

# Bylaws of the Washington State Quarter Horse Association

(as of 1-31-19)

## ARTICLE I. NAME AND PURPOSE

**Section 1.** The name of this association is and shall remain WASHINGTON STATE QUARTER HORSE ASSOCIATION (WSQHA). This organization is the official Washington State Affiliate of the American Quarter Horse Association (AQHA) and shall operate within the scope of the bylaws, rules and regulations of the AQHA and the WSQHA. All members shall be eligible for membership in the American Quarter Horse Association.

**Section 2.** The WSQHA, while operating within the scope of the bylaws, rules and regulations of the AQHA, shall have their own bylaws, rules and regulations specifically designed for the regional operation of the business and welfare of it membership.

**Section 3.** The objects and purpose of the WSQHA

- A. To promote the American Quarter Horse breed.
- B. To develop and improve the welfare of the breed through exhibition, education, breeding, trail riding, and community interest in partnership with AQHA.
- C. To protect the American Quarter Horse breed through political involvement and education.
- D. To cooperate and interact with other affiliated groups with like objectives.
- E. To create programs for youth, amateur, and professional riders that will support their interest and participation with the Quarter Horse breed.

## ARTICLE II. MEMBERSHIP

**Section 1.** Voting member: Any person over 18 years of age who is actively interested in the Quarter Horse is eligible to become a voting member.

**Section 2.** Voting privileges: Members in good standing shall have the privilege of voting at WSQHA general meetings and elections. Members who are delinquent by reason of non payment of dues shall not be entitled to vote while such delinquency continues.

## ARTICLE III. FEES AND DUES

**Section 1.** Membership fees shall be assessed through the WSQHA for all divisions including the WSQHYA, Amateur, and Professionals. Fees shall be due and payable on January 1<sup>st</sup> of each year and shall be considered delinquent if not paid within (10) days thereafter. Points for year-end awards and any other award opportunities shall accumulate only after membership dues are paid in full.

## ARTICLE IV. MEMBERSHIP MEETINGS

**Section 1.** Annual Membership Meeting: There shall be an annual meeting of the association for the nomination of officers and directors and the transaction of such other business as may come before it. Notification of this meeting must be distributed to the membership at least two weeks in advance of the meeting.

**Section 2.** Membership Meetings: The President or a request by six members of the Board of Directors may call special meetings to conduct the business of the association. All membership meetings must be preceded by a two week notification distributed to all members.

**Section 3.** Board of Directors Meetings: Shall be held at least once every quarter. Notification of this meeting must be distributed to all Directors at least two weeks in advance of the meeting.

**Section 4.** Executive Board Meetings: Shall be held as necessary, but at least once every quarter. Meetings may be held at any time by majority consent of the Executive Board.

**Section 5.** The usual parliamentary rules as laid down in the "Robert's Rules of Order" shall govern all meetings. All deliberations and proceedings of all WSQHA meetings shall be public.

**Section 6.** Required Vote: The concurrence of a majority of the Board of Directors present at any scheduled Board of Directors meeting, except as otherwise provided by the Bylaws and Standing Rules and Regulations of WSQHA, shall constitute the required vote necessary to decide issues brought before the Board of Directors.

## **ARTICLE V. EXECUTIVE OFFICERS, DIRECTORS, AND ADVISORY BOARD**

**Section 1.** The WSQHA elected Executive Officers shall be a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President Secretary, and Treasurer.

**Section 2.** The Board of Directors shall be comprised of fifteen (15) elected WSQHA members in addition to the Advisory Board members. The goal of this group is to have a balanced representation from all geographic regions of Washington State and all riding/handling disciplines. The Board of Directors shall include the President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Secretary, Treasurer, Past President, a minimum of 10 Directors, and Advisory Board members. The Youth Advisor will hold an additional Director's position on the Board. The Past President shall hold an Honorary Board of Directors position for the two years following his or her Presidential term. The remaining Directors shall be elected from the general WSQHA membership.

**Section 3.** Elections: Elections will take place at the Annual WSQHA Convention. Available positions will be elected by majority vote from the WSQHA membership. Presidential Candidates may only be nominated from the position of an incumbent WSQHA Director. All nominees must be WSQHA members in good standing.

**Section 4.** Term of Office: Each newly elected Officer and Director shall take office at the Annual WSQHA Convention and serve for a two (2) year term or until a successor is duly qualified.

**Section 5.** Vacancies: An office shall be deemed vacant upon the incumbent's death, adjudicated incompetence, resignation or the incumbent's inability to possess the qualifications necessary for his or her office. Any member of the Board of Directors who has more than three (3) unexcused absences from board meetings during a calendar year provided he or she has been given due notice of the time and place of the meetings will be removed from office. Any vacancy may be filled for the balance of the term by an election at any regular meeting.

**Section 6.** Removal from Office: Any WSQHA Officers and/or Representative can be removed from office by a two-thirds majority vote of the Board of Directors.

**Section 7.** An Advisory Board comprised of selected specialists including, but not limited to AQHA Regional Directors, AQHA Representatives, WSQHA Executive Directors, Show Secretaries, Financial Advisors and other National and Regional Equine Club Members will be invited to join the WSQHA Board of Directors as non-voting members. The purpose of the Advisory Board will be to offer knowledgeable guidance and/or advice in their various fields of expertise.

**Section 8.** Duties of Executive Officers and Directors:

- A. President: The president shall be the chief executive officer of the association. He/she shall have general supervision of the affairs of the association and shall preside over all meetings of the members and officers. The President shall appoint the committees as provided by the WSQHA Rules and Regulations. The President shall have authority to preserve order, and to enforce the WSQHA Bylaws and Rules and Regulations. The President shall be responsible for the annual report regarding the status of the association and its activities during the preceding year. The president shall be a signer on any and all contracts and financial accounts.
- B. First Vice President: The First Vice President shall, in the absence; disability and or inability of the President to perform his/her duties exercise the powers of the President and perform such other duties, as the President shall from time to time prescribe.
- C. Second Vice President: The Second Vice President shall assist the First Vice President and President to fulfill the obligations of their office. He/She shall learn the leadership skills necessary to fulfill either position in the event that they are called upon to do so.
- D. Secretary: The Secretary shall act as official clerk of the Board of Directors. He/She is required to attend all meetings. In the Secretary's absence, the President shall designate a protem.

- E. Treasurer: The Treasurer shall keep an accurate account of all monies received and disbursed to carry on the financial business of the Association. The Treasurer is required to attend all meetings. In the Treasurer's absence, he/she shall send a current financial report with another Board member to be included in the minutes.
- F. Directors: Each Director will serve as a Chair or Co-Chairman on a standing WSQHA Committee. It will be their responsibility to report and contribute to the progress and purpose of that committee.
- G. Youth Advisor: The WSQHA Board shall research and present a candidate(s) to be approved by the board of directors prior to convention. The candidate presented shall be voted in by email prior to convention.
- H. AQHA Director: Should a vacancy become open the candidate's shall be reviewed and a vote shall be taken by the board of directors . The candidate shall submit the AQHA Directors application to the board for review. Once approved a letter of recommendation shall be sent to AQHA in support of the candidate.

## ARTICLE VI. AMENDMENTS

**Section 1.** Amendments to the WSQHA Bylaws may only be made at the WSQHA Annual Convention. A majority vote of the membership present shall have the power to implement changes.

## STANDING RULES AND REGULATIONS

(Revised 12/6/2016)

**MISSION STATEMENT:** The WSQHA/AQHA partnership is designed to unite the American Quarter Horse owners in our communities to develop and provide beneficial services for all horse owners which enhance and encourage American Quarter Horse ownership and participation. It further hopes to generate WSQHA membership growth via educational programs, recognition, monitoring public policy, marketing, promotion and publicity of the American Quarter Horse.

THIS IS AN AMENDMENT TO THE WASHINGTON STATE QUARTER HORSE ASSOCIATION BY-LAWS. THESE STANDING RULES AND REGULATIONS ARE PART OF AND ARE INCLUDED IN THE BY-LAWS OF THE WASHINGTON STATE QUARTER HORSE ASSOCIATION.

### SECTION ONE: MEMBERSHIP

**Family Memberships** include a husband, a wife, and children within the immediate family age 18 and under as of January 1<sup>st</sup> of the qualifying year. To qualify for year-end awards, horses must be registered per AQHA ownership rules. The cost of an annual family membership is 60.00 and entitles the adults to two (2) votes, one for each individual.

**Single Memberships** include one natural name only, or one Ranch, Company, Corporation or Syndicate. To qualify for year-end awards, Single Memberships are required for each individual rider/handler. The cost of an annual Single Membership is \$40.00 and entitles one adult to one (1) vote.

Members shall be admitted to the Association on written application, accompanied by the membership fee and any applicable AQHA registration papers, unless rejected by WSQHA within thirty (30) days after receipt. Membership shall not be limited to natural persons but may include corporations, firms, institutions of learning, executors, administrators, trustees of families and riding clubs. Group membership shall be entitled to one (1) vote, representation or spokesperson.

Receipt of membership shall be via email, phone or US Mail mailed upon payment of fees and receipt of all required documents. Membership information shall be sent to members by February 1<sup>st</sup> of each year.

A fee shall be paid by each applicant for membership (including an applicant for reinstatement who has been dropped from the membership roll for a cause). An annual fee shall be paid by each member which shall be due and payable on January 1<sup>st</sup> of each year. Any member shall not be considered in good standing so long as delinquent dues remain unpaid. Memberships become active and in good standing when the Membership Chair or Show Secretary is in receipt of a valid membership application which includes a copy of any applicable AQHA registration papers and full payment of membership fees.

All members while in good standing shall have equal rights, interest and responsibilities with respect to the Association and its property. All members shall have the right to vote in person at all membership meetings, to hold office and committee

assignments, except as otherwise limited. Each qualifying member shall be entitled to one vote and shall be entitled to hold one office.

## **SECTION TWO: SHOW AND CONTEST REGULATIONS**

Any organization or individual seeking **AQHA and WSQHA SHOW APPROVAL** must submit a WSQHA Show Approval Request Application form together with 450.00 approval fee and a detailed tentative class schedule by convention proceeding the show. Any deviations from this deadline must appeal to the WSQHA Board of Directors. WSQHA will publish a list of the approved shows on the WSQHA website. At the conclusion of a show, WSQHA requires a true copy of the AQHA report listing show results to a minimum of nine placing's. A copy of the judges evaluation form for all judge(s) must be provided if requested. Any assessment fees must be sent to the WSQHA Executive Director within ten (10) days after the show. Any failure to comply with these stated rules may prohibit any further show approval. Failure to comply for two (2) years in succession will result in rejection of any show application request from the organization or individual.

If a show has been late with results or fees, but has become current in both departments prior to requesting approval of a subsequent show, WSQHA may require any or the following:

1. The organization or individual requesting show approval post in advance negotiable funds in the amount of money equal to the previous year's assessment.
2. The organization or individual will be billed for an additional amount and any overpayment will be refunded (depending on the number of entries.) Failure to comply for two (2) years in succession will result in automatic non-approval of all future shows held by that particular organization.

Any show operated for and/or by the State Affiliate WSQHA, with the exception of the AQHA Region One Scholarship Show, shall pay an additional one dollar (\$1.00) per entry to be used for Horse Show Awards for the State Affiliate Shows. The additional funds shall be tracked for accounting purposes.

There will be at least one WSQHA hosted show and/or event each year. All WSQHA hosted shows and events including the stallion service futurities will be scheduled by the WSQHA Board of Directors. The judges will be hired by the WSQHA Show Committee.

AQHA drug testing fees, rules and procedures will be implemented and upheld at all WSQHA approved shows.

## **SECTION THREE: POINT TABULATION**

WSQHA and AQHA points will only be awarded to members in good standing. Points will not be retroactive once membership has been initiated or reinstated.

Points shall be acquired pursuant to the straight 9-8-7-6-5-4-3-2-1 basis plus AQHA points earned. To receive the full nine (9) points, there must be a least nine (9) horses in a class. If there are less than nine (9) horses in a class, the class will be pro-rated i.e.: a class of four (4) horses, the first place horse will receive four (4) points. In the case of a tie, it shall be broken by determining which horse earned the most AQHA points. In the event of a further tie, the horse which showed in the most number of AQHA shows shall be the winner. Points are to be kept by the WSQHA Points Keeper. There are seven (7) categories: Halter, Performance, Amateur, Novice Amateur, Youth, Novice Youth, Rookie, Walk-Trot and All Breed

For AQHYA World Show qualifying, youth point qualifications are outlined in the WSQHYA bylaws.

## **SECTION FOUR: AWARDS**

All members of WSQHA in good standing with this association, all dues and fees having been paid, showing an AQHA registered horse (walk-trot and disabled qualify to show any breed), and satisfying AQHA rules set forth for competition, are eligible to compete for yearend awards. Points to count from date of active WSQHA membership. Points earned prior to WSQHA membership will not count towards awards. A horses points in the open division shall be tracked for the full show year. In the event the horse is sold the first owner of record shall receive the year end award. The nominating owner can choose to transfer the award in writing through the WSQHA office. January 1<sup>st</sup> through December 31<sup>st</sup> of each year is

the qualifying period. Only AQHA shows and/or events given WSQHA approval will count for year-end awards with the exception of the Dressage category. Be cautioned that an infraction of any AQHA, WSQHA, or WSQHYA rule, whether or not intentional, may result in disqualification from any or all awards, at the discretion of the WSQHA executive board. Year-end awards will be distributed at the annual WSQHA convention. If an award winner cannot attend the convention, it is the responsibility of the winner to make arrangements to pick them up. WSQHA cannot be responsible for mailing or delivering awards after the annual convention. Year-end awards not picked up by January 30<sup>th</sup> following the WSQHA Convention will be forfeited. All rules apply to all awards distributed by WSQHA.

An exhibitor must show at 2 WSQHA approved events to qualify for a year end award. A horse must have minimum of 4 points to qualify.

The following nine categories are offered for High Point and Reserve High Point year end awards:

The Dollar amount available is based on the dollar a horse fee collected in the current year. This total shall be split by the number of classes offered in the division i.e. amateur money to be divided by the number of amateur classes offered by WSQHA plus the All Around Awards for that division. All Around Awards shall be four times the class Award. The total per class shall then be split approximately 60 percent for first and 40 percent for second. The total dollar a horse amount for the current year shall be posted on line by October 31<sup>st</sup>.

- A. **Halter** - All halter classes except group classes
- B. **Performance** - All performance classes. All Ages classes will not be split into junior and senior categories for yearend award purposes. Separate junior and senior classes will remain the same.
- C. **Amateur** - as specified by the Amateur Division
- D. **Novice Amateur**- as specified by the Amateur Division
- E. **Select**- as specified by the Amateur Division
- F. **Youth** - as specified by the WSQHYA Bylaws
- G. **Novice Youth** - as specified by the WSQHYA Bylaws
- H. **Rookie**- As Specified by AQHA
- I. **All Breed**- no additional qualification is required for this category
- J. **Recreation and Trails** – only miles on trails to count

**All Around High Point and Reserve Year End Awards** are offered as specified by the AQHA All-around rules showing a minimum of three events in one division (Select, Amateur, Novice Am ) in three or more categories. **All Around Open Horse** (No Reserve) Green classes not to count in the Open Division All Around Awards. All Around Awards shall be four times the amount of an Individual Award. Reserve All Arouns shall be four times the Reserve Awards amount. The Amateurs may choose to sponsor and purchase the Amateur All Around Awards from the Amateur Account in lieu of an award from the Dollar A Ride Fund. The Youth may choose to sponsor and purchase the Youth All Around Awards from the Youth Account in lieu of an award from the Dollar A Ride Fund.

In addition, the following are offered as High Point year end awards:

**AQHA - WSQHA Professional Horseman of the Year**- To be voted in by the Board of Directors prior to convention. This award is supplied by AQHA

**WSQHA Retired Number**- A number may be retired at convention if a request is submitted 30 days prior to convention listing the horse's accomplishments and reason for retiring number. The board may choose to deny a retirement request. The fee is 100.00

**Hall of Fame** - Awarded to horses or members who have proven their merit and have made a significant impact in the northwest. Horses may be nominated in writing to the Executive Secretary 90 days before convention. The Board of Directors may review the nominee for approval.

## SECTION FIVE: CONDUCT

**Health and Welfare:** The responsibility for the health and welfare of an animal rests with the exhibitor, owner, and/or other participant whether or not they were actually instrumental or had knowledge of inhumane treatment of an animal. Such exhibitor, owner and/or participant will be responsible for any damages and/or possible disciplinary action.

**Disciplinary Action:** Any member may be disciplined, suspended and/or expelled from this association. Any member or non-member may be denied any or all privileges of the WSQHA whenever it has been established by satisfactory evidence

presented to the WSQHA Board of Directors or AQHA that a violation has been committed. All evidence of an infraction must be accompanied by a written account. Any substantiating materials such as pictures or videos are recommended. Such evidence must be presented to the WSQHA President within ten (10) days of incident.

In the event of an alleged violation, the accused shall be given not less than fifteen (15) days written notice of a time and place for hearing the accusation by the WSQHA Executive Committee. This hearing shall provide the individual an opportunity on their own behalf and to hear and refute evidence offered against them. The decision and action of Executive Committee shall be final and binding on all parties.

## **SECTION SIX: APPOINTMENTS**

**Candidates:** To assist with the election of qualified candidates for WSQHA Executive Officers and Directorships, the incumbent President shall appoint a nominating committee of a minimum of three (3) members to prepare a slate of candidates for each office and future vacant Directorships at the September Director's meeting. This slate will be announced at the October Director's meeting. Additional candidates may be accepted from the floor for each position at the WSQHA Convention.

**Executive Director:** An Executive Director will be selected by the WSQHA board for the purpose of conducting daily WSQHA business including answering inquiries, communication and correspondence. In addition, the Executive Director will be responsible for delivering information to the WSQHA Web Master and keeping the WSQHA site updated and error-free. The Executive Director will keep all membership files, information, and show records. This Directorship carries no voting privileges. Upon approval by the WSQHA Board of Directors this may be a salaried position.

**State Points Keeper:** A State Points Keeper will be selected by the WSQHA board. This position may be filled by the Executive Director. From all of the Washington State approved shows, they will receive a copy of the AQHA report, listing show results, a copy of the fitness report of the judge(s), and any assessment fees within ten (10) days after each show from the show secretaries. The assessment fees are to be forwarded on to the Treasurer if it is determined to be correct based on the show results form(s). Points shall be calculated and tallied within ten (10) days of receipt of the show results. The fitness report of the judge is to be forwarded to the Show Committee as requested.

**Audit Committee:** Three WSQHA members shall be chosen at the annual convention to audit the past years books. The audit shall take place by May 31<sup>st</sup> and the findings presented in writing to the full board at the next board meeting. Additionally the books may be audited by a CPA upon the request of the audit committee

## **SECTION SEVEN: COMMUNICATION**

WSQHA board meeting minutes will be posted on the WSQHA website for a minimum of thirty days.

Each member shall receive an annual copy of the WSQHA Bylaws delivered by e-mail. In the event that an e-mail address is inactive or not available, the Bylaws will be posted on the WSQHA website.

### Board Protocol:

1. All discussion among board members, in particular those conducted at a WSQHA board meeting will remain strictly confidential and will not be discussed beyond the board of directors. This allows a free flow of ideas and discussion among board members without fear of repercussion or misrepresentation.
2. Once a board decision is brought to a vote, regardless of an individual member's bias, board members must support the outcome of that vote publicly and through their actions. The WSQHA board is a team. If a vote is undertaken it is our duty as board members to support the outcome regardless of personal feelings.
3. Any written communication for consumption by the membership or public must be reviewed and approved at a minimum by the President and Secretary prior to publishing. This includes news, program outlines, and website announcements.
4. Disagreements among board members with regard to the organization and its business must first and foremost be resolved among the individuals involved. If a satisfactory resolution is not able to be met, the issue must be brought to the executive committee for review. Group emails to the entire board of directors regarding these types of disagreements will not be tolerated.

## **SECTION EIGHT: COMMITTEES**

The following committees were developed to promote the operational success of the WSQHA. In addition, they were created to promote opportunities for leadership and involvement. Each Committee will be filled as necessary to operate the business of WSQHA. One Board member will be assigned to Chair each committee. These committees will report to the Board of Directors at each scheduled meeting. The following are the committees:

1. Show Committee to include an NSBA Representative
2. Youth Committee
3. Amateur Committee
4. Finance & Budget
5. Marketing, Membership, Advertising, Publications and Website
6. Ranch Horse
7. Education
8. Convention
9. Sponsorship
10. Awards
11. AQHA Regional Scholarship

#### **SECTION NINE: WSQHA FINAL ASSET ALLOCATION**

In the event of dissolution or final liquidation of this non-profit corporation, after payment and satisfaction of its liabilities and obligations, ALL WSQHA assets, shall be transferred, conveyed and paid to the AQHA Region One Scholarship Fund. In no event shall any of such assets be paid to any member/s of this corporation by reason of their service or membership to the WSQHA.