



**Ontario Quarter Horse Association  
Constitution, Bylaws  
& Standing Rules**



## **Ontario Quarter Horse Association Constitution**

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## **Article I - The name of the organization**

The official name of the organization is the Ontario Quarter Horse Association, Inc. (OQHA). OQHA is a non-profit corporation, registered with the provincial government under the Not-for-Profit Corporations Act - Ontario, BN #000250037.

The Ontario Quarter Horse Association shall be carried on without the purpose of gain for its members, and any profits or other accretion to the Corporation shall be used in promoting its objects.



The seal, an impression of which is stamped hereof, shall be the seal of the Ontario Quarter Horse Association. When used the seal shall be authenticated by the signature of the OQHA president and the secretary, or by the signature of two officers as the Board may from time to time appoint. The secretary of the Ontario Quarter Horse Association shall be the custodian of the corporate

seal.

The Head Office of the Ontario Quarter Horse Association shall be at any municipality in the province of Ontario, as the OQHA Board of Directors shall from time to time determine.

The Ontario Quarter Horse Logo and the Ontario Quarter Horse Breeder's Futurity Logo, as illustrated below, have been registered with Consumer and Corporate Affairs Ontario until expiry in 2024. These logos are to be used exclusively for the purposes so deemed by the Ontario Quarter Horse Association. They may not be reproduced or used for any purpose without written consent of OQHA.



## **Article II- Affiliation with other groups**

The Ontario Quarter Horse Association Inc. is an affiliate of the American Quarter Horse Association (AQHA), and is the official liaison between AQHA and the quarter horse industry in the province of Ontario.

The Ontario Quarter Horse Association Inc. is the official liaison between the Canadian Quarter Horse Association (CQHA) and the quarter horse industry in the province of Ontario.

The OQHA recognizes the Area Quarter Horse Promotional Clubs in Ontario as associates that support the growth and development of the Ontario quarter horse industry.

## **Article III – Vision, Mission, and Objects of the OQHA**

### VISION

A viable and dynamic quarter horse industry in the province of Ontario

### MISSION

To support the growth and development of the Ontario quarter horse industry

### OBJECTS

- To act as the official liaison between AQHA and Ontario quarter horse industry
- To provide beneficial services for its members that enhance and encourage quarter horse ownership and participation in OQHA events e.g. OQHA Special Events, Education Seminars OQHA year-end awards, etc.
- To generate growth in the OQHA membership through the marketing, promotion, advertising and publicity of the events and activities of Ontario quarter horse industry
- To provide diverse education programs/events, as well as net-working opportunities, to quarter horse enthusiasts
- To ensure that the quarter horse is treated humanely and with dignity, respect, and compassion at all times
- To encourage activities which promote the interests of equestrian business owners and of recreational riders
- To collaborate with other equine organizations to achieve shared goals and ideals
- To be fiscally responsible, and to maintain accurate and up-to-date records of OQHA's business as well as archives of all OQHA activities

## **Article IV – Membership requirements and limitations**

**C•Mem101•1** Applicant must have reached his/her 19th birthday by January 1st of the calendar year. Application of membership in the Ontario Quarter Horse Association shall be in writing. The OQHA shall have the power to reject any application for membership. Each applicant, on becoming a member, shall agree to be bound by the OQHA Constitution & By-Laws.

**C•Mem101•2** To be recognized as a member of OQHA, an individual must hold a paid-up membership. Payment of membership fees, as prescribed in the current membership fee schedule of the OQHA Bylaws, will entitle a member to full privileges of the association:

- any notice to members of the OQHA
- one vote per membership at any general meeting of the OQHA  
(Commercial Members have no voting power)
- the right to hold office on the Board of Directors or on any OQHA committee (Commercial Members may not hold office in the OQHA)
- the right to participate equally, with all other members, in any distribution of the property of the OQHA Company upon the dissolution of the Association

## **Article V - Officers (titles, term of office, how and when elected)**

### **a. OQHA BOARD OF DIRECTORS**

**C•BoD101•1** The affairs of the Ontario Quarter Horse Association Inc. shall be managed by a board of 25 elected directors, the immediate Past President and the AQHA Ontario director.

**C•BoD102•1** At each AGM, 50% of the OQHA Board of Directors will be elected for a term of two years, by secret ballot, by a majority vote of members present.

**C•BoD103•1** There shall be a maximum of one director elected from area seven; a maximum of two directors elected from area six; a maximum of four directors elected from areas one, four and five; and a maximum of five directors from areas two and three. See map (Appendix #1) for location of the area divisions. When any area shows a significant increase in membership, said area will be considered at the AGM for a revision in the number of OQHA directors allowed.

**C•BoD103•2** A director can only stand for election to represent the area of Ontario in which he/she resides, as per the OQHA Quarter Horse Promotional Club map

(Appendix #1) . If more people stand for election in an area than there are actual positions for directors, then the successful candidates will be the ones with the greatest number of votes, in descending order, per promotional area.

**C•BoD103•3** Once elected to the OQHA Board of Directors, a person shall retain their directorship for the entire year, even though he/she may physically move from his/her elected area.

**C•BoD104•1** All directors whose term has expired shall retire, but shall be eligible for re-election if otherwise qualified.

**C•BoD105•1** Only OQHA members, in good standing, will be eligible to become directors of the Ontario Quarter Horse Association. Each director must also be a member in good standing of their respective area promotional club, should one exist.

**C•BoD105•2** A member must hold a valid OQHA membership and must have reached his/or her 19<sup>th</sup> birthday by January 1<sup>st</sup> of the election year to be eligible for election to the OQHA Board of Directors. For this purpose, a family membership is deemed the same as an individual membership.

**C•BoD106•1** The immediate past-president of OQHA is automatically a member of the OQHA Board of Directors, with voice and vote.

**C•BoD106•2** The AQHA Ontario director is automatically a member of the OQHA Board of Directors, with voice and vote.

**C•BoD106•2** Every OQHA past president is automatically an honorary member of the OQHA Board of directors with voice but no vote, as long as he/she is an OQHA member in good standing.

b. **OQHA EXECUTIVE**

**C•Exec101•1** The OQHA Executive shall consist of five officers: the President, the 1<sup>st</sup> Vice-President, the 2<sup>nd</sup> Vice President, and two other directors. The two other directors, so appointed, must be from an Ontario area separate from those areas represented by the President, the 1<sup>st</sup> Vice-President, the 2<sup>nd</sup> Vice President.

**C•Exec102•1** Every effort will be made to ensure that the various areas of Ontario are represented on the OQHA Executive.

**C•Exec102•2** The President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice-President shall be elected for a one-year term by a two-thirds majority from among the directors present at each inaugural meeting of the new OQHA Board of Directors, following its election by the members.

**C-Exec103-1** A vacancy in any executive office may be filled at any time in the same manner as C-Exec102-2. All other officers shall be appointed, from time to time, by the Board of Directors.

**Article VI - Advisor (term of service, how selected)**

**C-Advi101-1** The OQHA Past-Presidents' Committee is a permanent advisory committee of the Ontario Quarter Horse Association. To be eligible to sit on this committee, a person must have completed a minimum of one year as an OQHA President and be an OQHA member in good standing.

**Article VII - Meetings (frequency, special meetings and who calls them)**

**C-Meet101-1** The Annual General OQHA Meeting of the members shall be held in Ontario, on such a day in each year as the Board of Directors or the President determine.

**C-Meet102-1** Other general meetings of the OQHA membership may be convened by order of the President, or by the Board of Directors, at any time and at any place in Ontario.

**C-Meet103-1** Notice of the time and place of any general meeting of the OQHA membership and the general nature of the business to be transacted shall be communicated to each member entitled to vote at the meeting, at his/her last known post-office/email address, at least 10 days before the date of the meeting. In the event of the OQHA publishing an official newsletter or maintaining official correspondence with its membership through an equine publication, a notice published therein (and mailed at least 10 days prior to such meeting) shall be deemed to be sufficient notice.

**C-Meet105-1** A life or individual membership with OQHA entitles that member to one vote at any meetings of the general membership. An OQHA family membership, entitles only one member of that family to vote at general membership meetings. Anyone holding an OQHA commercial membership is not entitled to vote.

**C-Meet105-2** The voting procedure at general OQHA membership meetings will be as indicated by a show of hands, or by secret ballot if duly demanded in accordance with Robert's Rules of Order. The secret ballot may be carried out by

a confidential online ballot, carried out during the meeting. Memberships must be verified in advance of this meeting.

### **Article VIII - Quorum (number of members required to transact business)**

**C-Q101.1** A quorum of any general meeting of the Ontario Quarter Horse Association membership shall consist of at least 25 eligible voting members. The members may participate either in-person or virtually through an online meeting system, when possible, where memberships would be verified in advance of the meeting.

### **Article IX - Referendum and Recall (procedures and handling)**

There is nothing in our Constitution or Bylaws that allows for forms of political action by the membership, such as petitions or plebiscites. This section will be deferred to allow time for input from the membership during 2016.

### **Article X - Amendments (means of proposal, notice required, voting requirements)**

**C-Amend101.1** The OQHA Board of Directors may propose amendments to this constitution, as can any OQHA member.

**C-Amend101.2** Notice of all proposed constitutional amendments must be given to the OQHA Board of Directors at least 70 days in advance of any annual or general meeting.

**C-Amend101.3** The proposed constitutional amendments shall be included in the notice calling a general membership meeting, otherwise the OQHA shall have no power to deal with same.

**C-Amend101.4** Proposed constitutional amendments must be communicated to the general OQHA Membership through the official pre-established channels (official publication, post and/or email) at least 60 days prior to annual meeting.

**C-Amend102.1** Only OQHA members in good standing shall be allowed to vote on constitutional amendments.

### **Article XI – Ratification (requirements for adopting this constitution)**



**C-Ratif101.1** The Ontario Quarter Horse Association Constitution may only be amended at a general OQHA meeting of the membership by the affirmative vote of two-thirds of the members present and will include members present virtually.



### **Ontario Quarter Horse Association By-Laws**

- 1. Membership (selection requirements, rights & responsibilities, resignations, & disciplinary procedures)**
- 2. Dues (amount and collection procedures, any special fees, when payable)**
- 3. Duties of Officers (powers, responsibilities, specific job descriptions, procedures for filling unexpired terms of office, removal from office).**
- 4. Executive Board (structure, composition, powers)**
- 5. Committees (standing, special, how formed, chairperson's roles, meetings, duties, powers)**
- 6. Order of Business (standard agenda for conducting meetings)**
- 7. Parliamentary Authority (provisions for rules of order, generally Roberts Rules of Order - Newly Revised)**
- 8. Amendment Procedures (means of proposals, notice required, voting requirements)**

## 9. Standing Rules - Other specific policies and procedures unique to our organization necessary for its operation

### 1. MEMBERSHIP

**B•Mem101•1** A member must hold a valid individual membership in the Ontario Quarter Horse Association, and must have reached his/her 19th birthday by January 1st of the calendar year. For this purpose, a family membership is deemed the same as an individual membership.

**B•Mem101•2** There are six types of OQHA memberships: Life, Individual, Family, Family Life, Commercial and Honorary:

(a) Life - A Life Member shall pay the OQHA Life Membership fee, as determined by the current membership fee schedule, but shall not ever be required to pay any further OQHA membership fees or dues.

(b) Individual - Individual OQHA members can also be those individuals in a private partnership, or company, who pay the prescribed annual membership fee. However, each individual member of such a private partnership or company must hold an OQHA membership (be it through an individual, family or life membership) to be entitled to full membership privileges.

(c) Family – An OQHA family membership shall entitle all the individuals of that family to all the rights and privileges of the Ontario Quarter Horse Association, except that this membership shall be entitled to one vote only. With the exception of a spouse, a person cannot harbour under a family membership any other individual who has attained his/her 19<sup>th</sup> birthday.

(d) Life Family – An OQHA Life Family Membership entitles the holders to the same privileges and restrictions as the family membership, except that it does so for life. However, except for a spouse, a person cannot harbour under a Life Family Membership any other individual who has attained his/her 19<sup>th</sup> birthday.

(e) Commercial – An OQHA Commercial Membership is available to any person, or persons, or company who is not actively involved in the breeding, showing, or training of quarter horses.

\* OQHA also offers honorary memberships to people who have made significant contributions to the Ontario Quarter Horse industry. An Honorary OQHA Member shall be entitled to any notice to members of the OQHA; he/she shall be entitled to one vote at any general meetings of the OQHA; he/she shall be entitled to hold office on the OQHA Board of Directors; he/she shall not participate in any distribution of the property of the OQHA Company upon the dissolution of the Association; and he/she shall not be required to pay any membership fees or dues. The length of an honorary membership shall be determined, prior to the giving, by a two-thirds majority decision of the OQHA Board of Directors.

**B•Mem101•2** Any OQHA member can resign from the association by sending a signed and dated letter to the OQHA membership secretary stating that he/she no longer wants to be a member, and that he/she also wishes to forgo all membership privileges. No portion of this member's dues will be refunded.

**B•Mem102•1** Members should demonstrate enthusiasm for the association and commitment to its mission and, whenever possible, promote and support the quarter horse industry in Ontario. Members should also abide by the rules and regulations of the OQHA.

**B•Mem102•2** Members shall treat all OQHA representatives with courtesy, co-operation and respect for their official duties.

**B•Mem102•3•1** All persons involved with showing quarter horses in an AQHA and or OQHA approved-event should be familiar with the AQHA rule 44I, Prohibited Conduct which refers to: unsportsmanlike conduct, inhumane treatment of horses, inhibiting competition, prohibitive assistance, prohibitive surgery, alteration of tail function and prohibitive drugs.

**B•Mem102•3•2** The exhibitor and owner of a registered quarter horse are responsible for the horse's condition and presumed to know all rules and regulations of AQHA and OQHA, and the penalties for contravening these rules. By voluntarily entering, exhibiting, or causing to be exhibited a horse in an AQHA-approved show, any individual could be eligible for disciplinary action if he/she contravenes AQHA and/or OQHA rules or regulations. Such disciplinary actions shall be upon the discretion of the OQHA Board of Directors which may include: publication of name of the person(s) deemed responsible; probation, suspension or expulsion of said individual(s); and/or a fine. See Appendix 2 for AQHA/OQHA Reciprocity Agreement.

**B•Mem103•1** The OQHA Board of Directors shall have the power to place on probation, suspend or expel any member who fails to observe any rule or regulation set forth in these by-laws or whose conduct is, in the opinion of the board, prejudicial to the interests of the association.

**B•Mem103•2** Probation or Suspensions may occur for:

- a) Non-payment, by a member, of any account with the Ontario Quarter Horse Association (including OQHBF, OAQHA, OYQHA, etc.) for a period of 90 days or more shall result in the automatic suspension of said member from the Ontario Quarter Horse Association until such time as the arrears, and any additional bank charges, are paid in full. The member may then be reinstated at the discretion of the Board of Directors.
- b) Abusive or threatening conduct towards any OQHA representatives.
- c) Positive drug and/or tail test
- d) Inhumane treatment of a horse

**B•Mem103•3•1** Prior to the OQHA Board of Directors exercising its authority herein to place on probation or suspend or expel a member, the member shall have first received notification of the breach of conduct, or of the charge being brought against him/her, and shall have an opportunity of answering such charge.

**B•Mem103•3•2** The accused member shall be notified by letter in writing sent, by pre-paid registered post or by telegraph or by courier, to his/her address as last noted with OQHA. The notice shall state the time and place of the hearing. The accused member shall have the right to appear in person, or with counsel, to address the Board of Directors in an attempt to answer the charge.

**B•Mem103•3•3** In the event the accused member does not appear in person or in counsel on the date set for hearing, the Board of Directors may proceed in his/her absence.

Notwithstanding anything herein contained to the contrary, the Board of Directors may without hearing immediately place on probation, suspend or expel the accused member, pending the outcome of the hearing.

**B•Mem103•3•4** When a member is disciplined - placed on probation, suspended or expelled - or when a non-member is denied membership privileges by the Board of Directors, their file will be turned over to the disciplinary committee for further action. The disciplinary committee is the forum within the association which initially or ultimately hears, or reviews, evidence of alleged violations of OQHA rules and/or regulations by members or non-members.

**B•Mem103•3•5•1** A member who has been placed on probation shall be given a designated time for that probation, and after the expiration of such time shall automatically be reinstated.

**B•Mem103•3•5•2** A member on probation shall be denied the privilege of voting at any OQHA general meetings during that period of time which he/she is on probation.

**B•Mem103•3•6•1** A suspended member shall, after the expiration of 60 days, have the right to apply in writing or by membership application to the Board of Directors for re-instatement. Said member shall, upon application, be reinstated at the next meeting of the Board of Directors, provided that two-thirds of the directors present at that meeting vote in the affirmative.

**B•Mem103•3•6•2** A suspended member shall be denied all membership privileges, and all awards and points accumulated in that calendar year, prior to the suspension, shall be dissolved. If the suspended member holds a family membership, all members of the family that are included in this membership will be denied all membership privileges during the period of the suspension.

**B•Mem103•3•7•1** An expelled member shall be denied all OQHA privileges. Expulsion shall be for a specified period of time not less than one year in duration. An expelled person, after the expiration of the specified period of expulsion, shall have the right to apply in writing to the Board of Directors for reinstatement. Upon application said person shall be reinstated as an OQHA member, at the next meeting of the Board of Directors, provided that two thirds of the directors present vote in the affirmative.

**B•Mem103•3•7•2** If the Board of Directors refuse to reinstate a person suspended or expelled from the association, such person shall have the right to apply for reinstatement as an OQHA member at the next Annual General Meeting, and shall only be reinstated by an affirmative vote of two-thirds of the members present.

**B•Mem104•1** When an exhibitor and/or his/her father, mother, sister, brother, grandparents, step-parents, legal guardian, or any other representative(s) acting on behalf of the exhibitor, is guilty of unsportsmanlike conduct, the Ontario Quarter Horse Association can suspend the rights of such aforementioned individuals to participate in subsequent OQHA shows for such a period as judged appropriate by the Board of Directors.

**B-Mem105.1** In the event of a positive drug test on any exhibitor's horse, confirmed by AQHA and/or OQHA, the OQHA Board of Directors will send the report of the positive drug test directly to the Disciplinary Committee. The Disciplinary Committee will report their findings back to the board with recommendations on disciplinary actions to be taken with regards to the exhibitor. OQHA shall have the authority to fine said exhibitor \$500 per test, or the present cost of the drug-testing procedure, whichever is the greater. Said exhibitor, the culpable party, shall not be allowed to show in any OQHA event until such fine/fines are paid in full to OQHA. OQHA reserves the right to suspend, or not suspend, from OQHA depending on the actions of AQHA regarding the positive drug test.

## **2. Dues (amount and collection procedures, any special fees, when payable)**

### MEMBERSHIP FEES for 2023

- Individual Member \$60
- Family Member \$72
- Amateur\* Member \$18
- Youth\* Member \$12
- Life Member \$530
- Life Family Member \$610

*\*requires an individual or family membership as well*

**B-MF101.1** All membership fees may be subject to review and change, at the AGM.

**B-MF101.2** Proposed membership fee changes must be communicated to the general OQHA Membership through the official pre-established channels (official publication, post and/or email) at least 60 days prior to annual meeting.

**B-MF101.3** The aforementioned membership fees shall be due and payable on the 1st of January each year. Notice of fees payable shall be sent to all members, at their last known address, not less than 30 days prior to the end of the calendar year.

**B-MF102.1** Additional fees are required for Ontario Quarter Horse Youth Association (OQHYA) & Ontario Amateur Quarter Horse Association (OAQHA) memberships. Youth and amateurs must hold a valid OQHA membership to be eligible to apply for an OQHYA or OAQHA membership.

**B-MF103.1** Renewal OQHA memberships will be charged a \$10.00 late penalty for payment of memberships after June 15. All fees are subject to HST.

## **3. Duties of Officers (powers, responsibilities, specific job descriptions, procedures for filling unexpired terms of office, removal from office).**

**B·DoO101·1** The affairs of the Ontario Quarter Horse Association Inc. shall be managed by a board of 25 elected directors, the immediate Past President and the AQHA Ontario director.

**B·DoO101·2** The removal of directors, disciplinary action and reinstatement, by-law changes, membership fees, and classification of memberships (except such matters and duties, as stated in the by-laws) must be transacted or performed by the Board of Directors, or by the members at a general meeting of the OQHA membership. All decisions taken shall become part of the OQHA Minute Book.

**B·DoO101·2** Each director will be assigned, by the president and with the approval of the board, the responsibility for chairing one or more OQHA Committees.

**B·DoO102·1** When there is a shortage of elected directors, the President has the right, with the Board of Directors' approval, to appoint Directors-at-Large, for a one year term.

**B·DoO102·2** In case of any vacancy in the Board of Directors by death, resignation, or disqualification, the vacancy may be filled by an appointment of the Board. The appointee must reside in the same area as the person vacating his/her office. A director may vacate his/her office at any time by written resignation.

**B·DoO103·1** Directors must sign a confidentiality agreement at the inaugural meeting of the incoming board of directors.

**B·DoO103·2** Once elected, all Board of Directors members must give the company permission, via a signed waver, to have a criminal background check performed by an appropriate police organization. Directors may not become involved with the Ontario Quarter Horse Youth Association until such time as a criminal background check has been completed and that there are no issues indicated.

**B·DoO104·1** Any elected director who has missed (either absent or excused) two consecutive OQHA board meetings is, automatically, removed as a director without further action. Absence shall be evident by the roll call at meeting of the OQHA Board of Directors. However, said director can be re-instated at the next OQHA Board of Directors meeting by a majority vote of the other directors in attendance. Any vacancy on the Board of Directors can be filled by an individual who will represent the vacated director's area's interest at board meetings. This appointment must be approved by the Board of Directors.

**B·DoO104·2** A director may be removed from office at any time by resolution passed by two-thirds of the vote cast at a general membership meeting providing that notice, specifying the intention to pass such resolution, had been given to said director and to the general membership 60 days prior to the general membership meeting. The vacancy shall be filled as set out in BoD102·2.

**B·DoO105·1** The remuneration and other terms of employment of the officers shall be fixed from time to time by the Board of Directors or by the President, if so authorized by the Board. But in the absence of express agreement with the OQHA, the employment of all officers shall be at the pleasure of the Board.

**B·DoO105·2** The directors may be paid such remuneration, if any, as the OQHA Board of Directors may from time to time determine. Any remuneration so payable to a director who is also an officer or employee of the OQHA, or who is counsel or solicitor to the OQHA or otherwise serves it in a professional capacity, shall be in addition to his/her salary as such officer or to his/her professional fees, as the case may be.

**B·DoO106·1** No director or officer of the Ontario Quarter Horse Association Inc. shall be liable for the acts, receipts, neglect or default of any other directors or officers; or for any loss or damage arising from bankruptcy, insolvency or tortuous act of any person with whom any of the monies, securities or effects of the OQHA shall be deposited. Nor, shall any director or officer of OQHA be liable for any loss occasioned by any error of judgment or oversight on his/her part; or for any other loss, damage or misfortune which may happen in the execution of the duties of his/her office or in relation thereto, unless the same shall happen through his/her own dishonesty.

**B·DoO107·1** Every director or officer of the Ontario Quarter Horse Association Inc. and its executors, administrators, and effects respectively shall from time to time, and at all times, be indemnified and saved harmless out of the OQHA, from and against his/her decisions and/or actions undertaken in his/her role as a member of the Board of Directors.

**B·DM101·1** Directors' meetings may also be held at any place, with no formal notice, if all the directors are present or if those absent waive notice and consent to the holding of the meeting. No notice shall be necessary for the first meeting of the Board of Directors held immediately after its election at the annual meeting.

**B·DM101·2** Notice of any meeting, or any irregularity in any meeting, or in the notice thereof may be waived by any director. Any waiver and consent may be given either by written or verbal communication.

**B·DM101·3** Meetings of the OQHA Board of Directors, either annual or general, may be held at any time and place in Ontario, without notice, if all the directors entitled to notice are present. At such meetings - Without Notice - any business may be transacted which the Board of Directors might normally transact at any general meeting of the membership.

**B·DM101·3** Notice of any irregularity in the notice thereof may be waived by any director, and such waiver may be given by written or verbal communication of said director.

**B·DM102·1** Any resolution or notice of motion affecting policy, or monetary and/or committee structure changes, or any deputations to be presented to the Board of Directors or the executive committee, must be in the hands of the OQHA secretary at least two weeks prior to the next regular meeting of the Board of Directors so it can be distributed to the directors at least 10 days prior to the meeting.

**B·DM103·1** At a meeting of the Board of Directors, each director present shall have one vote on every question, and in the case of an equality of votes, the chairperson of the meeting shall have a casting vote. On-line or e-mail voting will be used in circumstances where an issue needs

resolution prior to the next regularly scheduled meeting of the board. At the next meeting, the on-line/e-mail vote shall be entered into the minutes by the secretary. The president and secretary must be included in all e-mail correspondence regarding any vote count.

**B·DM104·1** A quorum of any meeting of the OQHA Board of Directors, according to the Robert's Rules of Order, is half the number of the elected directors.

#### **4. Executive Committee (structure, composition, powers)**

**B·EC101·1** The Ontario Quarter Horse Association Executive Committee shall consist of five officers: the President, the 1<sup>st</sup> Vice-President, the 2<sup>nd</sup> Vice President, and two other directors.

**B·EC101·2·1** The President shall be the chief executive officer of the Ontario Quarter Horse Association. He/She shall, if present, preside as chairperson at all the OQHA general membership meetings, Board of Directors' meetings, and Executive Committee meetings.

He/She shall sign all instruments which require his/her signature and shall perform all duties incident to his/her office. He/She shall see that all orders and resolutions of the Board of Directors are carried out. He/She and the 1<sup>st</sup> Vice-President shall sign all deeds or other formal documents. He/She shall perform all other duties as are usually incident to the Office of President of the Ontario Quarter Horse Association, or as required of them by the directors.

He/She or the 1<sup>st</sup> Vice-President shall sign all cheques, drafts, notes and orders for the payment of money, and he/she or the 1<sup>st</sup> Vice-President shall pay out and dispose of the same under the direction of the Board of Directors.

**B·EC101·2·2** The OQHA 1<sup>st</sup> Vice-President shall be vested with all the powers and shall perform all the duties of the President in the absence, disability, or refusal to act of the President.

He/She shall assume the position of Finance Chairman. He/She shall also have such powers and duties, if any, as may from time to time be assigned to him/her by the Board of Directors.

**B·EC101·2·3** The OQHA 2<sup>nd</sup> Vice-President shall be vested with all the powers and shall perform all the duties of the President or of the 1<sup>st</sup> Vice-President in the absence, disability, or refusal to act of the President or of 1<sup>st</sup> Vice-President. He/She will assume the position of By-Law Chairman. He/She shall also have such powers and duties, if any, as may from time to time be assigned by the Board of Directors.

He/She shall also have such powers and duties, if any, as may from time to time be assigned by the Board of Directors.

**B·EC101·2·4** The immediate Past President of the Ontario Quarter Horse Association shall automatically be a member of the Board of Directors, and have the same voting privileges as an elected director of OQHA. All other past-presidents shall be honorary directors of the OQHA, but shall have no voting privileges on the OQHA Board of Directors.

**B·EC101·2·5** The Secretary of the Ontario Quarter Horse Association shall have charge of the OQHA Corporate Seal and of the OQHA Minute-Book and shall record in such book all Board of Directors', all Executive Committee, and all general membership meeting minutes. The secretary shall also record in the OQHA Minute Book any such other proceedings as the Board of Directors may direct. Unless some other officer is specifically charged with the duty, the



secretary shall also keep, or cause to be kept, such books and records as the Ontario Quarter Horse Association, Inc. is required to keep under the provisions of the Ontario Corporations Act. He/she shall sign, with the President or another signing officer of the OQHA, such instruments as require his/her signature.

**B•EC101•2•6** The OQHA Treasurer shall have the care and custody of all the funds and securities of the Ontario Quarter Horse Association, Inc. and shall deposit the same, in the name of the OQHA, in such bank or banks, depository or depositories as the Board of Directors shall direct. Unless some other officers has specifically been charged with the duty, the treasurer shall keep, or cause to be kept, the books of account which the OQHA is required to keep under the provision of the Ontario Corporations Act. The OQHA Treasurer must use the financial accounting program that has been approved by the Board of Directors.

**B•EC102•1** The Executive Committee shall have the power to conduct all the business and affairs of the OQHA without the delay incident to calling a meeting of the Board of Directors, with the exception of appointing members to fill Board of Director vacancies, when it is necessary to make an immediate decision.

**B•ECM101•1** The OQHA President must hold a minimum of two Executive Committee meetings per year, one in April and one in November.

**B•ECM101•2** Notice of a meeting of the Executive Committee shall be mailed and/or emailed to each member of the executive, at his/her last-known address as appearing on the current OQHA Membership List, at least five days prior to the date of the meeting.

**B•ECM101•3** Meetings of the Executive Committee may be held on shorter notice, or without notice in writing, providing all members of the Executive Committee have given their consent to the meeting to be held. A meeting of such consent shall be entered in the OQHA minutes.

## **5. Committees (standing, special, how formed, chairperson's roles, meetings, duties, powers)**

**B•Com101•1** In addition to the Executive Committee, there may be the following committees or other committees as deemed necessary:

**Amateur**

**Banquet**

**Disciplinary**

**E-News/Website/Facebook**

**Finance**

**Fund-Raising**

**Past Presidents'**

**Queen**

**Show and Contest**

**Youth**

**Awards**

**Constitution/By-Laws**

**Drug Testing**

**Education & Clinics**

**Finale Show**

**Grants**

**Promotional Club Shows**

**Reserve Back Numbers**

**Sponsorships**

**B·Com101·2** The OQHA President will select a chairperson for each committee. The President must submit his/her choice of chairperson for each committee to the Board of Directors for approval. It is recommended that at least one director from the Board serve on each committee, but that person need not be the chairperson. The President is automatically a member of every OQHA committee, with voice and vote.

**B·Com101·3** Every OQHA committee - its chairperson, officers, delegates, members and appointees - is answerable to the Board of Directors. The chairperson of each committee, when approved, should be notified of the terms of reference and the mandate of his/her committee, as well as a list of priorities to be addressed. In return, the chairperson is required to submit a document outlining his/her goals for the year, a draft budget, and a schedule of proposed committee meetings.

**B·Com101·4** The OQHA Board of Directors may delegate additional authority to each committee. Each chairperson of a committee must submit the name and address of every committee member to the Board of Directors, within one month after his/her appointment as chairperson.

**B·Com101·5** To be eligible for a committee appointment, an individual must be an OQHA member, in good standing, at the time of his or her appointment.

**B·Com101·6** Any director or committee chairperson having custody of any OQHA materials shall turn all materials back to the current OQHA president upon his/her completion of term of office, resignation from the board or a sub-committee, or removal from office.

**B·Com102·1** Past Presidents' Committee

The purpose of the Past Presidents' Committee is:

- (a) to support, assist and advise the President of OQHA, as requested
- (b) to make recommendations to the OQHA President and to the Board of Directors for the future direction that the association should consider pursuing
- (c) to make recommendations to the OQHA Board of Directors of changes that are required to keep the by-laws and constitution current and in concise form
- (d) to monitor the storage and safe-keeping of all OQHA archives

**B·Com102·2** The OQHA Past Presidents' Committee must convene a minimum of twice a year, or as requested by the immediate Past President of OQHA. The place and time will be determined by the Past Presidents' Committee, in consultation with the OQHA President.

**B·Com103·1** OQHA Disciplinary Committee

The OQHA Disciplinary Committee shall be chaired by a current or former OQHA director who is an OQHA member in good standing. This chairperson is appointed to this position, annually, by the OQHA Board of Directors. Such person must be knowledgeable about the OQHA Constitution and Bylaws, as well as the AQHA Mission Statement and the AQHA Official Handbook of Rules and Regulations, and have demonstrated integrity and fair-mindedness during his/her year(s) as an OQHA director.

## **6. Order of Business (standard agenda for conducting meetings)**

### **Agenda for Annual General Meeting**

- (a) Call to order and reading of notice of meeting**
- (b) Identification of members, establish quorum**
- (c) Reading & approval of minutes of previous AGM**
- (d) Business arising from the minutes**
- (e) Treasurer's report**
- (f) Officer reports**
- (g) Committee reports**
- (h) Correspondence**
- (i) Unfinished business**
- (j) New business**
- (k) Election of Directors**
- (l) Appointment of accounting firm to perform "Notice to Reader", "Review Engagement", or "Audit")**
- (m) Adjournment**

## **7. Parliamentary Authority (Robert's Rules of Order)**

**B·PA101·1** The Ontario Quarter Horse Association uses Robert's Rules of Order - Newly Revised as their authoritative guide to smooth, orderly, and fairly conducted meetings and assemblies. (See Appendix #3)

**B·PA102·1** Standing Rules contain only such rules as are subject to the will of the majority of any general membership meeting, and which it may be expedient to change at any time, without the delay incident to giving previous notice.

## **8. Amendment Procedures (means of proposals, notice required, and voting requirements)**

**B·AP101·1** The OQHA Board of Directors may propose amendments to these bylaws, as can any OQHA member.

**B·AP102·1** Notice of all proposed bylaw amendments must be given to the OQHA Board of Directors at least 60 days in advance of any annual or general meeting of the membership.

**B·AP103·1** Any proposed bylaw amendments shall be included in the notice calling a general OQHA membership meeting, otherwise the OQHA shall have no power to deal with same.

**B•AP103•2** Proposed bylaw amendments must be communicated to the general OQHA Membership through the official pre-established channels (official publication, post and/or email) at least 60 days prior to annual meeting.

**B•AP104•1** These bylaws (Bylaws Sections 1-8) may only be amended at a general meeting of the Ontario Quarter Horse Association by the affirmative vote of two-thirds of the members present.

**B•AP104•2** **The standing rules of OQHA (Bylaws Section 9)** may be amended at a general meeting of the Ontario Quarter Horse Association by the affirmative vote of 50% + 1 of the members present.

**B•AP105•1** Only OQHA members in good standing shall be allowed to vote on bylaw amendments.



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## **SECTION 9: STANDING RULES**

- i. OQHA SHOW AND CONTEST**
- ii. OQHA POINTS AND AWARDS PROGRAM**
- iii. OQHA SPECIAL EVENT**
- iv. OQHA QUEEN CONTEST**
- v. OQHA PROMOTIONAL CLUBS**

**Standing Rules are those specific policies and procedures that are unique to the Ontario Quarter Horse Association Inc. that are necessary for its successful operation.**

## i. OQHA SHOW AND CONTEST

The current year's AQHA Official Handbook of Rules and Regulations will be followed as a governing body. OQHA rules shall apply, where applicable, such as:

### 1. OQHA SHOW APPROVAL

**SR·S&C·SA101·1** OQHA show approval is a privilege, not a right, granted at OQHA's discretion on an annual basis according to the continuous evaluation of the applicant. Approval will be based on, but not limited to, competence of show management, enforcement of AQHA/OQHA rules, quality of show, and service to OQHA members.

**SR·S&C·SA101·2** OQHA reserves the right to approve only the number of shows per calendar year that it deems appropriate for a particular organization or show management group.

**SR·S&C·SA101·3** To receive OQHA approval for any show that will be held in Ontario, the show manager must provide a copy of the AQHA show approval forms along with *OQHA Show Approval Application* and the appropriate OQHA show approval fee, no less than 60 days prior to the show dates. Even though a show is AQHA-approved, that does not mean that it will automatically be approved for OQHA points.

**SR·S&C·SA101·4** OQHA will issue a statement of official approval of the show, or will notify the individual or organization making the application of the reason for the board not approving the show, within one month of receipt of application & fee for OQHA show approval.

**SR·S&C101·5** OQHA will limit show dates, for each calendar year, to period from Jan 1<sup>st</sup> to the Monday of the Canadian Thanksgiving weekend in October.

### 2. CLASSES

**SR·S&C·C101·1** Classes offered in the performance division of an OQHA-approved may be any AQHA- approved open events.

**SR·S&C·C101·2** Each one of the performance classes may be split into two sections, Junior (5 years and under) and Senior (older than 5 years).

**SR·S&C·C101·3** Each OQHA-approved show must have a minimum of four halter classes for stallions, four halter classes for mares, and four halter classes for geldings (i.e. Yearling, Two-Year-Old, Three Year Old, and Aged).

**SR·S&C·C101·4·1** Show management can offer any amateur & youth classes as long as such classes are from the OQHA list of approved amateur & youth classes.

**SR·S&C·C101·4·1a** Parent/guardian must sign a liability waiver for all children 18 and under if they opt to not wear a helmet on the show grounds. The parent/guardian takes all responsibility and releases liability from OQHA

**SR-S&C-C101-4-2** Show management cannot offer a Lead-Line class without a Walk-Jog/Trot class, nor can show management offer a Walk-Jog/Trot class without a Lead-Line class. These two classes must be advertised on the show's show bill and must be applied for when applying for OQHA point approval.

**SR-S&C-C102-1** Show managers are responsible for ensuring that their judges familiarize themselves with the OQHA Lead-Line and Walk-Jog/Trot rules, prior to the classes being run.

**SR-S&C-C102-2** A lead-line and walk-jog contestant will be judged on horsemanship or equitation skills, as per the current AQHA Official Handbook of Rules and Regulations Handbook.

**SR-S&C-C102-3** Lead-Line and Walk-Jog/Trot contestants shall be placed 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc., by each judge.

#### **SR-S&C-C102-4 LEAD-LINE AND WALK-JOG/TROT GENERAL RULES:**

1. A contestant may enter either a Lead-Line or a Walk-Jog/Trot class, but not both.
2. A contestant entering Lead-Line or a Walk-Jog/Trot class may not enter any other class at the horse show with the exception of Youth Halter, and Youth, Novice Youth, and/or Rookie Youth Showmanship.
3. A contestant may show in either Western or English attire as per current AQHA Official Handbook of Rules and Regulations.
4. A contestant must have his/her feet in the stirrups and the stirrups must be securely attached to the saddle.
5. A contestant cannot be tied, buckled, or fastened in the saddle in any manner, or by any means, during the class.
6. The horse used in the Lead-Line or Walk-Jog/Trot class does not have to be owned by the contestant or his/her family.
7. A contestant may not ride a stallion in a Lead-Line or in a Walk-Jog/Trot class.

#### **SR-S&C-C102-5 Lead-Line Equitation/Horsemanship Rules:**

- The age for a Lead-Line participant is to be 7 years and under, as of January 1st of the show year.
- Lead-Line exhibitors must wear a properly-fitted approved safety helmet that complies with the requirements under the Ontario Horse Riding Safety Act 2001 – Bill 12.
- In Lead-Line the horse must be led by a lead-shank attached to a halter that is under a bridle, headstall or bosal.
- Lead-Line classes will be performed in both directions at a walk only. A backup when in line is optional.

#### **SR-S&C-C-102-6 Walk Jog/Trot Equitation/Horsemanship Rules:**

- The age for a Walk-Jog/Trot participant is to be 11 years and under, as of January 1st of the show year.

- ~~Youth Exhibitors, 13 years & under as of January first of the current year must wear a properly fitted approved safety helmet in all riding classes and in the warm-up area while on the back of a horse. The helmet must comply with the requirements under the Ontario Horse Riding Safety Act 2001—Bill 12.~~ Rule removed at 2023 AGM
- Walk-Jog Horsemanship or Walk-Trot Equitation class will be performed in both directions at the two gaits of a walk and a jog/trot only. A backup when in line is required.

## **SR·S&C·LL·101 Longe-Line Rules**

**SR·S&C·LL·101·1** The yearling longe line class was developed to give breeders and owners of pretty-moving, performance-oriented quarter horse yearlings an opportunity to show their yearlings as performance prospects.

**SR·S&C·LL·101·2** It is mandatory that the yearling longe-line class not be held prior to July 1. A two year old longe-line class may be held up to June 30 of the show year.

**SR·S&C·LL·102·1** The longe-line class is considered a performance event, so the class is to be judged on the horse's way of going and on the horse having an attitude suitable for a pleasure horse.

**SR·S&C·LL·102·2** OQHA will follow the current NSBA Handbook with regards to longe-line class rules, with exception to the rule for number of horses that can be shown. OQHA allows up to 3 horses per exhibitor, but NSBA only allows 1.

### **3. JUDGE SELECTION**

**SR·S&C·JS101·1** An AQHA judge can only officiate at one show in Ontario during one calendar year. The one-show rule includes the Ontario Quarter Horse Breeders' Futurity. However, an AQHA judge may judge two shows in Ontario only if the two shows are on consecutive days, and the judge does not judge a particular class but one time during the two shows. All Level 1 youth/amateur and AQHA introductory shows are exempt from this one OQHA show per year rule.

In the event of an international border crossing interruption, or an unforeseen event preventing a judge from attending, then a Canadian AQHA judge can officiate at two shows in Ontario during one calendar year. An AQHA judge may judge a maximum of four shows in the two trips to Ontario if they do not judge a particular class more than once in consecutive shows. An AQHA judge may also judge two special events per year in Ontario. An AQHA judge may not judge any two shows within 150 miles (242 kms) in a 30-day period.

**SR·S&C·JS101·2** A judge cannot officiate at the same Ontario show he/she judged the previous year.



#### **4. ELIGIBILITY**

**SR·S&C·E101·1** All AQHA-approved classes must be open to any American Quarter Horse owner who meets the age, ownership and eligibility requirements.

**SR·S&C·E101·2·1** Every person competing in an AQHA-approved class must possess either a current individual AQHA or AQHYA membership card, or an AQHA Amateur membership card, recorded solely in their name. Or, an individual must complete a membership application and pay for it at the show. Such membership application will be submitted to AQHA with the show roster. Points will only accumulate for classes entered after such time as the membership had been purchased.

**SR·S&C·E101·2·2** Every rider competing in an amateur class must possess an AQHA Amateur Card as issued by the American Quarter Horse Association. Show management must ensure that, upon making entries to any show, each amateur has a current AQHA Amateur Card. Application for an AQHA Amateur Card can be made at an OQHA show on the form provided by the AQHA. This application must be endorsed by two active AQHA amateur members who are not members of the applicant's family. The show secretary will collect the current AQHA amateur membership fee and forward it and the related membership application form to AQHA along with the rest of the show records.

**SR·S&C·E101·2·3** Every exhibitor must accurately complete show entry forms and assume all responsibility for any errors. The exhibitor is also responsible for ensuring that he/she only enter those classes for which he/she is eligible, as per his/her current AQHA leveling web-based verification system.

**SR·S&C·E102·1** Only horses registered with the American Quarter Horse Association in its Numbered Registry and Appendix Registry of the AQHA stud books are eligible to compete in OQHA-approved shows or contests with the exception of special all-breed classes (i.e. NSBA classes).

**SR·S&C·E102·2** The exhibitor must be able to prove that the horse is properly registered with the AQHA by presenting the registration certificate to the show management at the time of entry.

**SR·S&C·E103** Every exhibitor must pay an OQHA Drug Testing Fee when making an entry in any OQHA-approved show or in the OQHBF. The per horse/per entry drug-testing fee amount will be determined by the OQHA Board of Directors and communicated, annually, to the OQHA membership as part of the Drug Testing Report at the Annual General Meeting.

#### **5. DUTIES OF SHOW SECRETARY**

**SR·S&C·SS101·1** To accurately maintain and record both entries and show results, including verifying exhibitor eligibility and current membership, and also horse eligibility.

**SR·S&C·SS101·2** To record entries in the name of the recorded owner and **the horse's complete registered name and number \*with the designation of Appendix** following its name for an appendix horses.

**SR·S&C·SS101·3** Within 14 days from the last day of any show circuit, submit to the OQHA Show and Contest Chairperson: *disk for publication (P) from Horse Show program under "Reports"; Show summary counts sheet (H) from Horse show program under "Reports" in class order; copy of All-Arounds and Grands and Reserves; and all drug-testing fee monies.*

N.B. If the required documents and drug monies are not sent to the OQHA Show & Contest Chairperson, within the 14 day time period, a fine of \$100.00 will be levied on the show secretary.

**SR·S&C·SS101·4** Show secretary will also provide OQHA Points Secretary, and any area promotional clubs that are approving this show for their club's points, with a hard copy of the show results (in class order).

**SR·S&C·RBN102·1** Any OQHA member can request that an OQHA horse's number be retired. There will be a \$350 fee for OQHA to do so.

**SR·S&C·RBN102·2** The number in question must currently be a reserved back number of the OQHA member making the request.

**SR·S&C·RBN102·3** If the number in question is currently a reserved back number of another OQHA member, then this member must agree in writing to relinquish the number.

**SR·S&C·RBN102·4** Retirement of a reserved back number will remain in effect for 20 years.

## **ii. OQHA POINTS AND AWARDS PROGRAM**

### **1. OQHA POINTS/AWARDS PROGRAM**

**SR·P&AP101·1** The Ontario Quarter Horse Association recognizes, through a year-end points/awards program, the achievements of its members at AQHA/OQHA-sanctioned shows that have been held in Ontario.

**SR·P&AP101·2** After the conclusion of the AQHA-approved show and once AQHA has certified that the show had been conducted according to AQHA rules, the OQHA show results and show points become official in OQHA's records, and are retained on file at OQHA for two calendar years.

**SR·P&AP101·3** The OQHA Points Secretary will maintain an annual record of OQHA points earned by OQHA members at AQHA/OQHA-sanctioned shows that had been held in Ontario.

**SR·P&AP·101·4** Year-end awards will be presented in the Open, Open Green; Amateur, Amateur Select, Amateur Novice, Amateur Rookie; Youth, Youth Novice and Youth Rookie divisions. See Appendix #4 for a list of the AQHA classes that have been sanctioned for OQHA points.

**SR·P&AP·101·5** Achievement of OQHA members will be recognized by a high-point and reserve high-point award in each of the AQHA classes, as listed in Appendix #4.

## **2. ELIGIBILITY FOR PARTICIPATION IN OQHA POINTS/AWARDS PROGRAM**

**SR·P&AP·E101·1** The OQHA points/awards program is open to any American Quarter Horse owner/exhibitor meeting age, ownership and eligibility requirements.

**SR·P&AP·E101·2** Both the owner and the exhibitor (if the two are different people) must be OQHA members before points for year-end awards can be accumulated. Points begin to count from date of membership forward.

**SR·P&AP·E102·1** OQHA points shall only be awarded to horses, owned by an OQHA member, that have been entered and shown in AQHA/OQHA-approved -quarter horse shows.

**SR·P&AP·E102·2** Points shall not begin to accumulate until member has provided proof of ownership.

**SR·P&AP·E102·3** Recognized owner will be the last name appearing on the horse's registration papers.

**SR·P&AP·E102·4** If a horse is owned in partnership, all members of the partnership must be members of OQHA to accumulate points.

## **3. POINTS SYSTEM**

**SR·P&AP·PS101·1** The chart shown below is the basis for the OQHA points system – one point for every horse shown, up to a maximum of 9 points per class.

#Horses Shown	1	2	3	4	5	6	7	8	9
1	1								
2	2	1							
3	3	2	1						
4	4	3	2	1					
5	5	4	3	2	1				
6	6	5	4	3	2	1			
7	7	6	5	4	3	2	1		
8	8	7	6	5	4	3	2	1	
9	9	8	7	6	5	4	3	2	1

**SR·P&AP·PS101·2** In any performance class, points shall be awarded based on the total number of eligible horses actually judged in that class, whether or not an elimination was held.

**SR·P&AP·PS102·1** All year-end awards, in all divisions, will be calculated on the member's best 60% (rounding up to whole number, if necessary) of OQHA approved shows in each event. Only one high-point and one reserve high-point award will be given for each of the OQHA points/awards sanctioned classes.

**SR·P&AP·PS103·1** For the Open, Youth & Amateur Halter classes, the Grand Champion will receive one more point than the Reserve Champion. The Reserve Champion will receive one more point than any other class winner, one year of age or older, in its sex division.

**SR·P&AP·PS103·2** There will be a High-Point Grand Champion and a Reserve High-Point Grand Champion Halter Stallion, Mare, and Gelding. (Horse must have accumulated the highest aggregate points in its sex division - any age category.)

**SR·P&AP·PS104** There will be a High-Point Performance Champion and a Reserve High-Point Performance Champion Award given to the horse that accumulates the greatest number of performance points. Points must be earned in a minimum of two performance classes. Green classes do not count towards the High-Point Performance Champion Awards.

**SR·P&AP·PS105** There will be an OQHA Challenge Trophy and an OQHA Challenge Reserve Trophy given to the horse that accumulates the greatest aggregate of combined halter/performance points . Points will be calculated in both halter & performance classes, with a minimum of 25 points accumulated in halter classes and minimum total of 25 points accumulated in at least two or more performance events. Green classes do not count towards this award.

#### **4. OPEN DIVISION AWARDS**

**SR·P&AP·OA101·1** There will be only two awards in each open class, a High-Point and a Reserve High-Point.

**SR·P&AP·OA101·2** To be eligible for any Open High-Point Award, a member must accumulate a minimum of 25 points for in that open class.

**SR·P&AP·OA101·3** Any member who places first or second in any class and has accumulated a minimum of 15 points and/or shown at a minimum of 8 OQHA-approved shows (8 judges), but is not eligible for a high point award under item SR·P&AP·OA104·1·2, will receive an Award of Merit.

#### **5. AMATEUR DIVISION AWARDS**

**SR·P&AP·AA·101·1** Amateur points will be accumulated on a one horse, one rider basis.

**SR·P&AP·AA·101·2** Amateur must be a member of the Ontario Amateur Quarter Horse Association and of the Ontario Quarter Horse Association.

**SR·P&AP·AA101·3** The point system is as shown in the points system chart SR·P&AP·PS101·1.

**SR·P&AP·AA·101·4** There will be only two awards for each amateur class, a High Point Amateur, and a Reserve High Point Amateur.

**SR·P&AP·AA·101·5** To be eligible for class awards, an amateur member must accumulate a minimum of 25 points.

**SR·P&AP·AA·101·6** Any amateur member accumulating a minimum of 15 points, but less than 25 points, in a particular class will receive an Award of Merit.

**SR·P&AP·AA·102** There will be an Amateur Grand Champion Halter Stallion, Mare, and Gelding and an Amateur Reserve Grand Champion Halter Stallion, Mare, and Gelding.

**SR·P&AP·AA·103** There will be an All-Around Amateur Champion and a Reserve All-Around Amateur Champion. Member must accumulate a minimum of 15 OQHA points in three categories to be eligible for this award. One of these categories must be Halter. Categories are as per the current year's AQHA Official Handbook of Rules and Regulations

**SR·P&AP·AA·104** An All-Around Amateur Select 50 & Over Champion and a Reserve All-Around Amateur Select 50 & Over Champion award will be given to the horse and select amateur who accumulate the most points in the Amateur Select Division.

**SR·P&AP·AA·105** An All-Around Novice Amateur Champion and a Reserve All-Around Novice Amateur Champion award will be given to the horse and novice amateur who accumulates the highest aggregate number of points in the Novice Amateur Division.

**SR·P&AP·AA·106·1** An All-Around Rookie Amateur Champion and a Reserve All-Around Rookie Amateur Champion medallion will be given to the horse and novice amateur combination who accumulates the highest aggregate number of points in the OQHA Rookie Amateur Division.

**SR·P&AP·AA·106·2** Any rookie amateur accumulating a minimum of 15 OQHA points, but less than 25, will receive an Award of Merit certificate.

## **6. YOUTH DIVISION AWARDS**

**SR·P&AP·YA·101·1** In order to receive youth points/awards, the youth must be a member of the Ontario Quarter Horse Youth Association and the Ontario Quarter Horse Association, either through a family membership or an individual membership.

**SR·P&AP·YA·101·2** Points are compiled on a one horse-one youth owner basis, and are awarded on the points system as shown by chart SR·P&AP·PS101·1.

**SR·P&AP·YA·101·3** There is no required number of shows for a youth to be eligible for class awards, however the youth must accumulate a minimum of 15 points.

**SR·P&AP·YA·101·4** There will be no monetary awards in any youth class, including High-Point & Reserve High-Point Awards.

**SR·P&AP·YA·102·1** There will be a Youth Grand Champion Halter Mare and Youth Grand Champion Halter Gelding, and a Reserve Grand Champion Halter Youth Mare and Youth Reserve Grand Champion Halter Gelding award.

**SR·P&AP·YA·102·2** There will be an All-Around Youth Champion and an All-Around Youth Reserve Champion 13 & Under, as well as an All-Around Youth Champion & an All-Around Youth Reserve Champion 14 to 18 award.

**SR·P&AP·YA·102·3** There will be an All-Around Novice Youth Champion and an All-Around Reserve Novice Youth Champion award given to the horse and youth that accumulate the most points in youth classes.

**SR·P&AP·YA·103·1** An All-Around Rookie Youth Champion and a Reserve All-Around Rookie Youth Champion medallion will be given to the horse and novice amateur combination who accumulates the highest aggregate number of points in the OQHA Rookie Youth Division.

**SR·P&AP·YA·103·2** Any rookie youth accumulating a minimum of 8 OQHA points, but less than 15 will receive an Award of Merit certificate.

## **7. LEAD-LINE and WALK-JOG/TROT AWARDS**

**SR·P&AP·LL&WJ·101** A contestant may only receive a year-end award in either Lead-Line or in Walk-Jog/Trot, but not both.

**SR·P&AP·LL&WJ·102** Once a Lead-Line contestant has graduated to Walk-Jog/Trot during an OQHA show year, he/she cannot return to Lead-Line. Graduation is deemed to have taken place once the contestant has placed first in a Walk-Jog/Trot class.

**SR·P&AP·LL&WJ·103·1** When a contestant graduates to Walk-Jog/Trot from Lead-Line per SR·P&AP·LL&WJ·102 his/her Lead-Line points towards the Lead-Line Year-End Award will stop being accumulated and Walk-Jog/Trot Year-End Award Points will now start being accumulated.

**SR·P&AP·LL&WJ·103·2** If, for any reason, the contestant wishes to return to the Lead-Line division from Walk-Jog/Trot division, the contestant may do so up to twice in a calendar year. The contestant would receive Year-End Awards for the division in which they had accumulated the highest amount of points. The contestant would NOT be eligible for Year-End Awards for both the Lead-Line and Walk-Jog/Trot divisions in the same calendar year.

**SR·P&AP·WJ·101·1** Once a Walk-Jog/Trot contestant has graduated to Novice Youth or Youth-level competitions during an OQHA show year, he/she cannot return to Walk-Jog/Trot competitions. Graduation is deemed to have taken place once the contestant has placed first in a youth riding class (Youth Halter or Youth Showmanship are the exception to this rule).

**SR·P&AP·WJ·102·1** A contestant that graduates to Youth or Novice Youth from Walk-Jog/Trot; per SR·P&AP·WJ·101·1, his/her Walk-Jog/Trot points towards the Walk-Jog/Trot Year-End Award will stop being accumulated and Youth and Novice Year End Award points will start being accumulated. If for any reason the contestant wishes to return to Walk-Jog/Trot from Youth and Novice Youth the contestant may do so. However, no points towards the Walk-Jog/Trot Year-End Award will be accumulated and the contestant's Youth and Novice Youth points towards Year-End Awards will be frozen, until such time as the contestant returns to

Youth or Novice Youth competition. At that time Youth and Novice Youth Year-End Awards points will start to be accumulated again (if it is within that calendar year).

### iii OQHA SPECIAL EVENT

#### GENERAL RULES

- SR-CH-GR101 The purpose of the Ontario Quarter Horse Special Event is to promote and showcase AQHA, APHA, PTHA and ApHC horses resulting from Ontario breeding programs.
- SR-CH-GR102 The Ontario Quarter Horse Special Event may be offered each year in conjunction with the OQHA/AQHA Summer Finale Show.
- SR-CH-GR103 All classes will be judged by qualified AQHA/NSBA-approved judges, and horses are to be shown under the show and contest rules and regulations from the official handbook of the AQHA, except where otherwise specified.
- SR-CH-GR104 All horses entered must be eligible for AQHA, APHA, PTHA or ApHC registration.
- SR-CH-GR105 All owners and exhibitors must be either paid members for the current year of the Ontario Quarter Horse Association or obtain a 1-day Special Event OQHA Membership
- SR-CH-GR106 There will be an office and drug testing fee the same as current show fees, for each OQHA Special Event entry.
- SR-CH-GR107 All entries are subject to random drug testing.
- CLASSES
- SR-CH-C101-1 Class offerings may change from year to year. Factors in deciding what Special Event Classes are offered should be; does it promote growth in OQHA memberships, support Ontario breeders, and encourage recreational riders to compete. Classes will only run with 3 or more entries.

### iv OQHA QUEEN CONTEST

**SR-QC101.1** An Ontario Quarter Horse Association Queen contest may be held every year and, if one is held, the winner of the contest will represent OQHA at the All American Quarter Horse Congress.

**SR-QC102.1** An OQHA Queen contestant must be a current member in good standing of the Ontario Quarter Horse Association and The American Quarter Horse Association, prior to entering the OQHA Queen Contest. She must also be a current resident of Ontario. A contestant must be between the ages of 18 and 25 years of age as of January 1st of the current year and cannot be married, divorced or a parent.

**SR-QC102.2** Contestants must complete an OQHA Queen Contest application and provide an 8x10 colour photo. A contest registration-fee of \$40.00, due at the time of application and

made payable to the Ontario Quarter Horse Association, must accompany the completed application. Applications must be received by the OQHA Queen Committee Chairperson on or prior to December 1.

**SR·QC102·3** All contestants will partake in a written test (knowledge of the OQHA Constitution, Bylaws and Standing Rules, and the current AQHA Official Handbook of Rules and Regulations). An oral interview, conducted by a panel of judges, will elaborate on the candidates' application. Poise and personality will also be considered as part of the scoring of the interview. In addition, a horsemanship video must be submitted to the chairperson of the Queen Committee by December 15th. For the video, the contestant does not have to ride her own horse, but must ride a registered quarter horse. The pattern to be ridden in the video will be posted on the OQHA website, [www.oqha.on.ca](http://www.oqha.on.ca), by November 15. There will be no horsemanship class to be ridden at a horse show, as part of the competition.

**SR·QC102·4** The score shall be calculated as follows: 40% written test, 40% oral interview and 20% horsemanship video. The candidate with the highest overall aggregate score will be declared to be the winner.

**SR·QC103·1** The OQHA Queen will wear her OQHA sash and crown to all events in Ontario and abroad. Should the OQHA Queen become the All American Quarter Horse Congress Queen, then she will wear the Congress sash and crown. At the end of her reign, the OQHA Queen must pass her OQHA crown over to the new OQHA Queen. An OQHA Queen can only represent the OQHA as the OQHA Queen for a maximum of three years.

**SR·QC103·2·1** The OQHA Queen must be willing to represent OQHA at as many OQHA-sanctioned events as possible, including at least one appearance in each area of Ontario. Mandatory attendances include: the OQHA All Novice Show, the Ontario Quarter Horse Breeder's Futurity (OQHBF), and the OQHA Banquet and Awards Dinner.

**SR·QC103·2·2** She must be willing to represent OQHA as the OQHA Queen at the All American Quarter Horse Congress Queen Contest which is held in October each year in Columbus, Ohio, and adhere to the Congress Queen Rules and eligibility requirements. The OQHA Queen will also be asked to bring a small gift to share and exchange with each of the other candidates at the Congress competition. The cost of these gifts can be claimed as a legitimate OQHA Queen expense, as per SR·QC103·4·3.

**SR·QC103·3** The OQHA Queen must uphold her title with respect, honor, grace, integrity and dignity. She will not involve herself in any activities that bring dishonor to the title, contest, queen committee or Congress Queen Contest. If asked to remove, or edit, any media that has been included on her social media presence that is in conflict with the standards set forth by the OQHA Queen Committee, she will comply within one day of receiving the request. The OQHA Queen is not to consume alcoholic beverages, smoke, and/or use any form of tobacco while on official business associated with her queen responsibilities. Additionally, no profanity or illegal drug usage will be tolerated.

**SR·QC103·4** It is the responsibility of the OQHA Queen to ensure that she has a suitable mount for the Congress Queen Horsemanship competition. However the selection of the mount must be approved by the OQHA Queen Committee. The mount must have been determined by July 1<sup>st</sup> of the year leading up to the Congress Queen Contest. This selection of mount can only be changed due to unforeseen circumstances.



**SR·QC104·1** All organization inviting the OQHA Queen to their events are responsible for seeing that she is treated in a respectable fashion, and ensuring that she has suitable accommodations if required. Expenses for these functions are to be decided upon between the OQHA Queen and the representatives of the function she is attending. The OQHA Queen will report her planned appearances to the OQHA Queen Committee at least two weeks prior to the event. The OQHA Queen will ensure that any function that hosts her is properly thanked for their hospitality.

**SR·QC104·2** The OQHA will not be responsible for any expenses related to these functions. However, the OQHA will provide the OQHA Queen with a complementary ticket to the OQHA Banquet and Awards Dinner and pay the OQHA Queen's entry fee for the Congress Queen Contest. The OQHBF will provide the OQHA Queen with shared accommodations with a futurity committee member, as well as a travel and meal allowance for the futurity.

**SR·QC104·3** The OQHA Queen will prepare a sponsorship card to give to each vendor at The Congress. These can simply be a small photo with the queen's name and "Ontario Quarter Horse Association" printed on the card. This is to be done at her own expense, but can be claimed as an expense as per SR·QC104·5.

**SR·QC104·4** The OQHA Queen will prepare and keep track of all sponsorships/expenses electronically. She will be provided with a receipt book by OQHA, so that she can give a receipt to all recognized sponsors. The OQHA Queen is responsible for recording all sponsorships, whether in product or monies, and turning all of them over to the OQHA Queen Committee Chair. This chair will pass sponsorships on to the OQHA board of directors for the purpose of record-keeping. The board will release all sponsorship monies and product back to the reigning Queen. Although, the OQHA Queen is responsible for obtaining her own sponsors, all sponsors obtained are first and foremost considered sponsors of the Ontario Quarter Horse Association, since OQHA is the association that the OQHA Queen represents.

**SR·QC104·5** All sponsorship cheques are to be made payable to the Ontario Quarter Horse Association Inc. for auditing purposes. Only cheques made out to OQHA will be recognized and matched by OQHA. These funds will be reimbursed back to the OQHA Queen for expenses upon her forwarding receipts to the OQHA Queen Committee Chairperson. The OQHA Queen's expenses will be reimbursed by OQHA up to the total amount of sponsorship monies received from the OQHA Queen. The OQHA will match the OQHA Queen's sponsorship monies (dollar for dollar) up to \$1000.00, with proof of expenses, at the discretion/review of the board of directors.

**SR·QC104·6** The OQHA Queen will ensure that she will, wherever possible, endorse or use the services of her OQHA Queen Contest sponsors. She will also ensure that these contest sponsors are properly thanked with thank-you cards within one month's time of the completion of the Congress Queen Contest.

**SR·QC104·7** The OQHA Queen will not be permitted to show in any classes at the Congress prior to the crowning of Congress Queen, with the exception of youth team tournament classes. She will abide by the official rules of The All American Quarter Horse Congress Queen Contest.

**SR·QC104·8** If, for any reason, the OQHA Queen is unable to complete or abide by any of these above terms she must immediately report her conflict or situation to the chairperson of the OQHA Queen Committee. The chairperson will then report the issue to the OQHA Board of Directors. It will then be determined by the OQHA Board of Directors if the OQHA Queen will be

allowed to continue her reign. The OQHA Board of Directors reserves the right to request that all gifts and sponsorship funds bestowed to the OQHA Queen be returned to the association, should her reign be terminated.

**SR-QC104-9** All official OQHA Queen communiques and documents, including her official entry forms for the All American Quarter Horse Congress Queen Contest, must be first approved by the OQHA Queen Committee Chairperson at least two weeks before they are to be submitted or published.

## **v OQHA PROMOTIONAL CLUBS**

**SR-APC101-1** The OQHA formally recognizes, as associates, the following Area Quarter Horse Promotional Clubs within the province of Ontario:

Area 1 Quarter Horse Promotional Association

Area 2 Quarter Horse Promotional Club

Area 3 Quarter Horse Promotional Club

Eastern Ontario Quarter Horse Association

**SR-APC102-1** Members of area promotional quarter horse clubs shall be encouraged to be members of the OQHA. However, they shall not be required to be OQHA members.

**SR-APC103-1** A members living in towns or cities located on the boundary lines shall be responsible for informing the membership chairperson of the area quarter horse promotional club as to which Area Promotional Quarter Horse Club that he/she chooses to join. Failure to do so shall be considered permission for the OQHA membership secretary, at his/her discretion, to locate that member in either of the areas divided by this boundary line.

**SR-APC104-1** Any OQHA show may be approved for points by two quarter horse promotional clubs providing approval is granted by both the promotional clubs involved. Each promotional club is responsible for acquiring and tabulating its own set of year-end points. It is recommended that should the exhibitor and/or owner of a horse reside in an area where a promotional club does not have a Year-End Awards Program, then he/she can apply to a bordering promotional club in order to be eligible to receive year-end awards from that club.

### **SR-APC105-1**

The boundaries of Areas 1-7 shall be, as described below:

Area #1: The entire south-western tip of Ontario – bordered on the west by Michigan; on the north by Lake Huron; on the east by Hwy 4 and Hwy 8; and on the south by Lake Erie.

Area #2: The western part of Ontario - bordered on the west by Hwy 4 and Hwy 8; on the north by Lake Huron and Georgian Bay; on the east by Hwy 6, Lake Ontario and New York state; and on the south by Lake Erie. The city of Guelph and all addresses therein shall be included in Area #2.

Area # 3: The central west part of Ontario - bordered on the west by Hwy 6; on the north by

Georgian Bay and the northern Muskoka county line; on the east by Hwy 11 north and Hwy 12 south; and on the south by Lake Ontario.

Area #4: The central east part of Ontario - bordered on the west by Hwy 11 north and Hwy 12 south; on the north by the northern Muskoka/Haliburton/Hastings/Renfrew county lines; on the east by Hwy 41 and Lennox & Addington County; and on the south by Lake Ontario.

Area #5: The eastern part of Ontario - bordered on the west by Hwy 41 and Lennox & Addington County; on the north by the northern Renfrew county lines; on the east by the Ottawa River; and on the south by Lake Ontario and the St. Lawrence Seaway.

Area #6 The north-western part of Ontario - bordered on the west by Manitoba; on the north by Hudson Bay; on the east by the 86~ of longitude; and on the south by Lake Superior.

Area #7 The north-eastern part of Ontario- bordered on the west by the 86~ of longitude; on the north by Hudson Bay; on the east by Quebec; and on the south by Lake Superior and Michigan.



## **Ontario Quarter Horse Youth Association Constitution, Bylaws & Standing Rules**

### **THE CONSTITUTION**

#### **NAME, AFFILIATION & OBJECTS – Article I**

**YC-CON101-1.** The Official name of the committee is the Ontario Quarter Horse Youth Association, hereinafter referred to as the OQHYA.

**YC-CON101-2.** The OQHYA is a distinct committee under the guidance of the OQHA, its parent association, but with the responsibility of its own, for its rules, regulations, and funds.

**YC-CON101-3.** The objectives and purposes of the Ontario Quarter Horse Youth Association shall be as follows:

- a) To improve and promote the American Quarter Horse breed.
- b) To improve and develop the capabilities of youth, both individually and through group participation, in the breeding raising and exhibition of Quarter Horses.
- c) To develop and improve scholarship, leadership, and community interest and participation of young horseman and horsewomen.
- 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 parent organizations, OQHA and AQHA, within their structures and functions.

## **MEMBERSHIP - ARTICLE II**

**YC-ME101-1** Membership is open to any youth as described in the AQHA Official Handbook of Rules and Regulations.

**YC-ME101-2** Youth members must pay the current annual youth fee plus the current OQHA fee. Refer to the OQHA membership form for current fee schedule.

**YC-ME101-3** Out of province youth may become members with voting privileges and be eligible for year-end awards, but cannot represent Ontario on youth teams.

## **BOARD OF DIRECTORS – ARTICLE III**

### **YC-BOD101-1**

- a) The Ontario Quarter Horse Youth Association Board of Directors shall consist of two directors from each area, as per the area map (Appendix #1 of the OQHA Constitution/Bylaws/Standing Rules).
- b) The executive committee shall consist of president, vice-president, secretary, treasurer and sentinel. These shall be decided by a majority vote of 50% +1 at the annual OQHYA meeting held in conjunction with the annual parent association meeting. The president shall have the right to appoint the secretary if no one is voted to this position or absent.
- c) Directors' meetings, called by the president, shall be held where the president says, using the discretion considering travel problems. The president votes on matters where a tie occurs.
- d) A quorum of any meeting of members shall consist of at least 8 individuals. A quorum of any meeting of directors, according to the Roberts Rule of Order, is half of the elected directors.
- e) The president or a representative of the association or his/her delegate shall attend any directors' meetings of the parent association at the parent association's request.
- f) The person(s) with signing authority for all financial transactions, accounts and records, shall be appointed and agreed upon by the OQHYA board and approved by the board of OQHA.

## **STANDING RULES ARTICLE IV**

### **CONGRESS NYATT YOUTH TEAM**

**YC-SR-101-1.** Only current members of OQHA and OQHYA will be considered for Congress team (NYATT) members.

**YC-SR-101-2.** The guidelines for the selection of the Congress Team (NYATT) are established and directed by the Youth Advisor(s) in conjunction and approved by the board of directors of OQHYA and OQHA. The guidelines are reviewed and published on an annual basis.

**YC-SR-101-3.** Any youth wishing to participate on the team must complete and submit a written application and consent form. The team selection will also be based on the individual's ability to meet the objectives and purposes of the OQHYA.

**YC-SR-101-4** Upon completing the team mandatory requirements in the guidelines, applicant priority will be given to the top two exhibitors (OQHA points) in each of the NYATT events in the qualifying time period. It will be the applicant's 10 best shows considered for each event.

**YC-SR-101-5.** The final authority on the Congress Youth Team will be with the OQHA youth advisor/committee and the Board of Directors of the OQHYA and of the OQHA.

**YC-SR-101-6.** Any youth that does not fulfill all responsibilities to the youth team may be banned from youth team participation until such time as the above authorities deem appropriate.

**YC-SR-101-7.** The OQHYA will endeavor to support and financially assist in sending the maximum number of team members and the advisor to the Congress.

### **AQHYA WORLD SHOW**

**YC-SR-201-1.** Only current members in good standing of AQHA, OQHA and OQHYA will be eligible for the American Quarter Horse Youth Activities World Show team.

**YC-SR-201-2.** The OQHYA recognizes that all the national and provincial AQHYA World Show qualifiers entered from Ontario will constitute the Ontario team.

**YC-SR-201-3.** National qualification for the AQHYA World Championship Show shall be by invitation from AQHA to the individual.

Individuals must contact the OQHA Youth Adviser for participation requirements for state/provincial entries.

**YC-SR-201-4.** Financial obligation for team entries shall be made by the OQHYA and reimbursed to the OQHYA by the individual team members. Individual team members who have made contributions to OQHYA may request a sponsorship however minimal financial assistance is designated to this event by OQHYA.

### **TROPHY RULES – YOUTH AWARDS**

See Trophy Rules in the Show & Contest Section of the OQHA Standing Rules.



# ONTARIO AMATEUR QUARTER HORSE ASSOCIATION CONSTITUTION, BYLAWS & STANDING RULES

## CONSTITUTION

### **Article I - The name of the organization**

**AC-Name101-1** The official name of the organization is the Ontario Amateur Quarter Horse Association, hereinafter referred to as the OAQHA.

### **Article II - Affiliation with other groups**

**AC-Aff101-1** The OAQHA is a distinct association with the responsibility for its own constitution, bylaws, standing rules, and funds.

**AC-Aff101-2** The Ontario Quarter Horse Association (OQHA) is OAQHA's parent association.

### **Article III – Vision, Mission and Objects of the organization**

**AC-VMO101-1** VISION: A viable and dynamic amateur quarter horse association in the province of Ontario

**AC-VMO102-1** MISSION: To support the growth and development of an active Ontario amateur membership in the quarter horse industry

**AC-VMO103-1** OBJECTS: The objectives of the OAQHA shall be as follows:

- a) to improve and promote the American Quarter Horse breed
- b) to encourage high moral character, clean-living, leadership and community-mindedness in amateur horsemen and horsewomen
- c) to encourage active participation, a keen level of competition and sportsmanship among its members
- a) to improve and develop the capabilities of amateurs , both individually and through group participation, in the breeding, raising and exhibition of quarter horses.
- b) To acquaint amateur members with the parent organizations, OQHA & AQHA, their structure and functions, and to establish a means whereby amateur members may work in conjunction with OQHA and AQHA.

**AC-VMO104-1** The OAQHA shall be carried on without the purpose of gain for its members, and any profits or other accretion to the OAQHA shall be used in promoting its objects.

### **Article IV - Membership requirements and limitations**

**AC-Mem101-1** OAQHA membership is open to any person holding an AQHA Amateur Card. An AQHA Amateur must hold a valid OQHA membership to be eligible to apply for an OAQHA

membership.

**AC·Mem101·2** Both AQHA and OQHA amateur memberships have to be renewed annually.

**AC·Mem102·1·1** OAQHA amateur members shall be governed by the rules and regulations of *The AQHA Official Handbook of Rules and Regulations* that pertain to amateur members.

**AC·Mem102·1·2** In addition, OAQHA amateur members shall be governed by the scope of both the OAQHA and OQHA constitutions, bylaws, and standing rules that pertain to amateur members.

### **Article V - Officers (titles, term of office, how and when elected)**

**AC·BoD101·1** There shall be a maximum of one OAQHA director elected Area 6, a maximum of two directors from Areas 1,2,4, and three directors from Area 3.

**AC·BoD101·2** OAQHA Directors shall be elected, for a one-year term, at the OAQHA annual general meeting.

**AC·BoD102·1** The OQHA Board of Directors shall manage the affairs of the OAQHA.

**AC·BoD103·2** The OAQHA executive committee shall consist of President, Vice-President, Secretary, and Treasurer.

**AC·BoD103·2** These four officers shall be elected, for a two-year term, at the OAQHA annual general meeting from the slate of directors. The immediate Past-President shall also be invited to sit on the OAQHA executive committee.

### **Article VI - Advisor (term of service, how selected)**

**AC·Adv101·1** The OQHA Amateur Committee Chairperson acts as a liaison between OQHA and OAQHA. This liaison person is an annual appointee of the OQHA.

### **Article VII - Meetings (frequency, special meetings and who calls them)**

**AC·GM101·1** There will be an annual general meeting of the OAQHA, held annually in conjunction with the OQHA Annual Convention.

**AC·GM102·1** Other general meetings of the OAQHA membership may be convened by order of the OAQHA President, or by the OAQHA Board of Directors, at any time and at any place in Ontario.

**AC·BoDM101·1** OAQHA Board of Directors' meetings and/or OAQHA Executive meetings shall be called by the president and held where the president elects, using his/her discretion considering travel issues.

**AC·OQHAM101·1** The OAQHA President may attend all or any OQHA Board of Directors' meetings.

### **Article VIII - Quorum (number of members required to transact business)**

**AC·MQ101·1** A quorum for any general meeting of OAQHA members, shall consist of at least 20 individual members.

**AC·MQ101·1** A quorum for any meeting of the OAQHA Board of Directors, according to Roberts' Rules of Order Newly revised, is half of the number of elected directors.

# BY-LAWS

## **1. Membership (selection requirements, rights & responsibilities, resignations, & disciplinary procedures)**

**AB·Mem101·1** OAQHA members should demonstrate enthusiasm for the association and commitment to its mission and, whenever possible, promote and support the quarter horse industry in Ontario. OAQHA members should also abide by the rules and regulations of the OQHA & OAQHA.

**AB·Mem102·1** As amateurs are first and foremost members of OQHA, OAQHA members are subject to the selection requirements, resignations, and disciplinary procedures as outlined in the OQHA Bylaws.

**AB·Mem103·1·1** If it is brought to the attention of the OAQHA Board of Directors, in writing, that an AQHA amateur card holder is ineligible for amateur status as per applicable AQHA rules, the board will consider whether or not to support the complaint.

**AB·Mem103·1·2** The complaint must be supported by physical evidence, and the person making the complaint must identify themselves.

**AB·Mem103·1·3** If it is determined that there is sufficient doubt as to the OAQHA member's eligibility for amateur status, the OAQHA Board of Directors will forward a letter to AQHA, outlining the pertinent information and asking AQHA to investigate the situation with the amateur in question.

**AB·Mem103·1·4** The person making the complaint will be directed to submit their evidence directly to AQHA.

## **2. Dues (amount and collection procedures, any special fees, when payable)**

**AB·MF101·1** Any AQHA amateur who wishes to become a member of the OAQHA must pay the OQHA membership fee and the OQHA amateur membership fee.

**AB·MF102·1** The OAQHA membership fee shall be submitted to OQHA for record-keeping. These membership fees will be remitted to the OAQHA on a quarterly basis by OQHA.

**AB·MF102·2** All monies received by the OAQHA shall be deposited in such bank or banks, trust company or trust companies as shall be decided by the executive.

**AB·MF102·3** Any OAQHA member having issued a NSF cheque will be notified in writing by registered mail. If, there has been no response within 10 days from the date of notification then the member will be considered a person in poor standing with the OAQHA and any points accumulated up to this point will be dissolved. If the matter does get resolved the member will be reinstated, but with no previous points.

## **3. Duties of Officers (powers, responsibilities, specific job descriptions, procedures for filling unexpired terms of office, removal from office)**

**AB·DoO101·1** The business and property of OAQHA shall be managed and controlled by the OAQHA Board of Directors.

**AB·DoO101·2** The OAQHA President votes on matters where a tie occurs.



**AB·DoO102·1** The signing authority for all financial transactions shall be that of the OAQHA Treasurer and one other appointed executive member.

**AB·DoO102·2** The OAQHA Board of Directors must authorize any major expenditures prior to payment.

**AB·DoO103·1** The OAQHA President, or his/her delegate, shall attend any OQHA Board of Directors' Meetings at the OQHA's request.

**AB·DoO104·1** Any director on the OAQHA Board of Directors who does not perform his/her their duties, as required, can be removed by the a group decision of the OAQHA President, the OQHA Amateur Chairperson, and the OQHA Executive..

#### **4. Executive Committee (structure, composition, powers)**

**YB·EC101·1** The OAQHA Executive Committee shall consist of the President, Vice- President, Secretary, and Treasurer.

**YB·EC101·2** These positions shall be decided by a majority vote of 50% +1 vote at the OAQHYA Annual General Meeting, held at the annual OQHA Convention.

#### **5. Committees (standing, special, how formed, chairperson's roles, meetings, duties, powers)**

**AB·Com101·1** There may be the following OAQHA sub-committees or other sub-committees deemed necessary:

Education and Clinics                      Promotion and Publicity                      Membership    Awards  
Newsletter                                      Novice Amateur

**AB·Com102·1** All OAQHA committee chairpersons are to be invited to the OAQHA directors meetings, to report on committee progress. However, unless the chairperson is also an OQHYA director, he/she has no right of vote.

#### **6. Order of Business**

**AB·OoB101·1** OAQHA shall follow the standard agenda for conducting meetings:

- (a) Call to order (b) Establish quorum (c) Reading & approval of minutes of previous meeting (d) Business arising from the minutes (e) Treasurer's report
- (f) Officer reports (g) Committee reports (h) Correspondence (i) Unfinished business (j) New business (m) Adjournment

#### **7. Parliamentary Authority**

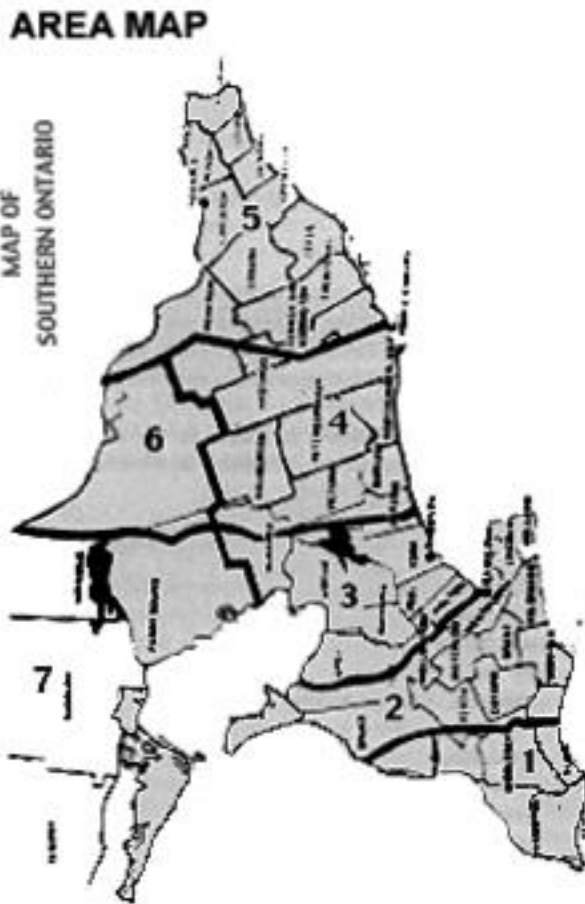
**AB·PA101·1** The business of the OAQHA shall be conducted according to Roberts' Rules of Order - Newly Revised.

## **STANDING RULES**

### **AMATEUR AWARDS**

**ASR-P&A101.1** See “OQHA STANDING RULES – ii OQHA POINTS AND AWARDS PROGRAM” for the rules that relate to amateur awards.

# Appendix 1



## **Appendix 2**

### **AQHA/OQHA Reciprocity Agreement**

**AQHA** recognizes the jurisdiction and authority of the Affiliate to drug test at **AQHA** shows and events within the Affiliate's geographical area. Upon official written notice to **AQHA** by Affiliate, a person (regardless of whether such person is an Affiliate member) who is suspended or otherwise disciplined by Affiliate (excluding monetary fines) may also be suspended or disciplined by **AQHA** for the following offenses so long as Affiliate's rules and regulations regarding such offenses (1) refer to or use **AQHA's** rules as a model or (2) are materially and substantially similar to **AQHA's** rules and regulations regarding such offenses:

- a. Unsportsmanlike conduct at a show or contest;
- b. Inhumane treatment of horses; or
- c. Prohibited surgical procedure or injection or administration of foreign substances or drugs which could affect a horse's performance or alter its natural conformation or appearance.

## Appendix 3

### Robert's Rules of Order Guidelines (new)

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!  
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

### The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper

is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.

- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified