The Board of Directors shall have general power to administer the affairs of the Association, and carry out its programs and policies, and shall act for the Association.
- b. From time to time the Board of Directors shall formulate "Policies and Procedures" to guide the organization in the business. These policies should include, but are not limited to :
  1. The selection and support of delegates to the Youth Excellence Seminar (Y.E.S. Conference) and the Annual National AQHYA meeting.
  2. The AQHYA World Show qualification guidelines.
  3. The Congress NYATT team selection guidelines.The Board of Directors shall review, and may amend the policies at the reorganizational session following the NDQHYA annual meeting.

## Article V. ADVISOR

### Section 1.

a. Responsibilities: The advisor will be responsible for serving as a consultant to the NDQHYA, and provide guidance and assistance where deemed necessary.

## Article VI. MEETINGS

### Section 1.

- a. The general meetings of the NDQHYA will be held whenever possible during NDQHA shows. Time and meeting place are to be determined by the President and Youth Advisor, and shall be posted on the NDQHYA website at least 10 days before the meeting.
- b. An annual meeting for the purpose of electing officers, directors, and finalizing plans for the coming year will be held in conjunction with the NDQHA annual meeting.
- c. Special meetings of the membership may be held at any time, and for any purpose deemed necessary by the President and the Youth Advisor. The place and time of these meetings shall be posted on the NDQHYA website as soon as possible.

## Article VII. AMENDMENTS AND GRIEVANCES

### Section 1.

These Bylaws may be revised or added to at the annual meeting of ten or more youth members. A three-fourths vote is required to revise or add. If there fewer than ten members present, a majority vote is required of those present. The amendments will become effective immediately following their approval.

### Section 2.

To make a grievance against the NDQHYA in any form, the following steps must be taken:

- a. Grievance must be in writing and copies provided to the President of the NDQHA, Youth Advisor, and President of the NDQHYA, who will serve as the Grievance committee. It must be signed by the person making the grievance or it will not be considered. If the grievance is with either the Youth Advisor or the NDQHYA President, they will be replaced on the committee by the Vice President of the affected association.
- b. A decision will be made within 30 days of receipt of the grievance to the individual making the grievance. If the individual making the grievance wishes to have the decision reconsidered, he/she will be given 14 days to request to meet with the grievance committee. If no request is made in the time allotted: the decision will stand.

c. If further action must be taken, the grievance committee will give the matter over to the vote of the membership. A mail ballot will be sent out and a simple majority of those responding will satisfy the ballot.