



## How to Form an AjPHA Regional Club

Beginning a junior club can be a great benefit and growth stimulator for an existing adult club. The first step is to locate an adult who is capable of working with youth groups and who is willing to oversee your junior club. This person will be referred to as the Adult Advisor or the Club Advisor. The Adult Advisor or Club Advisor should contact the Director of Youth Activities at the American Paint Horse Association and let the Director know the club's intent. The Director will then forward an application and other pertinent info to the Adult Advisor.

### **Gaining the Approval of a Parent Club**

Each junior club must be affiliated with an Adult APHA Regional Club, which is sometimes referred to as the parent club. The Adult Advisor should attend a meeting of the parent club and ask for approval that a junior club be formed. This approval must be confirmed by and included in the official minutes of the meeting.

At this meeting, the Adult Advisor should also discuss membership dues and funding of the junior club. Often times, the parent club already offers a junior membership or a family membership that includes youth members. These funds may be appropriated to the junior club for activities, using a set budget, or a separate fund may need to be established.

### **Organizational Meeting**

Once approval has been granted to organize the junior club, the Adult Advisor should help the youth determine a meeting place and time for the first organizational meeting. This meeting might take place at a horse show or in conjunction with an APHA Regional Club meeting. The meeting should be in a convenient and comfortable setting for all members.

Next, the Adult Advisor and interested youth should send out notices of the meeting to your proposed membership. The Director of Youth Activities may be able to provide a list of youth within the proposed boundaries of your club. A notice of the meeting should be placed in the APHA Regional Club's newsletter or in any local or regional horse publications.

Prior to the meeting, a temporary chairperson and a temporary secretary should be appointed. The temporary chairperson should be capable of speaking to the group and keeping the meeting in order. The temporary secretary should take detailed minutes of the meeting.

At the appointed time and place, the temporary chairperson should call the meeting to order, express appreciation to those attending, and explain the reasons the club should be formed. The temporary chairperson should then call for a discussion from the floor (to get people involved immediately), asking for thoughts on the needs and goals of the club. It is important that whoever conducts the initial meeting maintain full control at all times. However, they should be responsive to the audience, getting them involved and listening carefully to all ideas.

### **Naming the Club**

Once an open discussion has been held and there is a general consensus that the club is needed, we suggest you call for a vote on the name of the organization. Try to hold the nominations for a name to no more than three choices. Most clubs use the format, "X" Junior Paint Horse Club or "X" Youth Paint Horse Club.

### **Election of Officers**

After a name has been decided, the club should vote on officers. First the club must agree to the positions that will be offered, and then the actual positions should be filled. We suggest:

**President**—This person should be a leader, not simply a figurehead. The president should be broad-minded have good communication skills, and have a knowledge of Parliamentary Procedure.

**Vice President**—This person should possess the same traits as the president. The vice president should be able to conduct meetings when the president is absent.

**Secretary/Treasurer**—This person must be willing to put a great deal of time and effort into the club. Often the success of the entire organization depends on the diligence of the secretary. The secretary should take detailed notes at the meetings and prepare the minutes. At the formation of the organization, it may be best if the secretary also serves as the treasurer. When the club grows to a larger scope with more fiscal responsibility, the positions may be split.

**Reporter**—This person should have journalistic or public relations experience. Capitalize on this individual's abilities and utilize them. Promotion and publicity are vital to your club. This individual should work closely with the club secretary. Some of their duties could include: 1) Submitting news releases on your organizational meeting to appropriate horse-related publications; 2) Planning an advertising campaign based on the clubs budget and resources; 3) Preparing a monthly/quarterly newsletter for club members.

### **Executive Committee**

At this point, we suggest that the president ask for the authority to appoint an executive committee, consisting of the officers above and at least two other individuals. This should be a group that can meet often with the Adult Advisor to set policy and give direction to the club. The executive committee should meet after the organizational meeting to draw up a proposed set of by-laws. The APHA Director of Youth Activities can provide examples of by-laws for your reference.

### **Membership Dues**

Dues should be voted on and set at the initial meeting. There are various ways that membership dues can be set. For example, you may have charter membership dues that are higher than the regular club dues. This is advisable in order to provide the club initial funds from which to work. In addition, the junior club may receive their membership dues directly from the parent club. The Adult Advisor should determine this before the meeting.

### **Submitting Your Request for Approval**

(A) A minimum of 10 club members (who are also AjPHA members) are necessary to form a junior club. (B) Youth Club members must be paid up in the state or area regional club, either as a youth or a family membership. (C) The age limit for the junior club is 18 years of age as of January 1 of the current calendar year. (D) Each junior club must conform to the rules of the APHA and AjPHA. The club by-laws must also coincide with the APHA and AjPHA By-Laws (found in the APHA Rule Book). (E) An advisor or committee shall be appointed by the parent regional club to assist the junior club. (F) Each Junior Regional Club must submit a current membership list, list of officers, and the names of the current youth advisor's by January 1 of each year.

After you have organized the club, obtained the required number of members, and held you organizational meeting, you may complete an application for affiliation. The following information must be submitted with the application:

- 1) Club constitution and by-laws
- 2) Minutes of the club's organizational meeting
- 3) Complete application for affiliation
- 4) APHA Regional Club/parent club president's signature on application
- 5) A copy of the minutes from the parent club meeting reflecting your junior club approval
- 6) A map on which club boundaries are clearly indicated.

### **Youth Regional Club By-Laws**

#### **ARTICLE XII—Youth Special Interest Clubs (AjPHA)**

**Section 1.** Any group desiring to charter an AjPHA Regional Club must first make application to their APHA Regional Club as to the reason and necessity of its formation. If members of the parent regional club approves the

formation, an advisor or committee shall be appointed by the parent regional club to assist the youth club. An information packet is available from the Director of Youth Activities of the APHA that contains instructions on how to proceed with the petition of charter for Regional Junior Club status.

**Section 2.** The group desiring to form an AjPHA Regional Club must submit their completed By-Laws and Constitution for approval to the sponsoring regional club. The sponsoring regional club is to send to the APHA Director of Youth Activities: 1) a copy of minutes of the sponsoring regional club's meeting reflecting a vote of approval of the formation of the Youth Club; 2) the Junior Club's application, signed by the sponsoring regional club's president, the Youth Club's completed By-Laws and Constitution.

**Section 3.** The APHA Youth Committee shall review the applications for AjPHA Regional Club charter with recommendation for approval/denial being forwarded to the AjPHA Advisory Board.

**Section 4.** A Regional Junior Club is eligible to be recognized and considered in good standing by the AjPHA and its Advisory Board and given the designation "regional junior club" (as approved by the AjPHA Advisory Board) when the following conditions are met:

- A. A minimum of ten AjPHA members.
- B. Youth club members must be paid up in the state or area regional club, either as a Youth or a Family membership.
- C. The age limit for youth club membership is eighteen (18) years as of January 1, as set forth in Paragraph YP-010. A. in the current APHA
- D. The youth club application, the by-laws and constitution shall coincide with the AjPHA Constitution
- E. An advisor or committee shall be appointed by the parent regional club to assist the junior club.
- F. Each Regional Junior Club must send by January 1st of each year their current membership list, a current list of officers and the name(s) of the current adult advisor(s), to the APHA.

All information must be submitted to:

Director of Youth Activities  
American Paint Horse Association  
PO Box 961023  
Fort Worth, TX 76161-0023

Once this information has been received in the APHA Office, it will be presented to the APHA Youth Committee and the AjPHA Advisory Board for approval. The APHA Youth Committee regularly meets at the APHA Workshop in May and the APHA

National Convention in October. If you have any questions, please contact the Director of Youth Activities at (817) 834-2742, extension 436 or [youth@ajpha.com](mailto:youth@ajpha.com).