

THE NORTH CAROLINA AMATEUR QUARTER HORSE ASSOCIATION
Manual of Operating Procedures

The NCAQHA shall:

1. be a division of the North Carolina Quarter Horse Association (NCQHA) and shall be governed by and operate within the scope of the bylaws, rules and regulations of that association.
2. represent the unique needs and concerns of amateur riders within the parent organization, including:
 - a. To support and encourage participation in competitive events that promotes confidence and self-esteem.
 - b. To provide opportunities for amateurs to learn and master equestrian skills
 - c. To encourage sportsmanship among its members
3. admit, retain, and expel members in accordance with such rules and regulations as the officers may, from time to time, adopt.
 - a. Members shall be any member in good standing of the North Carolina Quarter Horse Association having the status of “Amateur” or “Novice Amateur” (as designated by the American Quarter Horse Association).
 - b. No additional dues are required for membership in the NCAQHA
4. hold an annual meeting during the months of January or February at such time and place as determined by the NCQHA Board of Directors. Notice of such meeting shall be made available not less than 30 days nor more than 60 days prior to such meeting.
 - a. A special meeting may be called by the Officers at their discretion or upon written petition of 20 percent of the members at such time and place as the Officers may determine, provided adequate notice thereof shall have been given prior to the date of such meeting. Such notice shall state the reasons for calling such meeting.
 - b. Any Officer of the NCAQHA may call the meeting of the members to order and may act as chairman of such meetings, precedence being given as follows: President, Vice President, Secretary, and the Treasurer. In the absence of all such officers, members present may elect a chairman. The Secretary of the NCAQHA shall act as Secretary of all such meetings of the members, but in the Secretary’s absence, the chairman may appoint any person to act as Secretary of the meeting.
 - c. Whenever in these By-Laws the term member or members shall be used, unless otherwise specified, it shall mean a member or members having the right to vote.
 - d. All meetings shall be conducted in accordance with Robert’s Rules of Order. The Secretary must maintain written records of all changes from the NCAQHA’s written minutes.
5. elect Officers to manage and control the business and property of the NCAQHA. The Officers shall have the power and authority to make, amend, repeal, and enforce such rules and regulations, not contrary to the law, the NCQHA Certificate of Incorporation, or these By-Laws as they may deem expedient concerning:
 - The conduct, management, and activities of the NCAQHA

- The removal of officers.
 - The rules and regulations governing the procedures of suspension, expulsion, or removal.
 - The fixing and collecting of dues and fees
 - The expenditure of money.
 - The auditing of books and records.
 - The awarding of prizes
 - The conducting of shows, contests, exhibitions, races, sales, and social functions.
 - The other details relating to the general purposes of the NCAQHA
- a. The Officers shall include duly elected President, elected Vice-President, elected Secretary, elected Treasurer, and elected Directors at Large. Other officers may be designated as desirable.
 - b. Election of officers shall take place during the annual meeting. Elected officers shall hold offices for one year or until their successors are elected.
 - c. Duties of the Officers are as follows:
 1. President: The President shall be the Chief Executive Officer of the NCAQHA and shall preside at all regular and special meetings. The President shall see that all Operational Procedures, rules, and regulations of the NCAQHA are enforced and shall perform all other duties that may be prescribed from time to time. The President shall be ex-officio member of all committees. The President shall attend and have voting rights at all NCQHA board functions in order to report back to the NCAQHA.
 2. Vice President: In the absence of the President, the Vice President shall perform the duties of the President and such other duties that may be prescribed.
 3. Secretary: The Secretary shall keep the minutes of all membership and Officers meetings. The Secretary shall be the custodian for the safe keeping of all such documents and records of the NCAQHA. The Secretary shall make a report of the office to the Officers upon request and to all regular membership meetings. The Secretary shall perform such other duties as may be prescribed from time to time.
 4. Treasurer: The Treasurer shall receive and disburse funds. The Treasurer shall account for all the same by itemized statements in detail to each annual meeting of the members and to the Officers when demanded.
 5. Secretary/Treasurer: A single individual may hold the office of Secretary/Treasurer and perform the duties of each if so elected at the annual general membership meeting.
 - d. Qualifications for an office in the NCAQHA shall be:
 1. Membership in good standing of the North Carolina Quarter Horse Association and having the status of “Amateur” or “Novice Amateur”.
 - e. The officers are empowered by a two-thirds majority to dismiss any officer for inactivity or conduct detrimental to the best interests of the NCAQHA.
 - f. All vacancies of offices in the NCAQHA shall be filled by appointment from the Officers for the unexpired term and those so appointed shall serve until the election and acceptance of their duly qualified successors.
 - g. The officers may create and empower other committees, general or special.

6. have the power to make, amend, and repeal the Operational Procedures of the NCAQHA by vote of the majority of the officers at any regular or special meeting, subject to approval by a two thirds majority vote of those members present.
7. present at the annual meeting awards to recognize outstanding achievements by amateur exhibitors. These awards are to include:
 - a. High Point Pattern Horse Award: The purpose of the award is to encourage participation and recognize success in the following classes selected by the NCAQHA as representative pattern classes:
 1. Showmanship at Halter (*Amateur, Novice Amateur, or Select Amateur*)
 2. Hunt Seat Equitation (*Amateur, Novice Amateur, or Select Amateur*)
 3. Western Horsemanship (*Amateur, Novice Amateur, or Select Amateur*)
 4. Western Riding (*Amateur, Novice Amateur, or Select Amateur*)
 5. Trail (*Amateur, Novice Amateur, or Select Amateur*)
 6. Reining (*Amateur, Novice Amateur, or Select Amateur*)
 7. Ranch Riding (*Amateur, Novice Amateur, or Select Amateur*)
 8. Versatility Ranch Horse Ranch Riding (*Amateur, Novice Amateur, or Select Amateur*)
 9. Ranch Trail (*Amateur, Novice Amateur, or Select Amateur*)
 10. Versatility Ranch Horse Trail (*Amateur, Novice Amateur, or Select Amateur*)
 11. Equitation over Fences (*Amateur, Novice Amateur, or Select Amateur*)

To be considered eligible for this annual award, the horse/rider combination must be registered as a participant in the reserved number program. The qualifying NCQHA amateur, novice amateur, and select amateur horse and rider combination that receives the most state points for the year (as calculated by the point's secretary) in the above listed classes will receive special recognition and an award from the NCAQHA at the annual meeting. Additional awards will also be presented to the runners-up in these classes for each division (amateur, novice amateur, and select amateur). It is hoped that this award will encourage participation in these classes.

8. support and/or sponsor events and activities identified by the officers of the association and approved by a majority of the membership. These are to include:
 - a. The Reserved Back Number Program: The purpose of this program is to raise funds to support the activities of the NCAQHA and to provide a convenient service to members of the NCQHA. Numbers are available for reservation for a period of one calendar year, with preference for annual renewal given to the individual that reserved the number in the previous year.
 - b. Amateur Mentor Program: This program provides an opportunity for new amateur exhibitors to team up with an amateur peer prior to and during their first AQHA approved show. An invitation to participate will be made available and the Amateur Association will be responsible for matching an appropriate mentor with each person requesting assistance.
 - c. NCQHA Queen: The NCAQHA will provide monetary and/or material support on an annual basis to the duly selected NCQHA Queen to assist with the

- expenses associated with the duties of that position. The manner and amount of that support will be determined on an annual basis by the officers of the NCAQHA.
- d. NCQHA approved events: During the annual meeting, the amateurs present will select the NCQHA approved events to be supported by the NCAQHA for that calendar year. The manner and amount of that support will be determined on an annual basis either by the amateurs present during that meeting or by the officers of the association.
 - e. Other activities deemed appropriate for the organization during the annual NCAQHA meeting.
9. have the power to adopt an insignia to represent the NCAQHA. Members of the NCAQHA may represent this insignia on advertising and stationary and in any other manner authorized by the Officers.
 10. use its funds only to accomplish the objectives and purposes specified in these Operating Procedures and no part of said funds shall inure or be distributed to the members of the NCAQHA. On dissolution of the NCAQHA, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the officers.