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# *Bylaws and Constitution*

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Revised January 2018

Texas Quarter Horse Youth Association

Adopted October 28<sup>th</sup>, 1993

## Article I

### Objectives and Names

- I. This organization shall be a division of the Texas Quarter Horse Association, hereafter referred to as the Association, shall operate within the scope of the By-laws, Rules, and Regulations of the Texas Quarter Horse Youth Association, and shall be named the Texas Quarter Horse Youth Association, hereafter referred to as TQHYA.
- II. The Objectives and Purposes of the Texas Quarter Horse Youth Association shall be as follows:
  - 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 care, training, handling, and exhibiting of the American Quarter Horse.
  - c. To encourage high moral character, scholarship, leadership, sportsmanship, participation, and community interest among its members.
  - d. To establish a means whereby its members may work in conjunction with the American Quarter Horse Youth Association, hereafter referred to as the AQHYA, and participate in all activities of the AQHYA including qualifying for AQHYA World Show competition as representatives of the state of Texas.
  - e. To establish a means whereby its members may work in conjunction with area youth Quarter Horse associations and 4-H groups in the state of Texas.
  - f. To improve and promote recruitment of TQHYA and TQHA membership. *(Amendment)*

## Article II

### Membership

- I. Membership in TQHYA shall consist of youth ages eight-18 as of January 1 of each year.
- II. Annual membership dues shall be in such amounts as the Youth Activities Committee shall deem in advance.
- III. Any area Quarter Horse Youth Association in Texas may register with TQHYA as an affiliate organization
- IV. There shall be no dues or registration fee for the organization. Affiliate By-Laws shall not conflict with the By-Laws of TQHYA; in case of conflict, the TQHYA By-Laws shall prevail.

## Article III

### Officers

- I. The Officers of TQHYA shall consist of the President, Vice President, Secretary, Treasurer, and Reporter, and Board Members, whose duties shall be as follows:
  - a. **President-** the President shall be the Chief Executive Officer of TQHYA, shall have general supervision of the affairs of TQHYA, subject to the direction of the Board of Directors and the Executive Committee and the advice and approval of the Youth Activities committee. The President shall preside over all meetings of the membership, the Board of Directors, and the Executive committee, and shall be a voting member of the Youth Activities Committee. The President shall appoint all committees, subject to the approval of the Executive Committee, and shall submit to the members at all regular meeting a report of the status of TQHYA and its activities. The President shall have such other and further duties and authority as described elsewhere in these By-Laws or from time to time by the Board of Directors. In order to be eligible to run for President of TQHYA, a member must have previously served at least one year as TQHYA Officer, Voting Delegate, or Board Member.
  - b. **Vice President-** the Vice President shall, in absence or inability of the President to act, perform the duties and exercise the powers of the President and shall perform other duties as the President or Board of Directors shall from time to time prescribe.
  - c. **Secretary-** the Secretary shall attend all meetings of the Officers and Board of Directors and shall record all votes taken and the minutes of all proceedings at such meetings, shall write all appropriate correspondence, thank-you letters, and letters of appreciation representing the membership, shall give or cause to be given notice of all meetings of the Board of Directors and the members (but this shall not lessen the authority of others to give such notice as provided in these By-Laws) and shall have such other duties as may be prescribed by the President or Board of Directors from time to time.
  - d. **Treasurer-** the Treasurer shall work with the Youth Activities Director to co-ordinate all receipts and disbursements of monies derived from dues of members, fund-raising activities, and donations, and shall receive and maintain a copy of all such receipts and disbursements made by the Youth Activities Director, and shall be responsible for making reports concerning the financial condition of TQHYA whenever requested by the President or Board of Directors and in reports to the membership at meetings.
  - e. **Reporter-** the Reporter shall have the responsibility of reporting on the activities of TQHYA to the Quarter Horse Journal and any other news media and magazines that should appropriately receive such information, maintaining a scrapbook of the activities of TQHYA, presenting the scrapbook at the annual Scrapbook Competition at the AQHYA World Show, handling public relations of TQHYA, serving as historian of TQHYA, **post to authorized TQHYA social media pages** (*Amendment*), and performing such other duties as may be prescribed from time to time by the President or Board of Directors.
- II. The Officers shall serve a term of one year, and an elected officer shall not be eligible to succeed him in the same office. Any officer or delegate must be a resident of Texas during the term of office and must be a TQHYA member as of May 1<sup>st</sup> of the year he/she is running for office. An officer must remain eligible for AQHYA membership and a member in good standing for the duration of his/her term. (An officer cannot turn nineteen (19) before January

first (1<sup>st</sup>) during the term in which he/she is serving). Officers shall be elected by the membership through mail ballot from nominees selected as follows:

- a. No later than November First (1<sup>st</sup>), the Youth Activities Director will mail a request for officer candidacy to all members. Any member wishing to hold an office must complete and return the form.
- b. Send a photo and biographical sheet to the Youth Activities Director by the date indicated.
- c. The Youth Activities Director will prepare a slate of candidates (ballot) to be mailed to all TQHYA members. This ballot must be returned to the Youth Activities Director by the date indicated. In case of a tie for an office or in case of the leading candidate not receiving at least 51% of the votes, a run-off election shall be held immediately by mail ballot to the membership.

**d. Installation of Officers** (*Amendment*)

- i. **The term of all officers will begin at the TQHYA Annual Convention**

III. Other duties of the Officers, along with the Board of Directors, shall include the responsibilities for deciding upon and participating in implementing the theme for the Parade of Teams and Stall Decorating contest at the AQHYA World Show, suggesting and coordinating all fund-raising activities, creating and taking opportunities to increase membership, and representing TQHYA at affiliate meetings, 4-H shows, or other appropriate functions as they arise.

IV. All vacancies in the elective offices of TQHYA shall be filled by the Executive Committee from the Board of Directors for the unexpired term of such office, except in the case of a vacancy in the office of the President, which shall be automatically be filled by the Vice President.

**V. Eligibility of Officers** (*Amendment*)

a. **All Board Members must be twelve (12) years of age and not older than eighteen (18) years of age as of January First (1<sup>st</sup>) of the year in which they take office as Board Member.**

b. **All Officers must be fourteen (14) years of age and not older than eighteen (18) years of age as of January First (1<sup>st</sup>) and must have served as a Board Member prior to the year in which they take office as Officer.**

## Article IV

### Executive Committee, Board of Directors, and AQHYA Delegates

I. Executive Committee

- a. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and Reporter.
- b. The Executive Committee shall meet whenever the President deems it necessary or when three members of the Committee acting jointly request the President to call a meeting. Notice must be given by the Secretary not less than fourteen days prior to such a meeting.
- c. In the interim between meetings of the Board of Directors, the business of TQHYA shall be conducted by the Executive Committee except that the Executive Committee shall have no authority to amend or repeal the By-Laws of TQHYA, to admit, suspend, or expel members, or levy dues or assessments. The Executive Committee may not make expenditures of money without the authorization of the Board of Directors, subject to the

advice and approval of the Youth Activities Committee and the TQHA Executive Committee.

- d. The Immediate Past President shall act as an advisory member to the Executive Committee and shall not vote.

## II. Board of Directors

- a. The Board of Directors shall consist of all Officers of TQHYA and all persons receiving the second-highest number of votes for each office in the annual officer election. The one-year term of the Board of Directors shall be the same as the term of the Officers.
- b. The Board of Directors shall have the authority to direct the affairs of TQHYA, including, but not limited to: the right to make, amend, or repeal the By-Laws of TQHYA; the removal of Officers, the admission, suspension, or expulsion of members; the assessment of dues and expenditure of money; and any other activities relating to the conduct, management, and purposes of TQHYA, all subject to the advice and approval of the Youth Activities Committee.
- c. The Board of Directors shall meet semi-annually. Written notice must be given not less than fourteen (14) days prior to such meeting. At such meeting, the Board of Directors may transact any business that may properly be brought before the meeting. Special meetings of the Board of Directors may be called by the President, by a majority of the Board of Directors, or by the Youth Activities Committee. The special meetings shall be held at such a time a place as may be designated by a written notice not less than fourteen (14) days prior to such meeting and the Board of Directors may transact only the business specified in the written notice.

## III. AQHYA Delegates

- a. The number of Delegates to the AQHYA Convention allowed TQHYA by the Constitution of AQHYA shall be named prior to the AQHA Youth Leadership Seminar (Y.E.S.) Convention. The President shall automatically become one of the AQHYA Delegates; other AQHYA delegates may or may not be officers of TQHYA. Officers have priority, but if are not to attend the Y.E.S. Convention, TQHYA Board Members will be called upon, and if not board members are able to attend, the general TQHYA membership will be addressed.

## Article V

### Membership Meetings

- I. At least one meeting of the membership of TQHYA shall be held each year. One meeting shall be held at the Annual TQHYA Convention in January. Written notice must be given out not less than fourteen (14) days prior to such meeting. At this meeting, the Officers and membership may transact any business that may properly be brought before the meeting for approval by the Youth Activities Committee.

## Article VI

### Youth Activities Committee

- I. The activities, business, and properties of TQHYA shall be supervised and managed by a TQHA Youth Activities Committee consisting of at least eight (8) but no more than twenty (20) adult members who are interested in promoting and supporting the activities of TQHYA. All members of the Youth Activities Committee must be current members of TQHA.

- a. Representation of this committee shall be spread as equally as possible to the geographic regions of the state of Texas.
  - b. A minimum of two meetings per year shall be held. A voting member must attend at least half (1/2) of the meetings in a year's time to remain active on the committee, but excused absences may be considered.
  - c. Each year, the chairman of the Youth Activities Committee will appoint a chairman of a selection subcommittee to recommend a chairman for the Youth Activities Committee. The subcommittee chairman will select a three-person committee to assist in the recommendation process. The Youth Activities Director will also serve on this subcommittee as an advisor only. A recommendation for the chairman will be presented to the incoming TQHA President for his final approval. The term of office for the chairman will begin at the TQHYA Convention.
  - d. In order to promote continuity of leadership and programs, it is suggested that the chairman of the Youth Activities Committee serve for at least two years and then serve in an advisory capacity the year after his/her tenure expires.
  - e. The Youth Activities Committee shall report to and be directly accountable to the TQHYA Executive Committee.
- II. Other voting members of the Youth Activities Committee shall include:
- a. The President of TQHYA.
  - b. Any member of TQHYA who holds a nationally elected office in AQHYA.
- III. The following shall be invited to attend the meetings of the Youth Activities Committee in an advisory capacity:
- a. The Youth Activities Director.
  - b. All officers of TQHYA other than the President.
  - c. The parents of all TQHYA Officers.
- IV. The Youth Activities Committees shall advise the TQHYA Board of Directors and Executive Committee in the management of TQHYA. All actions of TQHYA and Board of Directors and Executive Committee shall be subjected to the approval of the Youth Activities Committee to ensure that no actions are contrary to the purposes of **TQHYA** or threaten financial solvency of the Association or unreasonably encumber the credit of property of the Association.

## Article VI

### Youth Activities Director

- I. A Youth Activities Director shall be appointed by the TQHA Executive Committee with the advice and approval of the Youth Activities Committee. The Youth Activities Director must be a full-or part-time employee of TQHA.
- II. The duties of the Youth Activities Director shall be as follows:
  - a. Maintain a roster of the membership of TQHYA; receive and transmit all notices and correspondence with the Board of Directors, Officers, and members of TQHYA and provide a roster of the Officers, AQHYA Voting Delegates, and Board Members to AQHYA each year in accordance with their By-Laws.
  - b. Hold the annual TQHYA elections and announce the new Officers, Board Members, and AQHYA Delegates.

- c. Plan, schedule, and carry out the annual TQHYA convention, general meetings, awards ceremony, and any other Executive Committee or Board Meetings, in conjunction with the Youth Activities Committee.
- d. Provide all Officers, AQHYA Delegates, and Board of Directors and all members of the Youth Activities Committee, upon the outset of their term of service, a copy of this Constitution and By-Laws and provide them to any other member upon request.
- e. Publish and distribute annually a complete set of rules for the point system in qualifying for teams, such as Texas Teams to the AQHYA World Show and NYATT Congress Team form TQHA, and year-end awards.
- f. Attend and represent TQHYA at the Texas Classic, the AQHYA World Show, the NYATT Tournament at the American Quarter Horse Congress, the annual AQHYA Y.E.S. Convention, the annual TQHYA Convention, and other functions as deemed necessary.

## Article VIII

### Grievance Committee

- I. The Grievance Committee shall consist of the Chairman of the Youth Activities Committee, at least two (2) other members of the Youth Activities Committee selected by the Chairman, the Youth Activities Director, and the President, or in the President's absence, the Vice President of TQHYA.
- II. The Chairman of the Youth Activities Committee shall act as Chairman of the Grievance Committee; or in the absence of the Chairman, the Youth Activities Director shall act as Chairman. If neither the Chairman of the Youth Activities Committee nor the Youth Activities Director can attend, the meeting shall be postponed or called at a later date.
- III. The Grievance Committee shall be responsible for hearing and ruling on all complaints and grievances properly brought before the Committee upon a formal request to TQHYA for a hearing. The Grievance Committee may also be convened upon fourteen (14) days written notice by the TQHYA Executive Committee to hear such other complaints and grievances that may be brought before the TQHYA Board of Directors or the Executive Committee.
- IV. The decision of the Grievance Committee shall be final in all such matters, unless the decision involves a change in By-Laws, where a change requires a two-thirds (2/3) majority vote and fourteen (14) days' notice to the committee according to Article X, Section 4(a).

## Article IX

### Point System and Selection of Team Members

- I. Members of Team Texas to the AQHYA World Show, Congress, other national tournaments, or any other such teams shall be selected under the system approved by the TQHYA Board of Directors, and the Youth Activities Committee. The members shall be selected based only on the amount of points earned.
- II. The TQHYA Point System for the Year-End Awards shall be approved by the TQHYA Board of Directors and the Youth Activities Committee.
- III. To earn points to be counted for Year-End Awards or Team Selection for the AQHYA World Show, Congress, or other such teams, a person must be a member in good standing of TQHYA, and legal domicile in the state of Texas, as described by the AQHYA By-Laws, shall be required.

- IV. A complete set of rules for the TQHYA point system for qualifying for teams and year-end awards shall be published and mailed annually to the membership and shall be available upon request at any time.
- V. All nationally and/or state qualified TQHYA officers and board members are required to represent Team Texas at the AQHYA World Show.

## Article X

### Miscellaneous

- I. Parliamentary Authority
  - a. Robert's Rules of Order, newly revised, shall be the authority in all questions of Parliamentary Law not covered by these By-Laws.
  - b. Decision on ballot will be determined by a majority of those who respond, except for By-Laws' Amendments, which shall require a two-thirds (2/3) vote of those responding.
  - c. Quorums necessary to conduct business shall be as follows:
    - i. Executive Committee- 3
    - ii. Board of Directors- 5
    - iii. Youth Activities Committee- 5
    - iv. Grievance Committee- 3
    - v. Membership Meetings- Those Attending
- II. Any member of TQHYA who is unruly or disorderly at any TQHYA meeting or sponsored function shall be subject to disciplinary action by the Board of Directors and Youth Activities Committee. In all such cases, the Board of Directors and Youth Activities Committee shall have the power, after due hearing, to suspend or revoke the membership of the offending person or persons.
- III. Fiscal Year
  - a. The Fiscal Year of TQHYA shall be the same as TQHA
- IV. By-Law Amendments
  - a. By-Laws may be amended at any meeting of the TQHA Youth Activities Committee by a two-thirds (2/3) vote of the members present and voting, provided the proposed amendments have been submitted no less than fourteen (14) days prior to the meeting.
  - b. By-Laws may be amended by the membership through the mail by a two-thirds (2/3) vote of the members responding, provided the ballots have been mailed to the members fourteen (14) days prior to counting the votes, or by a two thirds (2/3) vote of the members attending the meeting, providing the written proposed amendment has been submitted to the members no less than fourteen (14) days prior to the meeting.