

The  
Official Handbook  
Of the  
Connecticut  
Quarter Horse  
Youth Association



2007

## CQHVA TEAM WORK

*What Is Team Work? Why is Team Work Important?*

AQHVA encourages teamwork. Through the state Youth Associations, continuing through competition and sportsmanship, right on up to the six members of the AQHVA Executive Committee, team work is emphasized.

*(example)*

Youths, showing quarter horses, if they don't intend to show for their state team at the AQHVA World Championship Show, can demonstrate their team work by helping peers prepare for a class, cheering them on and then helping to clean up.

Additionally, youths can get together as a team on state association projects, fund-raisers and membership drives.

AQHA, AQHVA, CQHA and CQHVA recognize the importance of team work as it will be youths who will inherit the responsibility of managing local clubs, statewide organizations and in some cases, serving on the AQHA or AQHVA Board of Directors and Executive Committee. In all of these cases, the individuals serving as the leaders must work together as a team in order for the association's goals to be met.

**GOOD TEAM PLAYERS** are people willing to sacrifice personal acclaim for the good of the team (association).

*You'll know you're a good team member if you:*

1. Know what is to be accomplished by the team. Further more, inform other team members of the team's goals if they are in the dark.
2. Help determine how the goal will be accomplished. Input from everyone is needed at this stage. Your contribution is important.
3. Share in the mutual respect of your team members. You have to be willing to trust the skills and expertise of other group members. Listen.
4. Share in group decision making. To be a team member is a responsibility. Some people like to sit on the sidelines and remain silent, so they can later say, if things fail, "*I told you so.*" Good team members don't do this. They are committed from the beginning and willing to tell you their thoughts. It takes courage to be a team player, but the outcome far outweighs the fears. Share the glory with others. You'll make a poor team member if you try to take all the glory for the ideas that work.
5. A good team shares the glory and the failures.

# **CONNECTICUT QUARTER HORSE YOUTH ASSOCIATION**

## **ARTICLE C- I NAME**

The name of this organization shall be the Connecticut Quarter Horse Youth Association [CQHYA].

## **ARTICLE C-II OBJECTS AND PURPOSES**

1. When the AQHYA was formed in 1970, its first Executive Committee and Board of Directors were very clear about what it expected from the new association, and those expectations are just as true today as they were 30 years ago.
2. This association shall have as its principle objectives; *\*See also CQHA Handbook ARTICLE II.*
  - a. To improve and promote the American Quarter Horse breed;
  - b. To improve and develop the capabilities of youth, individually and through group participation, breeding, raising and exhibition of American Quarter Horses.
  - c. To develop and improve leadership and community interest and participation of young horsemen.
  - d. To encourage high moral character, sportsmanship and clean living among all its members.
  - e. To establish a means whereby youth members may work in conjunction with the American Quarter Horse Youth Activities Committee.
  - f. To create, foster and assist subsidiary state youth association composed of members of the AQHYA.
  - g. To acquaint youth members and associations with the parent organization AQHA; its structure and functions.

## **ARTICLE CIII THE YOUTH ASSOCIATION**

The Connecticut Quarter Horse Youth Association [CQHYA] shall be governed by the rules and regulations of CQHYA within the framework of CQHA.

## **ARTICLE CIV CQHYA MEMBERSHIP AND DUES**

**CQHYA Membership is subject to the rules of the CQHA Handbook ARTICLE IV Membership And CQHA Bylaws & Rules SECTION II Membership Benefits And Dues, Reprinted Here.**

**ARTICLE IV  
MEMBERSHIP  
\*See also Bylaws II**

Membership shall be open to all and shall be of the following types:

1. Individual Membership: Open to individuals 19 years of age and over. This is a voting membership.
2. JOINT MEMBERSHIP: A combination, to a maximum of two persons, such as a husband and wife, or legal partners. Each person is entitled to one vote.
3. FAMILY MEMBERSHIP: Open to (2) two adults and all youths from the same household. Each adult member is entitled to one vote.
4. Honorary Membership: Open to any persons who perform outstanding service to CQHA Inc. Honorary members to CQHA Inc. may be elected by a two-thirds vote of the Board of Directors and are entitled to all benefits of CQHA. An Honorary member is entitled to one vote. There are no dues.

**BYLAWS AND RULES  
Section II MEMBERSHIP BENEFITS AND DUES**

Section A: Policy  
Section B: Membership Benefits  
Section C: Dues Schedule

**Section A: Policy**

The CQHA Board of Directors reserves the right to deny or revoke any membership for cause detrimental to the interest of CQHA, its programs, policies, objectives and harmonious relationship to its members as determined by the Board.

**Section B: Membership Benefits**

1. All CQHA membership benefits shall commence upon receipt, [based on date of postmark, or the first day of the circuit in which membership dues are received,] of membership dues and shall expire on January 31st of the following year. Any member who fails to pay dues as of January 31st shall be dropped from the CQHA roster.
2. Voting privileges shall commence 30 days after recorded CQHA membership date.

**Section C: Dues Schedule**

Adult Membership	\$30.00
Youth Membership	\$10.00 [*Must be accompanied by adult membership]
Family Membership	\$50.00
Joint Membership	\$40.00 [formerly Mr. & Mrs.]
Lifetime Membership	\$300.00
Joint Life Membership	\$500.00

# BYLAWS

Unless stated otherwise, CQHYA will adhere to policies set forth in the AQHA Handbook and the CQHA Handbook.

## I. YOUTH BEHAVIOR POLICY, PENALTIES

### CQHYA BEHAVIOR POLICY

*\*Amended at the November 6th, 1999. General Membership Meeting*

**All states and most provinces have clear laws regarding the use of alcohol and other controlled substances, and AQHYA believes in those laws. CQHYA/CQHA will strictly adhere to a no tolerance rule on alcohol, drug and cigarette use by its Youth Members.**

Any CQHYA Youth Member in violation of this will receive disciplinary action as follows;

**12 Hours of CQHYA Service determined by the adviser**

**or**

**6 Month CQHA Suspension**

1. Also important, is your treatment of other individuals. You should strive to be polite, courteous and helpful whenever possible. Work to understand others in your organization, especially when they disagree with you!
2. Any youth that is disruptive at meetings will be asked to leave.
3. What is a MEMBER IN GOOD STANDING?  
*\* Amended at the November 6th, 1999 General Membership Meeting:.*

CQHYA MEMBER IN GOOD STANDING: A youth member who actively attends club meetings and participates in activities and fund-raisers most of the time.

## II. CQHYA BOARD OF DIRECTORS

*\*Revised Novemer 29, 2003 CQHYA Board Meeting\**

*\*Revised during the September 11, 2005 General Membership Meeting*

*\* Revised during the September 6, 2006 General Membership Meeting*

Section A: Board Of Directors

Section B: Elections of Officers & Board

Section C: Duties of the Board of Directors

Section D: Suspensions, Removal of Officers & Board of Directors

### **Section A: Board Of Directors**

1. The affairs of the youth club shall be governed by a Board of Directors which shall consist of thirteen (13) members in which is vested the complete power of administration. Five [5] of the members will be officers. [\*President, Vice President, Secretary, Treasurer, Reporter]
2. A minimum of (7) seven Board Of Directors, two [2] being Officers, shall constitute a Quorum for any Board of Directors Meeting.

## **Section B: Election of Directors and Officers:**

1. The President shall appoint a nominating committee consisting of [3] three club members who shall seek and present a slate of proposed directors and officers at the Annual General Membership Meeting.
2. CQHYA Members seeking a position must submit his/her letter of intent to the Advisor prior to July 31st for ballot application.
3. This slate of proposed officers and directors shall list all members running for office or director. The Nominating Committee may solicit candidates from those members who did not submit a Letter of Intent.
4. Notice of said Annual CQHYA Membership & Elections Meeting shall be mailed to all youth members a minimum of two weeks prior.
5. All CQHYA members present and in good standing shall be allowed to vote during the Annual CQHYA Membership and Elections Meeting. Exception for Absentee voting:
  - a. A youth member who is out of state attending an AQHA or CQHA authorized event, including but not limited to, attendance at the World Show(s), YES, or AQHA Convention, may vote.
  - b. In the event of such a conflict, the youth member shall give written notice of her/his proxy to vote to the CQHYA President and Youth Advisor, indicating the reason s/he cannot vote and the person designated to vote on her/his behalf.
6. Nominations will be taken from the floor. Nominee must be present to accept.
7. All Ballots will be counted during the Annual Elections Meeting by a qualified committee appointed by the President. This committee may be the same as the Nominating Committee. [Left to the discretion of the President]
8. If the Nominating Committee proposes a Director [s] or Officer [s] who is unopposed, then the Secretary may cast one [1] vote in accordance with Robert's Rules of Order at the Elections Meeting.
9. Official Election Results will be made public by the conclusion of the General Membership & Elections Meeting and published on the CQHA Website on the Youth Page.
10. Newly Elected Officers and Board Members shall be notified prior to December 31st.
11. Those elected shall assume their position January 1st and shall hold office until their term expires and their successor are duly elected and qualified.

## **Section C: Duties Of The Board Of Directors**

1. Each Director shall vote to amend, repel and enforce CQHYA bylaws.
2. Each Director shall attend B.O.D. Meetings and provide prior notice of absence from any CQHYA Meetings to the Advisor.
3. When a CQHYA Officer or Director must be absent from a meeting, it is his/her responsibility to send any reports to the meeting.

4. At all times each Director shall represent that which is in the best interest of the club as a whole.
5. Each Director shall Chair or Co-Chair a minimum of one Committee, comprise this committee of General CQHA Members as well as other directors and submit Committee reports to the Board as needed.

#### **Section D: Suspensions or Removal of Officers & Directors**

1. Any Officer or Director not fulfilling his/her stated duties or in violation of poor conduct shall be subject to removal by a three-quarters majority vote of Officers and Board of Directors.
2. Any Officer or member of the Board of Directors missing three (3) Consecutive Board of Directors meetings without prior notice of absence may be suspended and or removed by a three-quarters majority vote of Officers and Board of Directors.
3. Board Members and Officers in question of suspension must be notified in writing two weeks prior to his/her hearing.
4. Hearings may be held in Executive Session during regular Board Meetings, unless the President deems a Special Meeting necessary.
5. Board Members and Officers in question of suspension have the right to be heard during this hearing, but shall not be present during the Board Vote and discussions.
6. The Board Member or Officer shall be notified in writing by the Secretary, of the Board decision within two weeks after the decision.
7. A successor to replace the removed Officer or Director shall be appointed by the President, and approved by a majority vote of the Board.

#### **Section E: CQHYA Past President**

1. Each CQHYA President who has completed his/her term shall automatically remain on the CQHYA Board as a Director for one (1) year after the expiration of his or her term.
2. This Director position shall have one vote.
3. Voting privilege and director position end when the past President:
  - a. Completes one year on the board, or
  - b. No longer meets AQHYA eligibility requirements.

### **III THE CQHYA OFFICERS**

Section A: Officers  
Section B: Elections  
Section C: Duties  
Section D: Suspensions, Removals

**Section A: CQHYA Officers**

*\* See also ARTICLE CVI Section A*

1. The officers of this organization shall be: President, Vice President, Secretary, Treasurer and Reporter.
2. Each shall hold office for a one (1) year term or until a successor shall have been elected or until his/her death or removal.

**Section B: Elections of Officers**

*\* See ARTICLE CVI Section B*

**Section C: CQHYA Officers' Duties:**

PRESIDENT

1. The President shall preside at all CQHYA meetings.
2. He/she shall appoint committees, subject to approval of the Board of Directors.
3. The state President has many responsibilities and guides other members of the committee, as well as the association through discussions, idea exchange, and corresponds with them regularly.
4. He/she will be responsible for answering to the state youth board of directors, as well as serving as liaison to the adult association and the club Youth Adviser (s). The President oversees the state FFA, 4-H and National High school Rodeo affiliates within the state
5. He/she shall be an ex-officio member of all committees.

VICE PRESIDENT

1. He/she shall act in the absence of the President and provide a full report of proceedings to the President.
2. He/she shall carry out all duties assigned by the President.

SECRETARY

1. The state Secretary shall be responsible for recording the proceedings of any of the CQHYA meetings, as well as reporting those to the membership through at each meeting.
2. He/she shall take the minutes of all regular and special meetings.
3. He/she shall keep a file of all correspondences and records.
4. He/she shall carry on all correspondences as directed by the President or Board of Directors.
5. He/she shall provide a secretary's report at every Board of Directors meeting.
  - a. Acting Secretaries shall provide the CQHYA Secretary with minutes from the meeting within two weeks.
6. Mail each board member a copy of the Secretary Report within two weeks following each meeting and a synopsis of each Secretary Report to the newsletter editor for publication.
7. Send out written notice of upcoming meetings two weeks prior of all CQHYA meetings.

TREASURER:

1. The Treasurer of the association shall be responsible for examining costs and needs of the projects proposed by the state youth association and reporting those costs to the board. In addition, the treasurer is responsible for the disbursement and deposit of funds utilized by the state youth association and reporting those to the membership as well as the CQHA Officers and Board of Directors. The Treasurer shall provide a financial report at every Board of Directors meeting
2. He/she shall have custody of all CQHYA financial accounts.
3. He/she shall collect funds for deposits and pay all debts as approved by the Board.
4. He/she shall keep records of all financial transactions and make such records available for examination by all persons authorized.
5. The Treasurer of the association shall be responsible for examining costs and needs of the projects proposed by the state youth association and reporting those costs to the board.
6. The Treasurer shall be bonded.
7. He/she shall provide a financial report at every CQHYA Meeting.
8. The CQHA treasurer shall be designated as an authorized signature on all CQHYA checks.
9. The CQHA Treasurer shall assist the youth treasurer as needed and make an annual inspection of the CQHYA Treasurer submitting such reports to the CQHA Board.

REPORTER

1. The state Reporter will be responsible for recording the activities of the association in a creative manner for publication in the newsletter as well as the Quarter Horse Journal.
2. He/she is responsible for sending information of upcoming meetings to the newsletter editor and web site chairperson each month, after Advisor approval.

**Section D: Suspensions Or Removal Of Officers & Board Of Directors**

\*SEE ARTICLE CVI SECTION D: SUSPENSIONS OR REMOVAL OF OFFICERS & DIRECTORS

**IV  
CQHYA MEETINGS**

\* \*Revised during the September 11, 2005 General Membership Meeting

\* Revised during the September 6, 2006 General Membership Meeting

1. The Annual Meeting of the CQHYA shall be held on such day, time and place as the Board of Directors may designate. At least 2 [two] weeks notice shall be given all members.
2. The Annual General Membership Meeting shall also be the Election of Officers and Board.
3. Board meetings shall be held as needed.
4. General Membership Meetings will be held a minimum of two [2] times a year; in January [banquet] and Elections.
5. All current CQHA/CQHYA Members with voting privileges may present ideas, take part in discussions and vote during the General Membership Meetings.

6. The quorum for the General Membership Meeting shall be a minimum of 12 CQHA Members [TWO being Officers].
7. All meetings shall be conducted under "Robert's Rules of Order."
8. All meetings shall be run by CQHYA members.
9. See also ARTICLE IX Sections B and C.
10. Proxy voting is not permitted. Exception is election voting and is explained in Article CVI, Section B, 5.

## **V. YOUTH ADVISER**

\* Revised during the September 6, 2006 General Membership Meeting

1. The Adviser shall be elected to serve a two (2) year term or until his/her death or removal.
2. The CQHYA will democratically select and recommend an Adviser or Advisers to the CQHA Board of Directors for approval every other year prior to the Annual Election Meeting.
3. When no Adviser Nominee (s) is given from CQHYA, then CQHA shall recommend the nominee (s) for the position of Youth Adviser.
4. The Youth Adviser must be a CQHA Member in good standing.
5. The CQHYA Adviser, upon CQHA approval, shall be officially elected, at the Annual CQHA General Membership Meeting.
6. When Co-advisers are elected, one adviser shall serve as the primary Connecticut Adviser and official AQHYA contact.
7. All current CQHA/CQHYA Members with voting privileges may vote in the election of the Adviser(s) at the Annual CQHA General Membership & Elections Meeting.
  - a. CQHYA votes shall be taken during the Annual CQHYA General Membership & Elections Meeting and counted in the ballots along with the adult voting ballots.
8. The Adviser shall officially assume Adviser duties on January 1st.
9. All CQHYA materials such as Manuals, Activity Worksheets, Records and instructions, shall be transferred to the incoming Adviser by January 1st.

### **ADVISER DUTIES**

1. The Primary Advisor shall also serve as a CQHA Director.
2. The CQHYA Youth Adviser (s) shall be required to submit current CQHYA Secretary and Treasurer Reports to the CQHA Board of Directors during each CQHA Board Meeting.
3. In the event that the adviser (s) is unable to attend a CQHA Board Meeting, he/she shall provide reports prior to such meeting.
4. The CQHYA Youth Adviser must submit all CQHYA fundraisers, events and teams to CQHA for final approval prior to such events.

5. Any CQHYA moneys exceeding \$500 to be allocated must have CQHA Board Approval before money is spent.
6. The CQHYA Youth Adviser must submit AQHYA worksheets, requests and all other required paperwork to AQHYA in a timely fashion.
  - a. In the absences of the adviser, he/she shall appoint someone to submit these materials.
7. The CQHYA Youth Adviser or the appointed adult replacement shall attend the Leadership Conference, Affiliate Workshops, Team Tournaments, AQHYA Youth World Show and The Quarter Horse Congress.
8. The Adviser shall attend CQHYA Youth Meetings and be available to the Youth Members.
9. The Adviser shall manage team selection for the AQHYA World Show, Congress and any other Team Tournaments that may arise, adhering to the current CQHYA Guidelines.
10. Any CQHYA function must be chaperoned by the Youth Adviser or parent.
11. Advisors must attend the CQHA Annual Orientation Meeting.

#### SUSPENSIONS and/or REMOVAL of the ADVISER

1. Any Adviser not fulfilling his/her duties in accordance with the CQHA/CQHYA bylaws shall be subject to suspension or removal when a formal complaint has been made to the CQHA Board of Directors.
2. The Adviser accused shall first be contacted by a CQHA Officer to discuss the problem and seek a solution agreeable to the Adviser, CQHA and CQHYA.
3. The Adviser that continues to not fulfill his/her duties in accordance with the CQHA/CQHYA bylaws is entitled to a hearing before the CQHA Board of Directors.
  - a. Notice of this hearing will be sent to the Adviser in writing, at least two (2) weeks prior.
  - b. Any Youth Adviser who is in violation of a CQHA rule shall be subject to suspension.
4. The Adviser shall not be removed before the CQHA Board officially sends written notice to the adviser.
5. A two-thirds majority vote of the CQHA Board of Directors shall be necessary for the Suspension or Removal of an Adviser.
6. Upon removal of an Adviser, a two-thirds majority vote of the Board of Directors shall be necessary for the CQHA President to replace the Adviser.
7. When an Adviser is terminated or resigns, with no replacement, the CQHA Board shall appoint a temporary replacement until the new Adviser is in place.

## **VI. YOUTH LEADERSHIP CONFERENCE**

\*\* Amended at the November 6th, 1999 General Membership Meeting:

\*Must Adhere To Current AQHYA Guidelines.

\* Revised during the September 6, 2006 General Membership Meeting

The AQHYA Leadership Conference is designed to instill better leadership qualities in our youth and help guide leaders in the affiliate clubs.

In the event, the adviser is unable to attend, he/she will appoint a parent to go, upon approval by the CQHA Officers and Board of Directors.

Delegates will be selected according to the following Order of Rank:

1. Sitting AQHYA Region 6 Directors
2. Remaining delegate positions will be selected from the Officers and Directors first, based on submitting a Letter of Interest in attending the YES Convention as a CQHA delegate to the Youth Advisor. Delegates shall be elected by majority vote of the Board.
3. Any remaining open Delegate positions may be filled from the general membership following the sale procedure as in item 2 above.

The selection of Delegates must be completed by March 15<sup>th</sup> of each year in order to meet the AQHYA notification dealines.

## **VII. DELEGATES, NATIONAL DIRECTORS**

\*taken from Article II; Section 1; Paragraph (c) of Rule 700 in the Official AQHA Handbook

### **DELEGATES**

Voting rights in the organization (AQHYA) shall be vested exclusively in organizational members, each of which shall be entitled to designate (4) four delegates for each youth affiliate.

1. Delegates shall have the responsibility of voicing concerns at the AQHYA convention and electing AQHYA Officers.
2. A state youth association shall exercise its voting privileges in the organization (AQHYA) through its delegate(s) annually elected by the resident members in good standing of each state youth association.

### **NATIONAL YOUTH DIRECTOR** \*Taken from Rule 700; Article III; section 4 (f) of the AQHA Official Handbook

1. Annually, three Directors shall be elected by the delegates of each designated region at a regular annual AQHYA meeting of delegates.
2. The duties of the AQHYA Director are to enhance communication and serve as liaison between AQHYA membership of the particular region and the AQHYA Executive Committee.
3. The candidate for AQHYA Director of a particular region must; be a delegate from their affiliate, actually reside in the region, and be of a minimum age of fourteen years; together with such other qualifications as the AQHYA Executive Committee may, from time to time designate.

4. The candidate must also remain eligible for AQHYA membership and be a member in good standing for the duration of their term. (A youth director cannot turn 19 before January 1 during the term in which they are serving.)

## **VIII.**

### **AQHYA WORLD CHAMPIONSHIP SHOW**

\*Approved during the September 11, 2005 General Membership Meeting

\*Revised during the September 6, 2006 General Membership Meeting

#### **YOUTH TEAM SELECTION:**

1. To be selected by the Youth Advisor, adhering to the current guidelines, with CQHYA Board Approval.
2. This Team Selection shall be presented to the CQHA Board of Directors for final approval before entries are made.

#### **NATIONALLY QUALIFIED YOUTH:**

1. All Nationally Qualified Youth based on AQHYA Guidelines will be eligible to attend the AQHYA YOUTH WORLD CHAMPIONSHIP SHOW

#### **STATE QUALIFIED TEAM ELIGIBILITY REQUIREMENTS:**

To be eligible for the state qualified team, the YOUTH must:

1. Be a member of CQHYA in good standing. New members must join as of January 31 of the year in which the member wishes to participate in the AQHYA World Show.
2. Live in Connecticut. The exception is Members who reside in Rhode Island or those who apply under the AQHYA Hardship Rule.
3. Have shown the same horse in CQHA pointed shows held between 6/1 and 5/30 of the previous and current year. [Exception for classes not held at CQHA Shows.]
4. Attend two [2] CQHYA meetings held during the current year.
5. Complete a minimum of two (2) fundraisers held between 8/1 and 7/31 of the prior and current year.
  - a. The requirements of the fundraiser shall be determined by the Advisor and posted prior to the start of the fundraiser.
  - b. New members, who have not been members during a minimum of two (2) fundraisers, may fulfill this requirement through volunteer hours during a CQHA show or event, as determined by the Advisor. A new member is someone who has not previously been a CQHYA member.

#### **STATE TEAM SELECTION PROCESS**

1. Each state is allowed 2 exhibitors per event. [State Qualified] There are twenty-two (22) performance and halter events.

2. Any Youth interested in participating on the State Team must apply to the Youth Adviser by submitting his/her WORLD SHOW LETTER OF INTENT by June 1<sup>st</sup>.
  - a. The Letter Of Intent must be signed by a parent.
  - b. Blank LETTERS OF INTENT for the Youth World Show may be obtained from the adviser, the newsletter, the CQHA.COM website or photocopied from this CQHA Handbook.
  - c. It is the responsibility of the Youth Advisor(s) to submit a copy of the WORLD SHOW LETTER OF INTENT to the Newsletter Editor and/or website prior to January 30th of the current year.
  
3. Team selection is based on three requirements:
  - a. Points accumulated from 6/1 to 5/31 of the previous and current year. Points will be calculated as Follows:
    - 1). Members are required to furnish to the Youth Advisor, a copy of the most recent printout from AQHA.
    - 2). The member is to select and identify for the Youth Advisor on the printout or on a separate list which accompanies the printout, his/her ten (10) best shows from the qualifying period for the AQHYA World Show Class in which he/she would like to compete, with a minimum of five (5) of these shows being CQHA pointed shows.
    - 3). The CQHA point system will be applied to these ten (10) shows to calculate the points for each applicant.
    - 4). The two youth members with the greatest number of points in the class for which they are applying, and who has otherwise met the eligibility requirements noted above, will be offered first opportunity to represent Connecticut at the AQHYA World Show.
    - 5). Novice points DO NOT count towards this selection.
    - 6). The deadline to submit the AQHA printout is June 15<sup>th</sup>. No exceptions.
  - b. Meeting Attendance (See Team Eligibility)
  - c. Fundraiser participation (See Team Eligibility )
  
4. When more than two youths apply for any class:
  - a. The youths who have earned the most CQHA points in that class shall have the first option to exhibit in that class at the AQHYA World Show. [Exception for classes not held at CQHA Shows.]
  - b. If this is also a tie, preference will be given to the youth who has participated in more of the meetings and fundraisers held during the current year.
  - c. If the tie is still unbroken, then AQHYA points will be used from the AQHYA World Show Qualifying period.
  - b. If the tie remains unbroken, then the member with the most first place finishes shall have

precedence.

5. Alternate team members will be chosen from the remaining members who submitted a Letter of Intent to show in that class, based on the number of points accrued. The member with the third highest number of points will be offered the first alternate spot in each class. Should this member decline, the next highest point earner will be offered the spot, and so on down the list until an alternate as been designated.
6. Any youth who has not participated in the minimum required meetings or fundraisers will not be selected in front of the next highest placing point earner who has met all the requirements.
7. Financial Aid and/or Recognition Awards
  - a. State Qualified Team Members may receive financial aid and or recognition awards shall be voted on during the CQHYA Board of Directors Meeting and brought to the CQHA Board of Directors for final approval before any money is spent.
  - b. AQHYA World Show Contestants who have not met the above requirements have the option to purchase recognition award items through the club when the order is placed.
8. Any youth member in good standing, who has NOT MET the state Qualifying Requirements, may request to participate on the World Show Team subject to the following requirements:
  - a. He/she may not show in any World Show Class that may be filled by a Youth Member who has met all the requirements.
  - b. He/she may be placed on the team, only after approval by the CQHYA Board, the Advisor and two thirds majority vote of the CQHA Board of Directors.
  - c. The Advisor shall present the case to the CQHA Board for approval.
  - d. If time restrictions do not allow such meeting to take place during the upcoming CQHA Board Meeting, then a Special Meeting g shall be called by the President.
  - e. The Advisor shall be notified within seven (7) days of the hearing of the decision.
9. CQHYA members participating in AQHYA Contests held during the World Show must meet the same requirements as the riding competitors with the exception of CQHA points.
10. This system will be strictly adhered to.
  - a. If a change or allowance is deemed necessary through unusual circumstances, this must be presented by the Youth Advisor to the CQHA Board, and then reviewed and approved by the CQHA Board of Directors before any such change is made.
  - b. Complaints or any discrepancy in the team selection must be submitted to the CQHA Board of Directors for review prior to June 15th.
  - c. If time restrictions do not allow such meeting to take place during the upcoming CQHA Board Meeting, then a special meeting may be called by the President.
  - d. The parent(s) and/or youth(s) in question have the option of attending this meeting to present the case, but only CQHA Officers and Board Members will be present during final discussion and voting.

- e. The Advisor and the youth(s) in question shall be notified by the CQHA Secretary with the decision.

## **IX CONGRESS TEAM**

### **National Youth Activity Team Tournament**

\*Revised during the September 6, 2006 General Membership Meeting

#### **CONGRESS TEAM SELECTION:**

1. To be selected by the Youth Advisor adhering to the following guidelines
2. The Youth Adviser (s) shall present The Congress Team Selection to the CQHA Board of Directors for final approval before entries are made.

#### **CONGRESS TEAM ELIGIBILITY REQUIREMENTS:**

To be eligible for the Congress Team, the youth must:

1. Be a CQHYA Member in good standing.
2. Live in Connecticut or a bordering state. This is a requirement of the All American Quarter Horse Congress National Youth Association Team Tournament. The rules and guidelines state "all team members must reside within the state, or bordering state of the sponsoring organization's mailing address."
3. Have shown the same horse in CQHA Shows held between 8/1 and 7/31 of the previous and current year. [\*Exception; Any classes not offered at CQHA Pointed Shows.]
4. Must attend two (2) CQHYA meetings, board or general, held during the current year.
5. Complete a minimum of two (2) fundraisers held between 8/1 and 7/31 or the prior and current year.
  - a. The requirements of the fundraiser shall be determined by the Advisor and posted prior to the start of the fundraiser.
  - b. New members, who have not been members during a minimum of two (2) fundraisers, may fulfill this requirement through volunteer hours during a CQHA show or event, as determined by the Advisor. A new member is someone who has not previously been a CQHYA member.

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

1. A team of up to fourteen (14) CQHYA members will be selected from those eligible to participate in the National Youth Association Team Tournament at the All American Quarter Horse Congress. [The classes currently offered for the N.Y.A.T.T., are Showmanship, Hunter Under Saddle, Western Pleasure, Horsemanship, Reining and Barrels.]
2. Any youth interested in participation on the Congress Team must submit his/her CONGRESS LETTER OF INTENT to the Youth Advisor prior to July 31<sup>st</sup>.
  - a. The Letter of Intent must be signed by a parent.

- b. Class selection must be listed in order of preference.
  - c. Blank LETTERS OF INTENT for the Youth World Show may be obtained from the adviser, the newsletter, the CQHA.COM website or photocopied from this CQHA Handbook.
  - d. It is the responsibility of the Youth Advisor(s) to submit a copy of the WORLD SHOW LETTER OF INTENT to the Newsletter Editor and/or website prior to January 30th of the current year.
3. Team selection is based on three requirements:
- a. Points:
    - 1) CQHA points earned by the member at his or her ten (10) best CQHA pointed shows held from 8/1 to 7/31 of the previous and current year will be used.
    - 2) The member with the greatest number of points and who has otherwise met the eligibility requirements noted above will be offered the first opportunity to represent Connecticut at the Congress.
    - 3) Novice points DO NOT count towards this selection.
      - b. Meeting Attendance [See Team Eligibility above]
      - c. Fundraiser participation [See Team Eligibility above]
4. Any youth who has NOT participated in the required meetings or fundraisers will not be selected in front of the next highest point earner who has met all the requirements.
5. A maximum of two (2) participants for each of the six (6) classes offered will be selected along with the team alternates adhering to current N.Y.A.T. T. guidelines.
6. When a youth is a High Point Earner in two (2) or more classes, the youth will have the choice of selecting the class they prefer to participate in. This choice will be listed on his/her Congress Letter of Intent.
7. In the event of a tie, the youth who participated in the most CQHA meetings and fundraisers during the current year will be chosen. In the event the tie is still unbroken, then AQHA points from the current year will be used.
8. Youths who qualify for more than one state or club, both of which are sending teams, and have met all the meeting and fundraiser requirements shall choose which team to go. This choice will be selected on his or her Congress Letter Of Intent.
9. Alternate team members will be chosen from the remaining members who submitted a Letter of Intent to show in that class, based on the number of points accrued. The member with the third highest number of points will be offered the first alternate spot in each class. Should this member decline, the next highest point earner will be offered the spot, and so on down the list until an alternate as been designated.
10. In the event there is NO available entry for a class, then the Youth Advisor may select an entry at his/her discretion upon the approval of the CQHYA Board of Directors.

11. N.Y.A.T.T. members must have full intent on showing in Team Competition in his or her chosen class.
  - a. It is the responsibility of the team member to inform the Advisor when he or she is unable to exhibit in the NYATT class. The Advisor will then replace the team member with his or her alternate.
  - b. Once the Team member has been replaced, the alternate shall then participate in the Team Tournament Opening Ceremonies; otherwise alternates do not participate in the Ceremonies.
11. This system will be strictly adhered to.
  - a. if a change or allowance is deemed necessary through unusual circumstances, this must be presented by the Youth Advisor to the CQHA Board, then reviewed and approved by the CQHA Board of Directors before any such change is made.
  - b. Complaints or any discrepancy in the team selection must be submitted to the CQHA Board of Directors for review prior to August 15<sup>th</sup>.
  - c. If time restrictions do not allow such meeting to take place during the upcoming CQHA Board Meeting, then a special meeting may be called by the President.
  - d. The parent(s) and/or youth(s) in question have the option of attending this meeting to present the case, but only CQHA Officers and Board Members will be present during final discussion and voting.
  - e. The Advisor and the youth(s) in question shall be notified by the CQHA Secretary with the decision.

### **CONGRESS HORSE BOWL & HORSE JUDGING TEAM SELECTION**

1. Horse Bowl and Horse Judging Congress Team members must meet the same requirements as the riding competitors with the exception of CQHA points.
2. Horse Bowl and Horse Judging Congress Teams must be presented by the Youth Advisor when the Congress Team is submitted to the CQHA Board for final approval.

## **X. TEAM TOURNAMENTS**

### **YOUTH TEAM SELECTION**

1. Team selection will be based on individual tournament rules with regards to events and number of exhibitors allowed.
2. All CQHYA members will have the option to attend and participate in classes they will be competitive in.
3. CQHYA members in good standing will have first option to participate.
4. The Youth Adviser (s) will have authorization to choose event participants in a fair manner and at his/her discretion, with CQHA Officers and Board Approval.

## PARLIAMENTARY PROCEDURE BASICS

It is imperative that parliamentary procedures are encouraged while conducting all state meetings. Not only does it give your meeting some organization, it also helps the state secretary record minutes and assists in ensuring that everyone has the maximum opportunity to participate.

### Steps to follow:

Call the meeting to order.  
Get the minutes from the previous meeting read and approved.  
Get the floor.  
Make a motion.

Use common subsidiary motions.  
Amend a motion \* Refer to a committee \* Table a motion

Use common incidental motions;  
Adjourn \* Reconsider \* Rescind

### TO CALL A MEETING TO ORDER;

The presiding officer stands. He or she may tap the table with a gavel or pencil to attract attention, saying

“ The meeting will now come to order.” \*Time is noted by presiding Secretary.

### READING & APPROVING THE MINUTES;

The presiding officer says “ The secretary will read the minutes of the last meeting.” After they are read, he/she says, “ Are there any corrections ?” He/she pauses, then continues, “ If not, the minutes stand as read.”

### TO GET THE FLOOR

When anyone wishes to make or discuss a motion, ask a question, or give information, he/she should rise and address the chair by saying “Madam/Mr. President,” or using whatever title the chair has.

A person should never try to take the floor when someone else is speaking unless the speaker is out of order or there is an emergency.

The person requesting recognition should state their name and then wait to speak. If the group doesn't know the person, the chair should ask him/her to identify himself/herself.

### EIGHT STEPS IN MAKING OR CARRYING A MOTION

- a. The member addresses the Chair.
- b. The Chair recognizes him/her.
3. The member makes a Motion.

After obtaining the floor, the individual making the motion says,  
“ *I move that.....*” .Motions should be made in the affirmative, such as “ *I move that all shows be 18 and under,*” rather than “ *I move that all qualifying shows not be 13 and under and 14 through 18.*”

When someone makes a motion, it is assumed they support the motion, so they should not be allowed to speak against it., but they can change their mind and vote against it.

4. The Motion Is Seconded

Ordinary motions must be seconded. This is to prove that at least two people want the subject discussed. It is not necessary to be recognized by the chair, but someone must address the chair and

say “ *I second the motion.*”

If there is no second, the chair may say “ *Is there a second?*”

If no second is heard, the chair may say “ the motion cannot be considered” or “ the motion dies for lack of a second.”

#### 5. The Chair States the Motion

After the Motion has been made the chair should restate it clearly to the membership so everyone understands exactly what was proposed.

#### 6. The Chair Calls For Discussion

This step must never be omitted. The membership should have the opportunity to express their opinions or ask questions that make the motion clear.

#### 7. The Chair Puts The Motion

When everyone has spoken about the subject or when the chair believes all sides have been discussed, he/she should say “ *Are you ready for the question?*”

If no one speaks, he/she may call for a vote on the motion. Both affirmative and negative votes must be taken. The chair says “ *All in favor of the motion ( state the original motion)... say ‘aye’.....All opposed? Say no*”

If the chairman is not sure which side is the majority, he/she may call for a vote by raising hands or standing.

#### 8. Chair Announces the Results

After the vote is taken, the chair must announce the results.

“ *The ayes have it and the motion is carried, (state original motion again)*”or

“ *The noes have it and the motion (state motion) is lost.*”

### SUBSIDIARY MOTIONS

Sometimes it is necessary to change, suspend or amend a motion...

This must be done with a subsidiary motion or secondary motion.

These motions must be discussed and voted on before the main motion can be discussed any further.

The most common is to amend, refer to a committee or table.

### TO AMEND

A motion may be amended four ways;

1. By striking Out.
2. By addition.
3. By striking out and adding
4. By substitution

Someone moves that “*all qualifying shows should be 18 and under.*” ( example) Someone else may

say, "I move to amend by adding only on Saturday and Sunday Shows."

Discuss ONLY THE AMENDMENT, until it has been acted on.

IF it carries, the chairman says "The ayes have it and the amendment carries." (example) The motion is now that all qualifying shows on Saturday and Sunday Shows should be 18 and under.

\*An amendment may be amended once and only once, so if someone wants to amend an amendment, that is the only time it can be done.

#### TO REFER TO COMMITTEE

Sometimes a motion is made that is generally approved, but should be studied more carefully then it can be at an open meeting. If that is the case, someone can move that the question be referred to a committee.

If there is no standing committee for that type of question, the motion should include how many people should be appointed on the committee by the chair.

#### TO TABLE

Sometimes it is necessary to lay aside a motion until other items of business can be resolved. Someone needs to say "I move to table." The motion must be seconded, but may not be debated or amended.

The chairman must put the motion on the table as soon as it is seconded.

At any time during the meeting at which the motion was made or the following meeting, the motion to take it from the table must be made. The vote must be of 51% majority before the motion can be reconsidered.

If there is not a majority for consideration, the motion to take it from the table, dies, and If the motion is not reconsidered at the following meeting, it is considered killed.

#### INCIDENTAL MOTIONS

Some motions are needed to conduct business.

Most commonly the motion to adjourn,  
the motion to reconsider,  
and the motion to rescind.

#### To ADJOURN;

The correct form is "I move to adjourn, or "I move that we adjourn."

The motion is seconded and voted on, but not discussed. It is not polite to stand or talk before the chair says "the meeting is adjourned."

#### To RECONSIDER

If a member who voted on the prevailing side of a action, believes it has been acted on too hastily, he/she may move to reconsider.

The motion can only be made at the meeting where the original motion was made or the next day.

#### To RESCIND

Any action made by the organization may be rescinded at any time. but only if something has not already been done. (example) spending funds or contracting labor

The motion requires a two-thirds vote.



**CQHYA ELECTION LETTER OF INTENT**

NAME: \_\_\_\_\_

D.O.B. \_\_/\_\_/\_\_

ADDRESS: \_\_\_\_\_  
street city state zip code

E-mail: \_\_\_\_\_ PHONE: (\_\_\_\_\_) \_\_\_\_\_

DIVISION(S): \_\_\_\_\_ BARN

AFFILIATION:: \_\_\_\_\_

\_\_\_\_\_ Yrs. As CQHYA Member Referred

by: \_\_\_\_\_  
\*If applicable

**CQHYA POSITION CAMPAIGNING FOR:** \_\_\_\_\_

In the event, that position is filled, I would like to also campaign \_\_\_\_\_

WHY I WANT TO SERVE ON THE \_\_\_\_\_ BOARD OF DIRECTORS and/or HOLD OFFICE:  
year

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand my duties that come with this Office/Board Position and AGREE to uphold them.

signed; \_\_\_\_\_ date: \_\_\_\_\_  
youth

**I give my permission and I will support my child in upholding his/her duties as a Board of Director/Officer.**

signed \_\_\_\_\_ date:  
parent signature

MAIL TO: Grace W. Fortune, CQHYA Advisor, 1177 Prospect Avenue, West Hartford, CT. 06105  
FAX: Grace Fortune [860] 561-7155 EMAIL PDF file: CQHYA@AOL.COM

**DUE PRIOR TO CQHA ELECTIONS MEETING  
JULY 31st DEADLINE for MAIL BALLOTS inclusion**