

“THE MINNESOTA QUARTER HORSE ASSOCIATION”

MQHA Inc.

(MQHA INC. to be referred to in the Bylaws, Policies and Rules as MQHA)

Bylaws Revised January 2016

TABLE OF CONTENTS

MQHA Statement of Position 2  
MQHA Disclaimer of Responsibility for Safety 2  
Membership Requirements 3  
Bylaws of the MQHA 3  
Membership 3  
District Organization 3  
Meetings 4  
Board of Directors 5  
Elections 7  
Officers’ Duties 9  
Committees 10  
Amendments 11  
Rules of Order/Quorum 11  
POLICIES & RULES GOVERNING COMMITTEES 12  
MQHA Annual Spring Shows 12  
Awards and Recognition 12  
Bylaw, Policies, and Rules 14  
Ethics and Grievances 15  
Finance/Audit 15  
Futurity 16  
Annual Convention & Awards Banquet 16  
Show Approval Requirements 17  
Nominating 17  
Membership and Promotions 18  
MQHA Publications 18  
Amateur 18  
Foundation Oversight 11, 19

## MQHA INC. STATEMENT OF POSITION

The MQHA had its beginnings in 1952 at an organizational meeting of the Quarter Horse breeders from several states at the Hastings Hotel in Minneapolis, Minnesota. On April 28, 1953, a charter was filed with the official name of the group being the Upper Midwest Quarter Horse Association. In 1960, because neighboring states had formed their own Quarter Horse organizations, the Upper Midwest Quarter Horse Association voted to become the Minnesota Quarter Horse Association. The aims remained the same.

According to the Articles of Incorporation, "The purpose of this Association shall be to promote the American Quarter Horse as registered by the American Quarter Horse Association, Amarillo, Texas. To achieve this purpose, the objective of this Association shall be to encourage the promotion of the Quarter Horse breed that it may excel in conformation and performance ability; to sponsor shows, sales and related events; to conduct research; and to do any and all things commensurate therewith."

Furthermore, MQHA is committed to the belief that: Every American Quarter Horse shall at all times, be treated humanely and with dignity, respect and compassion. Stringent rules established and enforced by AQHA demand that American Quarter Horse breeders, owners, trainers and exhibitors are continually responsible for the well-being and humane treatment of any American Quarter Horse entrusted to their care.

Above all, the American Quarter Horses' welfare is paramount to other considerations and the continual development of procedures which ensure humane treatment of the breed and fair competition supersedes all other concerns.

## MQHA'S DISCLAIMER OF RESPONSIBILITY FOR SAFETY

MQHA does not assume responsibility for safety of participants at the shows, or other events it sanctions, as between AQHA, MQHA and Show Management; responsibility for participant safety remains solely with Show Management. (This does not exclude Arena Management or Owners from responsibility). Show Management applies for approval on voluntary basis, agreeing to conduct the show according to AQHA rules which are designed to promote competition. Assumption of responsibility for safety by Show Management is required as an express condition to grant designation, "AQHA or MQHA Approved Show". AQHA and MQHA's limited objective is to require, by rule enforcement, "a level playing field" of competition in order that performance of exhibitor and horse can be judged uniformly by competent judges; horses are identified by registration certificate; and perform, or are exhibited, free of drugs or other prohibited substances which could affect their performance. Safety is a concern of everyone, but MQHA and AQHA do not assume responsibility for it. MQHA and AQHA's limited purpose for sanctioning a show is to promote fair competition. MQHA will use the disciplinary procedures, enhancement of penalties, and specific rules and policies as covered in the AQHA and MQHA RULE BOOKS.

## MEMBERSHIP REQUIREMENTS

### Interpretation of Article 1; Section 1 — Membership

A member is any person, partnership, corporation or family (including unmarried children aged 18 and under) who has paid the annual membership dues. Such member is entitled to one representative and one vote; however, all individuals who are included in the membership shall be governed by MQHA rules and are entitled to participate in and benefit from the activities of MQHA. Only Minnesota residents may be elected to hold office.

## BYLAWS OF THE MQHA INC.

### ARTICLE I — MEMBERSHIP

Section 1: Any person may become a voting member of the corporation for one (1) year by subscribing to the purposes of the corporation as set forth in Article 3 of the Articles of Incorporation, and by paying the annual membership dues as approved by the Board of Directors at the annual meeting.

Section 2: Membership dues shall be payable in advance of the first day of January each year.

Section 3: When a membership ceases for any cause whatever, all rights and interests revert to the MQHA.

Section 4: A membership may be terminated for just cause pertaining to an ethical or rule violation which the Board shall deem sufficient under the following procedure: The Board by a three-fourths (3/4) vote of those present at any regular board meeting may ask for the resignation of a member. If such resignation is not received within thirty (30) days, said member may be dropped by a three-fourths (3/4) vote of the directors present at any regular meeting providing said three-fourths shall in no case be less than the majority of the whole board. Unanimous vote of those directors present at any board meeting may terminate a membership at any time; provided that a quorum is present and notice of the proposed action has been mailed to all board members five (5) days in advance.

Section 5: A member who has been served with a letter asking them to resign their membership from the MQHA will have thirty (30) days, from the date of the letter, to bring their appeal before the Ethics and Grievance Committee. If they have not responded within this period, said member may have their membership terminated by the procedure described in Article 1, Membership, Section 4.

### ARTICLE II — DISTRICT ORGANIZATION

Section 1: The state shall be divided into nine (9) districts. The Districts as described on the official map (included here and published in the Rule Book) shall have the right to organize and establish rules providing such rules do not conflict with nor contradict MQHA or AQHA rules or policies. Districts shall elect officers and report them to the MQHA Secretary immediately following elections.

Section 2: a. Each District may elect one member to serve as a District Director on the MQHA Board of Directors. Each District may elect one member to serve as an alternate for their District Director to serve in the absence of their District Director. Both names should be submitted to the executive secretary by September 1 of the year the District Director's term expires. The alternate may be changed one time during a three year term. This must be done in writing to the Executive Secretary. In the absence of the regular District Director, the alternate is a voting position.

b. If a District does not elect or choose to present a District Director to fill the position vacated from their District, at the appropriate time, September 1 of the year the District's Director term expires, a District Director will be selected by the procedure described in Article IV — Board of Directors, Section 2.

c. In the event a District Director is elected to serve as an Officer of the MQHA, the alternate from the District will fill the vacancy. If necessary the District will be given 30 days from the time the vacancy occurs to fill the position before implementation of Article IV, Section 2.

Section 3: District members shall also be MQHA members in good standing.

### ARTICLE III — MEETINGS

#### Section 1: Regular Meetings of the Membership

a. The President of the Board of Directors shall determine the time and place of holding the meetings of the Association and shall promulgate such rules as will provide for their proper conduct. The Annual Meeting of the Board of Directors and the Membership shall be held during November or December. The first matter of business at this meeting will be the election of officers and directors.

b. Notice of the Annual Meeting shall be given by mailing, emailing, and other approved electronic communication, written notice stating the time and place of such meeting to each member's last known address as it appears on the Association's records, not less than fifteen (15) days prior to the date of such meeting.

#### Section 2: Special Meetings of the Membership

a. Special meetings of the membership may be held at such time and place as may be designated by proper notice, whether called in writing by direction of the President or a majority of the Board of Directors, or by notice signed by not less than twenty percent of the members then in good standing

b. Notice of each special meeting, indicating briefly the objective or objectives thereof shall be given in the same manner as provided with respect to notice of annual meetings. (ARTICLE III Sec. 1b)

c. No votes will be taken at special meetings, unless an emergency situation has occurred and a majority of the membership is in attendance at said meeting. If the membership make a resolution requesting action to be taken,

the President, within two (2) weeks, shall submit to the general membership a written ballot including all questions as adopted at the special meeting.

d. The vote of the membership shall not bind the association unless one-fourth (1/4) of the qualified membership vote and two-thirds (2/3) of the votes cast are in agreement of the question. A majority vote of the entire membership of the Association will in any case bind the Association. No such action shall in any case be retroactive.

### Section 3: Quorum

a. At any official meeting of the members held in accordance with the provisions of notice, those members attending will constitute a quorum.

b. To exercise voting privileges a member must be physically present at a meeting. No proxy will be recognized.

### Section 4:

a. Any officer of MQHA may call the meeting of the members to order and may act as chairperson of such meeting, precedence being given as follows: President, Vice-President, Executive Secretary, Treasurer. In absence of all such officers, members present may elect a chairperson.

b. The Executive Secretary of MQHA shall act as secretary of all meetings of the members but in his/her absence the Presiding officer may appoint any person to act as Secretary of the meeting.

Section 5: Whenever in these Bylaws the term member or members shall be used, unless otherwise specified, it shall mean a member or members having the right to vote, meeting all membership requirements.

Section 6: The MQHA NEWSLETTER and MQHA Web Site will be considered official forms of notice of the MQHA INC.

## ARTICLE IV — BOARD OF DIRECTORS

### Section 1:

a. There shall be an Executive Committee, which will consist of the following members: President, Past President, Vice-President, Executive Secretary, Treasurer, and National Directors. Should the President or the Vice-President be unable to complete his/her term, the next-in-line will move up to that position. This will not change the terms of their existing position in office. A vacancy at the lowest level may be filled by the President with the approval of the Board of Directors, that term to last until the next regular election.

b. Meetings of the committee may be called at stated times or by notice given by any of the committee's members.

### Section 2:

a. The Board of Directors will consist of the President, Vice-President, Executive Secretary, Treasurer, National Directors, Past President, Membership Secretary and 18 elected Directors. Nine (9) Directors will be elected

by the membership on rotating three (3) year terms and will be referred to as Directors at Large. Nine (9) Directors will be elected by their Districts on rotating three (3) year terms and will be referred to as District Directors.

b. Each year three Directors will come from the Districts as District Directors and three Directors will be elected by the membership as Directors at Large.

c. Directors at Large terms will be for 3 years. Any person serving on the Board of Directors, as an At-Large Director, for 3 or more years consecutively shall not be eligible for election as a Director for a period of one year after his/her term has expired.

d. If a District does not elect or present a District Director (and alternate) by September 1 of the year in which their outgoing District Director is serving, an additional Director at Large may be elected by the membership or if necessary the President may, with Board approval, appoint a Director. Every effort shall be made to fill the vacancy with a person from the District where the vacancy has occurred.

e. If a District Director is elected into an Office that is a part of the Executive Committee, the District where the vacancy occurs will be given 30 days to fill the vacancy. (If there is no alternate.)

### Section 3

Directors at Large shall serve until the close of the annual meeting or such time as their successor is elected.

### Section 4

When a Director at Large dies, resigns, or is removed from the Board of Directors, the Board may appoint a new Director from the membership to serve for the duration of the term.

### Section 5

The Board of Directors shall hold meetings at the call of the President. At least ten (10) days notice must be given for the call of all Board Meetings. The President shall call a meeting of the Board of Directors within fifteen (15) days after receipt of request signed by four (4) or more directors.

### Section 6

Any Director who fails to attend three (3) Board Meetings, without just cause, may be replaced at the discretion of the remaining Board Members.

### Section 7

One-half (1/2) of the members of the Board of Directors shall constitute a quorum.

### Section 8

NO DEBTS shall be incurred or funds appropriated other than for general operating expenses, as approved at the January Convention Meeting, except by

order of the Board of Directors.

#### Section 9

All qualified Minnesota affiliate associations recognized by the Minnesota Quarter Horse Association and the American Quarter Horse Association shall be allowed one director without voting privileges (Example: Minnesota Quarter Horse Youth Association [MQHYA], Minnesota Quarter Horse Racing Association [MQHRA]).

#### Section 10

A minimum of six (6) of the 18 members of the Board of Directors shall be Amateur members, as defined by AQHA rules.

### ARTICLE V — ELECTIONS

#### Section 1

The Annual Election of Directors, Officers and AQHA Directors shall be held at the Annual Meeting of the Board of Directors. (Article III, Section 1, a. — Meetings)

#### Section 2

At each Convention Meeting, the nominating committee for the following year will be chosen. The new Board of Directors will elect three (3) members for this committee. The open membership will elect three (3) non-board members. These six (6), or as many of those as are present will meet to select a chairperson.

#### Section 3

a. Directors shall be elected for a term of three (3) years. No more than one-third (1/3) of the directors shall be elected in any one year. At Large Directors may not serve consecutive terms but may be elected again after completing the period of ineligibility under Article IV, Section 2, c. If a District has made a good-faith effort to elect a new District Director but has not been able to do so, then a District Director may be re-appointed.

b. Any officially organized district shall have the privilege of electing one (1) Director once every three (3) years. Each year, three (3) districts will have the privilege of seating a Director. The three districts whose Directors terms are expiring will be contacted by the MQHA Executive Secretary. If a District chooses to seat a Director through an official district election those results must be given to the nominating committee by September 1 of the election year.

c. The Nominating committee will then choose a slate of nominees for the other three (3) directors positions, or more if one or more of the designated districts do not wish to seat a director. At least two candidates must be selected for each position of officer or director.

#### Section 4

a. The officers of the MQHA shall be the President, Vice-President, Executive Secretary, Treasurer, and Membership Secretary.

b. The President and Vice President will serve two-year terms.

c. The Secretary, Treasurer and Membership Secretary are paid positions and are subject to Board approval. Although listed separately, two or more of these positions may be combined. These positions are not on the ballot. The Executive Secretary, Treasurer and Membership Secretary are non-voting members of the MQHA Board. Their presence at official Board meetings are not included when establishing a quorum. The President and Vice President and the Directors at Large are on the annual ballot mailed to all members. In case of an opening by resignation or termination of any of the paid positions, notice of such an opening or openings shall be given in the Newsletter and applications taken for such positions. The Board of Directors will then make a decision.

#### Section 5

a. The National Directors shall be reviewed annually. The number of National Directors is governed by AQHA policy. A notice of the position of National Director being open will be published in the Newsletter and Web Site. Applicants will be considered by the Board and at least two qualified member-applicants will be put on the annual ballot for the next regular annual election. The newly elected individual(s) will then be recommended in writing to the American Quarter Horse Association by the MQHA Inc. Executive Secretary, certifying such individual(s) as the nominee(s) of the MQHA Inc. to be included in the slate of nominees for Director(s) by the AQHA Nomination and Credentials Committee for Director(s) from the state of Minnesota.

#### Section 6

By September 1 of the election year, the Nominating Committee shall present its slate of electees to the Executive Secretary. The Executive Secretary shall mail out the official ballot and voting envelope at least twenty-five (25) days preceding the annual election. There will be place for additional write-in candidates for all positions.

#### Section 7

All ballots must be mailed in the official voting envelope to the MQHA Executive Secretary and must be received by said Executive Secretary at least twenty-four (24) hours prior to the day of the annual meeting. The ballots are to be opened and counted at the location of the annual meeting by the nominating committee chairperson and at least one (1) MQHA member in good standing. No ballots will be available or accepted at the annual meeting.

#### Section 8

Duly elected officers will assume office at the close of the annual Board of Directors meeting.

#### Section 9

The MQHA Board of Directors is vested with the authority, by the

Membership, to make all decisions except election of Board and Officers, for the MQHA, and to make bylaw amendments only as defined in Article VIII, Section 2.

## ARTICLE VI — OFFICERS' DUTIES

### Section 1

The officers shall consist of a President, Vice-President, Executive Secretary, Treasurer, and Membership Secretary. The Past President will serve as a member of the Board of Directors and the Executive Committee, until such time as the current President's term expires and he/she becomes the Past President.

### Section 2

It shall be the duty of the President to preside at all meetings of the Association, Board of Directors, and the Executive Committee. He/She will have general supervision of the affairs of the Association. The president shall be the ex-officio member of all committees, with power to call and attend committee meetings.

### Section 3

It shall be the duty of the Vice-President to act in the absence or disability of the President, and to perform such other duties as may be assigned by the President or the Board of Directors.

### Section 4

It shall be the duty of the Executive Secretary to:

- a. Maintain a corporate office
- b. Be secretary and administrative head of all MQHA supported functions, recording all minutes of meetings and publishing them promptly.
- c. Maintain the corporate legal records
- d. Conduct corporate correspondence
- f. Assist the Treasurer with corporate accounts.
- g. Point tabulate for year-end awards and recognition
- h. Perform the duties of the Secretary at the Annual Spring Shows

### Section 5

It shall be the duty of the Treasurer to:

- a. Maintain the corporate financial records, making accurate and timely reports to the Board of Directors.
- b. Collect and deposit corporate funds
- c. Pay corporate accounts as authorized by the annual budget or by the Board of Directors.
- d. Prepare an annual report, with the assistance of the Finance/Audit Committee for the Board of Directors and Membership, which will be presented at the Convention Meeting.
- e. Serve as an ex-officio member of the Finance Committee

#### Section 6

The Treasurer, President and Executive Secretary shall be bonded in an amount to be determined by the Board of Directors. Accounts shall be reviewed by members of the board or an outside source every two years, appointed by the Executive Committee.

#### Section 7

It shall be the duty of the Membership Secretary to:

- a. Maintain the corporate membership rolls and to keep them updated to the Executive Secretary in a timely manner.
- b. Provide the Newsletter Editor with a current membership and mailing list.
- c. Send out membership renewal forms, to be sent with election ballots.
- d. Send out welcome letter, directory and other past issues to new members.
- e. Send updated membership list to show chair 30 days in advance.

#### Section 8

The Executive Secretary, Treasurer and Membership Secretary positions may be individual or may be combined in full or in part. These are paid positions with the amount of remuneration to be determined by the Board of Directors.

### ARTICLE VII — COMMITTEES

#### Section 1

The MQHA will hold an annual Halter and Performance Futurity if financially feasible according to the board of directors. The committee will consist of one (1) representative and one (1) alternate from each district selected by the district each year. The chairperson and secretary shall be appointed by the President.

#### Section 2

a. The President shall appoint the following committees, chairpersons of those committees and he or she may form any additional committees as he or she deems proper. The appointment of the committee chairpersons shall be subject to the confirmation of the Board of Directors. All members of the Board of Directors will be appointed to at least one of the following committees. Committee organizations and rules shall be defined in the Rule Book. Rules and policies may be changed by a simple majority vote of the Board of Directors.

b. Except as provided in Section 2(c), all Chairpersons will be appointed annually. They may be asked by the President to remain in a position for another year. No chairperson, at any time, will assume ownership of their committee. All repeating chairpersons are subject to confirmation, annually, by the Board of Directors.

Committees:

Foundation Oversight Committee

Amateur

MQHA Annual Spring Shows

Awards and Recognition

Hall of Fame

Fund Raising

National Director

Bylaws, Policies, and Rules

Ethics and Grievances

Finance/audit

Futurities and Shows

MQHA Annual Convention and Awards Banquet

Show Advisement and Approval

Membership and Promotions

Recreational Riding

Communications and Publications

Nominating

Scholarships

c. Foundation Oversight Committee. A Foundation Oversight Committee is established to supervise the activities and development of MQHA Foundation. The Chair of the Foundation Oversight Committee is the President of the MQHA Foundation, who shall report to the Board of Directors of MQHA, Inc. at its regular meetings on the activities and development of MQHA Foundation. The members of the Foundation Oversight Committee shall consist of the Executive Board of MQHA, Inc.

## ARTICLE VIII — AMENDMENT OF BYLAWS

### Section 1

Amendment of either the articles of incorporation or the Bylaws shall be by a majority vote of the members at any duly called meeting. Notice of the meeting and of its purpose shall be given to all members, officers, and directors in accordance with Article III Section 1, b.

### Section 2

The members may authorize, by majority vote of those attending a meeting duly called for the purpose, the Board of Directors to exercise from time to time the power to amend the Bylaws. When the members have authorized the Board of Directors to amend either the Articles of Incorporation or the Bylaws, the Board, by a two-thirds (2/3) vote of the Directors who are present and entitled to vote, provided there is a quorum present, may make amendments at any meeting of the Board. Notice of the meeting and of the proposed amendment shall be given each Director at least ten (10) days in advance of the meeting.

## ARTICLE IX — RULES OF ORDER

### Section 1

Roberts Rules of Order (Rev.) shall govern all proceedings of all meetings of the Association, of the Board of Directors and of all committees insofar as they do not conflict or are not inconsistent with the provisions of the Bylaws of the MQHA Inc.

### Section 2

One-half (1/2) of the Board of Directors will constitute a Quorum to transact business at any meeting of the MQHA.

## MQHA INC. POLICIES AND RULES GOVERNING COMMITTEES

### A. MQHA ANNUAL SPRING SHOWS

1. There shall be an annual AQHA approved show or shows sponsored by the Minnesota Quarter Horse Association Inc., if financially feasible according to the Board of Directors. Support shall be solicited from the entire membership for this annual project.

2. The Show Manager shall be appointed by the President and confirmed by the Board of Directors. This show chairman shall be responsible for maintaining a show procedural manual which shall be kept and passed on to the subsequent show chairman, annually.

3. A financial report on the show will be presented each year by the Treasurer of MQHA to the membership and shall be printed in the Newsletter.

### B. MQHA AWARDS AND RECOGNITION (YEAR END AWARDS)

#### 1. ELIGIBILITY

To be eligible to compete for the MQHA awards, one must be a paid-up member of MQHA in good standing.

#### 2. SHOW APPROVAL

a. Points will only be counted at AQHA approved shows within the borders of Minnesota which have paid the MQHA show approval fee ninety (90) days in advance of show date(s). The list of approved shows will be published at least sixty (60) days in advance of show date in the MQHA Newsletter.

b. Previously approved MQHA shows which must relocate their shows outside of the borders of the State of Minnesota must make this information available to the President at the time of show approval request, no less than ninety (90) days prior to their show(s). If an emergency situation occurs, floods, fires, roof collapse etc., show

approval will not be withdrawn by the MQHA.

### 3. CLASS APPROVAL

- a. Only AQHA approved classes, judged and run according to AQHA rules, will be counted.
- b. All AQHA classes, as listed in the OFFICIAL HANDBOOK OF AQHA, will be eligible for end of the year awards, provided the winning horse has earned ten (10) state or more points in that particular class.
- c. A Grand Champion and a Reserve Champion will be named in each class which qualifies. Western Pleasure, and Hunter Under Saddle will be divided into Junior and Senior divisions. All placings must have earned the minimum of ten (10) state points.

### 4. HORSE ELIGIBILITY

- a. Points will only count for horses shown under ownership by eligible MQHA members in MQHA approved shows. In case of multiple ownership, all owners and/or partners must be MQHA members in good standing.
- b. Points accumulated in MQHA shows by ineligible persons cannot be transferred to an eligible member as a result of subsequent sales.
- c. Any horses owned by persons who have never been MQHA members will immediately become eligible for annual awards when the owner joins MQHA.
- d. When a MQHA eligible horse is transferred to another eligible MQHA member, points will not be lost. This does not apply to Youth or Amateur classes.
- e. Points toward annual awards must be won only in the class so named, e.g., when a stallion is gelded, his points as a stallion are separate from his points as a gelding.

### 5. POINT SYSTEM:

- a. Contestants placing in the top nine (9) of a class will be given a point for each exhibitor placing below them plus one point not to exceed 9 points for first place. Points are to be calculated through ninth place. Example: In a class of nine or more horses, the first place contestant receives nine points; the second place gets eight points; and so on down through ninth place. In a class of four entries, the first place contestant receives four points; the second place gets three points; etc.
- b. In the halter classes, a Champion will receive as many points as earned by the horse winning the largest class in that sex division plus one point for a maximum total of ten points. The Reserve Champion will receive one less point than

the Champion.

c. Specifications and eligibility for All-around awards will be determined by the Awards and Recognition Committee. This committee shall set qualification standards for All-arounds and name the All-around awards that will be given each year. A document providing detailed qualifications and requirements for all year-end class High-point awards and all All-around awards in all divisions will be published and available to the membership prior to the first show date of the year, with no changes permitted until the show season concludes for the year. This committee shall also serve in a decision making capacity throughout the year should questions regarding eligibility arise.

#### 6. YEAR END AWARD ELIGIBILITY

a. To be eligible for a Champion or a Reserve Champion award, a horse must have earned at least ten or more points in the class in question.

b. In the case of ties, duplicate awards will be made. The awards committee has the right to alter the size of the awards if several horses are tied for one award.

#### 7. AWARDING

Awards will be awarded at the Annual Awards Banquet of the Minnesota Quarter Horse Association. Winners are strongly encouraged to pick up or arrange for pick-up of their awards at that time. Awards not claimed at the Banquet will be held by the Chairperson and communication will be made to find an alternative arrangement agreed upon by each party. Any costs associated with the alternative arrangements will be the responsibility of the Winner. If prizes are not claimed, they will be recycled or donated at the sole discretion of the Chairperson.

#### 8. SPECIAL RECOGNITION

From time to time, the MQHA may give additional Awards or recognition as it deems necessary or appropriate. All awards will require the approval of the Board of Directors.

### C. BYLAWS, POLICIES AND RULES

1. The members of the Bylaw, Policies and Rules Committee will consist of the Executive Secretary and no less than three (3), no more than five (5) members of the MQHA General Membership.

2. All revisions to the Bylaws should be reviewed by the Bylaw committee before final action by the membership is taken.

3. Once every three years a Bylaws, Policies and Rules Committee will meet and, if necessary make revisions to the Bylaws, Policies and Rules. They will request from the Futurity committee and Youth Associations a copy of their Bylaws and Policies to be reviewed by the Bylaw, Policies and Rules Committee.

#### D. ETHICS AND GRIEVANCES

1. An Ethics and Grievance Committee will be formed at the discretion of the President and/or the Executive Committee. The President and other Officers of the MQHA will not sit as members of the Grievance Committee. The Grievance Committee will be made up of at least three (3) and no more than five (5) members in good standing of any of the following: MQHA, MAQHA, AND/OR MQHYA. If a grievance brought before the committee concerns an Amateur or a Youth, a member from that organization will sit on the committee.

2. The committee will be available to hear grievances of any member in good standing of the MQHA. It will be available to oversee the discussion of any ethical question brought before the committee. The committee will report its findings and decisions to the Executive Committee of the MQHA who will take the proper action.

3. All forms of grievance must be brought before the committee in written form and signed by a member in good standing.

#### E. FINANCE/AUDIT COMMITTEE

1. A Finance/Audit Committee will be appointed by the President. The committee will consist of no less than 3 (three) members in good standing of the MQHA Inc. general membership. At least one member will be appointed from the Board of Directors. The Executive Secretary and the Treasurer will serve as ex-officio members of this committee.

2. The Finance/Audit Committee will assist the President, Executive Secretary, Treasurer, Futurity Chairperson (or Secretary), and Newsletter Editor with preparation of their respective annual budgets. Committees will be responsible to turn into the Finance/Audit Committee a copy of their prospective budgets for the coming year at the Annual Meeting. The final reports to be given at the January Convention Meeting.

3. It will be the responsibility of the Finance/Audit committee to develop a financial plan for the MQHA, seek out cost cutting measures, and oversee the general financial welfare of the MQHA. No formal action may be taken by the committee. The committee will make recommendations to the Board of Directors, where action may be taken.

## F. FUTURITY COMMITTEE

1. The Futurity Chairperson will be appointed annually by the president of the MQHA. The Secretary will be appointed by the respective committees with the President of and MQHA Board approval. Any salaries will be set by the respective committees and will be subject to MQHA Board approval.

2. Each district will appoint or elect one individual to serve on the MQHA Futurity committee annually.

3. Any rule within the MQHA Futurities can be changed, added to, or deleted at the discretion of the futurity committee, with the approval of the Board of Directors and President of the MQHA. Rule changes must be made prior to any Futurity information being published for the current year.

4. Rules of the MQHA Futurity will appear annually in the Directory issue of the Minnesota Quarter Horse Association Newsletter and on the MQHA Web Site.

## G. MQHA ANNUAL CONVENTION AND AWARDS BANQUET

1. There shall be an annual MQHA awards banquet for the purpose of distributing the end of the year trophies, honoring the recipients and holding the Convention meeting of the MQHA, MAQHA, and MYQHA.

2. The annual awards banquet will be hosted by a designated district during the month of December or January as determined by the MQHA President and hosting district.

3. The hosting district will be determined by consecutive numerical order; for example, District 1 hosted the presentation of the 1997 awards; District 2 will host the presentation of the 1998 awards, etc. If a district declines the invitation to host the banquet, the invitation will then be issued to the next district in numerical order. The invitation to host the banquet will be presented each year by the President to the appropriate district.

4. The hosting district will be responsible for the location of the banquet as well as for all arrangements regarding meetings, lodging, activities, dining, advertising to members, etc.

5. The MQHA President will appoint one member of the Board of Directors to assist the banquet committee in an advisory capacity.

6. Notice of the awards banquet and schedule shall be included in the two MQHA Newsletters prior to the banquet date.

## H. SHOW APPROVAL REQUIREMENTS

1. All shows requesting approval of MQHA must also be AQHA approved.
2. Applications and Show Approval Fees for MQHA approval must be completed and received by the Executive Secretary 90 days prior to the show date.
3. To obtain show approval a show bill with tentative classes, judges' names, fees, time, date and place must be sent to the Executive Secretary. It should include any restrictions or qualifications and must be sent with the proper show approval fee. A complete show program (show bill) must be submitted to the Newsletter Editor to be published 60 days before the date of the show in the Minnesota Newsletter.
4. The results of the show must be sent to the MQHA Executive Secretary within 10 days after the show date. Placing 1 through 6 and the total number of horses in each class, as well as all Champions and Reserve Champions must be reported.
5. Show committees must send results to both AQHA and MQHA but need not send results to any other group or association. If any other group or association wishes a record of points they may contact the Executive Secretary.

## I. NOMINATING COMMITTEE

1. At each annual meeting, the Nominating committee for the following year will be chosen. The new Board of Directors will elect three (3) members for this committee. The open membership will elect three (3) non-Board members. These six (6), or as many of those as are present, will meet to select a chairperson. This chairperson shall be one of the Board members.
2. All six members of the nominating committee must be given notice of the meetings of the committee at least one week in advance; notice to be given either by phone or mail. All six members are entitled to vote on decisions made by the nominating committee.
3. The formation and work of the nominating committee is set forth in the Bylaws of the Minnesota Quarter Horse Association Inc.
4. The Nominating committee shall choose at least two (2) candidates for any office in the year the office is available. By September 1 of the election year, the nominating committee shall present its slate of electees to the Executive Secretary. It shall also be the duty of the nominating committee to submit resumes of all candidates to the Newsletter editor so that they may be printed ahead of election time.

5. The chairperson of the Nominating committee shall be present at the annual meeting to supervise the counting of the ballots. The ballots shall be kept for six months following the annual meeting.

#### J. MQHA MEMBERSHIP AND PROMOTIONS

1. There shall be a membership and promotions committee whose purpose shall be to work for the growth and advancement of the Minnesota Quarter Horse Association Inc.

2. This committee shall be responsible for publicity in the media, promotion at various functions, such as the Horse Expo and the Minnesota Horse Council.

#### K. MQHA PUBLICATIONS

1. MQHA prints a monthly newsletter mailed to all current members. Some issues may be combined. The January issue is the ANNUAL DIRECTORY. MQHA maintains an official Web Site.

a. The Newsletter editor and Web Site editor will receive a stipend which will be determined by the Executive Committee, annually.

b. A financial report covering all the income, advertisements and all costs of the newsletter and Web Site will be given by the Newsletter and Web Site Editors to the Finance Committee at the Annual Meeting. The Annual Report of the Newsletter and Web Site will be presented to the membership at the January Convention Meeting.

2. The MQHA NEWSLETTER and MQHA Web Site are the official forms of notice to the MQHAMembership.

#### L AMATEUR COMMITTEE

1. The Amateur Committee shall promote activities and membership for MQHA Amateur members and exhibitors.

2. The Amateur Committee will have the responsibility for holding the annual Corporate Challenge Quarter Horse Show, if financially feasible according to the Board of Directors.

a. A financial report on the show will be presented each year by the Treasurer of MQHA to the membership.

3. The Amateur Committee will consist of a minimum of one (1) Director and two (2) Amateur members of MQHA. Amateur eligibility shall follow AQHA rules.

4. The Amateur Committee may maintain its own financial account, with oversight from the MQHA Treasurer. The financial responsibility of the Amateur Committee will remain with the Treasurer and Board of Directors.
5. An Amateur Committee member authorized to sign checks on the Amateur account shall be bonded.

M. FOUNDATION OVERSIGHT COMMITTEE

See Section 2(c)