EMMET-CHARLEVOIX COUNTY
4-H HORSE DEVELOPMENTAL COUNCIL
2016 – 2017 BY-LAWS

PURPOSE

The purpose of the Emmet-Charlevoix County 4-H Horse Developmental Council (HDC) shall be to:

- Offer horse related educational and/or recreational experiences to residents of Emmet & Charlevoix Counties;
- To exchange and share information and ideas between the 4-H Horse clubs in the two counties;
- To promote and educate safe horsemanship.

MEMBERSHIP REQUIREMENTS

1. To participate, 4-H members must be between the ages of 5 and 19 as determined by their county enrollment policies. Members aged 5-8 will be considered "Cloverbuds" and participate according to state policies. Members who qualify under the Americans with Disabilities Act may participate until they reach the age of 26, as of December 31 of the program year.

2. Membership in HDC is open to all 4-H Horse club leaders, assistant leaders, 4-H members, parents/guardians from any registered 4-H club in Emmet or Charlevoix Counties. Ex-Officio members of the council will be the 4-H staff persons & the Fair Horse Superintendent.

3. 4-H Horse clubs and their membership must be registered in their respective counties by December 1 of each program year to be eligible to receive premiums at the fair. New / first year members registered after December 1st but by May 1st of the program year will be eligible to participate at the fair, but ineligible to receive horse show premiums.

4. The "Project Horse and Alternate Horse” must be registered by May 1st of the program year. The member’s project horse and alternate horse needs to be declared no later than the July membership meeting. After that July meeting date deadline, members will need to petition the fairboard for a change in their project horse and the levels testing requirements must be met with a new horse. A Project Horse is defined as the horse the member will be showing/exhibiting at the county fair.

5. 4-H members aged 14-19, wanting to be selected as a delegate for the state 4-H horse show, must comply with the regulations and requirements as outlined in the "State Horse Show Selection Guidelines", including the state requirement that participants must exhibit the horse that was registered on May 1st of the program year.
VOTING
All registered 4-H leaders, members and parents/guardians have full voting rights.
1. The HDC president may cast the deciding vote in the case of a tie;
2. There needs to be a majority of the HDC Board members present and representation from a
majority of 4-H clubs for any business to be transacted.
3. There must be at least one month duration from the time a motion is brought to the floor and the
time it is voted on, when it’s in regards to policy matters or new financial decisions affecting the
HDC membership.

OFFICERS
1. OFFICERS: All officers must be registered volunteers who have completed and been
   approved through the MSU Volunteer Selection Process;
   Terms of office are 2 years.
   The President and Secretary elected in odd years;
   Vice-President and Treasurer elected in even years;
   Elections are held in November at the regular HDC meeting.
2. PRESIDENT: Presides over 4-H Horse Developmental Council meetings;
   Votes to break a tie;
   Serves as communication link with Fair Horse Superintendent; Responsible
   for all 4-H horse shows during fair week.
   VICE-PRESIDENT: Assumes Presidential duties when president is unable;
3. OVERSEES the functioning of the 4-H Horse Council sub-committees;
   May assume duties of the president at the end of his/her term;
   SECRETARY: Takes minutes at all meetings;
4. RESPONSIBLE for all correspondence;
   Takes minutes at all meetings;
   RESPONSIBLE for taking club attendance and keeping attendance records;
5. TREASURER: Records income;
   Makes deposits;
   Pays bills
   Gives treasurer report at each meeting.
6. Recording Secretary: Provides a check-in form for all meetings;
   Keeps track of club and member attendance at all HDC meetings;
   Keeps track of member attendance at all HDC educational events;
7. Officers of the HDC board shall be nominated and elected by a majority of registered leaders,
   members and parents/guardians present at the September meeting. Nomination process will
   begin during fairweek prior to the elections. Terms are from October 1st through September 30th
   of the next year.
MEETINGS:

REGULAR: All HDC meetings will be held on the 2nd Thursday of each month, will begin at 7:00 pm, and will be held in either the Emmet County Community Center, T-Barn, Equestrian Center or Boyne City Hall.

No meetings are held in the months of December, January or February.

The 2016-17 meeting & event schedule is as follows:

**HDC Business Meetings**: Held in Equestrian Center
- October, March & May

**HDC Business Meetings**: Held in Boyne City Hall
- September, November, April & June

**Pre-Fair Meetings**: Held in T-Barn @ Fairgrounds
- July & August

ADD: Each registered 4-H club is required to have at least 1 designated club representative attend each HDC meeting. Those representatives can be leaders, teen leaders, members or parents.

Each 4-H member is encouraged to attend/participate in a DC meetings clinics and educational presentations during the program year of September to August. However, minimum requirements are as follows:

- **1 attendance credit** - For one educational clinic/workshop
- **1 attendance credit** - For one HDC sponsored fund-raiser
- **1 attendance credit** - For attending the July or August pre-fair meeting

Failure to meet the minimum attendance requirements will result in the member being ineligible to exhibit a horse in the 4-H classes at the fair.

An official meeting shall be comprised of at least one (1) HDC officer and a representation of a majority of clubs. (see Voting #3)

Visitors are welcome to attend; however, any business they wish to conduct must be on the agenda;

2. SPECIAL: These meetings may be called by the President of the HDC or a 4-H staff person, with notification to all clubs;

These meetings shall be comprised of at least one (1) HDC officer and a majority of the clubs. (see voting #3);

The by-laws of the Emmet-Charlevoix County 4-H Horse Developmental Council are to be reviewed in September and approved in October.
HORSE COUNCIL RULES:

1. Any request for HDC monies must be submitted to the HDC and approved before monies are to be used. (see Voting #4)  

The 4-H Staff persons and the county 4-H Councils are to be notified about all proposed money making activities for horse council or individual club activities.

3. All clubs comprising the Emmet & Charlevoix County 4-H Horse Developmental Council must abide by the regulations set forth in the Emmet-Charlevoix County Fair book, county 4-H policy statements and County Fair Code of Conduct.

4. SEI helmets must be worn by all 4-H members (19 + under) during all shows and events sponsored by the Emmet-Charlevoix County HDC. This means that an approved helmet is to be worn whenever the exhibitor is on their horse, including all riding classes and working in the warm-up area, regardless of the exhibitor's county of origin.

HDC COMMITTEES:

The functioning committees of the HDC will include:

Fundraising - to organize fundraising events, with funds raised being used for dedicated HDC projects

Nominations - to secure and present a slate of officers for the annual elections in September

Educational / Promotion - to organize and/or promote county, regional and state-wide educational events, to inform the membership of these opportunities, to maintain attendance records for these events and organize recognition events at the end of the year.

Fairweek - to coordinate the horse shows during fair week, secure volunteers, coordinate barn duty assignments, organize fun shows, secure funding and set policies for any events where additional premiums or ribbons are awarded

APPROVED:
NOVEMBER 10, 2016