

# The Missouri Quarter Horse Association Handbook, By-Laws and History

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**Changes and additions are underlined.**

## **FORWARD**

The Missouri Quarter Horse Association had its beginning in the early 1950's. It was during this time a state organization, then known as the Missouri Quarter Horse Breeder's Association, was formed. Its President, Bob Sutherland, led its 15 (more or less) members in their meetings at the old American Royal Building in Kansas City. At a later date, the name was changed to Missouri Quarter Horse Association.

The Association sanctions AQHA approved shows each year giving its membership the opportunity to compete for MQHA year-end awards and AQHA points. The Association also provides an official publication to the membership.

Periodic meetings of the officers and Board of directors are held each year for the purpose of conducting Association business. Each year the annual meeting of the general membership and the election of officers are held during the Association convention. An awards banquet is also part of at the convention and includes the presentation of year-end awards.

The Missouri Quarter Horse Association is an official affiliate of the American Quarter Horse Association (AQHA) and operates under an affiliation agreement dated 1996. Three divisions operating under MQHA's umbrella: An open division, amateur division, and youth division. The Missouri Quarter Horse Association is an organization that is led by, served by, and with participation of those who either have, enjoy or love American Quarter Horses. The Association offers a special bond of friendship to all within.

### The Missouri Quarter Horse Association Handbook

First edition, January 1, 1988

Second edition, January 1, 1991

Third edition, January 1, 1993

Fourth edition, April 1, 1995

Fifth edition, November 1, 1998

Sixth edition, January 1, 2003

Seventh edition, January 1, 2006

Eighth edition, January 1, 2007

**Ninth edition, January 1, 2010**

## History of The Missouri Quarter Horse Association

Submitted by Cookie Stude, Past President M.Q.H.A.

In 1953 the original Missouri Quarter Horse Association was formed. This occurred at the Missouri State Fairgrounds following a registered show that was held at the Fairgrounds.

R.Q. Sutherland instigated the show and also the forming of the association. The association at that time was called Missouri Quarter Horse Association, and some referred to it as the Missouri Quarter Horse Breeders Association. Sutherland was elected President and served as President for several terms. Some of the other Presidents that served were Roy Williams, possibly Dr Byland, and Bill McWilliams. The last functioning President of the original association was Bill McWilliams. It seemed that an election was held with the election of Sutherland again, but he declined because requests for the association records from prior officers were not produced.

Charles Dowdy and some of the other members were very disturbed that they didn't have a functioning association. So after considerable discussion and with the help of Homer Feaster, as well as others, a meeting was called in the spring of 1962.

Dowdy chaired the meeting, and with the consensus of those present it was voted to disband the old association and form a new one. This was done in order to limit any liability from the prior association, plus everyone was ready to move forward. The new association was named The Missouri Quarter Horse Association.

Dowdy had his attorney take care of the Articles of Incorporation. The Bylaws were approved and annual dues were set at \$10.00 per adult.

It was necessary to have extra money for prior association debts, so in order to do this Dowdy and some of the others subscribed to life memberships of \$100.00 per individual.

Charles Dowdy was elected the first President and served for two or three terms. He was succeeded by Dr. A.D. Allen.

The first officers and directors of The Missouri Quarter Horse Association were as follows:

### Officers

Charles Dowdy, President  
Roy L. Williams, Vice President  
Homer Feaster, Secretary

Calhoun, Missouri  
Lone Jack, Missouri  
Windsor, Missouri

## Directors

Harold Bowen  
Kenneth Gabriel  
Kenneth Eads  
Sam Clayman

Williamsburg, Missouri  
Butler, Missouri  
Butler, Missouri  
Kansas City, Missouri

Tom Manion  
Dr. B.F. Byland  
Bob Dickey  
Jesse Rayfield  
George Williams  
Peter Denslow

Houston, Missouri  
Maryville, Missouri  
Lee's Summit, Missouri  
Ellington, Missouri  
Bolivar, Missouri  
Kirksville, Missouri

The Missouri Quarter Horse Association held its first Quarter Horse sale on September 8, 1962 at the Missouri State Fairgrounds Coliseum. It was called The Missouri Royal Quarter Horse Sale. All of the above Officers and Directors were on the show committee. The sale auctioneer was Col. Ike Hamilton from West Monroe, Louisiana. The ring men were Henry King from the Quarter Horse Journal in Amarillo, Texas, Jim Diekrieger were from Jefferson City, Missouri and Smithy Preston from Greenfield, Missouri. The sale clerk was Frank Zahringer, and the Veterinarians Dr. A.D. Allen and Dr. William Stuart. The show brochure included the following: "The Association is sponsoring this sale in the belief that it will become an annual sale and one that will be of benefit to its members and to the buying public."

Significant changes have occurred since the beginning, and thanks to dedicated individuals like Charles Dowdy, our Association has become one of the American Quarter Horse Association's strongest Affiliates. We have been honored to have a President of the American Quarter Horse Association, Jim Shoemake from St. Louis, as well as several Committee Chairmen and Committee members representing Missouri at the American Quarter Horse Association.

Special recognition and appreciation is given for the hand written copy of the historian accounts by Charles Dowdy, first President of The Missouri Quarter Horse Association and the verbal assistance of LaRue Sauers, A.Q.H.A. Honorary Vice-President, M.Q.H.A. Past President, and Past AQHA National Director.

**The Missouri Quarter Horse Association**  
**Past Presidents**

<b><u>YEAR</u></b>	<b><u>NAME</u></b>	<b><u>YEAR</u></b>	<b><u>NAME</u></b>
<u>1962</u>	<u>Charley Dowdy</u>	<u>1986</u>	<u>Dr. C.E. Mueller</u>
<u>1963</u>	<u>Charley Dowdy</u>	<u>1987</u>	<u>Steve Lyons</u>
<u>1964</u>	<u>Charles Dowdy</u>	<u>1988</u>	<u>Jim Shoemake</u>
<u>1965</u>	<u>Dr. A.D. Allen</u>	<u>1989</u>	<u>Homer Stude</u>
<u>1966</u>	<u>Roy Williams</u>	<u>1990</u>	<u>Loren Keen</u>
<u>1967</u>	<u>Dr. B.F. Byland</u>	<u>1991</u>	<u>Robbie Rainer</u>
<u>1968</u>	<u>Nolan Hutcheson</u>	<u>1992</u>	<u>Paul Lindsey</u>
<u>1969</u>	<u>Ray Acker</u>	<u>1993</u>	<u>Dr. Jim Bob Long</u>
<u>1970</u>	<u>Kraft Vohsen</u>	<u>1994</u>	<u>Jon Barry</u>
<u>1971</u>	<u>Keith Peterson</u>	<u>1995</u>	<u>Ed Phillips</u>
<u>1972</u>	<u>LaRue Sauers</u>	<u>1996</u>	<u>Mike Swain</u>
<u>1973</u>	<u>Melvin Douglas</u>	<u>1997</u>	<u>Robbie Rainer</u>
<u>1974</u>	<u>Allen Davis</u>	<u>1998</u>	<u>Greg Demint</u>
<u>1975</u>	<u>Melvin Douglas</u>	<u>1999</u>	<u>Greg Demint</u>
<u>1976</u>	<u>William "Bill" Slemph</u>	<u>2000</u>	<u>Cookie Stude</u>
<u>1977</u>	<u>Jerry Graham</u>	<u>2001</u>	<u>David McElwain</u>
<u>1978</u>	<u>Tom Gregerson</u>	<u>2002</u>	<u>Kendra Weis</u>
<u>1979</u>	<u>Dr. Thomas Fischer</u>	<u>2003</u>	<u>Mike Glascock</u>
<u>1980</u>	<u>Wayne Wilson</u>	<u>2004</u>	<u>Sandy Huebner</u>
<u>1981</u>	<u>Leonard Lorch</u>	<u>2005</u>	<u>J.D. Roach</u>
<u>1982</u>	<u>Leonard Lorch</u>	<u>2006</u>	<u>Tom Downing</u>
<u>1983</u>	<u>Bill Whitacre</u>	<u>2007</u>	<u>Paul Zink</u>
<u>1984</u>	<u>Dewey McCreary</u>	<u>2008</u>	<u>Russ Gardner</u>
<u>1985</u>	<u>Frank Childers</u>	<u>2009</u>	<u>Dr. Pam Downing</u>

**The Missouri Quarter Horse Association Hall of Fame Inductees**  
**Members**

<b><u>YEAR</u></b>	<b><u>NAME</u></b>
<u>2006</u>	<u>LaRue &amp; Dorothy Sauers</u>
<u>2007</u>	<u>William "Bill" Slemph</u>
<u>2008</u>	<u>Charles Franklin Dowdy</u>
<u>2009</u>	<u>Thomas "Tom" Gregerson</u>
<u>2010</u>	<u>Dr. Benjamin Frank Byland</u>
<u>2010</u>	<u>Steve Lyons</u>

**Horses**

<b><u>YEAR</u></b>	<b><u>NAME</u></b>
<u>2009</u>	<u>Van Decka</u>

## **MISSION STATEMENT:**

It is the mission of The Missouri Quarter Horse Association to:

- Promote and support the equine industry in the State of Missouri, and more specifically to,
- Provide beneficial services and activities for its members who enhance and encourage Quarter Horse ownership and participation, and to further,
- Generate growth of MQHA membership and increased public awareness via marketing, promotion, advertising and publicity of the American Quarter Horse; and further to,
- Participate in such charitable and philanthropic activities deemed appropriate which would be directed at insuring participation in equine activities by anyone, regardless of physical or financial ability.

## **THE MISSOURI QUARTER HORSE ASSOCIATION**

### **By-laws**

#### **ARTICLE I**

##### **Name and Purpose**

Section 1. Name. The name of the Association shall be The Missouri Quarter Horse Association (hereinafter the “Association”).

Section 2. Purpose. The intent and purpose of the Association shall be to promote the active interest of the Quarter Horse in Missouri by shows, races, or other means and also to promote and encourage high quality facilities as well as advertising the State of Missouri as a Quarter Horse Breeding Center.

#### **ARTICLE II**

##### **Relationship to Parent Association**

All of the activities and participation of the Association shall be in direct harmony and in accordance with the policies, rules and regulations of the American Quarter Horse Association (“AQHA”).

#### **ARTICLE III**

##### **Membership**

Section 1. Eligibility. Membership in the Association shall be open to any responsible person, family, partnership or corporation within or without the State of Missouri and specific membership shall consist of one of the following: (a) Open Individual Membership; (b) Amateur Individual Membership (difference between Amateur Individual Membership dues and Open Individual Membership dues designated to MO Amateur Assn.); (c) Open Family Membership (2 immediate family members); (d) Amateur Family Membership (2 immediate family members); (e) Mixed Family (2 immediate family members/one open member and one amateur member); (f) Farm, Ranch, Partnership; (g) Youth Individual Membership, and shall conform to and be consistent with the rules and regulations of the AQHA Handbook.

Section 2. Dues and Voting. The Board of Directors of the Association shall fix the annual dues of the Association, from time to time. Voting in the Association shall be as follows: (a) a person holding an individual membership (open) shall be entitled to one (1) vote, (b) a family membership shall be entitled to two (2) votes, one for each individual immediate family member holding a membership under the family membership entitlement, (c) a corporate membership shall be entitled to one (1) vote, and (d) a partnership membership shall be entitled to one (1) vote.

Section 3. Non-Payment. Non-payment of dues shall automatically forfeit membership and all privileges attached and belonging thereto. When there are no objections, paying up in full may reinstate a member in arrears.

Section 4. Subject to Rules. Any member of the Association becomes subject to rules, regulations, and by-laws of the Association current or hereinafter adopted, and shall be subject to expulsion and/or penalties from this organization as provided and stipulated in these by-laws.

Section 5. Causes for Expulsion. The following shall be cause for expulsion or penalties of any individual, partnership, or corporation from the Association when proof and evidence of commission has been established by evidence satisfactory to the Board of Directors of the Association.

- (a) To knowingly and willfully misrepresent in any entity an animal sold at either public or private treaty or exhibited in State or AQHA approved show or race.
- (b) To knowingly and willfully sell a barren or non-breeding animal without making statement prior to sale.
- (c) The Association automatically expels any member expelled by the AQHA.
- (d) To knowingly and willfully violate any AQHA rule or law.

Section 6. Public Hearing. Any person, partnership, or corporation holding membership in the Association having cause or any other acts or practices deemed to causes for expulsion from the Association shall be entitled to a full, fair and impartial public hearing before the Board of Directors of the Association.

Section 7. Procedure. All charges shall be submitted in writing, signed by the accuser, to the Board of Directors who shall review said charges within ten (10) days. After said review, a copy of said charges shall be forwarded to the individual charged within one (1) week of said meeting. A hearing shall then be held within thirty (30) days after the individual charges have been made, where he/she shall be confronted by said accusers or permitted to examine any or all evidence offered in support of the charges against him/her, and thereby be given full opportunity to refute such evidence.

Section 8. Expulsion. Upon being found guilty from evidence as charged and worthy of expulsion, he/she shall immediately be expelled, and, in course, public notice of such expulsion be given in such manner as deemed necessary by the Board of Directors.

Section 9. Reinstatement. Any expelled member may be reinstated with the approval of the Board of Directors.

Section 10. Suspension. Any member may be suspended and denied privileges of MQHA for failure to pay when due any obligation owing to MQHA including but not limited to advertisements, support of shows (i.e. sponsorships, buckles), etc., provided that, 90 days before this action, written notice of the account due and the intention to suspend or withhold privileges of MQHA be mailed to such member. Any suspension and denial of privileges under this Section shall terminate upon full payment of the obligation due MQHA.

## **ARTICLE IV**

### Directors

Section 1. Members. The Board of Directors shall consist of the President, President Elect, Vice-President and twenty-four (24) State Directors; twelve (12) elected at large, and twelve (12) of which come from six (6) districts; two (2) from each district.

Section 2. Honorary Directors. All past Presidents of the Association are honorary directors and will have a vote at Directors' meetings as long as they are active members in the Association, and will be notified of all Board of Directors meetings.

Section 3. At-Large Terms. The twelve (12) State Directors-at-Large shall hold office for a term of three (3) years with four (4) members elected each year.

Section 4. No two directors from the same district shall be from the same immediate family, with exceptions of family members with a membership of good standing of past presidents, present MQHA Officers and National Directors.

Section 5. Method of Selection of District Directors. For the purpose of electing Directors, the State shall be divided into the six (6) following districts, shall hold office for term of two (2) years, with six (6) members elected each year.

(a) District 1 (Northwest) bounded on west and north by the state border, on the east by State Route No. 5, and on the south by US Route No. 40 (I-70).

(b) District 2 (Northeast) bounded on north and east by the State border, and on the south by US Route No. 40 (I-70), I-70 to Wentzville, then US Route 40 to State line, and on the west by State Hwy No. 5

(c) District 3. (West Central) bounded on the north by US No. 40 (I-70) and on the east by State Route No. 5, on the south by Route No. 32 and No. 54, with Lebanon as a hub, thence west to State line, the west border being The State border.

(d) District 4. (East Central) bounded on the west by State Route No. 5, on the north by US Route No. 32, from Lebanon to Salem, and Route No. 72 east to Cape Girardeau.

(e) District 5. (Southwest) bounded on south and west by State border, on north by line following US Route 54 to State Route No. 32 to Lebanon, on the east by State Route No. 5.

(f) District 6. (Southeast) bounded on north by line from Lebanon to Cape Girardeau along State Route No. 32 and No. 72, on the east and south by State borders, and on the west by Route No. 5.

Section 6. National Directors. National Directors are to be nominated annually to comply with the requirements of the American Quarter Horse Association, and their names submitted to the

American Quarter Horse Association Credentials Committee. Any AQHA member in good standing for three consecutive calendar years previous to nomination is eligible to serve as a National Director for an elected term of one year. As an AQHA affiliate, MQHA is invited to send nominations for Directors to AQHA; however, the final recommendation for National Directors is made to AQHA's membership during the report of the AQHA Nominations and Credentials Committee, subject to an affirmative vote by the AQHA membership in attendance at the AQHA annual convention.

Five (5) persons or number as established by AQHA shall be elected by the Board of Directors of the Missouri Quarter Horse Association to be recommended to the American Quarter Horse Association to be named National Directors of the American Quarter Horse Association.

The nomination process begins with the submission of a properly completed Director's application accompanied by a photograph to MQHA's office by December 1 of the current year preceding the MQHA annual meeting. Current National Directors seeking reelection are exempt from this procedure. Said committee then presents applications to MQHA's Nominating Committee for review and selection of candidates. During MQHA's Board of Directors meeting preceding the MQHA annual meeting, the Nominating Committee chairperson presents the slate of nominations for National Directors, followed by the President's call for nominations from the floor. Any such nominees must have previously submitted their applications prior to December 1st for consideration by the Nominating Committee. Nominees from the floor for a Director's position are received to oppose another nominated person, and not in opposition to the total slate of Directors presented by the Nominating Committee. Should nominations occur from the floor, a vote will be taken among MQHA Directors present to decide the person to be presented to AQHA for consideration as a National Director.

All active National Directors will serve and will have voting privileges as directors of the Missouri Quarter Horse Association during their active term. National Directors and spouses must be MQHA members and AQHA members.

Section 7. Missed Meetings. If a director misses two (2) meetings in succession without a legitimate reason, he/she will be dropped as a director at the end of the year and will be replaced at the annual meeting. Reason for absence from a scheduled meeting must be given to the President or Secretary prior to the meeting date.

Section 8. Automatic Termination. Non-payment of dues of any officer or director within thirty (30) days at the start of the current fiscal year will automatically terminate his/her term of office and the Board of Directors will appoint a replacement. Termination notification by certified letter will be mailed to the officer or director.

Section 9. Meeting Notices. Notices of Board of Director meetings shall be made by regular mail at least three weeks prior to the meeting.

Section 10. Meetings. There shall be at least four (4) meetings of the Board of Directors annually, no more than two (2) of which will be in connection with or at the same time and place as a MQHA sponsored event. The President shall designate the meeting dates. The first meeting

will precede the annual meeting of the membership. Notice of meetings shall be mailed at least three weeks prior to the meeting. The President may call special meetings of the Board of Directors or any six (6) members of the Board of Directors, at any time or place, on one week notice.

Section 11. Quorum. Quorum at any Board of Directors meeting shall be a majority of Directors present after notice. A majority of such quorum shall decide any question that comes before the meeting, and the membership status shall be checked prior to voting by the MQHA Secretary.

Section 12. Adjournments. All Board of Directors meetings may be adjourned from day to day, or from time to time, until a quorum appears. The order of business, however, must be the same as for a membership meeting.

Section 13. Succession. All directors shall hold office until their successors are duly elected or qualified. Any director may succeed himself if duly elected.

Section 14. Missouri Resident. Any member of the Board of Directors must be a resident of the State of Missouri.

Section 15. Approval of Expenditures. The Board of Directors or the majority of members present at any duly called membership meeting must approve any expenditure in excess of \$250.00 not provided for in the budget. The President may approve one time expenditures of up to \$250.00 not included in the budget.

## **ARTICLE V**

### Officers

Section 1. Association Officers. The officers of the Association shall consist of a President, President-Elect, Vice-President, Secretary, Treasurer and Financial Officer. Any officer must be a resident of the State of Missouri. The President and President Elect must have been a previous member of the Board of Directors.

Section 2. Election of Officers. The President, President-Elect, Vice-President and Treasurer shall be elected by a majority vote of the members at the annual meeting. The President shall have the right to appoint the secretary with the approval of the Board of Directors. The Financial Officer shall be appointed by the Budget Committee for approval by the Board of Directors.

Section 3. Executive Committee. The Executive Committee shall consist of the MQHA Officers, the immediate past President, and other appointments as made by the President. The President shall appoint four (4) directors to the Executive Committee, which he may consult with as needed in carrying out the business of the Association. Also, the President, in addition to the four (4) directors described herein, may appoint up to four (4) past Presidents of the Missouri Quarter Horse Association to the Executive Committee. The President-Elect shall be chairman of said committee and in no event shall the Executive Committee consist of fewer than seven (7) members.

Section 4. Vacancy. Should a vacancy in any office occur, the Executive Committee shall recommend a replacement to be voted upon by the Board of Directors at a subsequent meeting of the Board of Directors.

Section 5. Duties of Officers. The President shall preside at all regular and special meetings, and perform such other duties usually attached to the office. He shall conduct all meetings according to parliamentary procedures. The President-Elect shall perform all duties of the President when the President is absent from any meeting. The Vice-President shall be responsible for all activities and support all committee chairpersons. The Secretary shall be responsible for implementing all Association activities, subject to the authority of the Board of Directors. The Treasurer shall perform all duties usually assigned to such officer, subject to the authority of the Board of Directors, and may be bonded at the expense of the Association with a certified annual audit. The Financial Officer shall be appointed by the Budget Committee and approved by the Board of Directors. Duties include management of MQHA's financial affairs subject to the authority given by the Budget Committee.

Section 6. Special Appointee. The President shall have the right to appoint a reporter with the approval of the Board of Directors. The Reporter is not an officer of MQHA.

## **ARTICLE VI**

### Annual Meeting

Section 1. Meeting Called. The annual meeting of the Association shall be called for the election of officers, the election of Directors where vacancies exist, and transaction of other business, which shall come before it. In case of the President's refusal to call an annual meeting, any six (6) members of the Board of Directors shall call the annual meeting.

Section 2. Notice. At least twenty one (21) days' notice of the annual meeting shall be given each member in good standing. This notice will be given in the Association's official publication.

Section 3. Eligibility to Vote. Members eligible to vote at the annual meeting must be in good standing by November 1.

Section 4. Order of Business. The order of business at any meeting, either annual or called, must be (a) calling of the roll, (b) proof of due notice, (c) reading and disposal of the minutes, (d) financial report, (e) reports of officers and committee chairmen, (f) unfinished business, (g) new business, (h) election of any officers and directors, if any, and (i) adjournment.

## **ARTICLE VII**

### Committees

Section 1. Presidential Appointments. The President shall appoint the following committees and committee chairpersons, and any other committees deemed necessary by the President and/or Board of Directors: (a) Audit, (b) Budget, (c) Convention (d) Corporate Sponsorship, (e) Executive, (f) Foundation, (g) Futurity, (h) Hall of Fame, (i) Handbook, (j) Membership, (k) MO Amateur Liaison, (l) Nominating, (m) Publication, (n) Seminars/Special Programs, (o) Show and

Contest, (p) Special Events, (q) Stallion Auction, (r) Trail Ride, (s) Ways & Means, (t) Year-End Awards and (u) Youth Advisory.

Section 2. Responsibility. It shall be the responsibility of each committee to fully augment all functions of that respective committee.

Section 3. Board Liaison. At least one member of the Board of Directors shall be an active participant of each committee and serve as liaison with the Board of Directors.

Section 4. Youth Advisory Board. The President shall appoint at least two (2) but not more than four (4) Youth Advisors. The President may, but will not be required to, select those advisors from recommendations made by MQHYA. All actions of MQHYA shall be subject to the advisory Board's approval.

Section 5. Budget Committee. The Budget Committee shall consist of not less than eight or more than twelve members appointed by the President, of which not less than 50% of said committee members shall be past presidents of MQHA. Additionally, the President, President Elect, Treasurer and the Financial Officer shall be members. The Committee, upon appointment, shall submit a tentative budget to the Board of Directors at the first Board meeting following the annual meeting.

Section 6. Nominating Committee. The Nominating Committee shall have as its members the five (5) most recent active past Presidents of MQHA. The President of MQHA for the previous year shall serve as chairman of the Nominating Committee.

Section 7. Hall of Fame Committee. Objective: to honor and preserve the legacy of individuals that has given dedicated and outstanding service to the MQHA. To honor and preserve the legacy of horses that have an outstanding record giving outstanding visibility to the American Quarter Horse.

(1) Nomination Criteria for Induction into The Missouri Quarter Horse Hall of Fame.

A. Individual

1. May be living or deceased
2. Should be or have been a member of MQHA
3. Should have a record of outstanding service through promoting, working and dedicated organizational involvement.

B. Horse

4. Must be deceased.
5. Must have been a Registered American Quarter Horse.
6. Owner should be or have been a member of MQHA for an extended period of years.
7. Should have outstanding record as a sire, dam or competitor increasing the visibility for and in conjunction with MQHA.

(2) Committee Responsibilities:

A. Adhere to stipulated criteria

B. Present budget for approval of \$225.00 allowance per individual inductee and a \$225.00 allowance per horse inductee.

1. Allowance includes
  - a. Two adult Convention Banquet tickets.
  - b. One adult Individual Life membership MQHA
  - c. One plaque
2. Letter to Inductee of announcement prior to State Convention
3. Include a notification in all of convention mail out or publications.
4. Discuss with Convention Chairman of any special needs.
5. Make arrangements with Convention Photographer for presentations, Family or any other special photos needed.
6. Have a nice plaque made (one with photo of Inductee if possible).
7. Make a certificate of Life Membership
8. Send article to the MQHA and AQHA publications and to the newspaper in the hometown area of the Inductee.

## **ARTICLE VIII**

### Miscellaneous

Section 1. Fiscal Year. The fiscal year of the Association shall be January 1 through December 31 with a general annual meeting following within sixty (60) days determined by the Board of Directors.

Section 2. Show Season. The show season (for MQHA points) extends from January 1 to December 31 inclusive.

Section 3. Race Points. For the purpose of the race point system, the year shall be from January 1 through December 31 inclusive.

## **ARTICLE IX**

### Amendments

By-Laws of the Association may be amended at any regular or special meeting of the Board of Directors of the Association by a majority vote of said Directors, providing a quorum of said Board is present. Standing rules of the Association may be amended by a two-thirds majority vote of the Board of Directors at any regular or special meeting of the Board of Directors, providing a quorum of said Board is present.

## **THE MISSOURI QUARTER HORSE ASSOCIATION** **GENERAL RULES AND REGULATIONS**

### 1. MQHA Approved Activities

A. Any club, organization, or person who sponsors an AQHA approved show will automatically have MQHA approval providing the show is approved by AQHA, held in the geographical boundaries of Missouri, and the sponsor is a member of MQHA.

B. MQHA sanction of any show for eligibility for MQHA year-end points requires application to MQHA by show management and payment of sanction fees as determined from time to time by the MQHA Board of Directors, and further requires the following:

1. The show must be held within the boundaries of Missouri or with the prior approval of a majority of the Board of Directors present at a duly noticed meeting, provided a quorum is present, may be located outside the State of Missouri.
2. A \$25 sanction fee and a \$15 point access fee for downloading of show results (total \$40) for each show must accompany the show approval application.
3. Application for Missouri show approval must be received by the MQHA office at least ninety (90) days prior to all show dates.
4. A 50-cent fee per each entry in every class must be collected for the youth program. This check should be made payable to MQHYA and should be sent to the MQHA office.
5. Only one show scheduled for the same date will receive MQHA approval/sanction.

C. Notice of all MQHA approved shows shall be published at least thirty (30) days prior to the date of show in the official MQHA publication.

D. MQHA may sponsor or sanction any other suitable activities in accordance with the by-laws and/or as approved by proper procedures of the Board of Directors.

E. MQHA shall sponsor one or more shows per year that are approved by AQHA.

F. MQHA Board of Directors shall cause records to be kept on all MQHA sanctioned shows, special events and all nominated racehorses for the purpose of accumulating year-end award points.

G. MQHA Board of Directors shall cause accumulated point standings to be published in its official publication on a timely basis.

H. MQHA shall hold an annual event for the purpose of recognizing winners in all categories of year-end awards and to present suitable awards.

## 2. Employees or Persons Engaged Under Contracts for Service

Employees of the MQHA or persons engaged under contract for services on a continuous basis for MQHA shall report to MQHA's president and must be MQHA members. The employment of or contracts for services and any termination thereof shall require approval of the Board of Directors. However termination for cause may be with the approval of the Executive Committee.

## 3. MQHA Year-End Award Point Eligibility

Any changes and/or revisions in any awards given, or any eligibility requirements, or methods of tabulation in any division, which are to be presented in any given year, must be approved by the MQHA Board of Directors prior to the beginning of the year for which the award is to be given.

### A. Open Points:

- (a) To receive open points, owners and exhibitors both must hold MQHA membership. This membership must be the same as its owner's name as it appears on the registration papers.
- (b) Any youth competing for open points must hold an open MQHA membership.
- (c) Walk-Trot Horsemanship is youth class; therefore, it requires a youth membership for year-end award. Exhibitor must be 10 years old and under as of January 1, and must show three (3) times to be eligible.

### B. Amateur Points:

- (a) To receive amateur points, exhibitor must have current

MQHA amateur/open membership must carry an AQHA amateur card, and animal exhibited must comply with AQHA rules.

C. Youth Points:

- (a) To receive youth points, youth must hold MQHYA membership. Youth must exhibit horses in compliance with AQHA rules.

D. Class Eligibility:

- (a) Year-end awards will be given only for each AQHA class and Walk-Trot Horsemanship (10 and under) class. In order to be eligible for year-end awards, an individual must earn a minimum of 10 points, AND must show in a minimum of 10 shows (or 50% of the shows in which a particular class is offered, if it is offered less than 10 times during the show season). In the event of a tie, a tie-breaker will be used to determine first and second place. To break ties, the total number of shows attended will be used, and the individual that has attended the most approved shows shall be deemed the winner.

E. General Eligibility Rules:

- (a) Member will not be entitled to points accumulated prior to date of receipt of payment of membership dues.
- (b) If a stallion is gelded, it will receive points as a stallion, and then will start over as a gelding. The points will not be added together.
- (c) When change of ownership of a horse occurs, the new owners must have an appropriate membership to continue accumulating points.

4. Tabulation of Year-End Award Points

1. Six (6) Point System

A. Points for each class will be posted separately for eligible members as follows:

1st place	6 points
2nd place	5 points
3rd place	4 points
4th place	3 points
5th place	2 points
6th place	1 point

If less than six (6) horses are in a class points are awarded accordingly.

*Example - 3 in class*

1st place	3 points
2nd place	2 points
3rd place	1 point

B. Six (6) points are the most that can be acquired per class for first place.

C. In halter, the Grand Champion horse is awarded two (2) points more than earned by the highest point-earning horse in its sex division, with Eight (8) being the maximum total points that can be earned by the Grand Champion in that sex division.

D. In halter, the Reserve Champion is awarded one (1) point more than earned by the highest point-earning horse in its sex division, with seven (7) being the maximum total points that can be earned by the Reserve Champion in that sex division.

E. Points will be kept for riders in open performance classes for the high-point rider award. These points will be based on the six-point system.

F. Cutting point tabulation. See Special Awards - Special Event Division.

G. Race points tabulation. See Special Awards - Special Event Division

2. Special Awards.

In addition to the individual class year-end awards, the following special awards will be presented:

A. Open Division

(a) Open High Point Halter Horse. To the stallion, mare or gelding with the most accumulated halter points. (Grand and Reserve offered)

(b) Open High Point Performance Horse. To the horse with the most accumulated points in performance classes. (Grand and Reserve offered)

(c) Open High Point All-Around Horse. The Open High Point All-Around Horse is the horse with the highest point total after complying with the following rules. Category Definition: (i) Open Performance Category is all open riding classes and pleasure driving; (ii) Open Halter Category is all open halter classes. In order to qualify for consideration as the Open High Point All-Around Horse, a horse must have earned at least one hundred (100) points in its strongest category and at least ten (10) points in its lowest category. Example: If horse has earned 100 points in its strongest category (for instance, Performance), it must have earned 10 points in its lower category (for instance, Halter), equaling 110 points. (High Point and Reserve High Point Offered)

(d) Open High Point Exhibitor. Exhibitor with the most accumulated points. (Grand and Reserve offered) Exhibitor must hold an open MQHA membership.

B. Amateur Division

(a) Amateur High Point Halter Horse. To the stallion, mare or gelding with the most accumulated halter points. (Grand and Reserve offered)

(b) Amateur High Point Performance Horse. Category Definition: (i) Amateur Performance Category is all amateur riding classes and amateur showmanship. The horse with the most accumulated amateur performance points (includes Amateur Showmanship). (High Point and Reserve High Point offered)

(c) Amateur High Point All-Around Horse and Rider. The Amateur High Point All-Around Horse and Rider is the amateur horse/rider with the highest point total after complying with the following rules. Category Definition: (i) Amateur Halter Category consists of all Amateur halter classes, (ii) Amateur Exhibitor Performance Category consists of Amateur Showmanship at Halter, Amateur Western Horsemanship, Amateur Hunt Seat Equitation and Amateur Equitation Over Fences, (iii) Amateur Horse Performance Category consists of the rest of the Amateur riding classes and Amateur pleasure driving. In order to qualify for consideration as the Amateur High Point All-Around Horse and Rider, the amateur horse/rider must have earned points in the amateur halter category and the two amateur performance categories with a minimum of ten points earned in the lowest category. (High Point and Reserve High Point offered)

(d) Amateur Sportsmanship Award. Selected by the MO Amateur Association.

C. Select Amateur Division

(a) Select Amateur High Point Performance Horse. Category Definition: (i) Select Amateur Performance Category is all Select amateur riding classes and Select amateur showmanship. The horse with the most accumulated Select amateur performance points (includes Select Amateur Showmanship). (High Point and Reserve High Point offered)

(b) Select Amateur High Point All-Around Horse and Rider. The Select Amateur High Point All-Around Horse and Rider is the select amateur horse/rider with the highest point total after complying with the following rules. Category Definition: (i) Select Amateur Halter Category consists of all Amateur halter classes, (ii) Select Amateur Exhibitor Performance Category consists of Select Amateur Showmanship at Halter, Select Amateur Western Horsemanship, Select Amateur Hunt Seat Equitation and Select Amateur Equitation Over Fences, (iii) Select Amateur Horse Performance Category consists of the rest of the Select Amateur riding classes and Select Amateur pleasure driving. In order to qualify for consideration as the Select Amateur High Point All-Around Horse and Rider, the Select amateur horse/rider must have earned points in the Select amateur halter category and the two Select amateur performance categories with a minimum of ten points earned in the lowest category. (High Point and Reserve High Point offered)

#### D. Novice Amateur Division

(a) Novice Amateur High Point Performance Horse. Category Definition: (i) Novice Amateur Performance Category is all Novice amateur riding classes and Novice amateur showmanship. The horse with the most accumulated Novice amateur performance points (includes Novice Amateur Showmanship). (High Point and Reserve High Point offered)

(b) Novice Amateur High Point All-Around Horse and Rider. The Novice Amateur High Point All-Around Horse and Rider is the novice amateur horse/rider with the highest point total after complying with the following rules. Category Definition: (i) Novice Amateur Halter Category consists of all Amateur halter classes, (ii) Novice Amateur Exhibitor Performance Category consists of Novice Amateur Showmanship at Halter, Novice Amateur Western Horsemanship, Novice Amateur Hunt Seat Equitation and Novice Amateur Equitation Over Fences, (iii) Novice Amateur Horse Performance Category consists of the rest of the Novice Amateur riding classes and Novice Amateur pleasure driving. In order to qualify for consideration as the Novice Amateur High Point All-Around Horse and Rider, the novice amateur horse/rider must have earned points in the novice amateur halter category and the two novice amateur performance categories with a minimum of ten points earned in the lowest category. (High Point and Reserve High Point offered)

#### E. Youth Division

(a) Youth High Point Halter Horse. Youth mare or gelding with the most accumulated halter points. (Grand and Reserve offered)

(b) Youth High Point Performance Horse (rider 13 & under). Category Definition: (i) Youth Performance Category is all youth riding classes and youth showmanship. Youth mare or gelding with the most accumulated youth performance points (includes Youth Showmanship). (High Point and Reserve High Point offered)

(c) Youth High Point Performance Horse (rider 14-18). Category Definition: (i) Youth Performance Category is all youth riding classes and youth showmanship. Youth mare or gelding with the most accumulated youth performance points (includes Youth Showmanship). (High Point and Reserve High Point offered)

(d) Youth High Point All-Around Horse and Rider Combination (rider 13 and under). The Youth High Point All-Around Horse and Rider (13 and under) is the youth horse/rider with the highest point total after complying with the following rules. Category Definition: (i) Youth Performance Category is all youth riding classes and youth showmanship, (ii) Youth Halter Category is all youth halter classes. In order to qualify for consideration as the Youth High Point All-Around Horse and Rider (13 and under), the youth horse/rider must have earned at least one hundred (100) points in their strongest\_category and at least ten (10) points in their lowest category. Example: If youth horse/rider have earned 100 points in their strongest category (for instance, Youth Performance) they must have earned 10 points in their lowest category (for instance, Youth Halter), equaling 110 points. (High Point and Reserve High Point offered)

(e) Youth High Point All-Around Horse and Rider Combination (rider 14-18). The Youth High Point All-Around Horse and Rider (14-18) is the youth horse/rider with the highest point total after complying with the following rules. Category Definition: (i) Youth Performance Category is all youth riding classes and youth showmanship, (ii) Youth Halter Category is all youth halter classes. In order to qualify for consideration as the Youth High Point All-Around Horse and Rider (14-18), the youth horse/rider must have earned at least one hundred (100) points in their strongest category and at least ten (10) points in their lowest category. Example: If youth horse/rider have earned 100 points in their strongest category (for instance, Youth Performance) they must have earned 10 points in their lowest category (for instance, Youth Halter), equaling 110 points. (High Point and Reserve High Point offered)

#### F. Novice Youth Division

(a) Novice Youth High Point All-Around Horse and Rider Combination (rider 18 and under). The Novice Youth High Point All-Around Horse and Rider (18 and under) is the novice youth horse/rider with the highest point total after complying with the following rules. Category Definition: (i) Novice Youth Performance Category is all novice youth riding classes, (ii) Novice Youth Showmanship to be considered their Halter Category. In order to qualify for consideration as the Novice Youth High Point All-Around Horse and Rider (18 and under), the novice youth horse/rider must have earned at least one hundred (100) points in their strongest category and at least ten (10) points in their lowest category. Example: If novice youth horse/rider have earned 100 points in their strongest category (for instance, Novice Youth Performance), they must have earned 10 points in their lowest category (for instance, Novice Youth Showmanship (Halter)), equaling 110 points. (High Point and Reserve High Point offered)

#### G. Special Event Division

(a) Racing. Year-end awards will be given to the high-point two year old, three year old, four year old, and older racehorse. Racing points will be accredited to all nominated horses running in any AQHA approved race. Points shall be awarded on the six point system as follows:

AAAT	6 points
AAA	5 points
AA	4 points
A	3 points
B	2 points
C & D	1 point

(b) Other year-end awards as approved by the Board of Directors for special events such as team penning, versatility ranch horse competition, cutting, roping, barrel racing, etc.

(c) Awards. Special awards may be given from time to time at the discretion and approval of the Board of Directors. Such awards must be approved prior to the beginning of the year for which award is to be given. However, special service awards recognizing above ordinary acts for the benefit of the Association can be given at any time upon approval from the Board of Directors.

#### 4. Futurity / Maturity Rules

A. General Futurity Rules will be published annually in the MQHA publication at least 90 days prior to Futurity or in a separate notice and mailing to all members.

### OBJECTIVES AND DEFINITION OF DUTIES

Officers:

**President** - Objective: To provide leadership working in conjunction with officers and committees while following the dictates of the by-laws, Constitution and Rules and Regulations of the Missouri Quarter Horse Association.

Duties:

1. The President shall be the chief executive officer of the Association. He/she shall preside at all meetings of the Board of Directors and the Annual Meeting, and he shall serve as the Chairman of the Board of Directors. He shall see that all orders and resolutions of the Board of Directors are carried into effect.

2. Selection and appointment of MQHA Secretary.

3. Selection and appointment of MQHA Point Secretary.

4. Selection and appointment of MQHA Reporter.

5. Selection and appointment of Standing Committee Chairpersons except those otherwise dictated by the Rules and Regulations of MQHA.

The sole reason for the existence of a standing committee is to bring knowledgeable, conscientious individuals into a limited area of the Association's activity, to continually examine and make sound recommendations to the governing body of the Association, and to better achieve the Association's goals and objectives for the betterment of the members of the Association. Additionally, standing committees provide directors an opportunity to become acquainted with the Association's affairs and to prove themselves capable for service to the Association as a Committee chairperson, an Executive Committee member, an Association officer or a National Director.

The standing MQHA committees are as follows:

- Audit
- Budget
- Convention
- Corporate Sponsorship
- Executive
- Foundation
- Futurity
- Hall of Fame
- Handbook

Membership  
MO Amateur Liaison  
Nominating  
Publications and Annual Directory  
Seminars/Special Programs  
Show and Contest  
Special Events  
Stallion Auction  
Trail Ride  
Ways and Means  
Year-End Awards  
Youth Advisory

6. Selection and appointment of any other committees and committee chairpersons deemed necessary to conduct the business of MQHA in a matter supportive of MQHA, its mission and its objectives.

7. Preparation of an agenda for all meetings.

8. To serve due notice of all meetings as required by the by-laws of MQHA.

9. To chair all meetings of the Board of Directors of the Association according to the accepted rules of parliamentary procedure.

10. To work closely with the President-Elect to prepare that person to accept the duties of President as dictated by the By-Laws and Rules and Regulations of MQHA.

11. To serve ex-officio on all MQHA committees.

**President-Elect** - Objective: To assist the President and be prepared to perform the duties of the President when the President is absent, and further, to become knowledgeable on matters pertaining to the business of the Association in order to be prepared to accept the office of President as might be required by the by-laws of the Association, with all the duties and objectives of that office.

Duties:

1. To perform all duties of the President of the Association in the event of the absence of the President.

2. To serve as Chairman of the Executive Committee and conduct all meetings of the MQHA Executive Committee.

3. To report activities and recommendations of the Executive Committee to the Board of Directors.

4. To assist the President of the Association in all matters in any manner deemed necessary by the President in accordance with the by-laws and rules and regulations of MQHA.

5. Appoint Secretary of the Executive Committee.

6. Appoint committee chairpersons for the next year at least 90 days in advance of annual meetings in accordance with Section 1 of Article VII of MQHA By-Laws.

7. Serve as member of the Budget Committee.

**Vice-President** - Objective: To assist the President and President-Elect, and further, to become knowledgeable on matters pertaining to the business of the Association in order to be prepared to accept the office of President-Elect or President as might be required per by-laws of the Association.

**Duties:**

1. To serve on Executive Committee and assist the President-Elect.
2. To assist all Committee Chairpersons and report all activities to the Executive Committee.

**Treasurer** - Objective: To be responsible for the implementation of accurate record keeping of all moneys and the financial records of the Association, subject to the authority of the Board of Directors. To receive, maintain and disburse all funds in accordance with the dictates of the Board of Directors and to report in a timely manner all activities concerning the finances of the Association to the Board of Directors.

**Duties:**

1. To serve as custodian of the funds of the Missouri Quarter Horse Association.
2. To establish depositories for all funds as approved by the Board of Directors.
3. To cause the day-to-day financial business of the Association to be accomplished in an accurate and timely manner or as directed by the Board of Directors.
4. To serve on the Budget Committee and assist the chairman with preparation of the annual budgets.
5. If required by the Board of Directors, present all financial records to a Certified Public Accountant approved by the Board of Directors for reconciliation of funds and fund balances on a timely basis (at least quarterly). Said Certified Public Accountant to provide reports to the Board of Directors.
6. Present all financial records to the Audit Committee for annual audit by January 31 of each year. The Board of Directors may request additional audits.
7. Present all financial records to the Audit Committee for audit if change in Treasurer office within 30 days of change.
8. Any other duties as directed by the Board of Directors.
9. No expenses are to be incurred by the treasurer unless approved by the President or the Board of Directors.

**Secretary** - Objective: To serve as custodian of all records of the Association. To record and maintain all minutes of all meetings of the Board of Directors and General Membership.

**Duties:**

1. To conduct Roll Call and maintain all records of roll calls taken at all meetings.
2. To record minutes of all meetings of the Board of Directors and General Membership.
3. To provide copies of all minutes for members of the Board of Directors.
4. To present Minutes of Last Meeting at all meetings of the Board of Directors, making any amendment as directed by the Board of Directors.
5. Provide AQHA with a list of all duly elected officials of the Association immediately following their election (or appointment) annually.
6. Provide election ballots and maintain voting records of all elections.
7. To serve as secretary to the President in matters concerning the business of the Association. More specifically:
  - (a) Serve due notice of all meetings called by the President in writing at least fourteen (14) days prior to meeting.
  - (b) Arrange meeting place at the direction of the President.

(c) Shall assist with the convention registration desk to be staffed and equipped at the annual convention.

(d) Have available current membership lists at Annual Meetings for the purpose of determining voting eligibility.

(e) Assist President in preparation of all agendas.

(f) The secretary shall bring to all meetings a copy of the MQHA by-laws and rules and regulations as well as all minutes of the year immediately proceeding.

(g) Maintain records of activities conducted at annual convention.

### **Financial Officer**

1. The position to be appointed by the Budget Committee for approval by the Board of Directors.
2. Any monetary compensation shall be recommended by the Budget Committee for board approval.
3. Shall work in conjunction with the MQHA Treasurer and the Executive Secretary and report to the chairperson of the Budget Committee.
4. The Financial Officer shall be responsible for;
  - A. Securing all financial data, computer backups from the Executive Secretary and any other financial data in conjunction with MQHA.
  - B. Shall direct all management of any monies of the MQHA.
  - C. Shall research and manage all investments in the best interest of MQHA.
  - D. Shall be responsible for all financial reports, and presentations.
  - E. Shall be responsible for annual fiscal year audit.
  - F. Make recommendation to the Board of Directors for any changes needed for the Treasurer duties and responsibilities
  - G. Shall make recommendations to the Budget Committee regarding the necessary managing of MQHA's financial activities based upon MQHA's financial report.
  - H. Shall provide own computer, equipment, file cabinets etc. needed.

**Point Secretary** - Objective: To formulate, compute and report state points earned for MQHA, MAQHA, and MQHYA members and their horses in as accurate and timely manner as possible.

Duties:

1. Learn MQHA Rules and Regulations pertaining to eligibility, tabulation and awards.
2. Obtain list of all MQHA sanctioned/approved shows from MQHA Executive Director.
3. Obtain list of all members in good standing of MQHA, MAQHA, and MQHYA from MQHA administrative office. This list changes continually and should be revised prior to recording each show's results as received.
4. Check birth dates of all youth to determine which age group applies.
5. If youth classes are combined, the point secretary must split the class according to age group at time results are posted.
6. Maintain point records in an orderly fashion for review by MQHA members.
7. Submit monthly point standings to MQHA official publication in a format suitable for printing.
8. Submit point standings to the Executive Director for updating the website.

9. Finalize all points at the end of the calendar year in each of the respective categories for the purpose of year-end awards and special awards in accordance with rules and regulations of the Association.

10. Mail notification to all recipients of a year-end or special award prior to the awards presentation ceremonies.

11. Provide all show results, records and awards to annual convention.

12. Assist with convention registration and awards presentation.

13. Notify Show and Contest Chairperson and Executive Director of any irregularities and/or inconsistencies with MQHA Rules and Regulations as noted in tabulation of show results of any MQHA sanctioned show.

**Board of Directors** - Objective: To act in all matters as the governing body of the Missouri Quarter Horse Association in accordance with the by-laws, Constitution, Rules and Regulations of MQHA and in compliance with the MQHA Mission and Statement of Purpose.

Duties:

1. To meet at least four times per year for the purpose of conducting Association business.

2. To stay informed on current matters concerning MQHA and actively participate in all Association activities.

3. Each elected Board member shall actively serve on at least one committee each year as appointed by the President.

(a) Pay for all functions at annual convention and participate in annual convention.

(b) Obtain an advertisement not smaller than a business card advertisement in the Association's publication.

(c) Attend MQHA events within the district served by the director.

4. Shall make every effort to stay informed of the needs of the district elected to represent and act as liaison between the members of that district and the MQHA Board of Directors.

### **Past Presidents**

1. Serve as honorary Director and vote at Directors' meetings.

2. Serve on a committee of their choice and advise the President of their committee selection.

3. The past five active Presidents shall serve on the Nominating Committee for officers.

4. The immediate past President shall serve as a member of the Executive Committee.

### **Committee Members**

Duties:

1. Maintain current MQHA membership

2. Attend and actively participate at the annual meeting and convention in January, and in any other meeting called by the Committee Chairperson.

3. Maintain a working knowledge of the events, issues, and priorities concerning the Committee's areas of responsibility.

4. Continually review policies and stay current of the activities of the Committee, and assist the Committee's efforts to support programs.

5. Encourage American Quarter Horse owners to become members of MQHA.
6. Keep abreast of animal welfare issues.
7. Support and assist the Association with its efforts to affect state legislation, governmental regulation, and other political matters affecting the equine industry.
8. Committee Chairpersons should provide a written report of Committee activity to the Board of Directors at each Board meeting.

**Convention Committee** - Objective: To pre-plan and arrange all activities for the successful accomplishment of an annual convention with all the activities deemed appropriate by the Board of Directors, an annual awards presentation and annual membership meeting.

Duties:

1. Arrange for location of Convention as directed by the Board of Directors.
2. Plan and implement convention program.
3. Plan for and implement convention pre-registration and on-site registration.
4. Contract with convention site sales manager regarding details of facilities, services and equipment required and the cost of those items as directed by MQHA Board of Directors.
5. Arrange for photographer for awards presentation.
6. Contract for music for dance following banquet.
7. Arrange for display of MQHA banners.
8. Provide display space for awards to be presented.
9. Make head table assignments.
10. Establish registration area as required.
11. Provide display space as required by MQHA Board of Directors.
12. Provide volunteers to properly handle registration desk and other activities deemed necessary.
13. Prepare Convention Program and provide adequate space and equipment for implementing the program.
14. Provide information on leisure time entertainment, dining, etc. for those attending the convention.
15. Submit any expenses incurred for MQHA to the MQHA Treasurer for reimbursement.
16. The cost of accommodations and travel to the convention shall not be reimbursed.
17. Provide for all MQHA members and Hall of Fame guests to receive notification of the convention, either by mail or publication.

**MO Amateur Liaison Committee** - Objective: To keep the Board of Directors informed of the activities and business of the MO Amateur Association.

Duties:

1. To bring amateur concerns and other matters before the MQHA Board of Directors.
2. To relate MQHA Board of Directors' concerns and other matters to the MO Amateur Association Board of Directors.

**Show and Contest Committee** - Objective: To direct all activities of the MQHA / AQHA shows.

Duties:

1. Report to the MQHA Board of Directors throughout the year for purpose of keeping them informed of show activities.
2. Assist MQHA's Office with the following:
  - (a) Show packets should be mailed to all Show Managers from the previous year and anyone requesting MQHA approval. These packets should be approved by the Board of Directors and contain:
    - (i) Thank you letter for conducting an MQHA approved show in the previous year and interest in having one again.
    - (ii) Qualification rules for MQHA approval.
    - (iii) List of AQHA rule changes for the year.
    - (iv) Application forms.
  - (b) Form Number One, regarding Rules and Regulations and reporting as approved by the MQHA Board of Directors.
  - (c) Form Number two, "Show Approval Application" must be signed by the official Show Manager and Show Secretary of the applying show. This form must also be accompanied by the appropriate fees as established by the MQHA Rules and Regulations.
  - (d) Form Number Three, "Approval Notification Form" must be provided to the applying show management with regard to MQHA approval or denial. If the show is denied, a reason must be stated.
  - (e) Publish list of all MQHA approved events in official MQHA publication.
  - (f) Check with AQHA Show and Contest Office periodically regarding any Missouri Shows that will be coming up within 120 days. Serve as liaison with show management to encourage timely application for AQHA and MQHA approval.
3. Assist all Show Managers with providing a friendly atmosphere at all MQHA sanctioned and MQHA sponsored AQHA shows and assist with welcoming exhibitors to these shows.
4. Work with all show managers/secretaries on any changes made or suggestions on how to improve shows, and provide MQHA Board of Directors with information on any changes, suggestions, problems or recommendations.
5. If required, assist Show Managers in making application in a timely manner to AQHA for show approval.

#### Additional Duties for MQHA Hosted Shows

1. Secure services of:  
Show Manager
  - (a) Person "officially" in charge of coordinating all pre-show work, the show, and all post-show activity.
  - (b) Must be a current AQHA and MQHA member.
  - (c) Cannot be same as secretary or ring steward.
  - (d) Has sole authority for enforcing rules at the show.
  - (e) Must be knowledgeable and experienced in all AQHA and MQHA rules and policies.
  - (f) Show Manager or the Show Secretary must have attended an AQHA Show Management seminar within the last 5 years preceding the date of the scheduled show.
  - (g) Must sign show applications.

(h) Act as “AQHA Primary Contact.” Name appears in QH Journal as person to contact for information concerning the show.

#### Show Secretary

- (a) Person “officially” in charge of show correspondence with AQHA. This person receives all correspondence and forms pertaining to AQHA show.
- (b) Must sign show application.
- (c) Person “officially” in charge of horse show office, accepting entries, processing and tabulations of all classes as per AQHA rules, financial accounting for the show, as well as accounting for and sending complete results for the show to AQHA and any other point secretary for organizations sanctioning show.
- (d) Cannot be same as manager or ring steward.
- (e) Must be a current member of AQHA and MQHA.
- (f) Must be knowledgeable and experienced in horse show activities.
- (g) Must sign approvals and membership applications.
- (h) Responsible for exhibitor “check-outs”. Collect and reconcile horse show tabs and fees.

#### Ring Steward

- (a) Person “officially” in charge of all activity with the arena.
- (b) Act as judge liaison, mediator between judge and exhibitors.
- (c) Should be knowledgeable of AQHA Rules, show routines and class procedures.
- (d) Should be knowledgeable of any MQHA policies affecting show ring activity.
- (e) Make sure horses are placed according to AQHA specifications.
- (f) Must sign approvals and judges’ report cards.

#### Announcer

- (a) Person in charge of keeping the show going in a professional timely fashion.
- (b) Helpful if has experience in announcing in a voice that projects well.

#### Gate Personnel

- (a) Person in charge of keeping exhibitors and horses organized as they enter and exit classes.

#### Stalling Personnel

- (a) Person officially in charge of stall assignments and conditions.

#### Equipment/Grounds

- (a) Person in charge of setting up timer, banners, special needs sponsor and vendor displays.

#### Office Staff

- (a) Computer operator

- (b) Person to accept entries (should be knowledgeable of AQHA rules and acceptable entry policies).
- (c) High point awards tabulation.
- (d) Payback tabulation.
- (e) “Go For” to maintain contact between office, gate, ring announcer and management.

#### Awards Presentation

- (a) To distribute ribbons and other awards.

#### AQHA Judges

- (a) To be selected by Committee
- (b) Hired by Show Manager

2. Secure adequate liability insurance coverage that meets requirements of MQHA Board and horse show facility.

**Publications and Annual Directory Committee** - Objective: To inform the membership of and promote all activities of the Association through timely publications in an accurate, attractive and cost-efficient manner.

#### Duties:

1. The Chairman will advise and direct in a manner that all of the following is accomplished in accordance with the Directions given by the Board of Directors.
2. To cause to be published an official publication of the Missouri Quarter Horse Association as directed and approved by the Board of Directors.
3. To cause to be published at least one (1) publication with a membership listing.
4. To secure paid advertisements to assist in offsetting the cost of the publication.
5. To cause to be published at least one (1) publication with futurity rules and entry forms.
6. To cause to be published at least one (1) publication with convention information, notification of annual meeting, and reservation forms.
7. To cause to be published at least one (1) publication as the stallion issue promoting the Association’s stallion auction program.

**Membership Committee** - Objective: To cause to be provided to the MQHA membership adequate services, while directing membership solicitation activities and further to encourage and implement activities which enhance the Mission of the Missouri Quarter Horse Association.

#### Duties:

1. Membership solicitation.
2. Poll or survey membership for needs and ideas in order that MQHA can provide adequate services.
3. Provide information to publication committee with regards to membership.
4. Assist with seminars and special equine events.

5. Assist the Amateur and Youth Associations with developing and encouraging membership growth.

**Futurity Committee** - Objective: To direct all activities and establish policies of any futurities/maturities presented by Missouri Quarter Horse Association.

Duties:

1. To elect a chairman and vice-chairman.
2. Be familiar with and make recommendations to the MQHA Board of Directors for any changes in Futurity Rules, Regulations, policies and show locations.
3. Has sole authority for enforcing rules at the show.
4. Secure services of and direct activities of:

Futurity Chairperson -

Hire judges

Hire announcers

Coordinates & oversees all aspects futurity activities

Publicity and publications

Finance Chairperson -

Secure funds needed for added money and provide Futurity. Chairperson the amounts and sponsors in order to be advertised in a timely manner.

Awards Chairperson -

Responsible for identifying awards to be given and securing funds to offset their expense, or the donation of awards whenever possible. Determining which classes will receive which award and providing the Futurity Chairperson with the proper information.

Awards Presentation Chairman -

Responsible for presentation and appropriate display of all awards at futurity, as well as arrangements for pictures and post-futurity follow-up on omissions, etc. Coordinate sponsor recognition and thank yous.

Paddock Master -

Secure gate personnel and paddock announcers. Check for proper communication (i.e. walkie talkies, outside microphone).

MQHA Ambassador -

Arrange for judge comfort, security and seclusion. Provide volunteer and personnel comfort and refreshment. Public relations in barns/paddocks and exhibition center.

Hospitality Chairman -

Arrange for hospitality/social events and secure funds to cover cost.

Payback Chairperson -

Figures all paybacks. Post prior to beginning of futurity (based on MO Futurity Rules, or otherwise according to NSBA payback procedures).

Futurity Entry Office -

Accept and process all futurity entries and fees, all futurity correspondence. Implement policy and maintain entry rules and regulations regarding all futurity entries. Forward summaries and rosters to Futurity Chairperson and copies to Show Secretary. Respond to entrants for additional information, questions, other Requirements. Deposit funds as received, with summaries to futurity chairperson

awards chairperson, finance chairperson, and entry fee information to payback chairperson. Assists in coordination of activities as directed by futurity chairperson.

**Scorekeepers -**

(At least four needed - six is better) To tabulate all results of all go-rounds and classes and provide results to announcer and horse show office.

**Futurity Show Secretary -**

Responsible for all office personnel at futurity. Provides printouts of class rosters, schedules, and scratches to ring and gate personnel, and entry information to the announcer. Post all results and provide printout to payback chairperson as quickly as possible.

Person “officially” in charge of horse show office, accepting entry information, processing and tabulations of all classes as per futurity rules, financial accounting for funds received at futurity as well as accounting for and sending complete results for the show to MQHA and NSBA and any other organizations sanctioning show. Cannot be same as manager or ring steward. Must be a current member of MQHA. Must be knowledgeable and experienced in horse show activities. Responsible for distribution of back numbers and determining if any additional information or fees are required prior to their distribution. Responsible for posting results. Responsible for securing adequate personnel to handle horse show office activities.

**Ring Steward -**

Person “officially” in charge of all activities with the arena. Act as a judge liaison, mediator between judge and exhibitors. Should be knowledgeable of futurity rules, show routines and class procedures. Should be knowledgeable of any MQHA policies affecting show ring activity. Make sure horses are placed according to MQHA specifications.

**Announcer -**

Person in charge of keeping the show going in a professional, timely fashion. Helpful if has experience in announcing in a voice that projects well.

**Gate Announcer -**

Person in charge of keeping exhibitors informed and horses organized as they enter and exit classes. Under direction of paddock master.

**Stalling Chairperson -**

Person officially in charge of stall assignments and conditions. Responsible for collecting unpaid fees at show.

**Equipment/Grounds -**

Person in charge of setting up timer, banners, special needs sponsor and vendor displays.

**Year-End Awards Committee - Objective:** To purchase items to be presented as awards for year-end awards and special awards as requested by the Open, Amateur and Youth Associations. Also to present in an orderly manner all year-end awards at the annual convention.

**Duties:**

1. To keep in contact with the point secretary during the year regarding points to see if they have been received in a timely manner.

2. Select those awards to be presented for Grand, Reserve and Special Award and present to the Board of Directors for approval along with an estimated purchase price.
3. After approval of awards, order all awards and see that delivery date is set.
4. Contact the convention chairperson to make arrangements for adequate display space for awards to be presented during the convention.
5. During convention set up the awards display before the annual banquet.
6. Meet with the President to explain the procedure for presenting year-end awards at the annual awards banquet.
7. Keep a record system of what was picked up and by whom.
8. Make arrangements for awards that were not picked up to be distributed.

### **Executive Committee**

#### Duties:

1. Except for special called Board meetings, the Executive Committee shall meet in advance of each Board meeting and in between Board meetings as often as necessary to conduct the business of the Association, or to assist the President in carrying out the business of the Association.
2. The Executive Committee cannot modify any action taken by the Board of Directors.
3. The Executive Committee can only recommend modifications to the bylaws or handbook of the Association.
4. The Executive Committee shall have all or as much power as the Board between meetings of the Board except as otherwise provided herein.
5. The Executive Committee shall present to the Board a written report of the Executive Committee meetings including any recommendations requiring action by the Board.

### **Foundation Committee**

#### Duties:

1. Act as liaison between Missouri Quarter Horse Association and Missouri Quarter Horse Association Charities (MQHAC).
2. Plan and initiate programs to raise funds for the MQHAC.
3. Provide recommendations on ways to use the funds for the betterment of MQHAC and MQHA.
4. Provide recommendations for grants.
5. Create and provide news articles relating to activities to MQHA's official publication.

### **Trail Ride Committee**

#### Duties:

1. Plan and hold MQHA/AQHA sponsored trail rides throughout the state.
2. Support the MQHA Horseback Riding Program through MQHA sponsored trail rides or approval of non-MQHA sponsored trail rides for program consideration.
3. Monitor the MQHA Horseback Riding Program to insure it is being properly administered and is meeting the intended goals.
4. Develop material, news items, etc., for publication in MQHA's official publication.

### **Special Events Committee**

#### Duties:

1. Generate growth of MQHA through participation in AQHA/MQHA sponsored special events such as novice youth/amateur shows, cuttings, ropings, team pennings, versatility ranch horse events, etc.
2. Generate growth of MQHA by sponsoring, planning and holding MQHA sponsored special events such as novice youth/amateur shows, cuttings, ropings, team pennings, versatility ranch horse events, etc.
3. Keep abreast of AQHA's continued expansion into additional special events in order to support the Affiliates in Motion (AIM) Program.
4. Provide information on all special events for publication in MQHA's official publication.

### **Audit Committee**

#### Duties:

1. Review/audit all financial records for completion by January 31 of each year.
2. Review/audit all financial records if change in Treasurer office within 30 days of change.
3. Recommend review/audit by outside auditing firm to Board of Directors if internal review/audit substantiates request.
4. Be available to support MQHA Treasurer if questions should arise pertaining to financial processes or procedures.

### **Corporate Sponsor Committee**

#### Duties:

1. Increase financial stability of MQHA through continued support of Corporate Sponsor Program.
2. Attract Corporate Sponsors through innovative packaging of financial or business process partnerships.
3. Continue Corporate Sponsor relationship through ongoing written and oral communications.
4. Make sure Corporate Sponsors are highlighted at all MQHA events.
5. Continually review Corporate Sponsor Program requirements to stay inline with today's business environment.
6. Obtain and provide information for publication in MQHA's official publication relating to corporate sponsors.

### **Stallion Auction Committee**

#### Duties:

1. Increase the awareness of available stallions through the MQHA annual stallion auction.
2. Solicit and contract stallion owners for annual auction.

3. Promote stallion auction through printed advertisements and booths at MQHA sponsored events.
4. Obtain stallion auction purchasers by heightening the auction awareness throughout the MQHA membership and other state and local horse associations.
5. Attract mare owners to participate in Stallion Auction by providing incentives, special programs, etc.
6. Prepare material for publication in MQHA's official publication.

### **Seminars/Special Programs Committee**

#### Duties:

1. Continually review today's equine environment in support of seminars or special programs to support the MQHA Mission Statement.
2. Work closely with AQHA and act as an extension in support of their Equine Education Program (i.e., Wrangler Star Program).
3. Work closely with local horse associations, school equine associations, etc.; to encourage the participation of youths in MQHA sponsored seminars and special programs.
4. Schedule, plan, sponsor and hold seminars and special programs throughout the state.
5. Make available to MQHA's official publication information about seminars and special programs both before and after the event.

### **Handbook Committee**

#### Duties:

1. Review MQHA Handbook on an annual basis in order to stay abreast of MQHA/AQHA ever changing environment and in support of MQHA's Mission Statement.
2. Prepare recommended changes for approval of Board of Directors.
3. Print and circulate new MQHA Handbook when required.
4. Work with MQHA's office to include the current edition on MQHA's web site.

### **Ways and Means Committee**

#### Duties:

1. Provide support and work closely with individuals in formulating and preparing written proposals when presenting new requests relating to activities not currently supported by MQHA to the Board of Directors for approval. These activities should support and be in alignment with MQHA's Mission Statement.
2. Provide suggestions in obtaining viable financial support for new proposals.

### **Youth Advisory Committee**

#### Duties:

1. Review all MQHYA activities on a yearly basis to ensure they continue to support MQHYA's Principal Objective Statement and MQHA's Mission Statement.
2. Provide mentoring support to youth during all activities, especially those in leadership positions.
3. Make certain that MQHYA stays in touch with and supports all AQHYA activities and events.

4. Make certain that MQHYA supports all activities and events sponsored by MQHA, especially seminars and special programs that encourage participation of possible new youth members.
5. Encourage MQHYA to enhance its awareness by working closely with state, local and school youth equine associations.
6. Act as a liaison between MQHYA and MQHA Board when necessary.
7. Provide articles, news items, etc., regarding MQHYA for publication to MQHA's official publication.
8. Ensure that all shows selected by the MQHYA for use as qualifying shows are sanctioned by MQHA, unless specifically approved by the Board of Directors of MQHA at its sole discretion.

### **Nominating Committee**

Duties:

1. The committee should have a copy of the membership list, the bylaws, a description of the duties of each office and the eligibility requirements.
2. Encourage participation of MQHA members in leadership positions.
3. Work closely with Board of Directors with direction of MQHA in order to select the best candidates who will further support MQHA/AQHA's Mission Statements.
4. Be aware of all positions that require candidates prior to annual meeting.
5. Interview possible candidates.
6. Identify and obtain agreement with selected candidates.
7. Complete roster of candidates consisting of one candidate for each position and present to membership for nomination at annual convention.
8. Present selection of candidates for National Directors to the Board of Directors for election during the Board meeting preceding the annual membership meeting. The number of candidates presented by the Nominating Committee shall not exceed the number of National Directors allocated to Missouri by AQHA.
9. Duties of the nominating committee shall conform those set forth by Roberts Rule of Order.