



The Constitution of the North Carolina Quarter Horse Association may be amended only by consent of the membership of the association. The Constitution Committee is charged with the responsibility of studying the Constitution and the Manual of Operating Procedures (MOP) each year to identify and recommend changes or improvements to the document. Proposed changes to the MOP are voted on by the Board of Directors.

### **MEMBERSHIP**

Membership in the NCQHA is for the period beginning on January 1 and continuing through 12/31 of each calendar year. Membership fees are as follows; Individual \$25.00, Family \$35.00, Life time \$200.00. Membership fees are not prorated.

### **BOARD OF DIRECTORS**

The Board of Directors shall:

1. Convene regularly or as deemed necessary by the Board of Directors.
2. Develop and implement the policies and procedures of the NCQHA, both as conceived within the Board, and by deliberation upon specific recommendations of committees.
3. Conduct such business of the Association as is not delegated to the officers or committees, and receive from the officers and committee's reports and recommendations requiring specific Board action or requiring recommendation for action by the Association membership.
4. Be responsible for changes in the Manual of Operating Procedures (after study and recommendation by the Constitution Committee).
5. Agree to and uphold the NCQHA Board Members' Code of Ethics, a document which is signed annually by members.
6. Appoint the Vice President of Finance.
7. Review and approve all Committee budgets and work with the Vice President of Finance and/or the Finance Committee.

### **PRESIDENT**

The President shall:

1. Serve as Chairperson of the NCQHA Board and preside at such meetings. The President will send the proposed agenda electronically in advance of the meeting so that issues can be properly considered.
2. Be responsible for determining that the decisions of the Board are correctly enforced within the framework of the Association's Constitution and MOP.
3. Appoint the Vice President of Shows and the Vice President of Administration.
4. Serve as ex-officio member of all Committees, and maintain communication with the Chairpersons of the Committees; encourage and assist them in developing programs beneficial to the Association.
5. Serve as liaison with AQHA on pertinent business or appoint designate NCQHA members to interact with AQHA on special items.
6. Prepare article for website.
7. Represent the Association at various shows, events and meetings.
8. Sign all official documents, such as contracts, agreements, or other legal instruments, that have been approved by the Board of Directors or the membership.
9. Advise the officers and Board members of significant activities of the Association and solicit their suggestions.
10. Serve as Chairperson at meetings of the Executive Board of Directors.
11. When a matter of some urgency occurs, the President may call a meeting of the Executive Board of Directors, where they will hear the problem or issue, deliberate on the issue and take the necessary action. The outcome of that decision will be reported to the full Board of Directors at the next meeting.
12. Preside at the business session of the annual meeting. Communicate responsibilities of Officers and Committee Chairpersons for reports and program content at the meeting.

13. Appoint a nominating committee with a minimum of three (3) members to recommend a slate of officers for election at the annual meeting. The nominating committee shall consist of current board members, past presidents who have remained active in the association (i.e. attend board meetings and/or participate in association activities), or AQHA Directors. The nominated slate of officers will be complete by the November board meeting to publish in the November and/or December newsletter and on the website for a vote by the membership at the annual meeting.

### **EXECUTIVE VICE-PRESIDENT**

The Executive Vice-President shall:

1. Perform the duties of the President in his absence.
2. Appoint the chairperson and members of the following committees: Sponsorship, Membership, and Trail Ride. Supervise the work of the committees and act as the liaison between the Board and the committees, as well as the Amateur association, the Youth association and the District's.
3. Appoint a Points Secretary who will tabulate and post NCQHA points according to the provisions of Article XII of the Constitution, and maintain a current and accurate record of all members and their status.
4. Perform other duties delegated by the President or the Executive Board.
5. The Executive VP shall work with sufficient members to schedule and plan the Convention, Annual membership meeting and the Awards Banquet including banquet facility, food, speakers and entertainment.

### **VICE PRESIDENT OF ADMINISTRATION**

The Vice-President of Administration shall:

1. Appoint the chairperson and members of the following committees: Constitution, Recognition, Queen, and Animal Welfare.
2. Supervise the work of each committee and act as the liaison between the Board and the committee.
3. Review contracts associated with the annual Trail Ride.
4. Appoint the Director of Marketing and Communications.
5. Appoint and supervise the NCQHA Webmaster. Monitor website policy and content.
6. Ensure updates to the Constitution and the MOP are recorded and published.
7. Perform other duties delegated by the President or the Executive Board.

### **VICE-PRESIDENT OF SHOW MANAGEMENT**

The Vice-President of Show Management shall:

1. Serve as the Chairperson and appoint the members of the Horse Show Committee. Supervise the work of the committee and act as the liaison between the Board and the committee.
2. Serve as an ex-officio member of all horse show committees. Monitor progress of show committees to assure efficiency and effectiveness.
3. Appoint a Show Manager for each event.
4. Work with Show Managers to secure the services of show secretaries, announcers, ring stewards, and paddock masters.
5. Review contracts associated with the horse show.
6. Work with Chair of Recognition Committee to approve and assist in selection of horse show and year end awards.
7. Provide advice and support to the Director of Marketing and Communications in the assessment of advertising needs.
8. Perform other duties delegated by the President or the Executive Board.

### **VICE-PRESIDENT OF FINANCE**

The Vice President of Finance shall:

1. Serve as Chairperson and appoint the members of the Finance Committee; to include the NCQHA Treasurer.
2. Develop an annual budget for the organization.
3. Review and provide guidance to committee chairpersons in the development of annual budgets.
4. Serve as the chairperson and treasurer of the Crisis Fund and shall report any action taken by the Crisis Fund to the Board of Directors.
5. Review and sign tax return prior to filing.
6. Assist Treasurer with preparation of monthly financial report to the Board of Directors and provide monthly report.

**SECRETARY**

The Secretary shall:

1. Record the minutes of all official business meetings of the Association, i.e. Annual Membership Meeting, meetings of the Board of Directors and the Executive Committee.
2. Prepare membership mailings.
3. Receive and process Show Application Approvals for all North Carolina shows. Maintain the accuracy of the approval form on the website. Notify Webmaster of all show approvals to be posted on the calendar of events.
4. Research, select and maintain appropriate insurance coverage for the organization; with approval by the Finance Committee.
5. Maintain and store NCQHA records for 7 years. Destroy/shred all records past retention date.
6. Secure location for monthly Board of Director meetings.
7. Communicate on behalf of the association.
8. Serve as a liaison between the AQHA and the NCQHA.

**TREASURER**

The Treasurer shall:

1. Receive and disburse all monies of the Association.
2. Prepare monthly income and expense statement for the Vice President of Finance in preparation for the NCQHA Board of Director meetings.
3. Monitor operating plan; actual to budget expenses and provide monthly report to VP of Finance.
4. Prepare profit and loss statements for each project of the Association.
5. Prepare yearly financial statement for Association annual membership meeting.
6. Provide all documents necessary to accountant to prepare annual report, tax return and compilations, reviews or audits.
7. Communicate information and deadlines regarding the filing of annual reports and tax returns to the NCAQHA and the NCQHYA.
8. Prepare and submit 1099 forms.
9. Assure all invoices and contractual fees are paid according to the schedule.
10. Notify Points Secretary when horse show approval fees have been received.
11. Serve as a member of the Finance Committee and the Crisis Fund Committee.

**AQHA DIRECTORS**

The North Carolina representatives shall:

1. Attend the AQHA convention and provide a report on information and convention activities for posting on the NCQHA website and in the newsletter.
2. Attend the Board meetings of the NCQHA and present any applicable business items from the AQHA. Maintain and promote good will between NCQHA and AQHA and serve as a liaison between the two organizations.
3. Communicate pertinent information between NCQHA and the AQHA.
4. Assist NCQHA or its members to resolve questions as it relates to AQHA policies and procedures.
5. Communicate ideas/issues of interest or concern to the Board of Directors of AQHA; at times as directed by the NCQHA Executive Board; at other times, he/she must use their own judgment.

**COMMUNICATIONS and MARKETING DIRECTOR**

The Communications and Marketing Director shall:

1. Work closely with the VP of Administration to coordinate communications with the membership.
2. Develop an annual communication plan to highlight the many and diverse strengths of both the American Quarter Horse and the NCQHA on the website. The communication will prioritize and showcase such topics as: leadership and member profiles, human and equine member successes, promote the American Quarter Horse in North Carolina, educate readers, and highlight youth participation and activities.
3. Initiate and monitor advertising of all events sponsored by NCQHA. Submit a budget and present it to the Board of Directors for approval.
4. Collect information to keep the membership of the Association aware of various activities such as:

- a. Association events and programs.
  - b. State show schedules.
  - c. Significant actions of the Executive Board and changes in the Constitution and By-Laws of the NCQHA.
  - d. NCQHA Committee activities.
  - e. Information from the AQHA which is pertinent to association members.
5. Collaborate with Webmaster to insure all relevant information (points, association activities, events and programs, etc.) is posted to the official NCQHA website.

### **WEBMASTER**

The NCQHA website is the primary vehicle for communicating information to its members, the public and other interested parties regarding association events and programs, horse show schedules, and actions of the NCQHA Board of Directors. The Webmaster is responsible for the ongoing maintenance of the site.

The position is appointed by the Vice President of Administration. However, the role requires close communication and collaboration with the President of the NCQHA, its officers, directors and committee chairs to ensure information posted is accurate, timely, and reflects the mission and values of the association.

The Webmaster shall:

1. Receive requests for posting of information and materials on the NCQHA website.
2. Work with the sender to ensure the content is grammatically correct and all spelling is accurate.
3. Confirms with sender that postings meet copyright guidelines and restrictions.
4. Convert information to PDF format for posting on the website.
5. Update the website not less than two times per month.
6. Collaborate with the association Secretary and the Vice President of Show Management to plan for posting of information related to upcoming horse shows.
7. Post tabulated NCQHA points upon receipt from the Points Secretary.
8. Verify membership status prior to posting information or classified advertisements to the website.
9. Participate in the development of a communication plan to highlight the many and diverse strengths of both the American Quarter Horse and the NCQHA on the website.
10. Submit website budget to VP of Administration annually.
11. Post communications from President to association members upon request.

### **POINTS SECRETARY**

The Points Secretary is appointed by the Executive Vice President and shall perform the following tasks:

1. Receive membership applications and fees. Maintain a current and accurate record of all members and their status. Forward membership fees collected to the Treasurer in a timely fashion.
2. Maintain and distribute electronic membership directory.
3. Provide updated membership list to each District President, the Webmaster (for member profiles, information, and classified ads), the Youth Advisor, the Director of Marketing and Communications and the President of the Amateur Association on a monthly basis.
4. Provide NCQHA Secretary with most recent and up-to-date membership list prior to any meeting requiring the vote of the membership.
5. Maintain up to date and accurate results of all horse shows sponsored or approved by NCQHA.
6. Submit exhibitor horse show points to the Webmaster for posting on the NCQHA website.
7. Work with the Chairman of the Recognition/Awards Committee to identify and procure year end awards.

### **AWARDS PROGRAM.**

1. The NCQHA monitors the AQHA Rule Book in order to align its program with current AQHA award practices.
2. The NCQHA Points Secretary is responsible to maintain up to date and accurate records of points earned by eligible horses and/exhibitors and owners as official show results are received from each approved show.
3. The NCQHA awards double points to exhibitors who participate in the Tar Heel Triple Classic and the Tar Heel Fall Classic. NCQHA does not recognize double points accumulated at NCQHA approved horse shows for year-end awards.

4. In order to qualify for any Year End Award, horses must have shown in a minimum of 10 NCQHA sponsored or approved shows and accumulate a minimum of 30 NCQHA points.
  - a. The two (2) qualified horses/exhibitors earning the greatest number of points will be named NCQHA Champion and Reserve Champion for the year.
  - b. No Bling Circuit High Point Award, Small Fry Awards and Equestrians with Disabilities Awards are exempt from this rule. (See Sections 8, 9 and 10).
5. All-Around Awards. The American Quarter Horse is the world's most versatile breed of horse because of their abilities to excel in many different events. The NCQHA All-Around Award is presented to two horses in the open division, amateurs in the amateur division, and select amateurs in select amateur classes, or youth in the youth division.
  - a. All-around winners:
    - i. earned a minimum of twelve (12) halter points, and, a minimum of fifteen (15) points in each of three AQHA performance categories , and
    - ii. earned the most points within the pool of qualified exhibitors.
  - b. Only Select classes count for earning a Select All-around award. Should the Select class be combined with the amateur all-age class, points earned by the exhibitor will count toward their Select all-around eligibility.
    - i. If a Select exhibitor participates in halter, ranch riding, team penning, ranch sorting or jumping, those classes will count toward Select All-around eligibility even though they are not offered as a Select class.
  - c. Youth all-around awards are recognized in two age groups: youth 14-18 years, and youth 13 years and under.
  - d. In the case of a tie, the horse in the open, amateur, or youth divisions or amateur select classes which:
    - i. earned points in the greatest number of classes,
    - ii. won over the greatest number of horses,
    - iii. earned the most points in performance classes,
 will be declared the all-around winner.
6. High Point Class Awards. Presented to two horses in the open division, amateur and amateur select exhibitors, youth exhibitors: ages 14-18 years, and 13 years and under; Level 1 amateur and youth exhibitors, Rookie amateur and youth exhibitors.

Awards are given for each halter and performance class offered at NCQHA sponsored or approved shows.

- a. The points from each class of qualifying exhibitors are tallied. The two qualified horses/exhibitors with the most NCQHA points in a given class will receive the award.
  - b. In the case of a tie, the horse in the open, amateur, or youth divisions or amateur select classes which:
    - i. earned points in the greatest number of classes,
    - ii. won over the greatest number of horses,
    - iii. earned the most points in performance classes,
 will be declared the High Point Class winner.
7. Level 1 and Rookie High Point Awards. Presented to the two qualified Level 1 amateur and youth, and two qualified Rookie amateur and youth exhibitors who earned the greatest number of points.
    - a. Exhibitors must compete in a minimum of three different classes.
  8. No Bling Circuit High Point Awards. Presented to the two exhibitors earning the highest number of Level 1 amateur and youth points and Rookie amateur and youth points at the NCQHA No Bling Circuit.
    - a. Must compete in the complete series of No Bling shows offered during the calendar year
    - b. Level 1 and Rookie points earned at other NCQHA sponsored and approved shows are not included in the tally of points.
  9. Small Fry Awards. During calendar year 2017, in order to be considered for a Small Fry Year End Award, exhibitors must have shown in a minimum of 7 NCQHA sponsored or approved shows and accumulate a minimum of 30 points. (To be re-evaluated for 2018).

Small Fry High Point Class Award. Presented to the two qualified exhibitors earning the highest number of points in small fry classes at NCQHA sponsored and approved shows.

Small Fry Champion. Awarded to the qualified exhibitor who earns the greatest number of points in all small fry classes.

- a. A Small Fry is a youth exhibitor 10 years old or younger.
- b. Small Fry exhibitors cannot show in loping classes.

- c. In the case of a tie, the exhibitor which:
  - i. earned points in the greatest number of classes,
  - ii. won over the greatest number of horses,
  - iii. earned the most points in performance classes,
 will be declared the winner.

10. Equestrians with Disabilities (EWD). During calendar year 2017, in order to be considered for an EWD Year End Award, horses must have shown in a minimum of 7 NCQHA sponsored or approved shows and accumulate a minimum of 30 points. (To be re-evaluated for 2018).

EWD High Point Class Award. Presented to the two qualified exhibitors earning the highest number of points in EWD classes at NCQHA sponsored and approved shows.

EWD Champion. Awarded to the qualified exhibitor who earns the greatest number of points in all EWD classes.

In the case of a tie, the horse which:

- i. earned points in the greatest number of classes,
- ii. won over the greatest number of horses,
- iii. earned the most points in performance classes,

will be declared the winner.

11. Other Awards.

- a. Most Valuable Professional Horseman of the Year. Awarded by the NCQHA based on affiliate nominations. Must be an AQHA professional horseman and a verified member in good standing of NCQHA.
- b. Becky Poe Award. Awarded to any member of the association who demonstrates selfless and continued commitment to the furtherance of the ideals of the North Carolina Quarter Horse Association. Any member can nominate another member for the award. Recognition for the award is provided by the nominating member and is awarded at the annual banquet.
- c. Show Manager of the Year. Annual award selected by members present at the General Membership meeting.
- d. Sportsmanship Award. Annual award selected by members present at the General Membership meeting.
- e. AQHA Level 1 Championship Show - State qualifying criteria. See [www.NCQHA.com](http://www.NCQHA.com)

**STANDING COMMITTEES:**

**ANIMAL WELFARE COMMITTEE**

The Animal Welfare Committee shall:

- 1. Respond to reports or complaints concerning inhumane treatment at NCQHA and/or AQHA sponsored events within the State of North Carolina.
- 2. Adopt rule 441-C from the AQHA Official Handbook which states that inhumane treatment of any horse, whether registered with AQHA or not, or any other animal on show grounds is strictly prohibited. Treatment of any horse will be considered inhumane if a person, educated or experienced in accepted equine training techniques, would perceive the conduct of an individual to be inhumane. A list of inhumane treatments which may be included are listed under rule 441-C. The rule goes on to state that it applies to both member and non-members. For violation of this rule an AQHA member may be held responsible for the actions of their trainers, agents, representatives and /or employees. Individual may be disciplined, suspended, fined, denied AQHA privileges, disqualified, expelled from show grounds and /or expelled from AQHA.

**CONSTITUTION COMMITTEE**

The Constitution Committee shall:

- 1. Study the Constitution and Manual of Operating Procedures each year to identify and recommend changes or improvements to the document. The Constitution of the North Carolina Quarter Horse Association may be amended only by consent of the membership of the association. Proposed changes to the MOP are voted on by the Board of Directors.

## FINANCE COMMITTEE

The Vice President of Finance shall serve as chairperson of the Finance Committee. Membership of the committee shall include a representative from each district of NCQHA (with the exception of District 6) and the NCQHA Treasurer. The Finance Committee will serve as the decision-making and oversight body for the NCQHA Crisis Fund.

The Finance Committee shall:

1. Work closely with the Treasurer on all matters regarding the finances of NCQHA and establish and maintain a responsible and transparent fiscal policy for the Association.
2. Provide recommendations for the annual budget and proposed operating plan to the Board of Directors at the annual meeting.
3. Present a comparison of actual to budgeted expenses for all horse shows, recreational activities, travel, education, etc., to the Board of Directors every 90 days or as requested.
4. Review the detailed financial plan for all new initiatives. Examine plan for revenue versus expenses and provide feedback to the initiative sponsor prior to presentation to the Board of Directors.
5. When an unbudgeted expenditure (greater than \$500.00) is presented at a meeting of the Board of Directors, the item will be tabled until the Finance Committee can review the matter and present their recommendation at the next Board meeting for a vote.
6. Recommend appropriate insurance coverage for the organization to the Board of Directors.
7. Work with the Auditor and Treasurer to insure that the finances of the organization are secure.
8. Complete other activities related to the financial condition of the Association as directed by the Executive Committee.

The NCQHA Crisis Fund is a member benefit. The purpose of the Crisis Fund is to provide urgent financial assistance to an individual who has experienced a disaster or emergency that has left the recipient in a state of financial, physical or emotional distress. In order to receive assistance from the NCQHA Crisis Fund, the recipient must be: a) a current and continuous member of NCQHA for the past three years, and, b) have made a meaningful contribution to the association and/or the equine industry.

1. Crisis Fund Application forms are available on the NCQHA website.
2. Members of the Finance Committee will receive a copy of the completed "Application for Assistance" form prior to the distribution of any funds or granting of services.
3. The Committee will review and verify eligibility of the individual requesting assistance, and determine the severity of the disaster, hardship or illness.
4. The Committee will review the guidelines and determine the monetary support or services to be granted to the recipient. However, in those circumstances where the recipient's need exceeds \$1000.00, the committee will present their recommendation to the Board of Directors for final approval.
5. The Committee may request additional and more detailed information from the requestor in circumstances where the recipient requires assistance greater than \$1000.00 or for an extended period of time,
6. The Committee will notify and request action by the Board of Directors anytime the fund balance is depleted by more than 25%.
7. The Committee will coordinate fund raising events aimed at maintaining the Crisis Fund. Such activities might include: silent auctions, special events, jackpot classes at major shows, proceeds from walk/jog classes, etc.
8. Donations to the Crisis Fund are not tax deductible.

The policies and procedures for the management of NCQHA finances include:

1. The North Carolina Quarter Horse Association is a Section 501c5 organization.
  - a. Divisions of the association include the North Carolina Quarter Horse Association (NCQHA), the North Carolina Amateur Quarter Horse Association (NCAQHA), the North Carolina Quarter Horse Youth Association (NCQHYA), and the North Carolina Quarter Horse Crisis Fund (CF).
  - b. Each group that falls under the Federal Identification Number of NCQHA should have their record keeping maintained in a QuickBooks file.
  - c. These divisions should abide by financial policies and procedures of the association.

2. Review of Bank Statements.
  - a. NCQHA bank statements and reconciliations are reviewed by the Vice President of Finance on a monthly basis. Accounts are accessed via the online banking system. The review includes a review of cancelled checks, account expenditures, and deposits. Reconciliations should be provided by the NCQHA Treasurer. The Chairperson should address any questions with the Treasurer. Once the review is complete, the Chairperson will email the NCQHA Treasurer and President confirming the transactions is proper and expected. Paper copies of bank statements are mailed directly to the treasurer.
  - b. Bank statements of the amateur association, the youth association, and the crisis fund will be reconciled by the appropriate division officer and the information forwarded to the NCQHA Treasurer on a monthly basis for review. The information will be reflected in the P&L and Balance Sheet.
  - c. The Treasurer will monitor for checks that consistently are not clearing the bank. After 120 days, the Treasurer will attempt to contact the payee. If the check is lost, the Treasurer will stop payment and issue a new check. After 180 days, (six months) the Treasurer will stop payment and void the check. All NCQHA checks will state "void after 90 days".
  - d. Voided checks should be retained, stamped "VOID".
  - e. The Treasurer will not sign any checks written to him/her without proper authorization from the Vice President of Finance (or their designee).
  - f. No blank check should ever be signed. In circumstances where an authorized signatory is not available to sign a check (example – the cattle pen during the Tar Heel Triple Classic), a designee will be provided a limited fund checking account to pay invoices and expenses.
3. Financial Reporting.
  - a. A Balance Sheet and Profit & Loss Statement representing the financial transactions of each division should be prepared and presented regularly at Board Meetings. The Vice President of Finance and the Treasurer shall review these Financial Statements prior to the Board meeting.
  - b. An annual budget will be prepared and approved by the Board of Directors using the QuickBooks file and chart of accounts. The budget versus actual expenditures should be monitored periodically by the Board to ensure accountability.
  - c. The Tar Heel Triple Classic Balance Sheet and P&L by Class will be presented to the NCQHA and the NCQHYA by September 1<sup>st</sup> of each year. Net cash proceeds specific to each division shall be deposited in their respective checking accounts by that date.
4. Purchasing and Expenses.
  - a. Any individual performing contracted labor services to NCQHA during horse shows or other events will receive payment for services based on the agreed upon contract.
  - b. Reimbursement to members for any expenses should include a complete expense report and receipts.
  - c. When an unintended and unbudgeted expenditure (greater than \$500.00) is presented at a meeting of the Board of Directors, the item will be tabled until the Finance Committee can review the matter and present their recommendation at the next Board meeting for a vote. Specific to the Crisis Fund, the Manual of Operating Procedures of the NCQHA gives the Finance Committee the decision-making and oversight authority for the fund to award up to \$1000.00 to a qualified recipient. Additional details regarding eligibility, application process, and distribution of funds are contained within the Manual of Operating Procedures: FINANCE COMMITTEE.
5. Revenue.
  - a. Cash and checks received at NCQHA sponsored events will be counted by at least two (2) people. The individuals will initial a count sheet and attached it to the deposit slip.
  - b. The contracted secretary for each horse show will reconcile fees collected at the horse show with the Treasurer, the Chairperson of the Finance Committee (or designee) using the Horse Show Cash Report, (a report within the Horseware software). The report will be initialed by the horse show secretary and a member of the finance team.
6. Donations.
  - a. All donations received by NCQHA will be recorded by the chairperson of the Sponsorship Committee. Documentation of charitable donations will include the name and address of the donor, the date of the donation, and any specific restrictions of use by the donor. Restricted donations are considered temporarily restricted and accounted for as such. Donors will receive written acknowledgement of their donation and be informed the gift is not deductible as charitable contributions for federal income tax purposes.



7. QuickBooks Security and Backup
  - a. Any person with access to QuickBooks must have a user-name and password. The QuickBooks file should be reviewed on a consistent basis. The "audit trail" within QuickBooks should be utilized to show any and all adjustments made to the QuickBooks file and identify the person who made the adjustments.
  - b. QuickBooks should be backed up regularly and the backup copy stored in a secure location or emailed to another Board member for safe-keeping.
  - c. The Finance Chairman should receive monthly back-ups (which can be securely emailed) for review.
  - d. After each year-end, a closing date should be set in QuickBooks to ensure new entries are not inadvertently recorded to a prior year.
8. Retention of Financial Records.
  - a. All financial information should be kept a minimum of 7 years per IRS guidelines.
  - b. All Form 990 tax returns must be kept indefinitely.
  - c. Articles of incorporation, bylaws, tax-exempt approval from the IRS must be kept indefinitely.
9. Annual Reporting.
  - a. Divisions will forward all annual documents and transactions to the Treasurer of NCQHA prior to February 15<sup>th</sup> of each calendar year.
  - b. An annual Form 990 – must be filed by May 15th each year (August 15th if extended). The 990 Form represents the financial transactions for each of the divisions: the North Carolina Quarter Horse Association, the North Carolina Amateur Quarter Horse Association, the North Carolina Youth Association, and the North Carolina Crisis Fund and reconciles back to the monthly Balance Sheet for each division. The completed Form 990 will be reviewed by the President and the Vice President of Finance. The President will sign the tax return prior to filing.
  - c. Form 1099s – The Internal Revenue Service requires that Form 1099-MISC be filed for each individual or company that received \$600 or more for services from the association. This includes independent contractors and the recipients of gifts from the NCQHA Crisis Fund.

### **HORSE SHOW COMMITTEE**

Horse shows will be approved by the NCQHA Board of Directors, subject to the procedures outlined below:

1. The secretary of each horse show seeking approval from NCQHA must apply ninety (90) days in advance of the show dates. A show must be approved by AQHA prior to being considered for approval by NCQHA.
2. Special Events and Shows that seek NCQHA approval on the same dates as existing shows will not be approved.
3. Shows held outside the State of North Carolina will be reviewed for approval by the Board of Directors, annually.
4. Shows within the months of January through November 15<sup>th</sup>, will be considered for approval. No shows will be approved after November 15<sup>th</sup> of each calendar year.
5. Show results must be completed and sent to the NCQHA Points Secretary within ten (10) days after the show date.
6. NCQHA will acknowledge any point's extension granted by AQHA. The show secretary is responsible for informing the Points Secretary when an extension has been granted or results have changed due to a disqualification by AQHA.
7. NCQHA will collect monies for year-end awards for Open, Amateur, Youth and Novice divisions. An approval charge of \$3 per horse, per show; is collected from each exhibitor at all NCQHA approved shows.
8. The sponsoring organization is responsible for submitting the approval fees and the show results to NCQHA within ten (10) days following the horse show.
9. If the sponsoring organization fails to remit approval fees postmarked within ten days following the horse show; a penalty fee of \$250.00 will be charged to the show. Subsequent occurrences within the same calendar year will incur a \$500.00 penalty per occurrence.
10. All rules and regulations of AQHA will be enforced at NCQHA approved shows.

The Vice President of Show Management serves as the Chairperson of the Horse Show Committee and appoints a chairperson to each subcommittee. There are three subcommittees of the Horse Show Committee: The No Bling/Rookie Committee, the Tar Heel Triple Classic (TTC) Committee, and the Tar Heel Fall Classic (TFC) Committee.

Each subcommittee shall:

1. Appoint a Show Secretary who will complete and forward the application to AQHA (NSBA when applicable).
2. The Show Secretary will identify and may hire the judges, with final approval by the Vice President of Show Management.
3. Identify a show manager who will participate on the subcommittee.

4. Recommend rules, show program, and fees to the Board of Directors.
5. Select, purchase and distribute circuit awards, highpoint awards, random prizes, etc.
6. Secure show vendors.
7. Coordinate with Sponsorship Committee to solicit sponsors.
8. Assemble a group of volunteers/staff to assist with the show (ring steward, paddock master, announcer, etc.)
9. The Vice President of Show Management is an ex officio member of all subcommittees.

#### No Bling/Rookie/Level I Committee

The No Bling Circuit is a series of shows aimed at encouraging the Rookie and/or Level I exhibitor to participate in AQHA sanctioned horse shows. Exhibitors have the opportunity to show in various venues and locations. Participants in the No Bling Circuit receive year-end awards based on points accumulated.

#### Tar Heel Triple Classic Committee

The Tar Heel Triple Classic is the premier horse show for the NCQHA and consists of three horse shows: The NCQHYA Horse Show, the Little Futurity, and the NCQHA Jamboree.

The Tar Heel Triple Classic (TTC) Committee consists of the Vice President of Show Management, two individuals from each group sponsoring the shows and others deemed necessary by the Vice President of Show Management (such as individuals charged to assist vendors, manage stall and shaving requests, organize hydration for exhibitors, etc.). The sponsoring subcommittees are: the Youth Subcommittee, the Little Futurity Subcommittee and the Jamboree Subcommittee.

#### Tar Heel Fall Classic Committee (TFC)

The Tar Heel Fall Classic is a horse show which provides exhibitors an opportunity to compete just prior to the major AQHA sponsored year-end shows. It offers a mix of regular AQHA and NSBA classes as well as selected Futurity classes. The TFC Committee determines which Futurity classes will be offered at the show. The TFC Committee may determine the need for a Futurity Secretary (depending on the number of Futurity classes offered) who will submit the application (and class results) to NSBA. Two permanent trustees serve on the committee to ensure continuity and quality of Futurity classes offered. The TFC Committee obtains the sponsor recognition awards and the Futurity awards.

It is not a requirement to be a member of NCQHA to exhibit in NCQHA Futurity classes. Non-members will be charged a Tar Heel Fall Classic Futurity fee: \$25.00/owner, \$25.00/exhibitor. This fee will be added to the show tab.

### **MEMBERSHIP COMMITTEE**

The Membership Committee shall:

1. Consist of all District Presidents.
2. Work to increase NCQHA membership

The Membership Application form is posted on the NCQHA website.

### **NOMINATING COMMITTEE**

The Nominating Committee shall:

1. Consist of no fewer than 3 members appointed by the President.
2. Present a proposed slate of officers to the Board of Directors for approval, no later than the November meeting of the Board of Directors.
3. Submit the approved slate of officers to the Web Master for publication on the website not more than 60 or less than 30 days prior to the annual meeting.

## QUEEN COMMITTEE

The Queen Committee shall:

1. Organize and conduct a contest to select the NCQHA Queen:
  - a. Submit a budget to the Finance Committee on an annual basis.
  - b. Place announcement of contest in the spring issues of the Association newsletter and the website to generate interest in the upcoming contest. Update contest entry form (see appendix) and submit to the website.
  - c. Ensure that all applicants meet the eligibility requirements and deadlines for the contest.
  - d. Prepare written test consisting of 50 questions that are based on AQHA and NCQHA rules. The chairperson shall be responsible for the final draft of questions.
  - e. Secure a time and place for the written test and the interviews.
  - f. Select 3 judges for interview portion of contest
  - g. Conduct the horsemanship component with the assistance of the judges at the horse show. Obtain the pattern and designate a tie-breaker judge. Provide the candidate with the pattern at least 10 minutes prior to the horsemanship test.
  - h. Obtain applicable sashes, flowers, crown, photographer, and escorts for the coronation, which is held during the Jamboree Horse Show as part of the Tar Heel Triple Classic.
  - i. Ensure the Queen correctly completes the application for the All American Quarter Horse Congress Queen Contest in conjunction with the President of the Association.
2. Candidate Eligibility:
  - a. Queen candidates must be 18 to 25 years of age, as of January 1<sup>st</sup> of the current year.
  - b. Candidates must be a member in good standing with NCQHA for 12 months prior to the Queen Contest application deadline.
  - c. Candidates must be unmarried and without children.
  - d. Previous membership and active participation in the NCQHA will be considered as part of the selection process. Examples of participation include: showing an American Quarter Horse, participating in the annual Trail Ride or other NCQHA/AQHA recreational events, volunteering, previous membership in NCQHYA or NCAQHA
3. Selection:
  - a. The selection process is three-fold:
    - i. Successful completion of a 50 question written test. (40%)
    - ii. Participate in a panel interview where the candidate will be assessed on personality, poise and social skills. (40%)
    - iii. A test of the candidate's horsemanship skills. (20%)
4. Commitments and Appearances:
  - a. The Queen will represent NCQHA at the All American Quarter Horse Congress Queen contest and numerous events throughout the year.
  - b. It is expected that the NCQHA Queen is in attendance at key events such as the Jamboree Show (which is a part of the Tar Heel Triple Classic), the Tar Heel Fall Classic and the annual Awards Banquet. Duties include: handing out awards, serve as an ambassador for NCQHA and assisting with other duties.
  - c. When possible, she should attend other NCQHA sponsored events such as the All Novice Shows, the annual Trail Ride, District Shows, and District Banquets.

Application for the Queen Contest is posted on the NCQHA website.

## RECOGNITION/AWARDS COMMITTEE

See Awards Program

## SPONSORSHIP COMMITTEE

The Sponsorship Committee shall:

1. Work with the No Bling/Rookie, the Tar Heel Triple Classic, the Tar Heel Fall Classic Committees, the Youth Association and the Amateur Associations to insure a coordinated fund raising effort.
2. Solicit sponsorships and partnerships with interested individuals, corporations, and organizations to benefit the NCQHA and further promote the American Quarter Horse.
3. The sponsorship chairman is responsible for sending out "thanks you" notes to sponsors.

4. Inform/communicate to donors and sponsors that gift is non-tax deductible
5. Sponsor forms are found on the NCQHA website.

**TRAIL RIDE COMMITTEE**

The NCQHA Trail Ride Committee shall be comprised of the Ride Coordinator and additional members charged with the objective of planning and executing a minimum of one trail ride each calendar year.

The Trail Ride Coordinator shall:

1. Serve as the Chairperson of the Trail Ride Committee and preside at the committee meetings to develop budget and marketing plan.
2. Act as the primary liaison with AQHA regarding planning the ride and submitting any necessary paperwork.
3. Coordinate arrangements for ride facilities, catering, entertainment, and activities.
4. Secure a Trail Boss who will be responsible for outlining ride routes, maps, and securing additional guides.
5. Oversee sponsorship efforts, ensuring that proper sponsorship forms are completed and submitted to the NCQHA Sponsorship Committee and Treasurer.
6. Submit a post-ride report and financial statement.

**NCQHA DIVISIONS**

**AMATEUR ASSOCIATION**

The North Carolina Amateur Quarter Horse Association (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 Constitution and MOP of the Association. The President of the Amateur Association will provide regular reports to the Executive Vice President at the NCQHA Board meetings.
2. The NCAQHA will work with the Finance Committee to prepare and participate in any compilation, review or audit of books and records.
3. The NCAQHA will provide the Treasurer with all necessary records to ensure annual taxes are filed in a timely manner.
4. The Amateur Association has the right to adopt policies that relate to their activities as long as they are in accordance with NCQHA's Constitution and MOP.

**YOUTH ASSOCIATION**

The Youth Association (NCQHYA) 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 Constitution and MOP of the Association. The Youth Advisor will provide regular reports to the Executive Vice President at the NCQHA Board meetings.
2. The NCQYHA will work with the Finance Committee to prepare and participate in any compilation, review or audit of books and records.
3. The NCQYHA will provide the Treasurer with all necessary records to ensure annual taxes are filed in a timely manner.
4. The Youth Association has the right to adopt policies that relate to their activities as long as they are in accordance with NCQHA's Constitution and MOP.

**NCQHA DISTRICTS**

1. Districts are a division within the North Carolina Quarter Horse Association (NCQHA) and shall be governed by and operate within the scope of the Constitution and MOP of the Association. District Presidents will provide regular reports to the Executive Vice President at the NCQHA Board meetings.
2. NCQHA Districts will file all necessary tax documents in a timely manner.
3. The Districts have the right to adopt policies that relate to their activities as long as they are in accordance with NCQHA's Constitution and MOP.

