

By-Laws
Alpena County 4-H Horse Developmental Committee
Revised March 2002

Article I

The name of the organization shall be the Alpena County 4-H Horse Developmental Committee (HDC).

Article II

The purpose of the Alpena County 4-H Horse Developmental Committee shall be for offering equine related educational and/or recreational experiences to children enrolled in the Alpena County 4-H Horse Project.

To provide a common meeting grounds to inform and educate leaders, club members and parents. Alpena County 4-H Horse Developmental Committee will govern and be responsible for all Alpena County 4-H Horse activities ie:

- A. Horse Camp I
- B. Horse Camp II
- C. Achievement Day
- D. HDC Horse Shows
- E. Horse Awards Banquet
- F. Fund raisers and other activities
- G. State Show delegate selection
- H. Other equine activities

To exchange and share information and ideas between the various 4-H Horse clubs.

For members to establish policies and help implement county 4-H horse activities. To draw up guidelines under which 4-H horse awards are given out.

If any disputes arise, HDC and the MSU Extension staff will handle the problem.

Article III

All adult horse project leaders, teen leaders, 4-H members currently and validly enrolled with the Alpena County MSU Extension office, shall be considered as members of the Alpena County 4-H Horse Developmental Committee.

The Alpena County 4-H Program Associate or Agent shall also be considered as a member of the committee.

Article IV

Section 1: Number of Officers

The officers of the Alpena County 4-H Horse Developmental Committee shall number (3) and shall consist of the following.

- 1) Chairperson 2) Vice Chairperson/Secretary 3) Treasurer

Section 2: Responsibilities of the Officers

Officers of the Alpena County 4-H Horse Developmental Committee shall be charged with the following duties.

1. The chairperson shall call meetings to order, develop the agenda and shall conduct meetings according to the parliamentary procedure.
2. The vice chairperson/secretary shall assist the chairperson in keeping meetings in order and in the absence of the chairperson shall assume the duties of that office. They shall record and read minutes of meetings and shall maintain a file on all documents received by the committee. Minutes shall be typed and copies given to each committee member. They shall keep a copy of each meeting minutes and pass them to the next secretary elect.
3. The treasurer shall maintain an accurate accounting of the financial status of the committee and shall report on it. The treasurer shall also be authorized the make whatever withdrawals and deposits to and from the bank account of the Alpena County 4-H Horse Developmental Committee as ratified by said committee. They will have a written treasurer's report of debits and assets each month available to each member.

Article V Elections

Section 1: Method of Electing Officers

Any member of the Alpena County 4-H Horse Developmental Committee may nominate another member for an office so long as said nominee is a current member and validly enrolled in Alpena County 4-H Horse Project Leader. A vote shall be taken on all nominations and a majority shall rule.

Section 2: Term of Office

All officers elected shall serve a 1- year term for the date of election, which shall be held during the month of November each year.

Article VI- Meetings

Section 1: Regular meeting.

The Alpena County 4-H Horse Developmental Committee shall conduct regular meetings the 1st Tuesday of the month and shall hold a minimum of 6 regular meetings during the calendar year. Each registered 4-H Horse club representative is encouraged to attend 6 HDC meetings throughout the 4-H horse project year (September- July). The leader may send a teen leader, club member, parent or representative to attend these meetings.

These meeting shall follow Roberts Rules of Order.

Section 2: Special Meeting

A special meeting of the Alpena County 4-H Horse Developmental Committee may be called at any time by the request of 3 members of the committee. The request shall be made to the chairperson, MSU 4-H Program Associate or Agent, or Secretary, who must then schedule the special meeting no later than 2 weeks after the date of the initial request is received. All leaders will be notified of all special meetings: time, location, date and agenda.

Section 3: Quorum

At all meetings of the committee, the presence at the commencement of such meetings, in person or proxy, of members holding a majority of the total number of votes of the committee shall of sufficient to constitute a quorum for the transaction of business.

Article VII- Voting Rights

Each registered 4-H horse club has the right to 2 votes on issues being discussed and voted upon at HDC meetings.

Article VIII- Amendments

Section 1: Membership

All By-Laws of the Alpena County 4-H Horse Developmental Committee shall be subject to alterations or repeal and new by-laws may be made by the affirmative vote of members holding a majority vote.

Section 2: Notices

Prior to alteration, repeal or issuance of a new by-law, notice must be sent to all members of said committee summarizing a setting forth in full the proposed amendments.

Section 2: Membership

All adults, leaders, resource persons and teen leader from each 4-H horse club, currently and validly enrolled with the Alpena County 4-H office, shall be considered as members of the Alpena County 4-H Horse Developmental Committee.

Article IX- Subcommittees

Subcommittees are utilized to complement the parent committee and design programs that can be implemented to advance the overall goals/purpose of the 4-H horse program in the county.

Subcommittees

Designed to:

- A. Deal with specific task
- B. Function for short periods of time
- C. Support the main committee
- D. Better utilize humane resources
- E. Focus on specific events and functions
- F. Develop programs/activities and recommend the plan to the main committee.

Specific attentions needs to be given to:

- A. Select a committee chairperson
- B. Select a recorder to keep records of actions and plans
- C. Establish a time line to get things done
- D. Gather input from others (leaders, parents, and members)
- E. Design program/activities with 4-H'ers as top priority
- F. Utilize past materials for the MSU Extension office
- G. Utilize MSU Extension staff in your planning process
- H. Report regularly to the HDC monthly meetings
- I. The action of the committee affects the total county program

Article X- Funding

HDC will maintain and control their own financial records and funds.