

AREA C: BOARD OF DIRECTORS

C-1 GUIDELINES FOR DIRECTORS

POLICY

The Arkansas Quarter Horse Association shall be managed and controlled by the Board of Directors.

PROCEDURE

The following procedure will be used for election of the Directors:

1. The number of Directors shall be seventeen (17).
2. Directors shall be elected as follows: 4 directors will be elected to 3-year terms; 4 directors shall serve 2-year terms, and 8 directors shall serve 1-year terms. The past president shall serve as a director-at-large until the current president's successor is elected. The Arkansas National Directors to AQHA shall be automatically deemed directors-at-large, but they may also serve in an elected position on the Arkansas Board of Directors. Directors should be a current member of ArQHA.
3. Each year new directors will be elected in the following manner: Four (4) directors will be elected to serve 3-year terms. Four (4) directors will be elected to serve 1-year terms. Four (4) directors that had been elected to serve 3-year terms the previous year will have 2-year terms left, and four (4) directors that had been elected 2 years prior will have 1-year terms left. This totals sixteen directors with the seventeenth director being the past president.
4. Directors will be nominated by the Nominating Committee as appointed by the President and from nominations from the floor at the General Membership meeting.
5. In case of any vacancy in the Board of Directors by death, resignation, disqualification, or increase in number of other cause, the remaining directors by affirmative vote of a majority thereof may elect a successor.

C-2 GUIDELINES FOR OFFICERS

POLICY

The officers of the Association and Board shall be President, First Vice-President, Second Vice-President, Secretary-Treasurer and such other officers as may be authorized, from time to time, by the Board of Directors, who shall be elected by the Board of Directors and such officers shall hold office until their successors are elected and qualified.

PROCEDURE

1. Officers shall be elected from the Board of Directors, except the Secretary-Treasurer, who need not be a member of the Board. The office of the Secretary-Treasurer may be held by the same person.
2. The President shall be the chief executive officer of the Association.
 - He shall preside at all meetings of the Board of Directors.
 - He shall see that the By-Laws and other rules and regulations of the Association are enforced and shall perform all other duties that may be prescribed from time to time by the Board of Directors.
 - He shall be an ex-officio member of all committees.
 - His term of office will be two years.
3. The Vice-Presidents shall have the powers and shall perform the duties of the President in his absence and such other duties as may be prescribed by the Board of Directors.
4. The Secretary will have the following duties:
 - He/she shall keep the minutes of all membership and directors meetings.

- He/she shall be the custodian for the safekeeping of all documents and records of the Association.
 - He/she shall be ex-officio secretary of all committees appointed by the President or the Board of Directors.
 - He/she shall make a report of his/her office to the Board of Directors when demanded and to all annual membership meetings and shall perform such other duties as may be prescribed by the Board of Directors from time to time.
5. The Treasurer will have the following duties:
- He/she shall receive the money turned over to him/her by the Secretary and all other money.
 - He/she shall disburse the same upon itemized demands.
 - He/she shall account for all of the same in detail to each meeting and to the Board of Directors.

All vacancies in the offices of the Association shall be filled by the Board of Directors for the unexpired term and those so appointed shall serve until the election and acceptance of their duly qualified successors.

C-3

GUIDELINES FOR BOARD OF DIRECTORS MEETINGS

POLICY

The Arkansas Quarter Horse Board of Directors will conduct business of the association at regularly scheduled meetings and at any call meeting that shall be deemed necessary.

PROCEDURE

The first annual meeting of the Board of Directors shall be held in conjunction with the annual members' meeting and no notice shall be required for this meeting.

Special meetings of the Board of Directors shall be held whenever called by the direction of the President or by two-thirds of the Directors for the time being in office. The secretary shall give notice of each special meeting by mailing or telephoning the same to each Director at least fifteen (15) days before the meeting, but such notice may be waived by any Director.

The following agenda will be followed at regular board meetings:

- 1) Call to Order
- 2) Roll Call
- 3) Minutes from Previous Meeting
- 4) Treasurer's Report
- 5) Report from (a) National Directors (b) Youth Association (c) Standing Committees (d) Special Committees (e) Old Business (f) New Business

C-4

GUIDELINES FOR ALL COMMITTEES

POLICY

The Arkansas Quarter Horse Association shall have standing and special committees as needed to conduct the business of the association. Standing committees include the following:

- Individual Show Committees
- Finance Committee
- Directory Committee
- Special Events Committee
- Awards Committee
- Banquet Committee
- Policy and Procedure Committee
- Nominations Committee

Membership Committee

PROCEDURE

Standing committees are to be appointed from the board by the association president. Each committee shall have a chairman.

Committee chairmen should appoint association members to also serve on committees.

Special committees as needed are to be appointed by the president of the association.

**C-5
FISCAL POLICIES**

POLICY

The Arkansas Quarter Horse Association shall be responsible for keeping accurate records. Records will be kept by the treasurer. The Arkansas Quarter Horse Association is incorporated and has a Federal Tax Status of 501(c)(6). Reimbursement requests, bills, etc. should be kept for a minimum of five (5) years. These are maintained and secured by the Secretary-Treasurer.

PROCEDURE

The fiscal year runs from January through December.

The following taxes will be paid as directed by our CPA:

- 1) Federal Tax Deposit (8109 Federal Tax) will be paid to the local bank each month.
- 2) State of Arkansas monthly withholding (AR-941M) will be paid as directed to Department of Finance and Administration.
- 3) Quarterly Contribution and Wage Report (ESD-AR-209B) will be paid quarterly to E.S.D.
- 4) IIRS Tax Form 990 will be submitted at the end of each year.

The following procedure will be used for amounts due the association.

- 1) Upon notice by the bank of insufficient funds on any check, the treasurer will notify in writing the person for whom the check was returned. Included will be: notification of return of check, copy of returned check, and penalty notice.
- 2) If restitution of check amount is not received within 30 days, the treasurer will notify the person by telephone and arrangements for payment will be made.
- 3) Following this attempt to collect, a certified letter will be sent to the person for whom the check was returned. 30 days after the certified letter is mailed, the insufficient amount will be turned over to AQHA.
- 4) No person may show in an Arkansas approved horse show until all monies due the association are paid.
- 5) All fees must be paid within 30 days of an ArQHA event (one at which payment was outstanding) or year-end awards will be forfeited even if a late payment is made.

All committees should evaluate the expenses and income for respective area and have approval from the Finance Committee and/or Board of Directors.