

KWHA Ladies Auxiliary Bylaws

As Of 03/06/2021

Revised 01/13/2024 & 01/10/2026



ARTICLE I

SECTION 1 – This organization shall be known as the KWHA Ladies Auxiliary, a leg of the Kentucky Walking Horse Association, an unincorporated, non-profit organization. This auxiliary shall be governed by the applicable bylaws of the Kentucky Walking Horse Ladies Auxiliary Association and/or Roberts Rule of Order.

SECTION 2 – The objective of this auxiliary is to assist the Kentucky Walking Horse Association in the promotion of the Tennessee Walking Horse.

SECTION 3 – The KWHA Ladies Auxiliary will have seven Board of Directors. All directors must be a member in good standing for 1 year prior to election. Four of the directors will be officers chosen (meaning the four officers will be the executive board of directors President, 1st Vice, 2nd Vice and Treasurer) the other three will be chosen by nomination or appointment.

SECTION 4 – The Kentucky Walking Horse Board of Directors agreed to support our point system requirements for eligibility to participate in our KWHA Ladies Auxiliary classes at the Kentucky Celebration.

ARTICLE II

SECTION 1 – The calendar year of this auxiliary shall run from annual meeting to annual meeting and membership, regardless of the time that dues are paid by an individual member, shall begin on the date paid and shall end at the end of said year.

SECTION 2 – The Secretary and/or The Executive board of Directors of this auxiliary shall collect all membership dues. She then will remit memberships and money over to the treasurer in a timely fashion.

SECTION 3 – The amount of the membership for the fiscal year and for the subsequent years until changed by the members of this auxiliary shall be paid to the Secretary and/or The Executive Board of Directors of this auxiliary, said amount shall be paid in full at any period during the year.

ARTICLE III

SECTION 1 – The annual meeting for the members of this auxiliary, shall be held during the annual meetings for the Kentucky Walking Horse Association.

SECTION 2 – Each year during the annual meeting for the KWHALadies Auxiliary, all officers will be elected from the paid membership. Once annual dues are paid, said member will remain a member until the end of the calendar year. No refunds will be issued once dues are paid. If an issue arises with payment, said member will not remain in good standing.

SECTION 3 – There will be no proxy votes in this auxiliary.

ARTICLE IV

SECTION 1 – The officers of this auxiliary shall be President, 1st Vice President, 2nd Vice President, and Treasurer. All officers to be nominated and elected from the floor at the annual membership meeting. You must have been a member of the auxiliary for one year prior to running for office or serving on the Board of Directors. Only members in good standing (paid membership before election) may have any voice in the nominating and electing of the said officers. Members need not be present to be nominated for office but must be in good standing for the forthcoming year. Said officers shall hold office for a period of one year or until their successors are duly elected and qualified. The Secretary is appointed by the President and affirmed by the membership.

SECTION 2 – The President shall reside at all meetings of the auxiliary and shall conduct the business of the auxiliary in accordance with the bylaws, other rules, and regulations of the auxiliary. She shall be an ex-officio member of all committees.

SECTION 3 – One of the Vice Presidents shall conduct the meetings if/when the President must be absent from the meeting.

SECTION 4 – The Treasurer shall keep the funds of the auxiliary. She shall be required to keep a record and make a report of all receipts and disbursements of funds for the past year at each annual meeting.

SECTION 5 – The Secretary shall keep the minutes of all meetings, keep, and safeguard the records. She shall be ex-officio secretary of all committees. The Secretary is unable to vote with executive board votes and/or Board of Directors, she is to stay neutral, but is allowed to vote with general membership. She shall be required to make a report of all activities in the auxiliary for her said time.

SECTION 6 – All vacancies in the offices of this auxiliary shall be filled by the general membership at any special called meeting by the officer in charge of the auxiliary. Written notice at least 10 days prior to the meeting must be sent to the general membership. Any officers elected as such will serve until their successors are duly elected and qualified.

SECTION 7 – Any Officer/Director that has two unexcused absences will be released from their obligations as an Officer/Director and removed from office.

Article V

SECTION 1 – These bylaws may be amended by a two-thirds majority vote of the members present at a meeting of the auxiliary called or held, provided that all members are notified of the proposed change or changes at least 10 days prior to the meeting.

SECTION 2 – Any proposed amendment to these bylaws shall be submitted in writing to the governing body of the auxiliary at least 10 days prior to the meeting for ratification.

SECTION 3 – In the event of the neglect or refusal of the President to call a meeting for the purpose of ratifying any proposed amendment, ten active members in good standing may call such a meeting by giving or causing to be given due notice thereof to the membership. Such notice to the membership shall state, in addition to stating the time and place of the meeting, a purpose for which the meeting is called, that the President has neglected or refused to call the meeting.

ARTICLE VI

All questions relating to management of affairs, elections of officers, calling of meetings, constitution of a quorum, amendment of bylaws, voting rights,

inspection of records and the liability power of removal of officers and members unless otherwise specifically provided by the relevant provision of Chapters 271 & 273 of the Kentucky Revised Statutes.

ARTICLE VII - OFFICERS

SECTION 1 – The officers of this auxiliary shall be a President, 1st Vice President, 2nd Vice President, Treasurer, and Secretary. These officers and appointments should be the governing body of the auxiliary.

Section 2 – All officers should be elected at the annual meeting of the auxiliary and shall hold office for a term of one year or until their successors shall be elected. The officers shall assume office at the annual meeting, following their election.

SECTION 3 – The President shall preside at all meetings of the auxiliary. She shall be signatory of all contracts and written agreements of the auxiliary and shall perform such duties as generally pertain to this office. When the time arises she shall be an ex-officio member to all committees of the auxiliary without voting rights.

SECTION 4 – The 1st Vice President shall conduct the duties of the President in her absence. She shall attend all meetings. She shall succeed to the office upon the resignation, removal, or disability of the president to perform her duties. She shall be responsible for having the new member information sheet available at all meetings and providing such sheet when requested by potential new members. She shall be responsible for the auxiliary high point program.

SECTION 5 – The 2nd Vice President shall be considered the historian of the auxiliary. She shall keep a scrapbook of all items pertaining to the auxiliary for the present year. She will be responsible for monitoring the sign in sheet.

SECTION 6 – The Secretary shall attend all meetings of the auxiliary and shall take notes to be kept in a book, provided for the purpose, a true and complete record of the proceedings of these meetings. She shall be custodian of the records and shall conduct all correspondence of the auxiliary. She shall attend to the giving of all notices and shall perform such others as the bylaws may provide or the

governing body may prescribe. She shall be responsible for verifying eligibility for members showing in auxiliary classes at horse shows. She shall be responsible for collecting all membership data to give to the treasurer.

SECTION 7 – The Treasurer shall collect all revenues of the auxiliary and shall make disbursements and pay all proper bills of the auxiliary upon the approval of the governing body and shall keep and maintain all records and accounts of the auxiliary. She shall furnish a bond in the amount fixed by the governing body, the cost of which shall be paid for by the auxiliary. Her accounts shall be audited in such a manner directed by the governing body. She shall immediately deposit all funds of the auxiliary coming into her hands in one or more accounts as directed by the governing body under the name of the Kentucky Walking Horse Association Ladies Auxiliary providing for withdrawals by check or draft. She shall keep track and record of any Debit/Credit card or any PayPal, Venmo, Cash App, etc... In the name of KWHALA. She shall furnish at each meeting of the auxiliary, or whenever reasonably requested, a written statement of the financial condition of the auxiliary to be distributed to each member and shall perform such other duties as the bylaws may provide or the governing body may prescribe. The fiscal year of the auxiliary should begin on January 1. She shall keep an accurate list of paid members and forward a copy to the Secretary. Such lists shall be updated by the 15th of each month, she shall attend all meetings. Under certain circumstances the Treasure is allowed 2 excused absentees. In the event of the treasure unable to attend a meeting, she is to clearly communicate with the Assistant/ Vice Treasure and provide a current financial report to be presented at the meetings. If at any time the Treasure needs assistance on approved treasury projects she may ask for help from the Assistant/Vice Treasure with the Treasurer carrying most of the work load. In the event of the treasure sickness, death, or resignation of duties, the Assistant/Vice Treasure will fulfill duties of treasure until a meeting is held according to KWHALA bylaws.

SECTION 8- Assistant /Vice Treasure- She shall be appointed by the President as the same as the Treasure. She also shall be bonded as described in Section 7, She shall be held to the same standards as the Treasury as described in Section 7, The Assistant/Vice Treasure should only monitor banking transactions until asked for her assistance by the Treasure and/or the Presidents, she shall have access to all banking rights, which includes some items like writing checks, making deposits, debt card, obtaining online & paper bank statements and access to all Cash

app, PayPal, Venmo ect. With any transaction being made she must communicate with the treasure, so all transactions can be noted even with online banking. In the absence of the Treasure the Assistant /Vice Treasurer shall be in attendance at any meeting with a current Treasure's report. In the event of the treasure sickness, death, or resignation of duties, the Assistant/Vice Treasure will fulfill duties of Treasure with all rights to conduct business until a meeting is held according to KWHALA bylaws.

Section 9- Financial Discrepancies and Audits- If a discrepancy is found both Treasure and Assistant/Vice Treasure is to try and locate discrepancy, if it is not located make note of it, if the amount is greater than \$50 or if a pattern of discrepancies arise make note of it and report to the President.

SECTION 10 – In the event any officer shall vacate her office, her successor shall be elected by the membership of the auxiliary, such election to be held within 30 days of the date such office is officially vacated.

ARTICLE VIII – MEETINGS & ELECTIONS

SECTION 1 – The annual meeting of the auxiliary shall be held at the same time as the annual meeting of the Kentucky Walking Horse Association. The President, 1st Vice President, 2nd Vice President and Treasurer shall be elected at this meeting for the ensuing year. The Secretary, Treasure, **an Assistant/Vice Treasurer** shall be appointed by the President and affirmed by the membership.

SECTION 2 – All nominations for the office of President, 1st Vice President, 2nd Vice President, and Treasurer shall be open for nominations from the floor. You must have been a member of the auxiliary for one year prior to running for office or serving on the Board of Directors. Any members in good standing may be nominated for any office. The Secretary, Treasure, **an Assistant/Vice Treasure** shall be appointed by the President and affirmed by the membership.

SECTION 3 – Only members in good standing shall be entitled to vote at any election or general meeting.

SECTION 4 - A general meeting of the auxiliary may be duly called by the President at such time and place as she may deem in the best interest of the auxiliary. The President shall call a minimum of six business meetings per year which shall include the annual meeting.

SECTION 5 – Upon written request of ten members in good standing the President may call a special business meeting of the auxiliary and cause due notice thereof to be given. In the event of neglect or refusal of the President to call a meeting upon such request, such member may call same by giving or causing to be given due notice thereof.

SECTION 6 – Due notice of all general or special meetings of this auxiliary shall be given to all members at least seven days prior to such meeting. Such notice shall state the time, place, and purpose for which the meeting is to be called.

SECTION 7 – A quorum of the auxiliary for any duly called meeting of the auxiliary shall consist of the active members in good standing present at that meeting.

SECTION 8 – A member in good standing is defined to be a member who has paid her membership dues; if any, paid all project debts; sponsorships and annual debts owed by her.

SECTION 9 – All meetings shall be conducted by Robert’s Rules of Order.

SECTION 10 – Meetings may be held in an electronic forum such as ZOOM, Skype, etc. Members may also be counted as present if they join an in-person meeting via Zoom, Skype, etc.

ARTICLE IX – MEMBERSHIP FEES

SECTION 1 – The annual membership dues for any year shall become payable at the beginning of the fiscal year of the auxiliary. A high point member **(\$30)** is one who is choosing to participate in **showing** Performance or Pleasure classes offered by the KWHALadies Auxiliary **and is obtaining High Points. (You have to be a HP Member to be eligible to show in the KWHALA offered classes at any show.)** An associate member **(\$15)** is one who has chosen not to show in our offered classes and only participates in activities sponsored by the auxiliary. **(An associate**

Member is eligible for Sue Alexander, Presidential and Participation Awards.)
(Prices are subject to a late fee and subject to change.)

SECTION 2 – Annual membership dues shall accompany any application for new membership. The full amount of the annual member's dues must be paid by the member during the year the application for such membership is made. Deadline for payment is July 10th to be eligible for high point awards, along with 100 participation points prior to this date and 200 participation points before the set date for participation points to be turned in to the 1st Vice President. (This is the same date as the KWHHA.) There will be a \$20 fee added to any membership that is paid after April 1st. (Subject to be revised after year 2026)

ARTICLE X – MEMBERSHIP

SECTION 1 – Any female, 18 years of age by January 1, interested in the general welfare of the Kentucky Walking Horse Association Ladies Auxiliary and desirous of promoting, advertising, and developing the Tennessee Walking Horse in order that the general public may become more informed and aware of the breed of horse known as the Tennessee Walking Horse may, upon making proper application, become a member of the auxiliary.

SECTION 2 – The auxiliary may promote class(es) for high point auxiliary members to participate. All members in good standing may show in any KWHHA Ladies Auxiliary class. Points for showing will only be counted for high point members.

ARTICLE XI – COMMITTEES

The President shall have authority to appoint any necessary committees to perform the proper function of the auxiliary. Any member at a properly called meeting may move for the formation of a committee needed for the proper performance of the auxiliary's functions. This motion shall be subject to the approval of the membership present at the said meeting.

Article XII – VOTING FOR JUDGE

SECTION 1 – Any judge that was hired the previous year to judge the Kentucky Celebration will not be eligible to judge our show the following year.

SECTION 2 – The list of judges who are willing to be hired will be provided on a ballot at an auxiliary meeting or designated location/horse show. Only members that are present and in good standing will be allowed to vote for their top three preferences, numbering them, 3, 2, 1 (three being top choice). The judge/judges is to be decided by a margin of more than one vote, so if the initial vote is a one-point difference between first and second choices, we will have a second vote between the two choices. Once the voting process begins, members may not leave and re-enter the meeting. This system will be utilized if seven (7) or less voting members appear in person. If more than seven (7) voting members are present, then one (1) vote for one (1) Judge will be implemented.

SECTION 3- In extraordinary unusual circumstances The board of directors will vote to utilize mail-in- ballots and which voting procedure to utilize or different options depending on the circumstance.

QUALIFICATIONS FOR KWAH LADIES AUXILIARY HIGH POINT AWARD

1. Members must be a paid member of the KWAH Ladies Auxiliary by July 10th of each year.
2. Must be a paid member of the KWAH by July 10th of each year and follow the KWAH requirements for high point awards (see below for requirements under KWAH rules.
3. Must accumulate at least 100 participation points under the Ladies Auxiliary points system. Points will be calculated from November 30th prior year through December 1st each year.
4. Each member must secure \$200 in paid Sponsorships (A motion was made January 29th 2022)(Wording and placement will be voted on next General Meeting 2027)
5. Must attend a minimum of two meetings of the KWAH Ladies Auxiliary prior to the December 1st deadline.
6. Points go to the rider and not the horse.
7. Must be a member in good standing as required by the KWAH Ladies Auxiliary.
8. Any member obtaining sponsorships or monetary donations will not receive Sponsorship Points until said sponsorships have been paid.
9. Pleasure Division. Members must keep track of their own points. And deliver them to the 1st Vice President to be calculated. A proper form is to

be used and it will be provided to you by KWHALA . The deadline is December 1st. And is to follow the above said rules.

10. Performance division KWHALA Performance Class points should be included along with all performance classes, 3 classes per show up to 15 shows. Reminder points goes with the rider, not the horse. Members are to keep track of their own points as described above as in the pleasure division. And is to follow the above said rules.
11. KWHALA Performance Class award is given by KWHA. At this time there is no need to keep track of your points for this award only. (Subject to change by KWHA)
12. Trail Riding is to keep track of their own hours. And is to follow above said rules and delivery methods.
13. Any member receiving the High Point Award for three (3) consecutive years will be ineligible for one (1) year and then re-eligible after this time. (Revised January 2009) (#12 This will be removed after finalizing)(This section was formerly on the paperwork for the 1st Vice President to show her how to calculate points.)
14. High Point Horse Showing Awards can be given as many consecutive years as the rider qualifies for this award. (There is no longer 3 consecutive years and sit out 1 year enforcement.) revised 1/2026

Kentucky Walking Horse Association Point System – Requirements of #2 Above January 2023 this section was previously amended by the KWHA

Each show listed in the blue book is affiliated with the KWHA. Points are awarded for KWHA affiliated shows only. Each KWHA affiliated show can be affiliated with any HIO of the show's choosing.

The owner, exhibitor and trainer must be members of the KWHA prior to July 10th of each year. If a member sells a horse to a non-member after the deadline, the new owner has ten days to join the KWHA in order to retain the horse's points for the year. The seller must notify the points secretary of the sale. Remember, in the KWHA Ladies Auxiliary classes only the rider accumulates the points, not the horse.

Qualifications to Show in the KWHALadies Auxiliary class at KY Celebration

1. Be a member in good standing according to the rules of the KWHALadies Auxiliary. Membership dues must be paid by July 10th of each year.
2. Attend one meeting and work on one approved project prior to the start of the Kentucky Celebration.
3. Members must have accumulated at least 100 participation points prior to the start of the Kentucky Celebration.

Guideline For Sue Alexander award.

1. The female is to be in good standings with KWHALA.
2. Members have not won this award in the past 5 years.
3. Member is to have worked with in the Ladies Auxiliary projects.
4. Members have gone above and beyond the call of duty.
5. The member has conducted herself in a well liked professional manner.
6. A Member that is always willing to help and work at anything needing to be done.
7. This awarded Lady can be nominated or suggested by all KWHALA paid members.

(LifeTime Achievement Presidential Award is chosen by the Acting President.)

(Both the Sue Alexander and LTA Presidential Award can only be awarded to an actively participating member once every 5 years.)

Guideline For Miss. Kentucky Celebration Candidates

1. Candidates must write a Bio about themselves and send it to the President of KWHALA with a short request/application to be a part of the program. With their contact info, the deadline is March 1st.
2. Paid Member of KWHALadies Auxiliary, that is attending school with a 3.0 GPA
3. She is to be between the ages of 15 to the age of 19 as of January 1st.
4. She is to be a member of the KWHALadies Auxiliary or KWHALadies Auxiliary depending on age.
5. She is to work as a ribbon presenter at as many Horse shows as possible affiliated with KWHALadies Auxiliary.
6. It is required to be a ribbon presenter at 2 out of 3 major shows; they are as listed Derby Classic, KWHALadies Auxiliary, KWHALadies Auxiliary Jubilee Show.

The Kentucky Celebration will not count toward points due to the point deadline, but is mandatory to attend.

7. The Candidate that is crowned Queen is to be an award presenter for the Ky Trainers Banquet and KWHHA Banquet.
8. She is to present and represent herself in a professional manner.
9. No matter which lady is crowned Queen at the Kentucky Celebration your job of handing out ribbons still has to be completed the entire show unless showing your horse.
10. No gossiping, No rude behavior, nor making others feel less then, No sexual Harassment, will be tolerated within this program.
11. All Candidates are to be of a single status (not married) nor expecting a child while in the program. Candidates are to represent a princess, a future Queen
12. Dressing modesty is a must, no short shorts or skirts, or tube tops. Absolutely no flip flops , sandals, open toe shoes in the center ring around horses.
13. The Kentucky Celebration will be a formal event where you will need an escort.
14. If any Candidates is unable to perform their duties as requested when the voting ballots are mailed out to the KWHHA members your name will be left off of the ballots
15. As we all know things in life happen, the ladies are very understanding. If a problem arises and a duty can not be performed we are willing to help make other arrangements to help fulfill the duties of. We want you to have fun and make friends.
16. If you are crowned Queen you are not eligible to run again within the 15 to 19 age group.
17. This program is supported by donations for The Miss Kentucky Celebration Candidate program. Donations of items and advertisements are subject to change.
18. Program is subject to change
19. The voting system is subject to change to a percentage system .

Not yet active and subject to change due to website

Miss KY Application Link: <https://forms.gle/75GhtfeAP3xr9EDk9>

Miss KY Points Link: <https://forms.gle/kWdeNefMGmEWiYmn8>

Guidelines for Scholarship Program

1. An immediate family member or yourself depending on age, is to be an active member of KWHALA. Or a prior or active Miss.Kentucky Celebration Candidates that fits ages listed.
2. Any female that meets other requirements listed in this guideline that is a Graduating High School Senior that is enrolled in a continued Education is eligible to apply.
3. That has a 3.0 GPA and that is within good standings with their school and able to submit a copy of transcript official or unofficial when fees apply.
4. The applicant is to write a 250 -300 word essay. A topic will be assigned each year by the KWHALA.
5. It is **mandatory** that within your essay that you don't write any personal identification nor the use of a barn, trainer, **your schools** nor family member's name. So your essay can be read and reviewed fairly.
6. Please submit the essay and the application to the President or **President's chosen platform of the KWHALA** no later than November 1st. **After documentation has been sent you are to reach out to the President to inform them of submission.(KWHALA nor Presidents will be responsible for loss or late documentation when contact has not been made.)**
7. The KWHALA will try to have someone that is not associated with any applicant to read and review the essay.
8. In a general outline the Scholar will be announced at the KWHA Banquet (not subject to) and will be presented at the Scholars Awards Banquet at attending high school. (If applicable)(not subject to) Or during the Ladies Auxiliary Horse Show.
9. At this time we will Fund one \$500. one time check to the winner of the program if funding is available. (subject to change)

Not yet active and subject to change due to website

Scholarship Application Link: <https://forms.gle/T8KqKJNQo5ckNRBG9>

Guideline for Participation Award

(This is the same rules and regulations that has been given to every 1st Vice President for many years)

1. Point tabulations will run from November **30th** to December **1st** each year.
2. Each member is responsible for submitting their points to the 1st Vice President by December 1st. (Or make arrangements with the 1st Vice President by December 1st.)

