Livingston County 4-H Horse Committee By-laws

I. Name

The name of this group shall be the ‘Livingston County 4-H Horse Committee.’ For use in these By-laws, the abbreviated form ‘Horse Committee’ shall be used.

II. Purpose & Philosophy

Purpose of this committee - To support fun and educational activities for 4-H members of Livingston County in the area of horse and pony using the Michigan 4-H guiding principles.

Michigan 4-H Guiding Principles
1.) Youth develop positive relationships with adults and peers.
2.) Youth are physically and emotionally safe.
3.) Youth are actively engaged in their own development.
4.) Youth are considered participants rather than recipients in the learning process.
5.) Youth develop skills that help them succeed.
6.) Youth recognize, understand and appreciate multiculturalism.
7.) Youth grow and contribute as active citizens through service and leadership.

Philosophy of this Committee - to share common goals of teaching life skills, building self-esteem, promoting positive sportsmanship and developing leadership skills for youth.

III. Membership

Section 1: Regular Membership

A. Committee membership terms run from November – October. Horse Committee membership is open to all registered 4-H Clubs within the Livingston County 4-H Program that has a registered horse member. One voting youth and one voting adult member per club will be selected in October for a one year term to begin in November.

B. Up to six (6) additional youth members will be elected at large at the October general meeting to serve as voting members on the Horse Committee for a one year term to begin in November. If slots are not filled then teen members may be elected at the November meeting.

C. Youth members are 4-H age 13 and older.

D. The Show Superintendent and the Barn Superintendent shall be voting members. However, they cannot also be voting members for their club.

Section 2: Rules of Membership

A. Clubs cannot change their voting member unless they have extenuating circumstances, petition the voting membership in writing and receive approval.
B. The Horse Judging Team, Horse Bowl Team, and other teams' members are recognized through their home clubs therefore they do not have voting rights.

IV. Officers

Section 1: Elections and Terms of Office

A. Elected Officers
   1. President
   2. Vice-President
   3. Secretary
   4. Treasurer
   5. Fair Horse Show Superintendent
   6. Fair Barn Superintendent

B. Election of Officers
   Officers shall be elected at the general meeting by the voting membership in October to take office at the regularly scheduled meeting in November for a one-year term. Officers shall serve for no more than four consecutive terms.

C. Attendance
   A vacancy occurs when an officer has missed three un-notified consecutive meetings or submits a letter of resignation.

D. Vacancy
   Vacancies shall be filled for the remainder of the term by appointment by the Horse Committee at the next regular Horse Committee meeting, after the vacancy has been declared, by a vote of the Horse Committee at a regular meeting.

Section 2: Duties of Elected Officers

A. President shall preside at all regular and special meetings, and serve as an ex-officio member with voting rights to Livingston County 4-H Council during their term of office. If the President cannot serve on 4-H Council due to 4-H Council term limits, they may turn the position over to the Horse Committee to elect a member to this position for a one year term.

B. The Vice-President shall attend all regular and special meetings and serve as chairperson for the Leaders' Day Horse Show and Achievement Days, with the help of the President, Secretary and Treasurer. The Vice-President presides at meetings during the absence of the President. In the absence of any officer, the Vice-President shall assume the duties of that officer for the meeting or designate someone else to fulfill the duties.

C. 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 on to 4-H Staff for distribution one week before the next meeting.

D. The Treasurer must be a 4-H approved Volunteer and shall keep accurate records of all income and expenses and the current balance on hand. The Treasurer shall give a report at all regular meetings. There shall be an annual financial report filed with 4-H staff along with all supporting documents at the
end of the fiscal year. The fiscal year runs from September 1 – August 31. The annual report should be filed by the October general meeting. Financial reports are subject to annual audit.

Section 3: Junior Officers

A. Elected
   1. Junior President
   2. Junior Vice-President
   3. Junior Secretary
   4. Junior Treasurer
   5. Junior Fair Show Superintendent
   6. Junior Fair Barn Superintendent

Section 4: Duties of Junior Officers

A. The Junior Officer positions are open to all youth member in the 4-H Horse and Pony Program.

B. The position is for a one year term; however, this position does not have to be filled each year.

C. The duties of the Junior Officer shall be to assist and learn the positions from the elected officer.

V. Designated Volunteer Positions

The Designated Volunteer positions are filled at the regular meeting in November for a one year term. These positions will not have voting rights and can be filled by any 4-H parent or Leader in the Livingston County 4-H Horse and Pony project area. It’s encouraged for all positions to have a youth assistant.

1. Horse Show Results Secretary – shall keep points for State Show selection and Recognition program.

2. Performance Levels Coordinator – shall run the performance levels program during the year and keep accurate records of who has passed each level.

3. Horse Judging Coach – shall prepare the horse judging members for Competition at the State/Horse Jamboree and National Competitions.

4. Horse Hippology Coach - shall prepare the hippology members for all competitions.

5. Horse Bowl Coach - shall prepare the horse bowl members for Regional, State and National Competitions.

6. Cohoctah Park Coordinator – shall keep the Cohoctah Park calendar, work with the township park supervisor, chair the Cohoctah park committee holding meetings when necessary, and oversee maintenance of the park.
7. Fundraiser Coordinator – Shall lead the fundraising committee.

8. Educational General Meeting Coordinator – Shall oversee the April Educational General meeting. He/she shall recruit a committee, secure a clinician if necessary and complete all other necessary duties for the Educational General Meeting.

9. Tack Sale Coordinator – Shall work with the 4-H office to update the flyer, secure the facility, contact past participants, advertise (Saddle-Up etc.), supervise set up for event and clean-up after event.

Meetings

Section 1: Regular Meetings

A. Meetings shall use Roberts Rules of Order as guidelines.

B. Regularly scheduled meetings shall be held on the fourth Monday of every month except January, May, July, August and December unless the date is changed or canceled at the previous month’s meeting.

C. The location of the meetings shall be at the MSU Extension office at 2300 East Grand River in Howell. Meetings will begin at 7:00 p.m. with the goal of ending by 9:00 p.m. Changes to time and location should be done at the previous month’s meeting.

D. Voting members and special guests will be seated at the table with all others seated in the chairs along the wall. Others are welcome to move to the table if space allows once the meeting has begun.

E. October will be deemed a general meeting for all 4-H Horse Families to attend and discuss ideas for the new year, fair changes etc. The election of six (6) youth at large will take place at this meeting. April will also be a general meeting for all 4-H families and include an educational program.

Section 2: Special Meetings

A. Special meetings may be called by the majority of the elected officers and/or the Extension 4-H Staff. 4-H Administrative Leaders and Committee members will be notified of the meeting, time and place.

Section 3: Sub Committee Meetings

A. Sub Committees shall be formed whenever it is deemed necessary by the Horse Committee.

B. The sub-committee will be dissolved when their job is completed to Horse Committee’s satisfaction.

VI. Quorum

A quorum constitutes at least 6 voting members.
VII. Restrictions

A. Horse rules can only be changed from September through April.

B. Dissolution-if, in the event this organization should dissolve, all money and assets will revert to the Livingston County 4-H Council to be budgeted in the horse project area.

C. Any decision passed by the Horse Committee that is in conflict with the policies or practices of the Livingston County 4-H program or MSU Extension may be vetoed by the 4-H Council, 4-H Staff. The veto will be put into writing within two weeks and submitted to the Horse Committee President.

D. Any decision passed by any Horse Committee subcommittee that is in conflict with the policies or practices of the Horse Committee, MSU Extension and/or Livingston County 4-H Council may be vetoed at the next regular meeting of the Horse Committee.

VIII. Amendments

To amend the By-laws, a motion must be made and seconded at a regularly scheduled meeting and discussed. The motion will then be tabled until old business of the next regularly scheduled meeting and at that time, a simple majority of the voting member clubs present shall decide the motion. By-laws can only be changed April through September of the current year.

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