

MASSQHA

MASSACHUSETTS QUARTER
HORSE ASSOCIATION

2011

HANDBOOK

MassQHA BY LAWS

(Revised 2011)

ARTICLE I NAME

This association shall be known as the Massachusetts Quarter Horse Association (MassQHA) and shall be operated and conducted as a non-profit organization in accordance with the laws of the Commonwealth of Massachusetts.

ARTICLE II PURPOSE

The Corporation is organized under Chapter 180 of the General Laws of the Commonwealth of Massachusetts exclusively for charitable and educational purposes, including, to educate youths and adults about the American Quarter Horse, its temperament and history; to promote the best interests of Quarter Horse owners, riders, and enthusiasts, as well as the breed; to promote and encourage breeding, performance, and competitions involving the American Quarter Horse within the Commonwealth; to encourage sportsmanship and youth activity; and in furtherance of such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(5) of the Internal Revenue Code of 1986, as amended, or the corresponding section of any future federal tax code and the regulations promulgated thereunder (the "Code") and for charitable and educational purposes within the meaning of said section 501 (c)(5). The Corporation may carry on any activities in connection with any of the foregoing purposes, and have and exercise all of the purposes and powers conferred upon nonprofit corporations under Section 6 of Chapter 180 of the General Laws of the Commonwealth of Massachusetts as now in force or hereafter amended, and do everything necessary or appropriate to accomplish any of the foregoing purposes to the extent permissible under the laws of the Commonwealth of Massachusetts, all to the extent not inconsistent with the requirements contained in section 501(c) (5) of the Code, and not inconsistent with any other provision of these Articles of Organization.

ARTICLE III THE ASSOCIATION

No profits shall proceed to any officer, shareholder, director or member of the corporation. Upon dissolution of or the termination of the corporation, any property owned by it shall be distributed to non-profit charitable organizations only.

ARTICLE IV MEMBERSHIP

Any person desirous of furthering the purpose outlined in Article II is eligible for membership. Members shall be admitted, retained and expelled in accordance with such rules and regulations as the Board of Directors may, from time to time, adopt. Anyone denied the rights and privileges of membership in AQHA, by AQHA, will also be denied the rights and privileges of membership in MassQHA.

While in good standing, all members shall have equal rights, interests and responsibilities with respect to the Association; shall obey and be bound by all By-Laws, rules and regulations of the Association and decisions or actions of the Board of Directors and / or Officers; shall have the right to vote by personal attendance at membership meetings; and shall have the right to hold office and committee assignments, except as otherwise limited. In all matters governed by the vote for members (ones no longer eligible for youth), each member in good standing shall be entitled to one (1) vote.

"GRANDFATHER CLAUSE" MEMBER: Is any current MassQHA member who has been a member and resident of Massachusetts for the previous five (5) years and subsequently moved out of state.

"BORDERING STATE" MEMBER: Any person who lives in a state bordering Massachusetts who does not have an organization or chartered Quarter Horse Association may join MassQHA with the full privileges of a resident of Massachusetts in MassQHA.

ARTICLE V DUES

The Board of Directors shall fix dues for membership and special assessments from time to time. An annual fee as set by the Board of Directors shall be paid by each annual member and shall be due and payable on or before March 1 of each year.

That portion of the annual dues collected that can be attributed to a youth membership shall be credited to MQHYA.

- A. Single Membership (Individual)
- B. Youth Membership
(Must be accompanied by parent or guardian membership)

- C. Mr. & Mrs. Membership (2 votes)
- D. Life Membership (Individual Adult)
- E. Family Membership (members of a family to join for a set fee. An adult must join as a single member or in the case of a husband / wife team, a Mr. & Mrs. Membership, with unlimited number of children.)
- F. Associate (This type of Membership entitles members to all information from date of membership up to and including the MassQHA Annual Show held in May. This type of membership will allow members to show their animals in Futurities / Maturities. Associate Membership will not offer any voting privileges, year-end awards, the free yearly subscription to the Equine Journal, or any written materials after May. Associate Membership will not be allowed as a youth's qualifying membership.)

ARTICLE VI MEETINGS

There shall be an annual meeting as fixed by the Board of Directors for the purpose of electing the officers and Directors and for receiving the annual reports and transactions of other business. The annual meeting shall be held in November. The President who shall employ Robert's Rules of Order conducts all meetings. Committee meetings shall meet whenever and wherever called by the direction of the President or Committee Chairperson.

Transactions of business in which decisions are ultimately affecting incoming elected Officers and /or Directors shall be attended by said Officers and /or Directors affording them a voice in the decisions effecting their tenure in office. Four (4) votes from Board Members allow a motion to be "tabled" once for a maximum of 30 days. Electronic transmission may be used by Officers and Directors to conduct day-to-day business of MassQHA. Also, telephonic meetings (conference calls) may be used when necessary for the Officers and Directors to hold a Board Meeting.

ARTICLE VII ELECTIONS

There shall be a nomination of officers & directors at the General Meeting held in October of the preceding year. All nominations for officers and directors will be open to the floor. Ballots will be distributed at the November meeting; members have to be present to vote. Only residents of Massachusetts (including Grandfather Clause members) and those persons who live in a state bordering Massachusetts who don't have an organization, or chartered Quarter Horse Association may vote. Any adult member in good standing will be entitled to one (1) vote.

ABSENTEE BALLOTS

MassQHA will allow members who are physically attending the AQHA World Show, to place an absentee ballot, with the stipulation that they must be received by a MassQHA director prior to the annual meeting.

ARTICLE VIII QUORUM

A minimum of eight (8%) percent of the enrolled membership shall constitute a quorum. At all meetings of the officers; three (3) officers shall constitute a quorum and a majority of the number of directors shall constitute a quorum for the transaction of business.

ARTICLE IX MEETING NOTICE

Notices of meetings shall be posted on MassQHA's web-site at least (7) days prior to such meetings. Notification for general membership meetings shall be posted in the newsletter stating time, place, and agenda for meeting.

ARTICLE X OFFICERS / DIRECTORS

The officers of the Association shall be: President, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer and Youth Advisor. The Board of Directors shall consist of the President, other elected officers and seven (7) members of the Association. Those elected shall take office January 1 and shall hold their office until their successors are duly elected and qualified. All records shall be transferred by February 1 to the new officers. The immediate Past President of the Massachusetts Quarter Horse Association shall automatically become a member of the Board of Directors with full voting privileges for one year. Thereafter that Board position will be filled by election at the Annual Meeting, should the President be the same person in the succeeding year(s). Should the immediate Past President be elected to another position as an officer of the Association, the Board of Directors position will be filled at the Annual Meeting by election or if vacated after the Annual Meeting by appointment made by the President. No more than two (2) members of the same immediate family may serve simultaneously as Officers and/or Directors.

ARTICLE XI DUTIES

The business and property of the Association shall be managed and controlled by the Board of Directors. Definitions of the duties of Officers and Directors are as follows:

A. The duties of the Presiding Officer or President of this Association are:

1. To conduct all general meetings according to Robert's Rules of Order.
2. To be responsible for appointing and is ex-officio of all committees, except the nominating committee.
3. To be responsible for representing this Association as its administer in any situation that is required. If he or she, or the Vice-President, is not able to fulfill this duty they may appoint a representative in their place.
4. President / Chairperson of the Board shall preside at all meetings of the Board of Directors. The Board of Directors shall see that the By-Laws, rules and regulations of the Association are enforced.
5. To appoint a newsletter editor responsible for coordinating a minimum of 6 newsletters per year.
6. To appoint a Membership Chair to keep Association Official Membership Roll and to send each individual, family and/or youth a copy of the By-laws, Point System and a list of Officers and Board of Directors for the current year.

B. The duties of the Vice President of this Association are:

1. In the absence of the President, the Vice-President serves in his / her stead.

C. The duties of the Treasurer of this Association are:

1. To be responsible for holding the funds deposited by this Association and paying out funds on the order of this Association.
2. To make a full written financial report quarterly (that being four (4) times yearly) and submit same for the record.
3. To report that status of the treasury at each meeting which is to be placed on file, as record.

D. The duties of the Recording Secretary of this Association are:

1. To keep the records of all the proceedings of the Association.
2. To keep on file all Committee reports.
3. To make the minutes and records available to members upon request.
4. To maintain record books in which the By-Laws, special rules of order, standing rules and minutes are recorded and to have current record books on hand at every meeting.
5. To prepare, prior to each meeting an order of business for the use of the presiding officer and copies made available to the general membership.
6. In the absence of the President and Vice-President, to call the meeting to order and preside until the election of a chairman pro-tem, which should take place immediately.

E. The duties of the Corresponding Secretary of the Association are:

1. To conduct the general correspondence for the Association that is not a function proper to other offices or committees.

F. The duties of the Board of Directors of the Association are

1. To sit as members of the Executive Board in addition to other officers and perform such duties as the By-Laws requires.
2. Prior notice of absence from Board Meetings is requested.
3. Any elected Director who is absent for three (3) consecutive times from meetings, without prior notice, is automatically removed and the vacancy filled. The President, with the advice and consent of the Officers and Directors, shall appoint a qualified successor to serve until the next general election. Upon notification of the intent of removal, a review will be conducted which will hear the extenuating circumstances surrounding the absenteeism.
4. Board of Directors have the power and authority to make, amend, repeal and enforce such rules and regulations concerning the conduct, management and activities of the Association, the admission, classifications, qualifications, suspension and expulsion of members, removal of Officers, the rules and regulations governing the procedure of such suspension, expulsion, and or removal, and other details relating to the general purpose of the Association.
5. Board of Directors shall at all times represent that which is in the best interest of the membership.

G. The duties of the Youth Advisor of the Association are:

1. The MassQHA Youth Advisor shall be required to submit current MassQHYA secretary and treasurer reports to the MassQHA Board of Directors during each MassQHA Board meeting.

2. In the event the MassQHA Youth Advisor is unable to attend a MassQHA Board meeting, he/she shall provide reports prior to such meetings.
3. When Co-Advisors are elected, one advisor shall serve as the primary Massachusetts Youth Advisor and official MassQHYA contact.
4. The MassQHYA Youth advisor must submit AQHYA worksheets, requests and all other required paperwork to AQHYA in a timely fashion.
5. The MassQHYA Youth Advisor or appointed adult replacement shall attend the Affiliate Youth workshop, team tournaments, AQHYA Youth World Show and Quarter Horse Congress.
6. The Youth Advisor shall attend MassQHYA Youth meetings and be available to the Youth members.
7. The Youth Advisor shall oversee team selection for the AQHYA Youth World show and Congress and any other team tournament that may arise, adhering to the current MassQHYA guidelines.
8. Any and all MassQHYA functions must be supervised by either the current MassQHYA Youth Advisor or youth parents.

At all shows and wherever called upon the Officers and Directors shall serve as Technical Delegates of the Rules and Regulations of the Massachusetts Quarter Horse Association and the American Quarter Horse Association.

ARTICLE XII SPECIAL COMMITTEES

Committees shall consist of not less than three (3) members who shall be appointed by the President with the advice and consent of the Officers and Directors.

Members must be an Association member in good standing.

All members of Special Committees are to be present at all meetings of the committee.

Appointees shall meet and perform functions as set down by the Officers and Directors. Appointees shall make written or oral reports of primary duties to the President of the Association who may request representation at a Board Meeting.

President of the Association or his delegate serves as ex-officio at all meetings.

Secretary of the Association shall be present to record proceedings or in their absence, the committee may appoint any person to act as secretary of the meeting.

ARTICLE XIII AMENDMENTS

Proposed By-Law additions, amendments and deletions must be received by the Board of Directors, for their consideration, by July 1 of the current year and received by the membership prior to October 31 of the current year. Receipt will be in the form of the Newsletter or special mailing. The proposed By-Law additions, amendments and deletions will then be voted on by the general membership at the Annual meeting held in November. A majority vote of the general membership in attendance at the Annual Meeting shall add, amend or delete the By-Laws.

ARTICLE XIV GENERAL RULES AND REGULATIONS

The President shall have the right to appoint any and all committees.

~~~~~**End of MassQHA By-law section**~~~~~

# ~~~~~Points and Show Section~~~~~

## QUARTER HORSE APPROVED SHOWS FOR YEAR END AWARDS 2011

|             |                            |                 |
|-------------|----------------------------|-----------------|
| April 16/17 | MassQHA Novice & Open Show | Northampton, MA |
| May 5-8     | MassQHA Annual Show        | Northampton, MA |
| June 10-12  | VQHA Annual Show           | Northampton, MA |
| July 14-17  | CQHA, Falls Creek Farm     | Oneco, CT       |

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## CHANGES ARE UNDERLINED (SEE ITEMS 9. AND 11.)

### 2 Meeting Rule

To be eligible for year end awards all adult and youth members must attend at least two (2) general membership (Youth &/or Adult) meetings between November of the previous year and October of the Awards year. See points for more qualifications.

#### POINT SYSTEM

1. Only AQHA registered horses, owned by MassQHA members (excluding Associate Membership), are eligible for points. Membership becomes effective on the day that membership application and dues are received by the Membership Chairperson. If more than one name is listed as owner on the registration, **all owners must become members**. See AQHA regulations on membership.
2. Only AQHA approved shows, which are also approved by MassQHA, will count for points toward year-end awards. All shows are to be approved by March 31.
3. To qualify for a year-end award in any class, the horse must earn a minimum of five (5) MassQHA points in that event and must have placed at least two (2) times in that event.
4. Only MassQHA and MassQHVA members in good standing are eligible for year end awards.

5. Points will be awarded as follows:

| Number of<br>Horses in class | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8 <sup>th</sup> | 9 <sup>th</sup> | 10 <sup>th</sup> |
|------------------------------|-----|-----|-----|-----|-----|-----|-----|-----------------|-----------------|------------------|
| 1                            | 1   |     |     |     |     |     |     |                 |                 |                  |
| 2                            | 2   | 1   |     |     |     |     |     |                 |                 |                  |
| 3                            | 3   | 2   | 1   |     |     |     |     |                 |                 |                  |
| 4                            | 4   | 3   | 2   | 1   |     |     |     |                 |                 |                  |
| 5                            | 5   | 4   | 3   | 2   | 1   |     |     |                 |                 |                  |
| 6                            | 6   | 5   | 4   | 3   | 2   | 1   |     |                 |                 |                  |
| 7                            | 7   | 6   | 5   | 4   | 3   | 2   | 1   |                 |                 |                  |
| 8                            | 8   | 7   | 6   | 5   | 4   | 3   | 2   | 1               |                 |                  |
| 9-12                         | 9   | 8   | 7   | 6   | 5   | 4   | 3   | 2               | 1               |                  |
| 13-16                        | 10  | 9   | 8   | 7   | 6   | 5   | 4   | 3               | 2               | 1                |
| 17-20                        | 11  | 10  | 9   | 8   | 7   | 6   | 5   | 4               | 3               | 2                |
| 21-24                        | 12  | 11  | 10  | 9   | 8   | 7   | 6   | 5               | 4               | 3                |
| 25-28                        | 13  | 12  | 11  | 10  | 9   | 8   | 7   | 6               | 5               | 4                |
| 29&over                      | 14  | 13  | 12  | 11  | 10  | 9   | 8   | 7               | 6               | 5                |

6. Grand Champion in each Halter sex division will receive one point more than any other horse in its sex division. Reserve Champion in each Halter sex division will receive one point more than the second highest point horse in its sex division.

7. **AMATEUR OWNER CLASSES:** A person is considered an amateur by AQHA after he or she is no longer eligible to show in Youth Activity Classes and / or who has not shown, trained or assisted in training a horse for remuneration either directly or indirectly. This does not include premium money. (Payment of entry fees, expenses and the like by other than the contestant is considered remuneration.) See the AQHA Handbook for further reference. For Amateurs to compete, original registration certificates of the horse must be shown or a photocopy of it, only if the photocopy is made from the new type of certificate. An exhibitor will forfeit all accumulated points as well as future eligibility for this award, if he / she no longer qualifies as an amateur.

8. **LEADLINE (6 AND UNDER AS OF JANUARY 1<sup>st</sup>)** of the current year, and may exhibit in Youth and AQHA Halter and Showmanship classes only. No stallions allowed. An exhibitor forfeits his / her future eligibility for points, as well as all points accumulated in the Category, if he / she shows in any other performance class in a MassQHA approved show during the current year. Exhibitors showing a registered Quarter Horse do not have to be the owner. To be eligible for year end awards, all riders must be a MassQHYA member in good standing as stated on membership application. Leadline exhibitors are asked to, but not required to fill out a form at each MassQHA Pointed show verifying participation, placing, number in class, and showing a signature of a member of show management. If forms are not available any means of verification is permitted as long as it contains the above information and is signed. These forms should be submitted to the designated MassQHA Point Keeper within a reasonable amount of time after each show and all by October 1.

#### 9. WALK TROT

All exhibitors must ride a registered Quarter Horse and must be the same rider / horse combination, but exhibitors do not have to be owner. In addition to walk trot classes, exhibitors may only exhibit in AQHA and AQHYA Halter and Showmanship classes. No stallions will be allowed in *riding classes*. An exhibitor forfeits his / her future eligibility for points, as well as all points accumulated in the Category, if he / she shows or has shown in any event or on any event grounds where they have loped/ cantered. To be eligible for year end awards, all riders must be a MassQHYA or MassQHA member in good standing and must fulfill the point system requirements as stated in rule # 10, 11, 13, & 14.

#### Walk Trot Age Categories

Division one – 10 and under

Division Two – 11 –18

Division Three – Adult Walk Trot 19 and over

10. All rules apply to AQHA Open, Amateur, and Youth Activity events.

11. You will have fifteen (15) days after the points are published to dispute any discrepancies. The results will then be final.

12. In order to be eligible for any year end award, each member must attend TWO (2) General Membership Meetings between November of the previous year through October of the current year.

13. Youth must attend TWO (2) Youth or General Membership meetings per year ( November through October -see # 12) to be eligible for year end awards.

14. To receive year-end awards members must be in good standing with AQHA, MassQHA, and MassQHYA.

#### **SPECIAL AWARDS**

1. **MassQHA ALL AROUND CHAMPION:** A horse must have at least five (5) MassQHA Halter points and qualify in two (2) different performance events to qualify for this award. (Example: 5 Halter and 5Reining and 5 Pleasure placing.) Only AQHA halter and performance classes to count. No Youth or Amateur classes. See rule 3 of pt. section

2. **MassQHA HIGH POINT PERFORMANCE HORSE:** Only AQHA performance classes to count (no Youth or Amateur or halter). Award to go to the qualified horse with the highest cumulative total of performance points. Points must be earned in a minimum of three (3) events in order to qualify. See rule 3 of pt. section

3. **MassQHA HIGH POINT YOUTH:**  
(A. 13 & Under B. 14-18)

Award to go to the MassQHA Youth member in each division who accumulates the highest number of points on one horse in Youth Activity classes. To qualify a youth must qualify in three (3) different Youth Activity Classes. See rule 3 of pt. section

4. **MassQHA HIGH POINT AMATEUR:**

Only Amateur designated classes to count. Award to go to the member with the highest cumulative total of MassQHA Amateur points. Points must have been earned by qualifying in three (3) different Amateur classes. See rule 3 of pt. section

5. **MassQHA HIGH POINT NOVICE YOUTH:**

Only Novice Youth designated classes to count. Award to go to the member with the highest cumulative total of MassQHA Novice Youth points. Points must be earned in a minimum of 3 different qualified events. See rule 3 of pt. section

6. **MassQHA HIGH POINT NOVICE AMATEUR:**

Only Novice Amateur designated classes to count. Award to go to the member with the highest cumulative total of MassQHA Novice Amateur points. Points must be earned in a minimum of 3 different qualified events. See rule 3 of pt. section

7. **AMATEUR SELECT ALL AROUND**

Only Select Amateur designated classes to count. Award to go to the member with the highest cumulative total of MassQHA Select Amateur points. Points must be earned in a minimum of 3 different qualified events. See rule 3 of pt. section

8. **MassQHA HIGH POINT WALK TROT**

Only Walk Trot designated classes to count. Award to go to the MASSQHA Member with the highest cumulative total of MassQHA Walk trot Points. Points must have been earned by placing at least twice (2) in each of three (3) different Walk Trot Classes. (Division one, Two and Three - See rule #9) See rule 3 of pt. section

9. **MassQHA YEAR END HIGH SCORE DRESSAGE HORSE**

Must be a member in good standing before results will count. All members must attend two MassQHA meetings (November through October) in order to receive their awards. Enter your registered Quarter Horse under their registered name & number, in an in-state dressage schooling show (category 6) or at a USDF sanctioned show (category 4). A horse must compete in a minimum of two tests of the same level. Walk trot will not count.

The following three divisions will be awarded: 1) **Youth 18 and Under**, 2) **Non Pro adult 19 and Over** and 3) **Open**. After the show is completed, mail your signed score sheet (both back and front) or a copy of sheet to the points secretary, showing the horses AQHA name, registration number, the name of the show, date, score and judge's signature. All completed sheets must be in by October 1<sup>st</sup> to count for any year-end awards. The horse and rider receiving the highest percentage score will be the champion. Ties will be broken by the highest second test score.

## Massachusetts Quarter Horse Association Code of Conduct

It is the goal of the Massachusetts Quarter Horse Association to provide a safe and supportive environment where members can expand and improve their knowledge and horsemanship skills. MassQHA provides competitions, clinics, a trails program, and other club sponsored events toward this end. All members, including club officers and executive board members, are expected to model courteous behavior and good sportsmanship.

Misconduct includes, but is not limited to:

*Failure to comply with the club bylaws, operating guidelines, or code of conduct.*

*Failure to treat other members in a courteous manner.*

*Profane, abusive or threatening language.*

*Theft, damage or destruction of property at a MassQHA or MassQHA affiliated activity.*

*Intentional cheating.*

*Assaults or threats of harm to people, animals or property.*

*Brandishing firearms or weapons in a threatening manner.*

*Disruptive or unlawful behavior.*

*Abuse, misuse or neglect of animals.*

Membership in the Massachusetts Quarter Horse Association is a privilege, not a right. MassQHA reserves the right to suspend, expel, or deny membership to any person, persons, or entity for reasons including, but not limited to the following:

*Supplying false information on club membership application.*

*Nonpayment of show fees or club dues.*

*Unsportsmanlike conduct.*

*Conduct or actions that are damaging and / or harmful to MassQHA in any way.*

*Misuse of the MassQHA name.*

One person who does the wrong thing can severely damage the reputation of MassQHA. This Code of Conduct was adopted by the Board of Directors and is intended to inform you what MassQHA expects of its officers, directors and members.

## Massachusetts Quarter Horse Youth Association

### ***CODE OF CONDUCT***

As per the AQHA Official Handbook of Rules and Regulations, “membership and election to office in the AQHYA, MassQHYA is a privilege, not a right which may be terminated or refused for cause detrimental to the interest of AQHA, AQHYA, and MassQHYA, its programs, policies, objectives, and harmonious relationships of its members.”

Activities deemed detrimental to the interest of AQHYA and MassQHYA include, but are not limited to immoral and lewd conduct, unsportsmanship like behavior, alcohol, drugs, and tobacco products.

Use of the above-mentioned products or happenings of such conduct is **not** permitted while representing the AQHYA, MassQHYA, or any affiliated activities.

Such behavior will not be tolerated under any circumstances. Any youth found or reported to be directly or indirectly associated with the detrimental activities or behavior will immediately be removed from the activity. The incident will be reported immediately to the parent or guardian.

All offenses will be fully investigated by the Youth Advisor and the MassQHA Board of Directors.

If a hearing before the MassQHA Board of Directors is scheduled, the youth may present evidence on his or her behalf.

MassQHA has the right to remove any youth member or elected youth official from participation and involvement in MassQHA or MassQHYA for behaviors that are deemed detrimental to the interest of the club.

Please refer to the AQHYA OFFICIAL HANDBOOK OF RULES AND REGULATIONS for the AQHYA mission statement, motto, and code of conduct.