BY-LAWS OCEANA COUNTY 4-H HORSE DEVELOPMENTAL COMMITTEE
(Final Draft March 2016)

ARTICLE I: Name, Purpose, Mission, Philosophy

Section 1. Name: The name of this organization shall be – the Oceana County 4-H Horse Developmental Committee – OCHDC.

Section 2. Purpose: This organization shall operate as a 4-H Developmental Committee as part of the Oceana County 4-H Youth Council.

Section 3. Mission: The mission of OCHDC is to, in spirit of cooperation:
1. Actively promote, support, enhance and advance the interest and involvement of youth, their families and volunteer leaders by providing opportunity for self-development through educational, social and recreational opportunities related to the 4-H Youth Horse Program conducted in cooperation with and by Michigan State University Extension.
2. Aid in planning and development of the 4-H educational experience to increase the knowledge of its members as it relates to equine activities.
3. Encourage community involvement and awareness with the 4-H Youth Horse Program and its participants by providing educational experiences.

Section 4. Philosophy
1. 4-H leaders share common goals of teaching life skills, building self-esteem for youth and making sure that competition doesn’t become the only reason for our program.
2. The attitudes of good sportsmanship and caring about others goes through every part of the program.
3. Part of our responsibility as the OCHDC is to require good sportsmanship from our club members, parents, fellow leaders and ourselves as well as to help build strong healthy youth.
4. Youth develop positive relationships with adults and peers.
5. Youth are physically and emotionally safe.
6. Youth are actively engaged in their own development.
7. Youth are considered participants rather than recipients in the learning process.
8. Youth develop skills that help them succeed.
9. Youth recognize, understand and appreciate multiculturalism.
10. Youth grow and contribute as active citizens through service and leadership.

ARTICLE II Membership

Section 1. Membership: The following shall be considered members of the OCHDC:

Members may not claim membership if currently a volunteer leader with a club.
1. All members enrolled in the Oceana County 4-H Horse/Pony Project
2. All Oceana County volunteer leaders of 4-H Horse/Pony Project Clubs
3. All Oceana Country 4-H Horse volunteer leaders
4. Oceana County 4-H Program Coordinator
5. Oceana County Fair Horse Barn Superintendent

Section 2. Voting:
1. Each active 4-H Horse/Pony Project club shall have one adult and one youth vote.
2. The 4-H Program Coordinator and Fair Horse Barn Superintendent are advisory members and do not have a vote.
3. All other members have one vote.

Section 3. Officers
1. The committee officers shall consist of a President, Vice-President, Treasurer and Secretary. The Vice-President and Secretary shall be elected annually.
2. The Treasurer shall be elected every two years.
3. Officers will be elected at the November meeting and take their office in January.
Section 4. Officer Job Description

1. President: The president shall preside over all regular and special meetings. He or she will help set the meeting agendas with the 4-H Program Coordinator and see that Roberts Rules of Orders are applied as is appropriate for the meetings. In the event that a president cannot serve his or her full term the vice-president will fulfill that term.

2. Vice-President: The vice-president shall attend all regular and special meetings. The vice-president presides at meetings during the absence of the president and attends youth council meetings.

3. Secretary: The secretary shall attend all regular and special meetings, keep a record of the meetings and submit minutes of the previous meetings for approval and/or correction. The secretary shall pass all minutes onto the new secretary before the January meeting.

4. Treasurer: The treasurer shall keep accurate records of all monies received and spent and current balance on hand. The treasurer shall give a report at all regular meetings. There shall be an annual audit report of all records and at the December meeting.

ARTICLE III Meetings

Section 1. Expectations
1. There shall be a meeting of the 4-H HDC once a month with the exception of August and December. There will be no meeting in August. December will be an annual financial audit meeting.

2. The time of the meetings shall be indicated by an e-mail and/or social media post prior to the scheduled meeting.

3. Minutes and agendas may be e-mailed to leaders at least one week prior to the next meeting, if requested.

4. In the event of a snow day for any Oceana County school per 4H Policy the OCDC will be canceled. It will be automatically rescheduled for the following meeting.

Section 2. Quorum
1. A quorum must be present to conduct official business. A majority of more than ⅔ of the clubs constitutes a quorum.

Article IV Finances

Section 1: Audit Policy:
1. The operating funds of the 4-H Horse Developmental Committee shall be reviewed once a year. The review shall take place in December and be reported by the first January meeting.

Section 2. Handling of Funds
1. All funds must be deposited in an accredited bank account approved by the OCHDC and the Oceana County 4-H Extension Office.

Section 3. Fiscal Year
1. The fiscal year shall run congruent with the calendar year from January 1 – December 31.

Article V Policy and Rule Changes

1. New rules and policy changes will be reviewed yearly at the September meeting and voted on at the October meeting by means of a ballot and shall become policy before January 1.

2. The OCHDC shall be the final authority in conjunction with the 4-H Staff and the 4-H Youth Council, on all matters pertaining to the 4-H Horse Program.

Article VI Amendments

1. These By-Laws may be amended by a two-thirds (2/3) vote of the total membership. This may occur at an annual meeting or by mail-in vote in advance of the meeting in which the proposed changes will be voted on.

Article VII Dissolution of the Horse Development Committee

1. In the event that this committee shall dissolve, all assets after payment of all debts incurred will be donated to the Oceana County 4-H Youth Council to be used for Youth Development.