

Constitution of the Massachusetts Quarter Horse Youth Association

ARTICLE I – NAME & PURPOSE

Section 1: The name of this organization shall be the Massachusetts Quarter Horse Youth Association (MassQHYA). MassQHYA shall operate under the guidance of the Massachusetts Quarter Horse Association Youth Advisor and Massachusetts Quarter Horse Association (MassQHA) Board of Directors. All proceedings of this association shall be in harmony with the policies and activities of MassQHA and the American Quarter Horse Association (AQHA).

Section 2: The objectives and purpose of the Massachusetts Quarter Horse Youth Association, hereafter referred to as the MassQHYA, shall be as follows:

- (a)** To improve and promote pride of ownership and/or interest in the American Quarter Horse breed among youth women and men.
- (b)** To improve and develop the capabilities of youth, both individually and through group participation, in the breeding, raising, exhibition and love of the American Quarter Horse.
- (c)** To develop and improve scholarship, leadership, initiative, self-reliance and community interest and participation of young horse people.
- (d)** To encourage high moral character, sportsmanship and clean living among all its members.
- (e)** To establish a means whereby youth members may work in conjunction with the MassQHA Board of Directors.

Section 3: The MassQHYA motto will be “Kids and Quarter Horses, what a hot combination”

ARTICLE II – MEMBERSHIP

Section 1:

- (a)** The designated state youth association shall be defined as one state youth association per state, acceptable to, and approved by MassQHA and its board of directors.
- (b)** Individual members, consisting of young men and women 18 years of age and younger as of January 1st of the current year.
- (c)** Membership fees of MassQHYA shall be set annually by the presiding MassQHA BOD and must be paid with an accompanying adult membership, of which membership will allow a youth all privileges of a regular youth member, and in addition, all privileges of MassQH, except the right to vote at MassQHA membership meetings and hold position on the MassQHA board of directors. The monies of the organization shall be deposited in such a manner to the youth account in such banks, or trust companies, and may be withdrawn in direct or designate.
- (d)** MassQHYA MEMBER IN GOOD STANDING: Membership dues are paid, who actively attends club meetings, participates in most activities and fund-raisers.
- (e)** Any youth expelled or suspended from AQHYA will automatically be expelled or suspended from MassQHYA.
- (f)** The MassQHA board of directors and MassQHYA advisor shall have the power to enforce all rules and regulations governed by MassQHYA.

Section 2: MassQHYA Membership BEHAVIOR POLICY, PENALTIES

- (a)** All states and most provinces have clear laws regarding the use of alcohol and other controlled substances, and AQHYA & MassQHA believes in those laws. MassQHYA/MassQHA will strictly adhere to a no tolerance rule on alcohol, drug, and cigarette use by its youth members. Any MassQHYA Youth Member in violation of this will receive disciplinary action as follows; Suspension of membership and/or team involvement as deemed necessary to be determined by the MassQHYA Advisor and/or MassQHA Board of Directors.
- (b)** Also important, is your treatment of other individuals. You should strive to be polite, courteous and helpful

whenever possible. Work to understand others in your organization, especially when they disagree with you!

(c) Any youth that is disruptive at meetings will be asked to leave.

(d) Follow the MassQHYA Code of Conduct at all times!

ARTICLE III – OFFICERS, DIRECTORS, AND EXECUTIVE COMMITTEE

Section 1: The affairs of the youth club shall be governed by the MassQHYA board of directors (5), Executive Committee (6) annually elected by the current youth members in good standing with the guidance of the MassQHA Youth Advisor and Board of Directors.

Section 2: Directors:

(a) **Vacancy:** In the case of any vacancy in the officers and/or board of directors, the youth President with approval of the majority of the youth board of directors and MassQHA Youth Advisor, shall appoint a successor to fill the unexpired term.

(b) **Meetings:** Special meetings of the board of directors may be held at such time and place as may be designated in the notice, whenever called in writing by the direction of the president, by a majority of the board of directors or MassQHA Youth Advisor.

(c) **Notice of Meetings:** Written or printed notice of all meetings stating the place, date and hours of meetings, and in the case of a special meeting, the purpose or purposes of which the meeting is being called, shall be delivered not less than 10 days before the date of the meeting, either in person, email or by mail, at the discretion of the youth advisor, president or secretary, or the officer or person calling the meeting, to each member entitled to vote at such meeting. Such notice shall be deemed to be delivered to recognized members at their postal address or email address as it appears on the records of the association.

(d) **Quorum:** A minimum of 6 directors shall constitute a quorum for the transaction of business, but if at any meeting of the board there may be less than a quorum present, a majority of those present may adjourn the meeting until a quorum shall be present.

(e) **Powers of the Board:** The board of directors with the guidance of the elected MassQHA Youth Advisor shall have the power of authority to direct the affairs of the organization, concerning the conduct, management, and activities of the organization, the admission, classification, qualification, suspension and expulsion of members, removal of officers, expenditure of money and other details relating to the general purpose of the organization, subject to the approval of the MassQHA board of directors.

(f) **Nominations & 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. Members must be able to accept their nomination. Ballots will be distributed at the November meeting; members have to be present to vote. Any youth in good standing will be entitled to one vote.

Section 3: Executive Committee (Officers): The Executive Committee of the organization shall consist of the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and Reporter. The Board of Directors of the organization shall consist of the Executive committee and five members of the Youth association. Those elected shall take office January 1st and shall hold their office until their successors are duly elected and qualified. The officers/board of directors shall be elected from and by the current members of MassQHYA in good standing at the annual meeting (Term of office will run from January 1st through December 31st of the same year). The immediate Past President of the MassQHYA who has completed his/her term shall automatically remain on the MassQHYA Board of Directors for (1) one year after the expiration of his/her term. This director position shall have (1) one vote. The voting privileges and director position end when the past President completes one year on the board or no longer meets AQHYA eligibility requirements. No more than two (2) members of the same immediate family may serve simultaneously as officers and/or directors.

(a) **President:** Duties of the President shall be to preside at all MassQHYA meetings and conduct all meetings according to Robert's Rules of Order. Appoint the chairman of committees subject to approval of the board of directors. The President shall maintain order during meetings, activities and social functions. The President

will work closely with the elected youth advisor for guidance which shall be deemed necessary for the efficient operation of the association.

(b) 1st Vice President: He/She shall assist the President and act in the absence of the President. The 1st Vice President will provide a full report of proceedings to the President

(c) 2nd Vice President: He/She shall assist the President and 1st Vice President and act in the absence of the President or 1st Vice President. The 2nd Vice President will provide a full report of proceedings to the President

(d) Secretary: The Secretary shall be responsible for recording the proceedings of any of the MassQHYA meetings, as well as reporting those to the membership at each meeting and/or board of directors meetings. He/she shall take the minutes of all regular, special meetings and email votes of the Board of Directors and shall keep a file of all correspondences and records. Email the youth advisor and each board member a copy of the Secretary Report within two weeks following each meeting. Acting Secretaries shall provide the MassQHYA Secretary with minutes from the meeting within two weeks.

(e) Reporter: The reporter for all aspects assumes the duties of the news reporter. He/She will work with the youth advisor to report all activities and news to the MassQHA corresponding secretary, Newsletter Editor, Web Master and other equine media after youth advisor approval. Take pictures at all MassQHYA activities and functions and provide them for the club records.

(f) Treasurer: The duties of the treasurer shall be to handle the reporting of all the funds to the association, and to keep an up to date report submitted to the membership.

(g) Duties of the Board of Directors: Each Director shall vote to amend, repeal and enforce MassQHYA by-laws and policies & procedures. Shall attend B.O.D. Meetings and provide prior notice of absence from any MassQHYA Meetings to the Advisor. When a MassQHYA Officer or Director must be absent from a meeting, it is his/her responsibility to send any reports to the meeting. At all times each Director shall represent that which is in the best interest of the club as a whole. Each Director shall Chair or Co-Chair a minimum of one Committee when needed, comprise this committee of General MassQHA Members as well as other directors and submit Committee reports to the Board as needed.

Section 4: Suspensions or Removal of Officers & Directors

(a) Any Officer or Director not fulfilling his/her stated duties or in violation of the code of conduct shall be subject to removal by a three-quarters majority vote of Officers and Board of Directors or as deemed necessary by the MassQHA Youth Advisor and Board of Directors.

(b) Board of directors are expected to attend all meetings and/or activities. If 2 consecutive meetings/activities are missed without notice, it will be accepted as immediate resignation from the youth board and the executive committee will have the right to fill the position.

(c) Any MassQHYA Board of Director in violation of the Code of Conduct will receive disciplinary action as follows; Immediate removal from the Board of Directors, Suspension of membership and/or team involvement as deemed necessary, to be determined by the MassQHYA Advisor and/or MassQHA Board of Directors.

(d) A successor to replace the removed Officer or Director shall be appointed by the President and approved MassQHYA Youth Advisor, by a majority vote of the Board.

Article IV: YOUTH ADVISOR:

The advisor shall be elected at the Annual Meeting of MassQHA and serve a (1) year term. The youth advisor must be a MassQHA member in good standing and is a member of the MassQHA Board of Directors. The advisor shall officially assume advisor duties on January 1st.

Section 1: The duties of the Youth Advisor of the Association are -

(a) 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.

(b) In the event the MassQHA Youth Advisor is unable to attend a MassQHA Board meeting, he/she shall provide reports prior to such meetings.

(c) When Co-Advisors are elected, one advisor shall serve as the primary Massachusetts Youth Advisor and official MassQHYA contact to AQHYA.

(d) The MassQHYA Youth advisor must submit AQHYA worksheets, requests and all other required paperwork to AQHYA in a timely fashion adhering to all AQHYA deadlines.

(e) The MassQHYA Youth Advisor shall attend or appoint an adult representative the Affiliate Youth workshop, team tournaments, YES Conference & AQHYA Convention, AQHYA Youth World Show and The Quarter Horse Congress or other AQHYA Meetings.

(f) The Youth Advisor shall attend MassQHYA Youth meetings and be available to the Youth members.

(g) 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.

(i) Any and all MassQHYA functions must be supervised by either the current MassQHYA Youth Advisor or youth parents.

Section 2: SUSPENSIONS and/or REMOVAL of the Youth Advisor

(a) Any Advisor not fulfilling his/her duties in accordance with the MassQHA/MassQHYA bylaws shall be subject to suspension or removal when a formal complaint has been made to the MassQHA Board of Directors.

(b) The Advisor accused shall first be contacted by a MassQHA Officer to discuss the problem and seek a solution agreeable to the Advisor, MassQHA and MassQHYA.

(c) The Advisor that continues to not fulfill his/her duties in accordance with the MassQHA/MassQHYA bylaws is entitled to a hearing before the MassQHA Board of Directors.

(d) Notice of this hearing will be sent to the Advisor in writing, at least two (2) weeks prior.

(e) Any Youth Advisor who is in violation of a MassQHA rule shall be subject to suspension.

(f) The Advisor shall not be removed before the MassQHA Board of Directors officially sends written notice to the advisor.

(g) A two-thirds majority vote of the MassQHA Board of Directors shall be necessary for the Suspension or Removal of an Advisor.

(h) Upon removal of an Advisor, a two-thirds majority vote of the Board of Directors shall be necessary for the MassQHA President to replace the Advisor.

(i) When an Adviser is terminated or resigns, with no replacement, the MassQHA Board shall appoint a temporary replacement until the new Advisor is in place.

The constitution and by-laws, when approved by the MassQHYA membership and MassQHA Board of Directors shall stand until the annual meeting.

ARTICLE V – AMENDMENTS

Section 1: Proposed By-Law additions, amendments and deletions must be received by the MassQHYA Board of Directors via the MassQHA youth Advisor 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, email 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. The constitution of the organization may be amended at the annual meeting by majority vote of the MassQHYA members present and sent to the MassQHA board of directors for final approval.

ARTICLE VI- TERMINATION OF MEMBERSHIP

Section 1: Membership in MassQHYA is a privilege, not a right, which may be terminated or refused for cause detrimental to the interest of MassQHYA, of which it is a division, its programs, policies, objectives, and harmonious relationship of its members. A member may be removed from the membership roll or an

individual may be refused membership by the MassQHYA Executive board and MassQHA Youth Advisor. Any members in question of suspension must be notified in writing two weeks prior to his/her hearing. Notice must contain the time and place of hearing, containing specification of charges, where the individual may attend, with counsel, to hear evidence against them, and present evidence on their behalf. Hearings may be held in Executive Session during regular Board Meetings, unless the President and/or youth advisor deems a Special Meeting necessary.

Members in question of suspension have the right to be heard during this hearing, but shall not be present during the Board Vote and discussions. The Member shall be notified in writing by the youth advisor within 10 days, of the Board's decision. The ruling or action of the MassQHYA Executive board may be appealed to the MassQHA Executive board and MassQHA Youth Advisor by written request, filed with the MassQHA Youth Advisor within 10 days of the ruling date, which appeal shall, however, not suspend the effect of the ruling.

** This organization shall conduct their meetings and such activities in accordance with Robert's rule in conjunction with MassQHA rules and regulations.

Revised 1/2012

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, unacceptable attitudes/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.