

KQHYA Policy Handbook

Policy Number 1 - 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 Advisor and may be reviewed annually by the KQHYA officers, directors, and Youth Activities Committee. The secretary shall forward the minutes of all meetings to the Youth Advisor for publication on the KQHYA website. Copies of the handbook shall be available to all members via the KQHYA website.

Date Approved: 11-29-1974

Date Amended: 11-27-1976

Date Amended: 01-18-2003

Date Amended: 01-21-2017

Date Amended: 02-17-2024

Policy Number 2 - Eligibility for membership in KQHYA

1. Any youth that has not passed their 19th birthday on January 1 of the current year may become a member of KQHYA by sending membership dues to the office listed on the KQHA website.
2. Officers and Board of Director members are limited to members in good standing with current year's dues paid.

Date Approved: 12-18-1982

Date Amended: 01-18-2003

Date Amended: 02-17-2024

Policy Number 3 - Money and Banking

1. All income to be received and all expenses paid by the Youth Advisor, except for yearly dues, which are paid to the KQHA office. The Youth Director Advisor may, on a temporary basis, transfer part or all 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 remain with the Youth Advisor. If for some reason the Youth Advisor 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 Kansas Quarter Horse Association BOD shall select the bank to handle all KQHYA funds. The checkbook is to always be under the control of the Youth Advisor. Authorized signatures for the KQHYA account are the Youth Director Advisor and whomever KQHA appoints.
3. All expenditures are to have prior approval by the Youth Advisor. The Youth Advisor shall approve only expenditures that fall into the following categories:
4. Activities budgeted for or approved by the Board of Directors or the membership of KQHYA. Such expenditures are to appear fiscally reasonable.
5. Such operating expenditures that seem reasonable in conducting the business of KQHYA.
6. Approval of an expenditure from the Youth Advisor must be made in writing and submitted with supporting receipts.
7. All bills payable are to be forwarded to the Youth Advisor promptly. Receipts shall accompany statements for reimbursement of bills paid by members or parents within 60 days of purchase.
8. 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

Date Amended: 02-04-2023

Date Amended: 02-17-2024

Policy Number 4 - Board Meeting Expenses

1. The expense of a meeting room used for the KQHYA Board of Directors meeting will be paid by KQHYA with prior approval by the Youth Advisor. Meal expenses will be the individual's responsibility unless notified by the Youth Advisor.

Date Approved: 12-30-1975

Date Amended: 01-18-2003

Date Amended: 02-17-2024

Policy Number 5 - Selection of the Kansas Team for the AQHYA World Championship Show, Congress NYATT, Youth Excellence Seminar, and Youth World Show Judging Team

1. The qualifying system will be determined by the Youth Advisor and Youth Activities Committee. Whatever policy is chosen will remain intact and in force until further notice.

2. The current process for KQHYA team activities selection will be detailed in the KQHYA Qualifying System document, to be posted on the KQHYA website.
3. Selection is limited to KQHYA members in good standing.
4. Any situation not covered in the KQHYA Policies will be administered according to the current year's 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

Date Amended: 01-21-2017

Date Amended: 02-04-2023

Date Amended: 02-17-2024

Policy Number 6 - Youth Sportsmanship and Citizenship Award Program

1. Youth and adults holding a KQHA membership in good standing may nominate KQHYA members in good standing for the Sportsmanship Award. Nominations are due to the youth advisor one week before the annual meeting.
2. When nominating a youth for this award, nominators should consider the following:
 - Consistently shows respect to fellow competitors, show officials, and adults as well as their horse(s).
 - Encourages other members to do their best before, during, and after a competition.
 - Wins with character and loses with dignity.
 - Acts with integrity in all situations.
 - Willingly responds to volunteer when asked/needed at shows and other events.
 - KQHYA members will vote for the award during their annual meeting.
 - At the annual awards banquet the President of KQHA will call upon the youth advisor to disclose the name of the winner and present the award.

Date Approved: 12-30-1975

Date Amended: 01-18-2003

Date Amended: 01-23-2022

Date Amended: 02-17-2024

Policy Number 7 – KQHYA Year-end Awards

1. KQHYA year-end awards for each class will be determined by the Kansas Quarter Horse Association year-end awards criteria.

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

Date Amended: 01-20-2018

Date Amended: 02-04-2023

Date Amended: 01-17-2024