



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

### **Article 1. TITLE**

#### Section 1.

This Association shall be known as the North Dakota Quarter Horse Youth Association (NDQH YA). 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 2. 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 3. 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 **\$10.00** for a single youth member per family or **\$5.00** each for multiple youth members per family annually and must be purchased with a family (**\$35.00**) or individual (**\$25.00**) NDQHA membership. Dues must be paid before points will be counted.

### **Article 4. OFFICERS & DIRECTORS**

#### Section 1.

- a. The officers of this Association shall consist of a President, Vice-President, Secretary and Treasurer. They shall be elected at the Annual Meeting. All are elected for one year terms. The position of President is preferred to be filled by an individual who has served as an officer on the board previously.
- b. Two (2) Directors are elected to serve a one year term. They shall be elected at the Annual Meeting.
- c. The elected officers and directors shall compromise the Board of Directors of the NDQH YA, which shall meet in a reorganizational session immediately following the annual meeting of the NDQH YA.

## Section 2.

### Duties of Elected Officers

- a. The President shall serve as the presiding officer of all general meetings of the NDQHYA and or the Board of Directors. He/she shall also:
  - i. Appoint committee members as necessary
  - ii. After consulting with the youth advisor, he/she shall call and plan all NDQHYA meetings
  - iii. 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.
  - iv. 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 NDQHA members to read. He/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 membership.

## 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:
  - i. The selection and support of delegates to the Youth Excellence Seminar (Y.E.S. Conference) and the Annual National AQHYA meeting.
  - ii. The AQHYA World Show qualification guidelines.
  - iii. The Congress NYATT team selection guidelines.
- c. The Board of Directors shall review, and may amend the policies at the reorganizational session following the NDQHYA annual meeting.

#### Section 4

##### Nominations for Officers & Board of Directors

- a. Nominations for next year's positions for Officers & Board of Directors are made from the floor at the annual meeting.
- b. A proxy ballot may be used for member unable to attend the annual meeting.

#### **Article 5. ADVISOR & CO-ADVISOR**

##### Section 1.

- a. Responsibilities: The advisor and/or Co-Advisor will be responsible for serving as a consultant to the NDQHYA and provide guidance and assistance where deemed necessary.

#### **Article 6. 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 the 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 7. 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 are fewer than three-fourths members present, then 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 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 membership. A mail ballot will be sent out and a simple majority of those responding will satisfy the ballot.



## **YES Conference, NDQHya World Show Team & NDQHya NYATT Team**

### **Policies and Procedures**

#### **Policy 1.**

A copy of the bylaws, policies and procedures of the NDQHya will be made available on request to all parents youth members upon payment of dues to NDQHA and NDQHya. Bylaws, policy and procedure revisions will be published in the official publication of the NDQHA and on the NDQHA website.

#### **Policy 2.**

##### **Y.E.S. (Youth Excellence Seminar) / AQHYA Convention Delegates**

Any NDQHya member may attend the Seminar/Convention. However, each state affiliate is allowed only 4 voting delegates. The Board of Directors and the Youth Advisor shall name the delegates using the following criteria (in order of importance):

1. The delegate must be planning to attend the Convention.
2. The delegate must meet all membership requirements of NDQHya.
3. The delegate should have served or be serving as an officer or director of NDQHya.

The delegate designation should take place prior to the deadlines imposed by AQHYA for filing for election to office, as only a delegate may seek national office.

#### **Policy 3.**

##### **Guidelines for AQHYA World Championship Show Team**

- A. The NDQHya may send a team to the AQHYA World Championship show if there is adequate membership interest.
- B. Youth who would like a position on the Youth World team will be required to submit a "Letter of Intent" to the youth advisor before or at the first NDQHA show. The order of preference of those classes the youth wishes to compete in should be specified on the letter of intent. Youth who qualify nationally, or participate in the public speaking, marketing, or judging competition are also required to submit a letter of intent if they would like NDQHya financial support for entry fees, stalls, or team uniforms.
- C. A **\$50.00** Non-Refundable Fee is required with each youth's Letter of Intent.
- D. All members competing on the NDQHA World Team will be governed by the rules and guidelines prescribed by the rules and regulations of AQHYA as published each June in the Quarter Horse Journal.
- E. All members of the Youth World Team will be members in good standing of the NDQHya.
- F. The World Team may be comprised of the four, or the number specified by AQHA, youth earning the highest number of points in the Youth World Qualifying classes held during the

qualifying shows. Those youths will be offered the positions first, if the youth declines the position, the person in line with the next highest points will be offered the position.

A (6-1) point system will be used to accumulate points for World Team qualification.

PLACING WITH POINTS EARNED BELOW						
No. in class:	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
1	1					
2	2	1				
3	3	2	1			
4	4	3	2	1		
5	5	4	3	2	1	
6	6	5	4	3	2	1

- G. The qualifying period for the Youth World Show team will be based off of the prior year. Year End Placings will be used to assign spots on the team. Points are to be compiled on all shows within this qualifying period approved by NDQHA and on one horse-one youth per event. Novice Youth classes do not count toward qualification for the Youth World Team. Youth that acquire a new horse after the qualifying period will forfeit their rank, but can show on the team if there is a spot open in the class they wish to enter.
- H. No youth may receive an appointment for more than four State performance places unless they qualify for the following exceptions:
  - 1. All halter classes are exceptions. Youth with horses showing in these classes need to have shown their horses in North Dakota at least once, and may request to be part of the team by following the same procedure as the other team members. The positions will be offered to the horses with the highest number of ND points, should more than two horses wish to go in each division.
  - 2. An individual who has received any national invitations may compete for additional state appointments. If nationally qualified, an individual would be able to participate in more than four events, for example: four state positions and one national.
- I. The Advisor shall be ultimately responsible for the selection and appointment of all individuals participating on teams, and for identifying alternates, if necessary.
- J. Participants in the Public Speaking, Marketing or Judging competitions offered at the World Show will be required to be members in good standing. They will be treated as equal participants in the competition, receiving the same benefits as other team members.
- K. Financial support to the World Team may be provided by NDQHYA in the areas of stalling, entry fees, and/or team uniforms. Following consultation with the Youth Advisor, the Board of Directors of the NDQHYA shall review the soundness of its treasury and determine the extent of the support it is able to extend.

- L. An individual holding a state appointment on a team must participate in his/her event unless they are ill or their horse is unable to perform. If the contestant chooses not to show for any other reason, the youth must reimburse NDQHYA for all they provided.
- M. Team members are encouraged to participate in the parade of states at the World Show.
- N. Nationally qualified youth from North Dakota who do not belong to NDQHYA will be welcomed to the World Team, however will be responsible for all their own expenses. Nationally qualified youth who may be members of NDQHYA but do not participate in any activities or meet the state qualifications for the teams, will also be expected to pay for their entries and stall fees.
- O. Hardship positions – See Policy 5.

All other rules governing teams will be found in the rules published by AQHA for the AQHYA World Team.

#### **Policy 4.**

##### **Guidelines for National Youth Activity Team Tournament (NYATT)**

- A. The NDQHYA may send a team to the NYATT competition at the All American Quarter Horse Congress.
- B. Youth who would like a position on the NYATT Team will be required to submit a “Letter of Intent” to the Youth Advisor by July 1<sup>st</sup>. The order of preference of those classes the youth wishes to compete in should be specified on the letter of intent.
- C. A **\$35.00** Non-Refundable Fee is required with each youth’s Letter of Intent.
- D. All members competing on the NDQHA NYATT Team will be governed by the rules and guidelines described in the All American Quarter Horse Congress entry booklet.
- E. Any youth who wishes to have a position must meet the following qualifications to participate on the NDQHYA NYATT Team.
  - 1. Exhibitor or parents/legal guardian of exhibitor must be residents of North Dakota or an adjacent state.
  - 2. Must participate in the youth sponsored fundraisers and activities.
  - 3. Must be a member of NDQHYA and AQHYA by April 1<sup>st</sup>.
- F. An out of state resident who wishes to participate on the NYATT team must be a member in good standing, meeting all requirements of membership of the NDQHYA, participate in fundraisers and membership events to show their interest in NDQHYA before they can participate for a position on a ND team.
- G. The NYATT Team may be composed of the two youth earning the highest number of ND points in each event offered at a qualifying shows. Those youth will be offered the positions first, if the youth declines the position, the person in line with the next highest points will be offered the position.

- H. The qualifying period for the NYATT Team will include shows held after January 1<sup>st</sup> and up to those held before July 31<sup>st</sup>.
  - 1. No youth may receive an appointment for more than two performance places on the team unless they qualify for the following exception:
    - a. If there is not a 2<sup>nd</sup> participant in each event who wishes to attend additional classes may be awarded to youth already showing in two classes.
- I. The Youth Advisor shall be ultimately responsible for the selection and appointment of all individual's participation on the NYATT Team and for identifying alternates, if necessary.
- J. Financial support to the NYATT Team may be provided by NDQHYA in the areas of entry fees and team uniforms. Following consultation with the Youth Advisor the Board of Directors of the NDQHYA shall review the soundness of its treasury and determine the extent of the support it is able to extend.
- K. An individual holding a NYATT Team position must participate in his/her events unless they are ill or their horse is unable to perform. If the contestant chooses not to show for any other reason, the youth must reimburse NDQHYA for all they provided.
- L. In the event there are more NDQHYA members interested than positions available on the 1<sup>st</sup> NDQHYA NYATT Team, a second team may be considered. Positions shall be offered to NDQHYA members (or youth qualified pursuant to subdivisions E & F above) in the order of most points awarded to youth during the qualifying period.

To participate on the Youth World and NYATT Teams is a privilege for the youth of NDQHYA. They are members of a team working towards a group goal, not an individual seeking personal acclaim. This shall be remembered in all areas of participation concerning these appointments. Unsportsmanlike conduct as described in the rules of AQHYA may result in expulsion from the teams regardless of the point totals.

All other rules governing teams will be found in the rules published by the Ohio Quarter Horse Association for the NYATT Team.

## **Policy 5. Hardships**

Desiring to welcome as many participants and members to the NDQHYA as possible, and recognizing that our geographic area and population may be limiting factor, we as an Association extend an invitation to out of state youth to apply for membership on a hardship basis.

- A. Hardships will be dealt with on a case by case basis, and will be decided on by the Board of Directors and the Youth Advisor.
- B. The deadline for accepting hardships is May 31<sup>st</sup> of the current show year.
- C. Hardship – Youth that are seeking a hardship position on the NDQHYA World Show Team must file the Hardship Application with AQHA. This must be done before the AQHA deadline, May 1<sup>st</sup> of current year.
- D. Complete NDQHYA membership and dues, **\$35.00** (Article 3 of the By Laws)
- E. Complete the World Letter of Intent with NDQHYA with the **\$50.00** non-refundable deposit (Policy 3:B&C).
  - i. Due May 1<sup>st</sup> or at the first NDQHA show.

- F. Complete the NYATT Letter of Intent with NDQHYA with the **\$35.00** non-refundable deposit (Policy 4:B&C).
- G. Youth seeking hardship will be allowed to fill positions on the NDQHYA World Team or NYATT that have not been filled by members.

**Policy 6.**  
**Year End Awards**

- A. The Advisor and President of NDQHYA will determine a budget before the last scheduled show of the year and present it at the membership meeting. A year end award planning committee will also be formed at that time. The awards given by the youth organization include:
  - i. 1<sup>st</sup> – 4<sup>th</sup> place recognition: each Youth, Level 1 Youth, Rookie, Walk-Trot and Small Fry class.
  - ii. Youth All Around
  - iii. Youth Reserve All Around
  - iv. L1 13 & Under All Around
  - v. L1 13 & Under Reserve All Around
  - vi. L1 14-18 All Around
  - vii. L1 14-18 Reserve All Around
  - viii. Small Fry All Around
  - ix. Small Fry Reserve All Around
- B. To be eligible for NDQHYA year-end awards, a youth must be a member in good standing of NDQHYA. The following requirements must be met in order to qualify for year-end awards:
  - i. Must have participated in at least (2) fundraisers
    - 1. A **\$50.00** sponsorship qualifies as a fundraiser
  - ii. Must have attended at least (2) youth meetings
- C. Points will be awarded to one youth/one horse combination. If a youth shows more than one horse, each horse and that youth will be awarded separate points, the points are not added together for high point (All Around).
- D. Tie breaking: Both individuals will be recognized for their achievements.

Amended: January 2021