



# **Policies and Procedures Manual**

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***Reviewed and Updated: Dec 2024***

## **AREA A: ASSOCIATION**

### **A-1**

#### **ASSOCIATION INFORMATION**

This association shall be known as THE ARKANSAS QUARTER HORSE ASSOCIATION and shall at all times be operated and conducted as a non-profit association in accordance with the laws of the State of Arkansas providing for such organizations and by which it shall acquire all such rights as granted to associations of this kind.

The purpose of this Association shall be to stimulate and regulate any and all matters that may pertain to the history, breeding, exhibition, publicity, sale, racing or improvements of the Quarter Horse.

The principal place of business shall be designated by the President and the Secretary within the State of Arkansas and business may be carried on at any place convenient to such members or officials, as may be participating.

## **AREA B: MEMBERSHIP**

### **B-1**

#### **MEMBERSHIP INFORMATION**

##### **POLICY**

Members of the Association shall be admitted, retained and expelled in accordance with such rules and regulations as the Board of Directors may, from time to time, adopt.

##### **PROCEDURE**

- 1) Each member in good standing shall be entitled to one vote.
- 2) The regular annual meeting of the members shall be held in conjunction with the annual Awards Banquet at which time election of directors and transaction of such other business may be brought before the meeting.
- 3) At any membership meeting, the members attending such meeting shall constitute a quorum of the members for all purposes unless the representation of a larger number shall be required by law and in that case the representation so required shall constitute a quorum.

### **B2**

#### **MEMBERSHIP FEE INFORMATION**

##### **POLICY**

Memberships to the following associations shall be paid to the Arkansas Quarter Horse Association:

- Arkansas Quarter Horse Association
- Arkansas Quarter Horse Youth Association

##### **PROCEDURE**

An individual membership fee of Twenty-five dollars (\$25.00) to the Arkansas Quarter Horse Association shall be paid by each member; a family membership fee shall be Thirty dollars (\$30.00).

Membership fee to the Youth Association shall be \$10.00 per year. Youth Lifetime Membership shall be \$50.

Dues are payable by the first show of the year for points to count. A member whose annual membership becomes delinquent can be reinstated by simply paying the current year's dues. Points will begin counting as soon as dues are paid; there is no penalty for reinstatement. An annual membership is not transferable.

Lifetime Individual Memberships shall be Two Hundred Dollars (\$200.00)

An individual membership shall be required of anyone 21 years of age or children who are married and/or divorced. This applies even if the individual is residing in the home of his or her parents.

The membership list and any other identifying information such as the address, phone number, and email addresses are the property of the Arkansas Quarter Horse Association and will not be shared with other organizations unless approved by the board of directors.

## **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 President, with the advice from the Nominating Committee, may appoint a qualified successor to serve until the next election of Directors at the General Membership Meeting.

## **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 one year.
  - He will be a Facebook administrator and web page webmaster of all ArQHA pages and accounts.
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.
6. 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 emailing 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.

## **AREA D: SHOWS**

### **D-1**

### **GUIDELINES FOR SHOWS**

#### **POLICY**

The Arkansas Board of Directors will officially be responsible for determining show dates each year. After these are set, a Show Committee for each show will be appointed to work out all details for the particular show.

#### **PROCEDURE**

Show dates will be reviewed by the Board of Directors.

A committee and chairman for each show will be appointed by the president and approved by the Board of Directors.

Each Show Committee will be responsible for the following:

- 1) Appoint at least one representative from the regular membership and one from the youth association to serve on the committee
- 2) Determine any additional events and or approved additional sanctioning to be held at the individual show
- 3) Determine and secure prizes for the individual show
- 4) Secure all workers for the show and establish contracts for, at a minimum Announcer, Ring Stewards, Show Manager, Show Secretary. These should include:
  - o Show Manager and Ring Stewards must be submitted to show secretary before show application is sent to AQHA (at least 120 days prior to show)

- Gate workers
  - Arena help (at least 6)
  - Circuit tabulator (if awards are to be given)
  - Presenter of awards
  - Tractor driver
  - Hospitality Committee
- 5) Make sure all equipment for the various events is available; take all such equipment to the show arena at the appropriate time
- 6) Present financial break-down to Finance Committee and/or Board of Directors for approval prior to show

## D-2 GUIDELINES FOR EVENTS NOT APPROVED BY AQHA

### POLICY

Arkansas Quarter Horse Show Association will include the following events not approved by AQHA:

Lead Line  
 11 & Over Walk-Trot Western Pleasure  
 11 & Over Walk-Trot Horsemanship  
 11 & Over Walk-Trot Showmanship  
 11 & Over Walk-Trot Trail  
 11 & Over Walk-Trot Hunter Under Saddle  
 11 & Over Walk-Trot Hunt Seat Equitation  
 11 & Over Walk-Trot Ranch Rail  
 Small Fry Showmanship  
 Small Fry Horsemanship  
 Small Fry Walk-Trot Western Pleasure  
 Small Fry Trail  
 Small Fry Hunter Under Saddle  
 Small Fry Hunt Seat Equitation  
 Small Fry Ranch Rail

### PROCEDURE

*These guidelines will be used for Lead Line*

- 1) Exhibitors must be 10 and under.
- 2) Horses should be led by an individual who has complete control of the horse.
- 3) The horse does not have to meet AQHA owner requirements.
- 4) There is no entry fee for this class, so year-end awards will not be given.

*These guidelines will be used for Walk-Trot (11 and over)*

- 1) Exhibitors must be 11 and over as of January 1 of the current show year.
- 2) Exhibitors are required to be an Arkansas QHA member to be eligible for year-end awards
- 3) Exhibitors will be allowed to exhibit in any other event as allowed by AQHA rules. This includes any loping class.
- 4) Gaits required may include: walk, jog/trot, and extended jog/trot.
- 5) Exhibitors may show non-AQHA registered horses, including paints, Appaloosa, grade horses, etc.
- 6) The Association will provide year-end awards to the top 6 who have at least 10 points.

*These guidelines will be used for the Small Fry Division.*

- 1) Exhibitors shall be 10 years old or younger as of January 1 of the current show year
- 2) Exhibitors are required to be an Arkansas Youth Association member to be eligible for year-end awards according to the rules of the Arkansas QHA
- 3) Exhibitors will be allowed to exhibit in any other event as allowed by AQHA rules. This includes any loping class.
- 4) Gaits required may include: walk, jog/trot, and extended jog/trot
- 5) Exhibitors may show non-AQHA registered horses, including paints, Appaloosa, grade horses, ponies, etc.

- 6) Year-end awards will be given in all Small Fry classes to the top 6 who have at least 10 points. .

**AREA E: YEAR-END AWARDS**  
**E-1**  
**GUIDELINES FOR ARKANSAS YEAR-END AWARDS**

**POLICY**

Arkansas Quarter Horse Association will award prizes at the annual awards banquet.

**PROCEDURES**

*The following guidelines will be used to figure Arkansas Year-End Awards:*

- 1) Points earned in Arkansas Quarter Horse Association sanctioned shows will count toward Arkansas Quarter Horse Association year-end awards.
- 2) Points will begin counting as of the date of membership in the Arkansas Quarter Horse Association. Date will be date of postmark on envelope if mailed or the date of the transaction if online.
- 3) Points will accrue as follows:

<b>Placing</b>	<b>9/more Entries</b>
1	9 points
2	8 points
3	7 points
4	6 points
5	5 points
6	4 points
7	3 points
8	2 points
9	1 point

If there are less than 9 entries in a class, the points will be scaled down according to the number of entries. For example, in a class having four entries, four points will be awarded for first place.

- 4) Exhibitor (non-Open points)/Owner (Open points) must have accumulated ten (10) points or more and be in the top 9 in each class to be eligible for Year-End Award. Exhibitor (non-Open points)/Owner (Open points) must show to at least ½ of the judges during the year to qualify for a Year-End Award.
- 5) Points for horses owned in partnership will count ONLY if partnership is a member of the Arkansas Quarter Horse Association.
- 6) Points earned by horse will not be forfeited because of change of ownership or death.
- 7) Classes which are held in at least three (3) Arkansas Quarter Horse Association sanctioned shows will be eligible for Year-End Award.
- 8) To qualify for a Year-End Award in Open classes, the owner of the horse must be a member of Arkansas Quarter Horse Association. (If owner is a youth, the youth must be a member of ArQHA either by way of a family or individual membership. An Arkansas Youth Association

membership does not count for open classes.)

- 9) Any person owing money to the Arkansas Quarter Horse Association over 30 days after an event will not be allowed to count his points or the points on any horse he shows towards year-end awards.
- 10) If an exhibitor enters in the Select class and the class is combined with Amateur, Select points will be awarded according to the placing in the combined event. Points in Amateur only offered classes will count towards the Select All-Around.

*The following guidelines will be used for Year-End Awards:*

- 1) Three categories of awards based on the total points will be given. The Awards Committee will determine the actual percentage breakdown based on the number of points possible during each year.
- 2) Points from classes (in which points earned are at least 10 and in top 9) will be added together to determine the category in which horse/owner in open events and horse/rider in amateur and youth events will be placed.

*The following guidelines will be used to figure the All-Around and High Point Award winners:*

- 1) An exhibitor must show in 50% of Arkansas shows (each judge counts as one (1) show) to qualify for High Point and All-Around Year End Awards.
- 2) An Open All-Around Year-End Award will be presented to the horse that accumulates the most points and has ten (10) or more Arkansas points in at least three AQHA-approved events in the open division in three or more categories, one of which is Halter.
- 3) An Amateur All-Around Year-End Award will be presented to the horse/ rider combination that accumulates the most points and has ten (10) or more Arkansas points in at least three AQHA-approved events in the amateur division in three or more categories, one of which is Halter.
- 4) An Amateur Reserve All-Around Year-End Award will be presented to the horse/rider combination that accumulates the second most points and has ten (10) or more Arkansas points in at least three AQHA-approved events in the amateur division in three or more categories, one of which is Halter.
- 5) A Youth All-Around Year-End Award will be presented to the horse/rider combination that accumulates the points and has ten (10) or more Arkansas points in at least three AQHA-approved events in the youth division in three or more categories, one of which is Halter.
- 6) A Youth Reserve All-Around Year-End Award will be presented to the horse/rider combination that accumulates the second most points and has ten (10) or more Arkansas points in at least three AQHA-approved events in the youth division in three or more categories, one of which is Halter.
- 7) A Select Amateur All-Around Award will be presented to the horse-rider combination that accumulates the most points and has ten (10) or more Arkansas points in at least three (3) Select Amateur/Amateur events, one of which is Halter. Points in classes only offered for Amateur division will count towards the Select All-Around. Since points in Amateur classes count towards

Select All-Around there-by potentially counting one set of points twice in all-around tabulations, an Amateur and a Select All-Around title cannot be won by the same horse/rider combination in the same year.

- 8) A High Point Level 1 (Novice) Amateur Award will be presented to the horse/rider combination that accumulates the most points and has ten (10) or more Arkansas points in at least three (3) novice amateur events.
- 9) A High Point Reserve Level 1 (Novice) Amateur Award will be presented to the horse/rider combination that accumulates the second most points and has ten (10) or more Arkansas points in at least three (3) novice amateur events.
- 10) A High Point Level 1 (Novice) Youth Award will be presented to the horse/rider combination that accumulates the most points and has ten (10) or more Arkansas points in at least three (3) novice youth events.
- 11) A High Point Reserve Level 1 (Novice) Youth Award will be presented to the horse/rider combination that accumulates the second most points and has ten (10) or more Arkansas points in at least three (3) novice youth events.
- 12) A Small Fry High Point Award will be presented to the horse/rider combination that accumulates the most points and has ten (10) or more Arkansas points in at least three (3) Small Fry events.
- 13) An 11 & Over Walk Trot High Point Award will be presented to the horse/rider combination that accumulates the most points and has ten (10) or more Arkansas points in at least three (3) 11 & Over WT
- 14) Year-end Select All-Around Winners cannot also be champion or reserve in Amateur All-Around with the same horse/rider team.

*The following procedure will be used for dispersal of awards:*

An email will be sent to year-end award winners who were not able to pick up their year-end award at the annual meeting and banquet. The letter will explain the award winners' options, as determined by the awards committee, for getting their award. Any year-end awards that have not been claimed, or arrangements made to be claimed, by May 1 become the property of Arkansas Quarter Horse Association.

## **AREA F: SCHOLARSHIP**

### **POLICY**

Arkansas Quarter Horse Youth members who are presently enrolled in their senior year of high school may apply for a \$1000 scholarship. The winner will be announced but the scholarship will not be awarded until receipt of a transcript showing completion of two semesters of college as a full-time student.

### **PROCEDURE**

Complete the Scholarship Application (*See Website – Arkansas Quarter Horse Association Annual Scholarship*).

<https://arkansasquarterhorse.com/youth/youth-scholarship-application.html>

## **AREA G: WEBSITE AND SOCIAL MEDIA**

### **POLICY**

Arkansas Quarter Horse Association will provide a website for use by members and non-members of the association. The website address is [www.arkansasquarterhorse.com](http://www.arkansasquarterhorse.com). The Facebook page address is [www.facebook.com/arkansasquarterhorse](https://www.facebook.com/arkansasquarterhorse).

### **PROCEDURE**

The web site will be maintained by a webmaster. Any information for use on the web must be provided to the webmaster. The Facebook page will be maintained by the Communications Committee. The Association president will have administrative login privileges for both the website and the Facebook page. All content on these sites is the property of the Arkansas Quarter Horse Association or the organization maintains the appropriate release from the copyright owner.

## AREA H: YOUTH

### YOUTH QUALIFYING RULES FOR CONGRESS AND WORLD SHOW

#### ARKANSAS QUARTER HORSE YOUTH ASSOCIATION QUALIFYING RULES

The purpose of the Youth Teams is to provide an opportunity for Arkansas Youth to participate in the American Quarter Horse Youth Association World Championship Show and the All American Quarter Horse Congress.

**The AQHYA World Championship Show offers every type of AQHA approved Youth class.** All Halter Classes are divided into Yearlings, 2yr. Olds, 3yr. Olds, and Aged for Mares and Geldings as well as Mare and Gelding Performance Halter. Arkansas is able to send **a total of 506 Entries**, including those youth who are nationally invited. Youth must meet the fundraising and membership requirements to participate on the team. Youth must show in half of the ArQHA shows. If Arkansas does not have your qualifying events( like roping, etc.) you may qualify through an accredited association such as high school rodeo, etc.

The National Youth Activities Team Tournament NYATT classes are **Showmanship, Horsemanship, Western Pleasure, Hunter Under Saddle, Hunt Seat Equitation, Reining, Ranch Riding and Barrels.** The Arkansas Quarter Horse Youth Association will select two youth to participate in each class.

#### GENERAL RULES FOR YOUTH WORLD CHAMPIONSHIP SHOW

- A youth must be a member in good standing in order to be considered as a team participant. He/She must be a paid-up member of ArQHya before their first qualifying show and of AQHYA by May 31 of the current year. **(Note these are 2 separate memberships.)**
- National Qualifiers to the Youth World Show also must meet all team requirements in order to be financially supported by ARQHya (tack stalls, hospitality, shirts, etc.)
- All team members are responsible to the youth advisor and must abide by team rules. Team members shall at all times conduct themselves in a becoming manner. Each member's actions reflect on all ArQHya members and the State in general. Conduct unbecoming to the team in general or to the Association is cause for dismissal from the team by the Youth Advisor.
- Youth World team stalls and aisles are to be kept clean during the entire week. We will participate in the Stall Decorating Contest at the Youth World.
- **A LETTER OF INTENT IS MANDATORY** for participation on the Youth World team postmarked on or before April 30 of the current year to the Youth Advisor.
- Please check to see that ArQHya dues are paid by the youth's first qualifying show for points to count toward qualifying.
- Youth must have sponsorship turned in to participate on the Youth World team.
- Youth must attend half of the meetings, we will have at least four meetings in total. (2 online and 2 in person.)

Youth that are from out of state that are wanting to change affiliation to ArQHA to compete on Arkansas' Youth World Team, must meet the requirements that we have outlined and have the affiliation changed with AQHA by the deadline.

### **YOUTH WORLD CHAMPIONSHIP SHOW RULES**

- To be eligible to participate on the Youth World Championship team, all youth must have participated in required fundraisers. See website for details.
- A Mandatory Meeting of all potential team members and their parents will be held at the Memorial Day Circuit.

### **CONGRESS NYATT TEAM SELECTION PROCESS**

- All potential NYATT team members must have a MANDATORY LETTER OF INTENT on file on or before April 30 of the current show year with the Youth Advisor.

### **CONGRESS NYATT TEAM RULES**

- To receive the benefits of participating on the NYATT team, all youth must have participated in required fundraisers. See Website for details. Arkansas QHYA will pay \$100 towards the youth's stall at the Congress if all fundraising requirements are met. You must show in the NYATT to receive the stall credit.

## **AREA I: CHANGES IN POLICIES AND PROCEDURES**

### **POLICY**

The Arkansas Quarter Horse Association will keep its Policies and Procedures Manual updated at all times.

### **PROCEDURE**

Changes to the Policies and Procedure Manual may be made at any scheduled meeting of the Board of Directors by a majority vote.

All changes must be made available immediately to all members of the association.

## **AREA J: FORMS**

### **Youth Forms:**

#### **Letter of Intent:**

<https://arkansasquarterhorse.com/youth/letter-of-intent.html>

#### **Scholarship Application**

<https://arkansasquarterhorse.com/youth/youth-scholarship-application.html>

#### **Membership**

<https://arkansasquarterhorse.com/membership/renew-your-membership.html>

#### **World Show Sponsorship**

<https://arkansasquarterhorse.com/youth/sponsor-form.html>

### **Other Forms:**

#### **AQHA membership, L1 application, Showing Lease Form**

<https://arkansasquarterhorse.com/shows/memorial-day/forms-and-patterns.html>

#### **Individual and Family Membership**

<https://arkansasquarterhorse.com/membership/renew-your-membership.html>

#### **ArQHA Sponsorship Form**

<https://arkansasquarterhorse.com/about-arqha/sponsorships.html>

See website at [www.arkansasquarterhorse.com](http://www.arkansasquarterhorse.com)