

AREA 1 QUARTER HORSE PROMOTIONAL ASSOCIATION

General Rules & By Laws

GENERAL RULES:

Rules of the AQHA and Ontario QHA will be followed for show approval. AQHA Hand Book will be followed as a governing body. Ontario QHA rules shall apply where applicable.

BY-LAWS

By-laws contain all the other rules of the Association. A by-law relates generally to the transaction of the business and affairs of the Area 1 QHPA, to be enacted by the Directors of the Area 1 QHPA as by-laws, thereof as follows. These by-laws may be amended at any general meeting of the Association by the affirmative vote of two thirds of the Members present. Notice of all proposed amendments shall be given to the secretary sixty (60) days in advance of any annual or general meeting and they shall be included in the notice calling such meeting otherwise the Association shall have no power to deal with same.

OFFICERS

APPOINTMENT OF OFFICERS/EXECUTIVE COMMITTEE

There shall be a President, a Vice-President, a Secretary and a Treasurer. The President and Vice-President, Secretary and Treasurer shall be elected from among the Directors elected by the membership, at the Annual Meeting of the Membership. A vacancy in either office may be filled at any time in the same manner.

(addition)

THE PRESIDENT

The President shall preside at the Meetings of the Area 1 QHPA and the Board of Directors. He/She shall sign all instruments which require a signature and shall perform all duties incident to his/her office. He/She shall see that all orders and resolutions of the Board are carried out. He/She shall perform all other duties as are usually incident to the Office of President of the Area 1 QHPA or as required of them by the Board of Directors. The President and the Treasurer and/or one director shall sign all cheques, drafts, notes and orders for the payment of money and they shall pay out and dispose of the same.

VICE-PRESIDENT

The Vice-President shall be vested with all the powers and shall perform all the duties of the President in the absence or disability or refusal to act of the President. They shall also have such powers and duties, if any, as may from time to time be assigned to them by the Board or by the President.

SECRETARY

The Secretary shall record minutes of all meetings and make them available to the membership. They may be directed at times to receive and draft correspondence on behalf of the Area 1 QHPA.

TREASURER

The Treasurer shall have the care and custody of all the funds and securities of the Area 1 QHPA and shall deposit the same in the name of the Company in such bank or banks, depository or depositories as the Board of Directors may direct. The Treasurer shall be charged with the duty to keep the books of account of the Area 1 QHPA which will be annually subject to private auditing by a company or individuals who do not have a personal or current direct involvement with Area 1 QHPA.

(addition)

DIRECTORS

Only Members in good standing will be eligible to be Directors, the Member must hold a valid current individual membership and must have reached his/her nineteenth (19th) birthday by January 1st of the Director year. For this purpose, a family membership is deemed the same as an individual membership. Directors shall be elected by the Members at an annual general meeting however the Board reserves the right to appoint directors at large at any time through the year if required.

PROTECTION OF DIRECTORS AND OFFICERS

No Director or officer of the Area 1 QHPA shall be liable for the acts, receipts, neglect or default of any other Directors or officers, or for any loss or damage arising from bankruptcy, insolvency or tortuous act of any person with whom any of the monies, securities or effects of the Area 1 QHPA shall be deposited, or for any loss occasioned by any error of judgment or oversight on his/her part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his/her office, or in relation thereto unless the same shall happen through his/her own dishonesty.

RULES OF ORDER

Rules of order contain only the rules relating to the orderly transaction of the business in the meetings of the association, notice of all proposed amendments shall be given to the Secretary sixty (60) days in advance of any Annual or General Meeting and they shall be included in the notice calling such a meeting otherwise the association shall have no power to deal with same.

VOTING –

Commented [AVD1]: Replace shall with will. And clarify if AQHA rules have precedence over OQHA or vice versa. IE Youth helmet rule

Commented [AVD2]: Somewhere it should state that all Officers/Executive should hold a current AREA 1 / AQHA or whatever membership

***this is actually mentioned further down in the document, so should satisfy this comment??

Commented [AVD3]: Suggest adding: No one director may hold the same position for more than 3 consecutive years.

Commented [AVD4]: All director positions shall use email address held by Area 1 for all correspondence. IE: President_Area1@gmail.com which will be turned back to Area 1 at the end of the term. These email address's will be linked to Google Docs for all officers. IE Stall Bookings

Commented [AVD5]: Suggest adding in The VP shall be set up as a 3rd signature on the bank account.

Commented [AVD6]: Concern re confidential items that may be discussed at meetings re discipline, etc. Could just have Board Books available at AGM's for review?

Commented [AVD7]: Suggest adding The Secretary shall hold all passwords for email accounts used for Area 1 correspondence IE: Treasurer_Area1@gmail.com, President_Area1@gmail.com etc

Commented [AVD8]: The Treasurer shall present financials at every Member and Board of Directors meeting and prepare a projected budget for the upcoming year at the Annual meeting in Feb.

Commented [AVD9]: Add reference to Area 1 shall hold a Directors and Officers Insurance Policy to ensure coverage relating to the above

At a meeting of the Board of Directors, each Director present shall have one (1) vote on every question, and in the case of an equality of votes, the Chairman of the meeting shall have a casting or deciding vote. At a Meeting of the Members each member with a current Individual Membership is entitled to one vote, in the case of a Family Membership they are only entitled to one vote per family only. Lifetime Members are entitled to one vote only at a Meeting of Members.

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MEETING OF MEMBERS ANNUAL MEETINGS –

The Annual Meeting of Members shall be held on such a day in each year as the Board of Directors or the President may from time to time determine with at least 60 days prior notice to members.

QUORUM –

A quorum of any meeting of Members, shall consist of at least twenty-five (25) individuals. A quorum of any meeting of Directors, according to the Roberts Rule of Order (HALF THE ELECTED DIRECTORS).

Commented [AVD10]: Do we need rules on how to change the quorum?

COMMITTEES

In addition to the Executive Committee, there may be the following committees or other committees deemed necessary:

Membership Development Committee
Shows Committees
Area 1 QHPA Congress Youth Team Advisory Committee
Promotion & Publicity
Year End Awards Committee
Horse Show Awards Committee
Annual Banquet Committee

The President will select a Chairperson for each committee and must submit his choice of Chairperson to the Board of Directors for approval. It is recommended that a Director from the Board serve on each committee but need not be the Chairperson. The President is automatically a Member of every committee with voice and vote. The Chairperson of each committee will report to the President and the Board of Directors with reports at scheduled board meetings. To be eligible for a committee appointment, an individual must be an Association Member, in good standing, at the time of his or her appointment.

ORDER OF BUSINESS

Business will be conducted by the President according to the Roberts Rules of Order, or the following

- (a) Call to order and reading of notice of meeting
- (b) Identification of Members, establish quorum (addition)
- (c) Reading of minutes of previous meetings
- (d) Treasurers report
- (e) Reports of officers, Directors and committees
- (f) Correspondence
- (g) Unfinished business
- (h) New business
- (i) Election of Directors (at Annual Membership Meeting)
- (j) Next Meeting Date
- (k) Adjournment

Commented [AVD11]: Suggestion to change this to read "...according to the Agenda, which will be agreed upon by the Board prior to each meeting, and may include topics in addition to those outlined below."

Commented [AVD12]: Suggestion to remove this wording

Commented [AVD13]: Suggestion to add: "(at Annual Membership Meeting)"

Commented [AVD14]: Suggestion to remove these items from the list

Commented [AVD15]: Suggestion to remove this item from the list

Commented [AVD16]: Suggestion to add in the boundaries of Area 1, for membership purposes, and note about trainers living outside Area 1

TYPES OF MEMBERSHIPS

Life Member – the life Member shall be entitled to one (1) vote per Member at all meetings of the Members.

Individual Member – the individual Member shall be entitled to one (1) vote per Member at all meetings of the Members. Individual Members shall also be those individuals who pay the prescribed annual membership fee

Family Membership – the family membership shall be entitled to all the rights and privileges of the Membership and shall be entitled to one (1) vote only. With the exception of a spouse a person cannot include under a family membership a child past their nineteenth (19) birthday.