



The North Carolina Quarter Horse Youth Association (NCQHYA) is a division of the North Carolina Quarter Horse Association (NCQHA) and governed by the Constitution and the NCQHA Board of Directors. In addition, the NCQHYA is a state youth affiliate of the American Quarter Horse Youth Association.

MEMBERSHIP

Membership shall consist of youth who are 18 years of age as of January 1st of the current calendar year. Membership is renewed annually for the period beginning on January 1 and continuing through 12/31 of each calendar year. Membership fees are not prorated. Points toward year end awards accumulate from the date a new application or a renewal of membership is received by NCQHA.

YOUTH ADVISORY COMMITTEE

The Youth Advisory Committee (YAC) consists of the Youth Advisor(s), Youth Director Emeritus, committee chairpersons and additional interested adults. The Treasurer of the NCQHA shall serve as the financial Controller for NCQHYA and a member of the YAC.

The YAC shall:

1. Support the growth and development of NCQHYA members through competition, sportsmanship, education and leadership opportunities.
2. Direct and guide the Youth Executive Committee in the management and control of the business and property of the NCQHYA.
3. Elect the Youth Advisor with approval from the NCQHA Board of Directors.
4. Elect two members from the Youth Advisory Committee (and others as deemed necessary by the Vice President of Show Management) to the Tar Heel Triple Classic Show Committee to help plan the Youth Horse Show and coordinate activities related to the event.
5. Mentor participants to develop and improve leadership skills, scholarly endeavors and interest in their communities.
6. Direct the affairs of the youth association during the interval between annual and special meetings.
7. Ensure a safe environment for youth when participating in NCQHYA activities away from home.
8. Work with the Executive Committee to plan the convention, annual membership meeting and the awards banquet including program, speakers and entertainment.

NCQHYA EXECUTIVE COMMITTEE

Youth Executive Committee sets boundaries and provides guidance and direction for committee conduct and decision-making. The Committee is made up of the NCQHYA elected officers, the Historian/Reporter and members of the Youth Advisory Committee. In addition, the President of the North Carolina Quarter Horse Association is a member of this Committee. In circumstances where there are a limited number of candidates for offices the YAC may decide to combine some offices for that year. Conversely, when circumstances dictate, the YAC may add an office or role for a specific calendar year.

The Youth Executive Committee shall:

1. Convene regularly, but not less than four times per year, or as deemed necessary by the committee.
2. Develop and implement the policies and procedures of the NCQHYA, both as conceived within the Executive Committee, and by deliberation upon specific recommendations from committees.
3. Conduct such business of the Youth Association as is not delegated to the officers or committees, and receive from the officers and committee's reports and recommendations requiring specific Executive Committee action or requiring recommendation for action by the Association membership.
4. Approve annual budget for the association.
5. Fill vacancies in offices when necessary.
6. Agree to and uphold the NCQHYA Code of Ethics, a document signed annually. See Code of Ethics at: www.NCQHA.com, YOUTH tab.
7. Decide on changes to the Manual of Operating Procedures (after study and recommendation by the Constitution Committee).
8. Develop and execute an annual plan of activities and events for youth membership.
9. Establish requirements and deadlines for participation in year-end awards, the Youth Excellence Seminar, the Youth World Championship Horse Show Team, and the National Youth Association Team Tournament.
10. Review association finances and make decisions related to charitable contributions, sponsorships and association fund raisers.
11. Plan and participate in annual youth association fundraisers.
12. Promote a successful annual NCQHYA Horse Show by establishing exhibitor friendly activities and events throughout the Tar Heel Triple Classic.
13. Recruit member volunteers to participate and engage in youth activities.
14. Foster development of future youth leaders through such behaviors as respect, inclusion, sharing of information, listening to ideas and developing trust.

NCQHYA ADVISOR

The Youth Advisor shall:

1. Perform in the role of chief executive officer for the youth association, with general supervision of the affairs of the association.
2. Enhance communication and serve as liaison between NCQHYA members and the NCQHA Board of Directors.
3. Serve as a voting member of the NCQHA Board of the Directors and the Youth Advisory Committee.
4. Advise the NCQHA Board of Directors of significant activities of the youth association.
5. Ensure policies that relate to NCQHYA activities are in accordance with NCQHA's Constitution and MOP.
6. Serve as liaison with AQHYA (and other associations) on pertinent youth association business.
7. Sign official documents, such as contracts, agreements, or other legal instruments, that have been approved by the Youth Executive Committee or the membership.
8. Ensure process for election of officers is in compliance with the Constitution and the MOP.
9. Provide regular reports to the Executive Vice President at the NCQHA Board meetings.
10. Maintain order at all meetings of the Youth Executive Committee and the Youth Advisory Committee.
11. Maintain and store NCQHYA records.
12. Utilize adults in the role of co-advisors when the need or situation arises.

PRESIDENT

The President shall:

1. Provide leadership and high moral standards in all actions performed while in office.
2. Serve as Chairperson of the NCQYHA Executive Committee and preside over all meetings under the guidance of the Youth Advisor. The President will send the proposed agenda electronically in advance of the meeting so that issues can be properly considered.
3. Determine that decisions of the Youth Executive Committee are correctly enforced within the framework of the Association's Constitution and MOP.
4. Appoint all committees of the association, subject to the approval of the Youth Advisory Committee.
5. Serve as liaison with AQHYA on pertinent youth association business.
6. Collaborate with the Secretary and Historian/Recorder, under the guidance of the Youth Advisor, to communicate the events and activities of the youth association.
7. Represent the youth association at various shows, events and meetings.
8. Advise the officers and Executive Committee members of significant activities of the youth association and solicit their suggestions.
9. Preside at the business session of the annual meeting. Prepare and submit a report of the status of the association and its activities of the preceding year.
10. Communicate responsibilities of Officers, Directors and Committee Chairpersons for reports and program content at the meeting.

EXECUTIVE VICE-PRESIDENT

The Executive Vice-President shall:

1. Perform the duties of the President in her/his absence.
2. Assist with coordination and administration of the affairs of the Youth Association.
3. Participate under the supervision of the Youth Advisor.

SECRETARY

The Secretary shall:

1. Attend all meetings of the members and the Youth Executive Committee.
2. Record the roll call and minutes of all official business meetings of the Youth Association.
3. Work directly with the Youth Advisor to communicate effectively to youth members.
4. Prepare membership mailings and communication (electronic and other).
5. Assist president, Youth Advisor and historian/recorder in preparing communications for distribution to members. Serve as a liaison between the AQHYA and the NCQHYA.
6. Notify Youth Executive Committee and its members of all meetings.
7. Send thank you notes on behalf of the youth association.
8. Participate under the direction of the Youth Advisor.

TREASURER

The Treasurer shall:

1. Collaborate with the Controller to examine financial need for projects, initiatives and needs of NCQHYA and reporting of costs to the members.
2. Gain an understanding of youth association finances by working with the Controller.
3. Under the guidance of the Controller, provide regular financial reports to members.
4. Under the guidance of the Controller, evaluate the financial impact of fundraisers and new programs and expenses to the association and report those findings to the Youth Executive Committee.
5. Utilize approved NCQHA financial policies and procedures.

HISTORIAN/REPORTER

The Historian/Reporter shall:

1. Communicate youth association activities and information to its members.
2. Ensure youth association news is communicated via Facebook, the NCQHA website, flyers, etc.
3. Maintain records and photographs of events, activities and fundraisers held by or on behalf of the association.
4. Collect photos and other information for each event.
5. Gather and submit information to the President for communication to members.
6. Monitor status of membership growth and report membership information to the youth directors for outreach and planning opportunities.
7. Track the names of members who took part in events and activities.
8. Participate under the direction of the Youth Advisor.

DIRECTORS

The Directors shall:

1. Communicate and serve as a liaison between the youth membership and the Youth Executive Committee.
2. Listen to members in the association and gather ideas and issues to bring to the attention of the Executive Committee.
3. Attend meetings, activities and events of the association and its members.
4. Participate on committees.
5. Serve as an ambassador of NCQHYA, encouraging membership and involvement in the association.
6. Work with the NCQHA Vice President of Shows and Youth Show Management to ensure a successful youth horse show.

STANDING COMMITTEES:

CONSTITUTION and MOP COMMITTEE

The Constitution and MOP Committee is charged with the responsibility to monitor the Constitution and the Manual of Operating Procedures (MOP) each year to identify and recommend changes or improvements to the document.

Upon approval by the Youth Advisor, the YAC and review by the NCQHA Board of Directors, the Constitution shall stand until the annual meeting and may be amended thereafter with a 51% approval of the members present at the meeting. Proposed changes to the MOP are voted on by the Youth Executive Committee.

FINANCE COMMITTEE

An adult member of the YAC shall serve as chairperson of the Finance Committee. Membership of the committee shall include the elected President, Secretary, Treasurer, the YAC Committee and the Controller.

The Finance Committee shall:

1. Work with the Controller on all matters regarding the finances of NCQHYA and establish and maintain a responsible and transparent fiscal policy for the youth association.
2. Provide recommendations for the annual budget during the period of development by the NCQHYA Controller.
3. Under the guidance of the Controller, review the detailed financial plan for all new initiatives.
4. When an unbudgeted expenditure (greater than \$500) is presented, the item will be tabled until the Finance Committee can review the matter and present their recommendations at the next meeting of the Youth Executive Committee.
5. Work with the Auditor and Treasurer to insure the finances of the organization are secure.
6. Complete other activities related to the financial condition of the Association as directed by the Youth Executive Committee.
7. Adopt all policies and procedures of the NCQHA for the management of NCQHYA finances.

The Controller shall:

1. Receive and disburse all monies of the Association.
2. Prepare regular income and expense statement for Youth Executive Committee meetings.
3. Prepare the annual budget and submit for approval by the YAC and review at the Youth Executive Committee.
4. Monitor operating plan and provide report regularly at the Youth Executive Committee and the YAC.
5. Select and maintain appropriate insurance coverage for the organization; with approval by the Finance Committee.
6. Prepare yearly financial statement for youth association annual membership meeting.
7. Coach Treasurer of NCQHYA in providing financial reports to youth members at meetings.
8. Provide all documents necessary to accountant to prepare annual report, tax return and compilations, reviews or audits.
9. Prepare and submit 1099 forms, when applicable.
10. Assure all invoices and contractual fees are paid according to the schedule.
11. Serve as a member of the Finance Committee.

YOUTH HORSE SHOW COMMITTEE

The Tar Heel Triple Classic (TTC) is the premier horse show for the NCQHA and consists of: The NCQHYA Horse Show and the NCQHA Jamboree. The NCQHYA Horse Show is the primary source of all funding for youth events and activities throughout the year. Two members of the Youth Advisory Committee (and others as deemed necessary by the Vice President of Shows) will be appointed to the TTC Show Committee to plan the Youth Horse Show and coordinate activities at the events.

The Youth Horse Show Committee, in collaboration with the NCQHA Vice President of Shows shall:

1. Coordinate with Sponsorship Committee to solicit sponsors.
2. Assemble a group of volunteers/staff to assist the show (ring stewards, paddock master, announcer, etc.)
3. Plan meals and opportunities for horse show exhibitors and families to socialize, relax and interact.

MEMBERSHIP AND OUTREACH COMMITTEE

The Membership Committee will consist of all Directors and at least one adult member of the YAC Committee. The Membership Committee shall:

1. Receive membership information from the Historian/Reporter.
2. Identify and implement strategies to increase interest and membership in NCQHYA.
3. Identify one to two activities aimed at engaging others in NCQHYA activities.

EVENTS AND OPPORTUNITIES

AQHYA YOUTH EXCELLENCE SEMINAR AND CONVENTION (Y.E.S)

The AQHYA presents an annual three day event focused on interacting with other individuals who share the same interests as well as developing leadership skills. NCQHYA partially sponsors four (4) delegates.

Eligibility:

- Participants must be fourteen (14) years of age as of the date of the convention,
- Complete all necessary paperwork and activities,
- Submit all paperwork and forms to the Youth Advisor prior to the deadlines.

To Enter: Contact the Youth Advisor to obtain information regarding forms, fees, participation requirements and deadlines. www.NCQHA.com – YOUTH tab

AQHA YOUTH WORLD CHAMPIONSHIP HORSE SHOW TEAM

The team represents the North Carolina Quarter Horse Association at the AQHYA World Championship Horse Show.

Eligibility:

- Participants must be a current member of AQHA, NCQHA, and NCQHYA and meet the team rules and requirements.
- Complete all necessary paperwork and activities,
- Submit all required paperwork to the Youth Advisor prior to the deadlines.

To Enter: Contact the Youth Advisor to obtain information regarding forms, fees, participation requirements and deadlines. www.NCQHA.com – YOUTH tab

NATIONAL YOUTH ACTIVITY TEAM TOURNAMENT

The National Youth Activity Team Tournament (NYATT) is held annually during the All American Quarter Horse Congress. State and regional Quarter Horse Associations across the U.S. and Canada form teams consisting of at least four youth that compete in Barrel Racing, Horsemanship, Hunter Under Saddle, Reining, Equitation, Showmanship and Western Pleasure.

Eligibility:

- Participants must be 18 years of age and younger (as of January 1st),
- Participants must be sponsored by an association affiliated with AQHA and/or recognized by the NYATT committee,

- Teams must consist of a minimum of four youth members and a maximum of 14 members, with no more than two members competing in each of the NYATT classes.

To Enter: Contact the Youth Advisor to obtain information regarding forms, fees, team requirements and deadlines. www.NCQHA.com – YOUTH tab

OFFICER AND DIRECTOR TEAM RETREAT

An Officer and Director Retreat are held annually within 45 days following the election of officers. The purpose of the retreat is to establish officer and director roles and responsibilities, review association finances, and identify and discuss changes to the NCQHYA Constitution and Manual of Operating Procedures and (when necessary). In addition, the Officers and Directors will make decisions on initiatives such as fundraising, charitable contributions, sponsorships, and initiate planning for the annual Youth Horse Show. The retreat also offers opportunities for team building, communication and fun. www.NCQHA.com – YOUTH tab

COMMUNITY SERVICE AND OUTREACH

The Officers and Directors of the youth association will work with the membership to identify and implement a minimum of one community service and/or outreach project during the calendar year.