BERRIEN COUNTY 4-H HORSE LEADERS

BY-LAWS

Revised 3/5/19 – Replaces 6/5/07

Edition

ARTICLE I

Name and Purpose

Section A. The name of this organization shall be: The Berrien County 4-H Horse Leaders Association.

Section B. The purpose of this organization is to further the work of the Michigan State University

Extension (MSUE) in the 4-H Horse and Pony project area, and to provide young people

Valuable learning experiences and enhance their appreciation of all equine.

ARTICLE II

Membership Qualifications

Section A. All adult and teen 4-H Horse and Pony project leaders who are currently registered at the

MSUE office in Berrien County are members of this organization.

ARTICLE III

Meetings

Section A. The fiscal year of this Association shall start the first day of September and end the last day

of August of the following year.

Section B. The regular meeting of this Association shall be the first Tuesday of each month, unless

otherwise noted.

Section C. The Association President or the MSUE 4-H Youth Staff, may call special

meetings whenever it is deemed necessary. A five (5) day written notice as to the

purpose, time, and place shall be sent to Association members from MSUE.

Section D. A leader from each 4-H Club that offers horse and pony projects must attend

a majority of the monthly meetings of the fiscal year, or forfeit club voting privileges

for that year. (No regular meeting will be held in the month of January.)

Section E. Order of Business

1. Call to Order
2. Roll Call
3. Reading of the Secretary’s minutes.
4. Reading of the Treasurer’s report.
5. Presentation of Bills and Communications
6. MSUE Representative Report
7. Committee Reports
8. Unfinished Business
9. New Business
10. Suggestions by the members

Section F. Meetings shall be run according to Robert’s Rules of Order.

ARTICLE IV

Officers, Election & Duties

Section A. Officers of the Berrien County 4-H Horse Leaders Association shall be the President, Vice-

President, Secretary and Treasurer, and shall be known as the Executive Board.

Section B. In order to be eligible for an office, a Horse and Pony Leader must have been active for a

minimum of 1 year.

Section C. A slate of new officers will be presented and elected at the last regular meeting of

the fiscal year (August) of the Association by the members of the Association. Said officers

shall hold office for one year, not to exceed three (3) consecutive years in the same office.

Following a one (1) year hiatus, a member may run for a previously held office once again.

Section D. Duties of officers:

President

The President shall be the presiding officer. The President shall appoint committee chairs,

oversee committees and shall be considered the official representative of the Association

whenever needed in that capacity. The President shall be empowered to sign all checks for

disbursement of monies.

Vice-President

In the absence of the President, the Vice-President shall assume the duties of the President.

He/She shall assist the President in overseeing the committees. The Vice-President shall

assist the President with the duties of the office as determined by the President. The Vice-

President may be empowered to sign checks for the disbursement of monies.

Secretary

The Secretary shall keep a record of the minutes of all meetings, answer correspondence,

mail all notices, and take roll. A copy of the minutes shall be sent to the MSUE 4-H Youth

Staff. Minutes will also be made available at each meeting. The Secretary may be

empowered to sign checks for the disbursement of monies.

Treasurer

The Treasurer shall keep a record of receipts and expenditures and shall be empowered to

sign checks for the disbursement of monies for the Association, prepare a financial report

and have a copy made available at regular monthly meetings of the Association, collect

and be responsible for all monies. The Treasurer shall present the recordkeeping books to

the MSUE Berrien County Office for review by a qualified auditor, in August, (the

conclusion) of each fiscal year. The Treasurer shall obtain a second signature for all checks

in excess of $300.

Section E. Officers must attend a majority of the monthly meetings. Failure to do so will

constitute automatic dismissal from office.

ARTICLE V

Quorom and Voting

Section A. Representation by five (5) Clubs at any regular meeting of this Association shall constitute

a quorum for the transaction of any business.

Section B. Each club shall have one (1) vote, because the intent is to provide equal representation for

all clubs, regardless of size.

Section C. To vote for officers, a club must have been represented at a majority of the monthly

meetings of the fiscal year.

ARTICLE VI

Committees and Appointments

Section A. The President shall appoint committee chairs as deemed necessary and is an ex-officio member

of all committees.

Section B. Suggested Standing Committees

4-H Committees

Communications (Educational)

Hippology (Educational)

Horse Judging (Educational)

Horse Science (Educational to include Hippology, Horse Bowl, & Horse Science Notebooks)

Audit

Fun Show

Fund Raising

Nominating

Swap Meet

Versatility

Section C. A representative and an alternate will be appointed by the Executive Board members to

attend BCYF board meetings.

ARTICLE VII

Amendments

Section A. These By-Laws may be amended if written notice of seven (7) days of intent has been given

prior to action involving said amendment(s) and the amendment(s) pass by a majority of

the clubs present.

Adopted: 10/05/93

Revised: 10/04/94; 06/03/97; 09/07/04; 06/05/07; 03/05/19