



ARTICLE I: Name and Purpose

Section 1. This organization, referred to as the North Carolina Quarter Horse Youth Association (NCQH YA), is a division of the North Carolina Quarter Horse Association (NCQHA) and shall operate within the scope of the Constitution and Manual of Operating Procedures of NCQYHA. The NCQH YA is governed by the NCQHA Board of Directors. In addition, the NCQH YA is a state youth affiliate of the American Quarter Horse Youth Association (AQHYA).

Section 2. The objectives and purposes of NCQH YA are:

- a. To improve and promote the American Quarter Horse breed.
- b. To improve and develop the capabilities of youth, both individually and through group participation in the breeding, raising and exhibition of American Quarter Horses.
- c. To develop and improve scholarship, leadership and community interest and participation of young equestrians.
- d. To encourage high moral character, safety and clean living among all its members.
- e. To establish a means whereby youth members may work in conjunction with AQHA Youth Activities Committee.
- f. To use scholarship, leadership, sportsmanship and character to provide a future for our horse.
- g. To promote the welfare, respect, and pride of ownership of the American Quarter Horse among youth.
- h. To promote knowledge, welfare and versatility of the American Quarter Horse.
- i. To acquaint NCQH YA members with their state affiliate (NCQHA), their national affiliate (AQHA); and their structure, function and relationship to each other.

ARTICLE II: Membership

Section 1. Membership is open to all youth 18 years of age and under interested in the equestrian lifestyle.

Section 2. The youth and/or the youth's parents must belong to the NCQHA.

Section 3. Members are expected to abide by the NCQHA Constitution and Manual of Operating Procedures (MOP).

Section 4. NCQHA youth membership is under the guidance of the North Carolina Youth Activities Committee (YAC).

ARTICLE III: Youth Advisory Committee

Section 1. The Youth Advisory Committee consists of the NCQHA Youth Advisor(s), the Youth Director Emeritus, the Controller (Treasurer of NCQHA), committee chairpersons and additional interested adults.

The YAC is made up of at least four adults who assist in carrying out the duties and responsibilities of the Youth Executive Committee.

- a. In the event of a vacancy on the YAC, any member may recommend a person(s) to serve. The recommendation shall be approved by the existing YAC committee with a majority vote.

Section 2. The business and property of the NCQHYA shall be managed and controlled by the Youth Executive Committee under the direction and guidance of the YAC.

Section 3. The YAC is governed by the Constitution of the NCQHYA and is under the direction of NCQHA. The YAC reports to the NCQHA Board of Directors.

Section 4. The YAC appoints the Youth Advisor.

Section 5. During the interim between annual or special meetings, the YAC is empowered to direct the affairs of the organization.

Section 6. Controller: The North Carolina Quarter Horse Association is a Section 501c5 organization. Divisions of the association include the NCQHA, the North Carolina Amateur Quarter Horse Association, the North Carolina Quarter Horse Youth Association, and the North Carolina Quarter Horse Crisis Fund. Each group that falls under the Federal Identification Number of NCQHA should have their record keeping maintained in a QuickBooks file. The NCQHYA should abide by financial policies and procedures of the NCQHA as documented in the Manual of Operating Procedures. The Controller shall receive and disperse funds on behalf of the NCQHYA. The Controller shall account for all funds via QuickBooks reports, itemized statements and other documents. The Controller will provide documentation and guidance to the youth Treasurer in reporting the financial status at the annual meeting of the youth association, and as requested; to the NCQHA Board of Directors. The Controller shall guide the Youth Executive Committee in the development of a detailed budget of proposed and anticipated expenditures at the beginning of each fiscal year. Upon approval of the budget, it becomes binding upon the Youth Executive Committee and cannot be exceeded in the total amount set forth, by more than ten percent (10%) without a majority vote by the Executive Committee.

ARTICLE IV: NCQHYA Executive Committee

Section 1. The Youth Executive Committee shall consist of the president, executive vice president, the vice president of fundraising, secretary, treasurer, historian/reporter, and members of the Youth Advisory Committee.

Section 2. The Youth Executive Committee shall meet regularly, but not less than four times per year. The secretary shall give 10 days' written notice, but such notice may be waived by any member. A quorum shall be three members. Any officer with three (3) absences from any regular scheduled meeting or event is subject to removal from said office. The decision will rest solely with the YAC and the Executive Officers.

Section 3. Vacancies in any office of the youth association shall be filled by the executive committee for the unexpired term and those appointed shall serve until the election of their duly qualified successors.

ARTICLE V: Officers and Responsibilities

Section 1. NCQHYA Officers: The officers of the organization shall be the president, executive vice president, vice president of fundraising, secretary, treasurer, historian/reporter, and directors. These officers shall be elected by the members of the NCQHYA at the annual meeting. In situations of limited numbers of candidates for youth offices, the Youth Advisory Committee may elect to combine some offices. The officers will hold office for a period of one year. Officers may be elected to different offices, or reelected to the same office each year. An officer must remain eligible for NCQHYA membership and a member in good standing for the duration of their term. An officer cannot turn 19 years of age before January 1 during the term in which they are serving.

- a. **President:** The president is responsible for providing leadership and high moral standards to the members. The president shall preside over all meetings, under the guidance of the Youth Advisor. NCQHYA meetings are conducted using Parliamentary Procedure (Robert's Rules of Order). The president shall appoint all committees of the association with approval by the YAC. Under the supervision of the Youth Advisor, the president will communicate the events and activities of the Youth Association using the NCQHA website or FaceBook. The president shall submit a report of the status of the association and its activities during the preceding year at the annual youth meeting. The president shall have other duties and authority as may be prescribed elsewhere in this constitution or from time to time by the Youth Advisory Committee.
- b. **Executive Vice President:** The executive vice president (EVP), in the absence, disability or inability to act of the president; perform the duties and exercise the powers of the president, and perform other duties as the president shall prescribe from time to time. The EVP will assist with coordination and administration of the affairs of the Youth Association. The EVP participates under the supervision of the Youth Advisor.
- c. **Vice President of Fundraising:** The Vice President of Fundraising works with the President, the Youth Advisor, the Youth Advisory Committee and other executive officers to execute the association's activities. The VP of Fundraising works with NCQHA Vice President of Shows and the Youth Show Management. She/he shall assist with committee activities and will be responsible for organizing and assisting with all fundraisers for the association. This officer participates under the supervision of the Youth Advisor.
- d. **Secretary:** The secretary attends all meetings of the Youth Executive Committee and documents the proceedings and all votes taken by the NCQHYA. The Secretary will works with the Youth Advisor to communicate to youth members. The Secretary is responsible for documentation of roll call, recording the minutes, and preparation of the minutes for review and approval by the Executive Committee. The Secretary will collaborate with the Youth Advisor, the President and the Historian/Reporter on communications to the membership. The secretary shall perform like duties for the committees when requested to do so. The secretary has principal responsibility to give notice of all meetings of the Youth Executive Committee to its members. The secretary is responsible for all Thank You notes as directed by the Youth Advisor and the Executive Committee. The secretary participates under the direction of the Youth Advisor.
- e. **Treasurer:** The treasurer will work in collaboration with the Controller (Treasurer of NCQHA) to examine the financial need of specific projects, initiatives and needs of NCQHYA and reporting those costs to the NCQHYA members. The treasurer works with the Vice President of Fundraising to determine financial impact of fundraisers to the association. The treasurer participates under the supervision of the Youth Advisor.

- f. **Historian/Reporter:** The primary responsibility of the historian/reporter is to communicate youth association activities and information to its members. She/he ensures youth association news is communicated via Facebook, the NCQHA website, flyers, etc. The historian/reporter maintains records of the association, including photographs, events, activities and fundraisers held by or on behalf of the youth association. The historian/reporter tracks the names of members who participate in an event or activity, and collects photos and other information for each event. The historian/reporter collaborates with the president and the secretary to develop and submit information for communication to members. The historian/reporter shall monitor membership growth and report membership data and information to the Youth Directors for outreach and planning opportunities. The historian/reporter participates under the direction of the Youth Advisor.
- g. **Directors:** The duties of a NCQHYA Director are to enhance communication and serve as a liaison between the youth membership and the Youth Executive Committee. She/he shall listen to other members in the association and bring ideas and issues to the attention of the Executive Committee. Directors shall be present at meetings, activities and events of the NCQHYA. She/he shall serve on a committee as designated by the Youth Executive Committee and shall serve as an ambassador of NCQHYA and encourage membership and involvement in the association. Directors work with NCQHA Vice President of Shows and the Youth Show Management.
- h. **Vacancies of Elected Offices:** All vacancies in the elective offices of the NCQHYA shall be filled by the Youth Executive Committee for the unexpired term. The individual may run for that office during the next election, providing they remain within the guidelines of eligibility.

ARTICLE VI. NCQHYA Youth Advisor(s).

Section 1. The Youth Advisor(s) is/are appointed by the YAC with approval by the NCQHA Board of Directors. The Youth Advisor(s) must be a member in good standing of the American Quarter Horse Association and the North Carolina Quarter Horse Association prior to and throughout the duration of their term. The Youth Advisor(s) serves as a voting member of the NCQHA Board of Directors and the Youth Advisory Committee. If there is more than one Youth Advisor, only one is permitted voting rights.

Section 2. The Youth Advisor(s) shall be the chief executive officer of the association, with general supervision of the affairs of the association.

Section 3. The duties of the Youth Advisor(s) are:

- a. To enhance communication and serve as liaison between NCQHYA members and the NCQHA Board of Directors.
- b. Maintain order at all meetings of the Youth Executive Committee and the YAC
- c. Schedule and prepare venues, rooms and facilities for meetings of the association.

Section 4. The business address of the NCQHYA shall be the mailing address of the Youth Advisor(s). All correspondence regarding NCQHYA shall be directed to the Youth Advisor(s) at the NCQHYA business address.

ARTICLE VII: Elections

Section 1. Election of NCQHYA Officers and Directors will be held at the annual meeting. Officers shall be fourteen (14) years or older on January 1 of the year in which they intend to serve. The number of Directors will not exceed twelve (12). Candidates must be a current member of NCQHYA and participate in activities and programs of the association. In order to be eligible to serve as an officer, the youth must have served as a youth director for at least one year.

Section 2. Candidates requesting to serve as an officer or director must submit the "Intent to Serve" and a "Candidate Requirement" form, signed by the youth and their parent prior to the deadline. Both documents must be sent to the Youth Advisor or the Youth Advisory Committee. Prior to the election, all candidates must meet the requirements of the office and show evidence of payment of NCQHYA membership for the year they wish to serve. Candidates for position of Director can be nominated from the floor, providing she/he meets the membership requirements.

ARTICLE VIII: Approval and Amendments

Section 1. Upon approval by the Youth Advisor, the YAC and 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 Manual of Operating Procedures are voted on by the Youth Executive Committee.

ARTICLE IX: Awards

Section 1. The members of the NCQHYA will abide by the rules and regulations outlined in the NCQHA Awards Program, located in the NCQHA Manual of Operating Procedures.

A year-end award may be offered for an event without relationship to a horse (ex. an educational achievement award or memberships drive award) as determined and defined by the Youth Executive Committee.

ARTICLE X: Discipline. It is a privilege and not a right to serve as an NCQHYA Officer, Director or member. Throughout an individual's tenure with NCQHYA, he/she must:

1. Remain a member in good standing of the NCQHYA,
2. Adhere to NCQHYA, NCQHA and AQHA rules and regulations pertain to member conduct,
3. Conduct themselves in an exemplary manner such as to favorably reflect on NCQHYA, and;
4. Refrain from conduct detrimental to the interest of NCQHYA, its programs, policies, objectives and harmonious relationship with its members.

Officer, Director and member conduct is subject to continual review and an individual's continued participation may be terminated or rejected by the YAC with or without notice and formal hearing.

ARTICLE XI: Liability. The North Carolina Quarter Horse Association and/or the North Carolina Quarter Horse Youth Association are not be responsible for loss due to accident, injury, theft or otherwise sustained by any member, visitor or guest.

