



### **Preamble**

The name of the association shall be the North Carolina Quarter Horse Association – hereafter referred to as the Association. The established NCQHA charter is filed in Winston-Salem, Forsyth County, North Carolina. The office address of the Association shall be designated by the NCQHA Board of Directors.

### **Article II – Purposes**

The purpose of this Association shall be to stimulate and regulate any and all matters such as may pertain to the breeding, exhibition, publicity, sale, racing or improvements of this breed as related to the NCQHA.

### **Article III – Structure**

The Association shall be a non-profit, nonpartisan, non-sectarian association whose members shall have the sole right to govern and control all of its activities through the Board of Directors. This shall be done in accordance with the laws of the state of North Carolina.

### **Article IV – Membership**

Members of this Association shall be admitted, retained and expelled in accordance with such rules and regulations as the Board of Directors may, from time to time, adopt. Members may be residents of any state, territory or country. There are four (4) categories of membership:

Section 1. Individual-Adult, Amateur, Youth

Section 2. Family (husband, wife and unmarried children under age 19)

Section 3. Life-individual membership during member's lifetime (dependents ineligible)

Section 4. Gift-should one wish to give a NCQHA gift membership, a notice of the membership will be sent to the receiver, in the name of the giver.

### **Article V – Dues**

Section 1. The dues for each category of membership shall be set each year at a meeting of the Board of Directors.

### **Article VI – Voting**

Section 1. Voting privileges at the annual meeting will be based on membership as of December 31 for the previous year.

Section 2. Voting privileges for other general membership meetings will be based on the current membership listing.

Section 3. All dues shall be paid in full on or before the date of said meeting requiring a vote to be eligible for voting.

Section 4. An individual membership is entitled to one vote.

Section 5. Family memberships have two voting rights. Qualified individuals must be present to vote.

## **Article VII – Meetings**

Section 1. The annual meeting of members shall be held during the months of January or February at such time and place as determined by the Board of Directors. Notice of such meeting shall be published on the website not less than 30 days or more than 60 days prior to such meeting and shall include the Convention Agenda Programs.

Section 2. A special meeting of the members may be called by the Board of Directors at their discretion or upon written petition of 20 percent of the members at such time and place as the Board of Directors may determine, provided written notice thereof shall have been given to each member not less than 10 days nor more than 30 days prior to the date of such meeting. Such notice shall state the reasons for calling such meeting.

Section 3. Any officer of the Association may call the meeting of the members to order and may act as chairman of such meetings, precedence being given as follows: President, Executive Vice President, Secretary and the Treasurer. In the absence of all such officers, members present may elect a chairman. The Secretary of the Association shall act as Secretary of all such meetings of the members, but in the Secretary's absence the Directors may appoint any person to act as Secretary of the meeting.

Section 4. Whenever in this Constitution, the term member or members shall be used, unless otherwise specified, it shall mean a member or members having the right to vote.

Section 5. All meetings shall be conducted in accordance with Robert's Rules of Order. The Parliamentarian must maintain written records of all Constitutional changes from the Association's written minutes. The Chairman of the Constitution Committee shall serve as the Parliamentarian.

## **Article VIII – Board of Directors**

Section 1. The Business and property of the Association shall be managed and controlled by the Board of Directors, herein created and empowered.

Section 2. The Board shall include duly elected President, elected Executive Vice President, elected Secretary, elected Treasurer, selected Vice President of Administration, selected Vice President of Show Management, the Past Presidents, the Board appointed Vice President of Finance, and the District Directors outlined below.

There will be three directors for each district. Directors shall be elected at the annual district meetings which shall be held between September 1 and December 31 of each calendar year. Each voting member in good standing as of August 31 shall be allowed to vote. Each district may elect other officers as it deems appropriate.

Section 3. In the case of any vacancy on the Board of Directors by death, resignation, disqualification or other cause, the involved district would then vote to elect a successor.

Section 4. The Quorum required to conduct the business of the Association at any board meeting properly called shall be one-third (1/3) of the Board Members (excluding Past Presidents). The Board of Directors shall meet regularly, but not less than 10 times per year.

Section 5. Special meetings of the Board of Directors shall be held whenever called by the direction of the President, or by two-thirds (2/3) of the Directors.

Section 6. At meeting of the Board of Directors, business shall be transacted in such order as the Board may determine.

Section 7. The written contracts of the Association shall be executed on behalf of the Association by the President, the Executive Vice President, or their designee.

Section 8. The Board of Directors shall have the power and authority to make, amend, repeal and enforce such rules and regulations, not contrary to law or the Certificate of Incorporation or this Constitution as they may deem expedient concerning;

- The conduct, management and activities of the Association.
- The admission, classification, qualification, suspension and expulsion of members.
- The removal of members of the board of directors.
- The rules and regulations governing the procedure of such suspension and expulsion or removal.
- The fixing and collecting of dues and fees.
- The expenditure of money.
- The compilation, review or audit of books and records.
- The approval of a budget to provide prizes, rewards and recognition for achievement each year.
- The conducting of shows, contests, exhibitions, races, sales and social functions.
- The other details relating to the general purposes of the Association.

Past presidents of NCQHA are invited to actively participate on the Board, with full voting rights. Their participation will not affect the number of elected directors from their districts, and will not be used to calculate or meet the requirements of a quorum-

The above is subject to revision or amendment by the members at any regular or special meeting as outlined in Article VII, Section 2, with a two-third (2/3) in favour vote of all those present at the meeting.

Section 9. Standing Committees are appointed by the Vice President that they report to (Reference Article IX-Officers). The Board of Directors, from time to time, may create and empower other committees, general or special.

Section 10. The current Board of Directors shall elect a sufficient number of members of the Association, who are also members of the American Quarter Horse Association, to be recommended nominees of this Association for election to the position of Director of the American Quarter Horse Association as representative of the State of North Carolina.

Section 11. The Secretary will notify the respective District President any time a board member misses three (3) meetings without valid reasons. The respective district can replace the board member at their discretion.

Section 12. Proceedings: Actions taken by the Board of Directors are communicated on the NCQHA website.

Section 13. In addition to Directors from each District in the State and Directors to AQHA, the NCQHA Board of Directors shall include categories of Director Emeritus, Amateur Director Emeritus, and Youth Director Emeritus.

The Director Emeritus position recognizes individuals who have served the Association faithfully as a regular Director and/or Officer. Designation of Director Emeritus is based on the following:

1. The individual has reached the age of sixty (60) years and has served at least ten (10) years as a regular Director and/or Officer in the past.
2. Upon reaching his or her sixty-fifth (60<sup>th</sup>) birthday, he or she will continue as a regular Director if serving as the time, until the next annual meeting whereupon he or she will be elevated to Director Emeritus. This may create a vacancy for a regular Director which can be filled by the District.

3. Director Emeriti will be awarded Lifetime membership in the Association and vote at Board of Director meetings.

The Amateur Director Emeritus position recognizes individuals who have served the Amateur Association faithfully as a regular Director and/or Officer. Designation of Amateur Director Emeritus is based on the following:

1. The individual has served at least ten (10) years as an Amateur Director and/or Officer in the past.
2. The individual is nominated to the position by the Amateur Board of Directors.
3. Appointment to the position of Amateur Director Emeritus is subject to approval by the NCQHA Board of Directors.
4. Amateur Director Emeriti will be awarded Lifetime membership in the Association and vote at Board of Director meetings.

The Youth Director Emeritus position recognizes individual who have served the Youth Association faithfully as an Advisor. Designation of Youth Director Emeritus is based on the following:

1. The individual has served at least ten (10) years as a Youth Advisor in the past.
2. The individual is nominated to the position by the Youth Board of Directors.
3. Appointment to the position of Youth Director Emeritus is subject to approval by the NCQHA Board of Directors.
4. Youth Director Emeriti will be awarded Lifetime membership in the Association and vote at Board of Director meetings.

#### **Article IX – Officers**

Section 1. Only bona fide residents of the State of North Carolina may hold office in the Association. The Executive Committee of the Association shall be the elected President, the elected Executive Vice President, the elected Secretary and the elected Treasurer. Also, the elected President shall select two additional officers from the membership at large to serve on the Executive Committee. These officers will be (a) Vice President of Administration and (b) the Vice President of Show Management. The Board of Directors shall select one additional officer from the membership at large to serve on the Executive Committee. This officer shall be the Vice President of Finance. Other such officers may be authorized from time to time by the Board of Directors to serve temporarily on the Executive Committee.

Section 2. The President shall appoint a nominating committee (a minimum of three (3) board members) to recommend a slate of officers to the Board of Directors for their approval and subsequent presentation to the general membership at the annual business meeting, at which time other nominations will be accepted. The term of office shall be one (1) year. The President and Executive Vice President may not serve for more than two consecutive terms.

Section 3. President: The President shall be the Chief Executive Officer of the Association and conduct all regular and special meetings of the Board of Directors. The President shall see that the Constitution and all rules and regulations of the association are enforced and shall perform all other duties that may be prescribed from time to time by the Board of Directors. The President shall be ex-officio member of all committees. The President shall have served on the NCQHA Board of Directors within the last five (5) years.

Section 4. Executive Vice President: In the absence of the President, the Executive Vice President shall perform the duties of the President and other duties as may be prescribed by the Board of Directors.

Executive Vice President shall have the following committees reporting directly to him and such other committees that may be set up from time to time at the President's discretion, Sponsorship Committee, Membership Committee, Youth Association, Amateur Association, and Trail Ride Committee. The Executive Vice President shall have served on the NCQHA Board of Directors within the last five (5) years.

Section 5. Vice President of Administration: The Vice President of Administration shall have the following committees reporting directly to him and such other committees that may be set up from time to time at the President's discretion: Constitution Committee, Recognition Committee, Queen Committee, Animal Welfare and Drug Testing Committee, and Communications Director.

Section 6. Vice President of Finance: The Vice President of Finance shall have the responsibility of financial oversight of all NCQHA activities including budgets, expenditures, and receipts with regard to horse shows and/or any NCQHA sponsored event. The Treasurer and the Vice President of Finance shall work together to be responsible to the Board of Directors for annual budgets and itemized Income Expense Reports on a monthly basis. The Vice President of Finance shall work closely with the Treasurer on all matters regarding the finances of NCQHA and establish and maintain a responsible, transparent fiscal policy for the Association. The Vice President of Finance shall appoint the Crisis Fund Committee members and shall serve as its chairperson and treasurer and report any action taken on behalf of the Crisis Fund to the Board of Directors. This office shall hold an appointed term of no less than four (4) years, to be reviewed on an annual basis. If at any time the Vice President of Finance should not meet the full criteria for this position, they may be removed by the Board of Directors.

Section 7. Vice President of Show Management: The Vice President of Show Management shall have the following committees reporting directly to him/her and such other committees that may be set up from time to time at the President's discretion: the No-Bling/Rookie/Level I Horse Show Committee, the Tar Heel Triple Classic Committee (to include the Jamboree), and the Tar Heel Fall Classic Horse Show Committee.

Section 8. Secretary: The Secretary shall keep the minutes of all membership and Directors meetings. The Secretary shall be the custodian for the safe keeping of all such documents and records of the Association, The Secretary shall make a report of the office to the Board of Directors upon request and to all regular membership meetings. The Secretary shall perform such other duties as may be prescribed by the Board of Directors from time to time.

Section 9. 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 regularly to the Board of Directors. Also, the Treasurer shall cause to be submitted to the Board of Directors, at the time of the first meeting following the annual meeting of the members, a detailed budget of the proposed and anticipated expenditures for the forthcoming fiscal year of the Association. Upon approval of the said budget, or its modification, it becomes binding upon the Officers of the Association and cannot be exceeded in the total amount set forth, by more than ten percent (10%) without majority vote by the Board of Directors. An official compilation, review or audit must be performed at least once every three (3) years.

Section 10. Advisors: The Youth Advisor shall meet the membership requirements, with voting rights, to the NCQHA Board of Directors. If there is more than one Youth Advisor, only one will have voting rights.

Section 11. The President of the North Carolina Amateur Association Advisor shall meet the membership requirements, with voting rights, to the NCQHA Board of Directors.

Section 12. Vacancies: All vacancies of any office of the Association shall be filled by the Board of Directors for the unexpired term and those appointed shall serve until the election and acceptance of their duly qualified successors.

## **Article X – Discipline**

- a. The Affiliate must have a disciplinary procedure/process to address violation of AQHA rules and regulations or state/provincial rules. If AQHA suspends an AQHA member's participation privileges, the Affiliate shall likewise suspend such person's participation privileges regarding Affiliate's events. Unless waived by AQHA, persons suspended or disciplined by AQHA are ineligible to participate as officers, directors, or any leadership role of the Affiliate.
- b. Any unsportsmanlike conduct by any person at any function sponsored by NCQHA towards another NCQHA Member, nonmember, animal, or show official is prohibited. Refer to AQHA Rulebook VIO220 and VIO221.
- c. The NCQHA Executive Committee and Board of Directors may discipline, suspend, or expel any person from Membership whenever it shall have been established by satisfactory evidence that a member has knowingly And willfully violated any rule or bylaw of this association or any rule or regulation of the American Quarter Horse Association.

- d. The NCQHA Executive Committee and Board of Directors may ask any person to leave our sponsored events due to unsportsmanlike conduct towards an NCQHA member, nonmember, animal, or show official. Show management may immediately expel individuals exhibiting unsportsmanlike conduct from show grounds and file a written report with AQHA concerning the conduct in question.
- e. All complaints must be submitted to the President and to a member of the board of directors of North Carolina Quarter Horse in writing. The President will then convene the executive board to review further actions if necessary, including referring to the entire Board of Directors or a grievance committee. A letter or phone call with the complaint is provided to all parties involved. The parties involved may request a hearing of the Executive Board of the entire board. Additional disciplinary actions will be determined by the severity of the offense and Ruled on by the NCQHA Executive Committee, and Board of Directors or Grievance Committee.
- f. Suspension incurred on the first offense may be 30 days and no more than 90 days depending upon circumstances involved. NCQHA points will not be accumulated during time of suspension and forfeiture of all rights and privileges and loss of all NCQHA points earned by horses owned by the offender. Suspended members must request reinstatement by the Board of Directors in writing. (Reference article VIII, Section 8)
- g. Any person with a delinquent account over 60 days at a function sponsored by NCQHA or its districts will be suspended from NCQHA until such a time the debt is paid in full. NCQHA points shall not be accumulated during this time. Districts are responsible for contacting the points secretary. Suspension will be on horses owned by the delinquent party or any member of his/her family. AQHA should be notified according to their guidelines. When debt is resolved, membership privileges will be reinstated.

**Article XI- Amendments to the Constitution**

Section 1. Any five or more voting members of the Association may initiate a proposed amendment to the Constitution. The amendment shall be submitted to the voting membership with recommendations either at the next regular meeting or by mail ballot as described in Section 3 below.

Section 2. The Board of Directors may propose amendments to this Constitution at any time either by mail ballot or at the regular meeting as outlined in Section 3 below.

Section 3. The Board of Directors shall submit any proposed amendments to the membership at least 30 days before they are voted on. Adoption of a proposed amendment shall require a majority vote of those voting members present at a regular meeting, or if by mail ballot, a majority of all ballots returned within 30 days after date of the original mailing.

**Article XII – Awards**

Section 1. The purpose of the NCQHA Awards Program is to recognize outstanding achievements by exhibitors and horses participating in NCQHA sponsored and NCQHA approved horse shows.

Section 2. Owners and exhibitors must be members of NCQHA for the period beginning on January 1 and continuing through 12/31 of the current calendar year. Points toward year end awards accumulate from the date a new application or a renewal of membership is received by NCQHA.

2a. Any horse or exhibitor declared ineligible from participation in AQHA-approved shows arising from violation of AQHA rules is ineligible to receive any NCQHA year-end award during that calendar year.

Section 3. The Board of Directors shall be the governing body in all matters pertinent to the NCQHA points system and awards.

Section 4. Points toward awards in the amateur and youth divisions are compiled on a one horse – one amateur or one youth basis.

Section 5. Points are awarded to qualifying horses participating in sponsored and approved NCQHA shows on the following basis:

Horses in class	Placing									
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <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			
7	7	6	5	4	3	2	1		
8	8	7	6	5	4	3	2	1	
9 plus	9	8	7	6	5	4	3	2	1

5a. Grand Champions of halter/performance halter receive two (2) additional points. Reserve Champion halter/performance halter horses receive one (1) additional point.

5b. In the event a horse show offers All Age Classes only, NCQHA will record points based on their respective junior or senior age group.

5c. Weanlings must be registered or eligible for registration with the AQHA in order to receive NCQHA points.

5d. Should an open horse be sold during the year to another NCQHA member in good standing, those points already earned will transfer with the horse. Amateur and youth points are not transferrable in accordance with AQHA rules.

5e. If a stallion is gelded during the show year, any points earned by the horse prior to being gelded will count only towards a year-end award in stallion halter. Points earned after the horse has been gelded will count towards year-end awards for geldings in the appropriate age division and category.

**Article XIII – Youth Association**

Section 1. The North Carolina Quarter Horse Youth Association shall be governed by the Constitution and the Board of the NCQHA. The youth and/or the youth’s parents must belong to the parent association, NCQHA.

**Article XIV – Novice Program**

The North Carolina Quarter Horse Association will offer a Novice Program for Amateurs and Youth as outlined and described in the American Quarter Horse Association Novice Program.

Section 1. An exhibitor must have a current AQHA Amateur or AQHYA membership card designating them as a Novice.

Section 2. Once enrolled, an individual is considered a Novice for the remainder of the calendar year, regardless of the number of Novice or AQHA points earned.

Section 3. State Novice points will be awarded on the same basis as for regular classes, but will be used for North Carolina year end awards only and may not be used for Youth World or Congress Team qualifying.

**Article XV – General Provisions**

Section 1. The Board of Directors shall have the power to adopt an insignia to represent the Association. Members of the Association may represent this insignia on advertising and stationary and in any other manner authorized by the Board of Directors.

Section 2. Fiscal Year: The fiscal year of the Association shall run from January 1 through December 31.

**Article XVI – Dissolution**

The Association shall use its funds only to accomplish the objects and purposes specified in the Constitution and no part of said funds shall inure or be distributed to the members of the Association. On dissolution of the Association, 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 Board of Directors.

**Article XVII – Amateur Association**

Section 1. The North Carolina Amateur Quarter Horse Association shall be governed by the Constitution and the Board of the North Carolina Quarter Horse Association.

**Article XVIII – Districts**

Section 1. Districts of the North Carolina Amateur Quarter Horse Association shall be governed by the Constitution and the Board of the North Carolina Quarter Horse Association.