

KQHYA Book Of Policies

Policy Number 1

Subject: Policy on Policies

1. A Policy is any motion, passed by the majority of the membership at the KQHYA regular or special meeting, whose duration is intended to continue for more than one occurrence.
2. The Board of Directors may by majority vote establish a temporary policy which will automatically be brought before the membership for approval at the next membership meeting.
3. A policy handbook shall be maintained by the Youth Director and reviewed annually by the KQHYA officers, directors and Youth Activities Committee. The secretary shall forward the minutes of all meetings to the Youth Director for publication in the KQHA newsletter/website. Copies of the handbook shall be available to all members upon their request.

Date Approved: 11-29-1974

Date Amended: 11-27-1976

Date Amended: 01-18-2003

Policy Number 2

Subject: Money and Banking

1. All income to be received and all expenses paid by the Director of Youth Activities, except for yearly dues, which are paid to the KQHA office. The Youth Director may, on a temporary basis, transfer part or all of these functions to the KQHA Executive Secretary or any member of the Youth Activities Committee. The accountability of all funds and responsibility of the payment of all bills still remain with the Youth Director. Of for some reason the Youth Director cannot be accountable for the funds and payment of the bills, then the president of KQHA shall appoint another member of the Youth Activities Committee to be the accountable and responsible person.
2. The Director of Youth Activities shall select the bank to handle all KQHYA fundws. The checkbook is to always be under the control of the Director of Youth Activities. Authorized signatures for the KQHYA account are the Youth Director and or his/her appointee.
3. All expenditures are to have prior approval by the Director of Youth Activities. The Director of Youth Activities shall approve only expenditures that fall into the following categories:
 1. Activities budgeted for or approved by the Board of Directors or the membership of KQHYA. Such expenditures are to appear fiscally reasonable.
 2. Such operating expenditures that seem reasonable in conducting the business of KQHYA.
1. Approval of an expenditure from the Director of Youth Activities can either be verbal or in writing.
2. All bills payable are to be forwarded to the Director of Youth Activities promptly. Receipts shall accompany statements for reimbursement of bills paid by members or parents **within 60 days of purchase**.
3. An audit of the books of KQHYA, if deemed necessary, shall be at a time and by such person or persons as directed by the President of KQHA.

Date Approved: 04-05-1975
Date Amended: 01-18-2003
Dated Amended 03-15-2013

Policy Number 3

Subject: Board Meeting Expenses

The expense of a meeting room used for KQHYA Board of Directors meeting will be paid by KQHYA with prior approval by the Director of Youth Activities. Meal expenses will be the individuals responsibility unless notified by Director of Youth Activities.

Date Approved: 12-30-1975

Date Amended: 01-18-2003

Policy Number 4

Subject: Selection of the Kansas Team for the AQHYA World Championship Show.

The qualifying system will be voted upon at the annual meeting. Whatever policy is chosen will remain intact and in force until the following year's general meeting.

1. The specific qualifying system will be determined by those KQHYA members present at the annual meeting.
 1. In order to participate on the KQHYA youth team at the AQHYA World Show or at the Congress qualifying team members must perform the following activities:
 - Work at School's Almost Out Circuit or Pay \$100
 - Sell Sponsorships: at least \$150.00
 - Bring Baked Goods for 2 of 3 Bake Sales (PC, Topeka, SOA) or Pay \$100
 - Provide Goods for Silent Auction at Schools Almost Out or Pay \$100
 2. To qualify in any split-age classes, an 18 & Under qualifying class will be held before the split classes in which any member wishing to qualify for the AQHYA World Championship may enter, providing he/she enters and participates in their same respective age division that follows. The contestant must show in their respective age division or forfeit all qualifying points in that class.
 3. Points will be awarded according to the following schedule:
 - First place will receive 1 point for every horse in the class—MAXIMUM of 10 (ten) points
 - Second place will receive one less point than first place
 - Third place will receive one less point that second place and so on.

Example: 20 horses in class:

1st=10pts, 2nd=9pts, 3rd=8pts, 4th=7pts, 5th=6pts, 6th=5pts, 7th=4pts, 8th=3pts, 9th=2pts, 10th=1pt

Example: 6 horses in class:

1st=6pts, 2nd=5pts, 3rd=4pts, 4th=3pts, 5th=2pts, 6th=1pt

1. All Novice shows, and youth/amateur only shows will be excluded from the qualifying process. There will be 16 qualifying shows on the weekends and the best 6 of 16 will be counted.

2. In the case of a tie the youth with the most 1st place placings in that class will fill the position. If there is still a tie, then the oldest youth will fill the position. Alternates be selected from the existing qualified team members by the Youth Director.
3. A running tabulation of each youth's points will be kept and posted on the KQHA website and at the start of each qualifying weekend if they are available from the points keeper. The Youth Board of Directors and the Youth Director will handle all of the tabulations.
4. Selection is limited to KQHYA members who are legal Kansas residents in accordance with KQHYA Policy #5, sections 2 and 3. Youth must be a member in good standing, and must have paid the current years dues on or before the date of the first qualifying show. No points will be accumulated until dues are paid.
5. Any situation not covered in the KQHYA Policies will be administered According to the current years official handbook of the American Quarter Horse Association.

Date Approved: 12-03-1983

Date Amended: 01-18-2003

Date Amended: 07-31-2008

Date Amended 03-15-2013

Policy Number 5

Subject: Eligibility for membership in KQHYA

1. Any youth may become a member of KQHYA by sending membership dues to the office listed in the newsletter or on the website.
2. Officers and Board of Director members however are limited to Kansas residents only. A youth is a Kansas resident if his parents or guardians reside in and are registered to vote in the state of Kansas.
3. Residents eligibility to participate on the KQHYA World Championship and Congress teams shall be governed by Rule #2 and/or by current AQHYA eligibility rules.

Date Approved: 12-18-1982

Date Amended: 01-18-2003

Policy Number 6

Subject: Youth Sportsmanship and Citizenship Award Program

1. The President of KQHA will appoint a nominating committee each year. Those chosen are not to have any youth in their immediate family showing in youth competition. The nominating committee members shall be known only to the President of KQHA and the Executive Secretary of KQHA.
2. Upon conclusion of the year's show season the President of KQHA will poll the nominating committee, each member being allowed to propose six nominees. Of those proposed, the six receiving the most votes will be the nominees. In the case of a tie for the sixth nominee, all those tying will be nominates.
3. The nominees will be presented at the annual youth meeting where the membership of KQHYA in attendance will vote for their choice. The ballots will be secret and will be delivered to the President of KQHA who will count the ballots and determine the winner.

4. At the annual awards banquet the President of KQHA will call upon the sponsor of the award to disclose the name of the winner and present the award.
5. The award will be sponsored by KQHA. The award will be determined by the sponsor and procured by the Awards Committee.

Date Approved: 12-30-1975

Date Amended: 01-18-2003

Policy Number 7

Subject: Selection of the All-American Quarter Horse Congress Youth Team

1. Each state is allowed to send two members per class to the National Youth Activity Team Tournament at the All-American Quarter Horse Congress in Columbus, Ohio. These classes are Showmanship, Horsemanship, Western Pleasure, Hunter Under Saddle, Reining, & Barrel Racing.
2. The Kansas Congress team shall be selected from the points earned at the same circuit shows as the AQHYA World Championship team is selected. In addition, any youth that has received a national invitation for the AQHYA World Show, that year, shall have first opportunity to attend the Congress in that event. Should more than two youth be eligible, the two oldest would qualify. Then the youth with the most 1st place placements in that class will fill the position. If there is still a tie, then the oldest youth will fill the position.
3. The Kansas Congress team will be selected from the youth who have met the requirements for the Youth World/Congress teams.

Date Approved: 12-18-1983

Date Amended: 01-18-2003

Date Amended 03-15-2013

Policy Number 8

Subject: Use of Youth Spotlight in the KQHA Magazine

Abolished: 01-18-2003

Policy Number 9

Subject: KQHYA Year End Awards

1. KQHYA Year End Awards for each class will be based on Kansas points as outlined by the "KQHA Show Rules".
2. First through sixth place awards will be provided for the youths with the most points in each class including all-around. Points are to be earned on a one horse one youth basis.
3. An eligible class will be one which has been held at five (5) or more different shows. A class divided by age groups will be eligible for awards in each division that has been held at five (5) or more different shows.
4. If two age divisions qualify but the 18 & Under class does not, then the 18 & Under points will be placed in the youth's age divisions for the year end tabulations.
5. If the 18 & Under in a class qualifies and the age divisions do not, then the points will be added to the 18 & Under and count towards year end awards.
6. If a class is held five (5) times during the year but does not qualify because it was divided in age in some of the shows, then all points will be considered 18 & Under classes and eligible for an award.,

7. If classes for both age divisions are held five (5) or more times in an event then all points would be in 18 & Under classes will be added to the youth's age group points in that event. Year end awards will be given only for the 2 age divisions in that event.
8. It will be the responsibility of the awards committee to obtain a gift each year for the outgoing President and the Youth Director and his/her assistant.

Requirements for Year End Awards

1. A charge of \$1.00 per youth entry will be charged at all KQHA approved shows. This money along with an additional amount designated by the Youth Director and the Budget Committee will be used to purchase year-end awards. The budget for year-end awards cannot exceed the amount of excess income over the year's expenses.
2. Youth desiring to be eligible for year end awards must complete the following items:
 - Work at School's Almost Out Circuit or Pay \$100
 - Sell Sponsorships: at least \$100
 - Bring Baked Goods for 2 of 3 Bake Sales (PC, Topeka, SOA) or provide goods for Silent Auction at Schools Almost or Pay \$100

Date Approved: 12-27-1976

Date Amended: 03-29-1980

Date Amended: 01-18-2003

Date Amended: 01-19-2008

Date Amended 03-15-2013