

OPERATING PROCEDURES OF THE
NORTH CAROLINA QUARTER HORSE ASSOCIATION
January, 2010

CHANGES IN OPERATING PROCEDURE

Although the Constitution and By-Laws may be amended only by consent of the membership of the Association, the operating procedures of the Association should be considerably more flexible. Therefore, the By-Law Committee is charged with the responsibility of studying these procedures each year to determine possible improvements. Proposed changes in procedure are then recommended to the Board of Directors for final action.

MEMBERSHIP FEES

Membership fees beginning in 2002 as recommended by the Board of Directors for the 2002 year are as follows; Individual \$25, Family \$35 . Individual Lifetime membership \$200.00

BOARD OF DIRECTORS

The Board of Directors shall:

1. Convene monthly 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 By-Law Committee).
5. Agree to and uphold the NCQHA Board Members' Code of Ethics (Appendix 1).
6. **Review and approve all Committee budgets**

PRESIDENT

The President shall:

1. Serve as Chairperson of the NCQHA Board and preside at such meetings. It is suggested that the President post the proposed agenda on the website 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 By-Laws.
3. Appoint Vice President of Shows and Vice President of Administration.
4. Serve as ex-officio member of all Committees, and maintain close liaison 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. Write article for inclusion in monthly newsletter.
7. Represent the Association at various shows, events and meetings.
8. Be responsible for signing all official documents, such as contracts, agreements, or other legal instruments, that have been approved by the membership or the Board.

9. Keep the other officers and Board members advised on significant activities of the Association and solicit their suggestions.
10. Chair the meetings of the Board of Directors.
11. Act as emcee for the annual meeting, banquet and awards presentations.
12. Upon the death of a former officer of the NCQHA, write to an appropriate family member of the deceased to express sympathy.
13. Preside at the business session of the annual meeting. Prior to the business session, notify committee chairpersons as to whether they are to make an oral report or to bring written reports.
14. Write letters of thanks to all speakers and appropriate hotel personnel.
15. Appoint a nominating committee with a minimum of three (3) members.

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: Finance, Sponsorship, Membership, Trail Ride, and Show Points Secretary, Supervise the work of the committees and act as the liaison between the Board and the committees, including the Amateur, Youth and District's.
3. Perform other duties delegated by the President or the Executive Board.
4. Be responsible for the conduct of the Annual membership meeting. The Executive VP shall work with sufficient members to schedule, plan, and conduct the Convention and Awards Banquet including applicable speakers and entertainment.

VICE PRESIDENT OF ADMINISTRATION

The Vice-President of Administration shall:

1. Appoint the chairperson and members of the following committees: By-Law, Recognition, Queen, Animal Welfare.
2. Supervise the work of each committee and act as the liaison between the Board and the committee.
3. Appoint and supervise a Communications Director.
4. Perform other duties delegated by the President or the Executive Board.

VICE-PRESIDENT OF SHOW MANAGEMENT

The Vice-President of Show Management shall:

1. Vice President of Show Management will be the Chairman of the Show Committee will appoint the members of the 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 show/event committees.
3. Monitor progress of show/event committees to assure efficiency and effectiveness.
4. Work with show managers to secure the services of show secretaries, announcers, ring stewards, and paddock masters.
5. Work with committees and show managers to be sure all awards are ordered and received in a timely manner.

6. Appoint a Points Secretary who will tabulate and post NCQHA points according to the provisions of Article XII of the Constitution.
7. Perform other duties delegated by the President or the Executive Board.
8. Secure show managers for each event

SECRETARY

The Secretary shall:

1. Take minutes at all official business meetings of the Association. Annual and board
2. Receive membership applications, keep list of all current year and Lifetime members.
3. Provide membership list for each district monthly.
4. Provide membership list to Newsletter editor.
5. Prepare membership mailings.
6. Provide and receive Show Application for all North Carolina shows.
7. Maintain and store NCQHA records.
8. Ensure updates to the By-laws are recorded and published.
9. Provide synopsis of Board meeting activities to Editor and Webmaster for publication.
10. Keep NCQHA Points Secretary current on all paid memberships to facilitate calculating show points.

TREASURER

The Treasurer shall:

1. Receive and disburse all monies of the Association.
2. Prepare monthly expense and income statement for monthly NCQHA board meetings.
3. Prepare profit and loss statements for each project of the Association.
4. Prepare yearly financial statement for Association annual membership meeting.
5. Provide all documents necessary to accountant to prepare annual report, tax return and audit.
6. Prepare and submit 1099 forms.
7. Assure that contracts are signed, and fees are paid according to the schedule
- 8. Be sure all events are properly insured.**
- 9. Maintain the Budgets submitted by the Committees for tracking**

AQHA DIRECTORS

The representatives shall:

1. Attend the AQHA convention and prepare a AQHA Directors report annually.
2. Attend the Board meetings of the NCQHA and present any applicable business items from the AQHA.
3. The representative should do his/her best to maintain and promote good will between NCQHA and AQHA and be a liaison between the two organizations.
4. The representative should transmit to the Board of Directors of AQHA such things as NCQHA problems or policy which would be of interest or concern to AQHA. At times, he/she will be directed by the NCQHA Executive Board to transmit certain items to AQHA; at other times, he/she must use his/her own judgment.
5. Conversely, certain items of business will need to be carried from AQHA back to the Executive Board of NCQHA.
6. Serve on an AQHA standing committee and be available to serve on an AQHA task force as needed ,which is a requirement of AQHA.
7. Be available to AQHA members who reside in North Carolina to answer questions or assist the membership in any way.

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. Maintain a Newsletter Information Network comprised of persons appointed by the Newsletter to provide information that may be considered for inclusion in the Newsletter.
3. Collect information to keep the membership of the Association aware of various activities such as:

Association events and programs.

State show schedules.

Significant actions of the Executive Board and changes in the Constitution and By-Laws of the NCQHA.

NCQHA Committee activities. Receive from the NCQHA Editor, copies of all committee reports and include appropriate excerpts.

4. Publish annual membership directory.
5. Be responsible for website policy and content.
6. Work with Webmaster to insure that all relevant information (points, meeting minutes, etc.) is posted to website.
7. Initiate and monitor advertising of all events sponsored by NCQHA . Submit a budget and present it to the Board of Board of Directors for approval.

STANDING COMMITTEES:

ANIMAL WELFARE

The Animal Welfare Committee shall:

1. Consist of a committee that complaints can be reported to concerning inhumane treatment at NCQHA and AQHA sponsored events in the State .
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 AHA members 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.

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 bylaws, rules and regulations of that association. The President of the Amateur Association will be responsible for monthly reports to the Executive Vice President at the NCCQHA Board meetings.
2. **The Amateur Association has the right to adopt policies that relate to their activities as long as they are in accordance with NCQHA's bylaws and MOP.**

BY-LAW COMMITTEE

The By-Law Committee shall:

1. Review the MOP and By-Laws on a yearly basis and present changes or corrections to the NCQHA Board of Directors.

CRISIS FUND COMMITTEE

1. Shall be composed of a Chairperson and up to four Committee Members.
2. Determine the eligibility of NCOHA Members requesting assistance, and determine the severity of the disaster, hardship or illness.

3. Review the guidelines and determine the amounts distributed or services granted to the Recipient.
4. Coordinate Silent Auctions, Sponsorships, and other means of raising money for the Crisis Fund.
5. Each Committee member will be given a copy of the request to review prior to the distribution, if any, of funds.

FINANCE COMMITTEE

The Finance Committee shall:

1. Consist of at least 3 member's, appointed by the Executive Vice-President, one of which is required to be the current Treasurer.
2. Work with Executive committee to present a proposed operating plan to the Board of Directors at the annual meeting.
3. If a major policy change or large expenditure (above \$500) is presented at a board meeting it will automatically be tabled for a review by the Finance Committee so it may be presented at the next Board meeting for review and vote.
4. Present a comparison of the operating plan with actual results to the Board of Directors every 90 days or as requested by the Executive Committee. The comparison should be broken down by specific activity (Futurity, Jamboree, etc.)
5. Require that the sponsor of all new initiatives present a detailed financial plan of anticipated expenses to the committee for consideration 30 days prior to the event..
6. Establish and maintain a responsible, transparent fiscal policy for the Association.
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.

SHOWS

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

Section 1. A show must be approved by AQHA before being considered for NCQHA approval.

Section 2. NCQHA requires show Secretary to apply ninety (90) days in advance of show dates, contingent upon AQHA approval.

Section 3. Existing, established shows, i.e., shows that were approved in the prior calendar year, will be approved.

Section 4. New, in-state shows that seek NCQHA approval on the same dates as existing established shows will not be approved.

Section 5. Shows held outside the state of North Carolina will not be considered for approval.

Section 6. Shows within the months of January through November 15th, will be considered for approval. No shows will be approved after November 15th of each calendar year.

Section 7. Show results must be completed and sent to the NCQHA Points Secretary within then (10) days after the show date.

Section 8. NCQHA will acknowledge any points extension granted by AQHA. Yet it is the responsibility of the show manager to let the Points Secretary know that an extension has been granted.

Section 9. Failure to send in show results within the specified time will result in forfeiture of NCQHA approval for the next calendar year.

Section 10. There will be a \$3 per horse, per show; approval charge at all NCQHA approved shows. This will go to the NCQHA and will be allocated for year-end awards for the Open, Amateur, Youth and Novice divisions.

Section 11. It is the responsibility of the show Secretary to collect the office charge and submit it to NCQHA along with show results within ten (10) days after the show.

Section 12. Any show that fails to remit approval fees in ten (10) days after the show must post a \$1000 bond or a certified check for \$1000 before any future shows will be approved.

Section 13. All rules and regulations of AQHA will be enforced at NCQHA approved shows.

Section 14. All NCQHA approved shows must publish and enforce the leash law for dogs during the show.

FUTURITY COMMITTEE

The NCQHA Futurity Committee will consist of 13 members. They will be appointed by a nominating committee which is composed of the current NCQHA President, the current NCQHA Vice President of Shows, the current Chairman of the Futurity Committee and the current Secretary of the Futurity Committee. The nominating committee will accept recommendations for the committee until December 15th of each year. They will present the committee to the NCQHA Board of Directors at the January meeting so the committee will be operational to begin preparing for the Futurity and make a report at the NCQHA annual meeting.

The Futurity Committee will consist of 3 entities;

1. Futurity Officers: Chairman, Vice Chairman, Futurity Secretary and Stallion Service Auction Secretary. These will be appointed to 3 year terms by the nominating committee. They may serve consecutive terms.
2. Futurity Committee Members: This will consist of nine members, each of which serves a 3 year term with 3 members rotating off the committee each year. Upon completion of a term a member must rotate off the committee for at least 1 year. A member may request to be replaced at any time during their term. A replacement will be appointed to fulfill the remainder of the original term.
3. Trustees: Two trustees will be appointed by the nominating committee for a 3 year term and may serve consecutive terms with a rotating period.
4. The Show Secretary will be responsible for the hiring of judges and submitting the Applications to AQHA.

The NCQHA President and Vice President of Shows will be ex-officio members of the committee. The initial committee will be taken from the present operating committee with the terms randomly drawn by the nominating committee.

JAMBOREE COMMITTEE

The Jamboree Committee shall:

1. Include the show manager as a member.
2. The Show Secretary will hire the judges and be responsible for sending the applications to AQHA
3. Recommend rules, show program, and fees for the Jamboree to the Board of Directors.
4. Recommend and secure awards for the Jamboree.
5. Contact and secure show vendors.
6. Coordinate with Sponsorship committee to solicit sponsors.
7. Provide physical assistance with the show.

MEMBERSHIP COMMITTEE

The Membership Committee shall:

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

Attach membership application

NOMINATING COMMITTEE

The Nominating Committee shall:

1. Must consist of no fewer than 3 members appointed by the President.
2. Responsible for presenting a proposed slate of officers to the board no later than the October board meeting.
3. Responsible for publishing board approved slate of officers in the Newsletter and on the NCQHA website not more than 60 or less than 30 days prior to the annual meeting.

QUEEN COMMITTEE

The Queen Committee shall:

1. The committee will organize and conduct a contest to select the NCQHA Queen and submit a budget to the Finance Committee. .
2. Place announcement of contest in Association newsletter soliciting contestants in February, March, April, and May issues.
3. Solicit donations of merchandise and money for prizes for the Queen and runner-up(s) to be displayed and awarded at the contest. Solicit appropriate wardrobe, tack, accessories, and horse for the Queen's use during the Congress contest.
4. Update contest entry form (see appendix) and make available on the website.
5. Obtain 3 judges for interview portion of contest.
6. Ensure that all applicants meet eligibility requirements and deadlines.
7. Prepare written test of 50 questions based on AQHA and NCQHA rule books. The chairperson shall be responsible for the final draft of questions.
8. Secure a time and place for judges interviews and written test. The interviews will be conducted prior to the written test.
9. Conduct a social activity for judges and candidates (preferably a luncheon) where judges can assess candidates' personality, poise and social skills.
10. Conduct the horsemanship component with the assistance of the judges at the horse show. Obtain the pattern and designate a tie-breaker judge.
11. Post the pattern 10 minutes prior to the class.
12. Obtain applicable sashes, flowers, crown, photographer, and escorts for the coronation.

13. Ensure that the Queen correctly completes the application for the Congress Queen contest in conjunction with the President.
14. Mandatory that Queen be available at Key Events, Jamboree Show, Futurity and the Banquet to hand out awards. **If she is not able to attend she is responsible for finding a substitute.**
15. She should be available to attend, when possible, other NCQHA Sponsored events IE: TTC, All Novice Shows, Trail Ride, District Shows, and District Banquets.
16. The Queen will represent NCQHA at the Congress Queen contest and numerous events throughout the year.

Attach Queen application form

RECOGNITION/AWARDS COMMITTEE

The Recognition/Awards Committee shall:

1. Be responsible for budgeting, procuring, and awarding year end awards for:
 - A. Show Manager of the Year
 - B. Eldon Pait Sportsmanship Award
2. Receive the year end award winners from the Points Secretary.
3. Charlie Miller Award. Can be given by any member of the association and will be paid for by presenter.
4. Procure awards for the Jamboree, Futurity, and All Novice Shows
5. Procure Sponsor recognition awards

STALLION SERVICE AND AUCTION COMMITTEE

The Stallion Service and Auction Committee shall:

1. Conduct the NCQHA Stallion Auction according the attached rules.
2. Solicit stallions.
3. Advertise
4. Provide the Webmaster with an up to date list of Stallions, both sold and unsold, on a monthly basis
5. Provide person who donates the stallion or buys a stallion service a certificate for their free entry.
These certificates must be presented to the Futurity Secretary upon making an entry into the Futurity.

Attach rules.

SPONSORSHIP COMMITTEE

The Sponsorship Committee shall:

1. Work with Jamboree and Futurity committees and Youth and 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.

Attach sponsorship form.

TAR HEEL TRIPLE CLASSIC COMMITTEE

1. Consist of two people from each group sponsoring the shows and the Vice-President of shows.

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 paper work.
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

YOUTH COMMITTEE

The Youth Committee shall:

- 1. Be a Division of the North Carolina Quarter Horse Association (NCQHA) and shall be governed by and operate within the scope of the bylaws, rules and regulations of that Association. A report will be given to the Executive Vice President on a monthly basis at the NCQHA Board meeting.**
- 2. The Youth Association has the right to adopt policies that relate to their activities as long as they are in accordance with NCQHA's bylaws and MOP.**

NCQHA DISTRICTS

- 1. Be a Division of the North Carolina Quarter Horse Association (NCQHA) and shall be governed by and operate within the scope of the bylaws, rules and regulations of that Association.**
- 2. The Districts have the right to adopt policies that relate to their activities as long as they are in accordance with NCQHA's bylaws and MOP.**

