

# 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 & 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. Horse Committee membership is open to each active registered 4-H Club within the Livingston County 4-H Program that has an active registered horse member, and independent/resource 4-H horse project members or gold level volunteers.
- B. Each club may designate four voting members per meeting- maximum of one adult vote, and up to three youth votes. (This could mean one gold level adult volunteer and two youth, or three youth, determined by the voting members present). Voting members will be identified at the start of each meeting. Resource leaders/independent members are to be treated as a single entity or "club," and receive the same number of votes as a club.
- C. Youth members are 4-H age 9 and older.
- D. The Show Coordinator shall not be a voting member. However, they may be a voting member for their club.

- E. Must be present to vote, one individual cannot cast more than one vote.
- F. The Horse Judging Team, Horse Quiz Bowl Team, and other teams' members are recognized through their home clubs therefore they do not have voting rights through the teams.

#### **IV. Officers and Advisors**

##### Section 1: Elections and Terms of Office

###### A. Elections and Terms of Office

Youth Officers and Adult Advisors shall be elected at the general meeting by the voting membership in November to take office at the end of the regularly scheduled meeting in November for a one-year term.

###### 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: Youth Officers

###### A. Elected

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Junior Show Coordinator

##### Section 3: Duties of Elected Officers

- A. The President shall preside at all regular and special meetings and serve as an as 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. The President may also appoint another officer to attend a council meeting in their place if they are unavailable.
- B. 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 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. *This position will be assisted by a designated, unrelated adult advisor to be determined by the adult advisors after elections are complete.* 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 November general meeting. Financial reports are subject to annual audit.
- E. The Junior Show Coordinator shall attend all regular and special meetings and serve as co-coordinator for the Leaders' Day Horse Show and any other Livingston County Horse committee sponsored shows with the adult Show Coordinator.

#### Section 4: Adult Advisors

##### A. Elected Adult Advisors

Four (4) Adult Advisors shall be elected to advise the youth officers and have voting rights. Adults elected to these positions are not able to vote as the adult representatives of their respective clubs as the same adult may not hold both positions.

Two (2) Adult Show Coordinators shall be elected to co-coordinate with the youth show coordinator. This position does not hold voting rights.

- B. Adult advisors must complete the Michigan State University Volunteer Selection Process upon (or prior to) election to their position and must maintain gold level volunteer status.
- C. Adult Advisors will elect from within their group, a treasurer and second signatory for bank account.
- D. An adult advisor may serve in an office if no youth has been elected.

#### **V. Designated Volunteer Positions**

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

1. Points Secretary – shall keep points for 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. Two (2) Horse Judging Coaches shall prepare the horse judging members for Competition at the State/Horse Jamboree and National Competitions.
4. Two (2) Horse Hippology Coaches - shall prepare the hippology members for all competitions.
5. Two (2) Horse Bowl Coaches - shall prepare the horse bowl members for Regional, State and National Competitions.
6. Fundraiser Coordinator – Shall lead the fundraising committee.
7. Educational General Meeting Coordinator – Shall oversee the April Educational General meeting. They shall recruit a committee, secure a clinician if necessary and complete all other necessary duties for the Educational General Meeting.
8. 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.

## **VI. Meetings**

### Section 1: Regular Meetings

- A. Meetings shall use Roberts Rules of Order as guidelines.
- B. Regularly scheduled meetings shall be held on the second Tuesday of October, , March, May, and unless the date is changed or canceled at the previous month's meeting, or sent out to the membership one month in advance. General meetings will be held in April and November.
- 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. November will be deemed a general meeting for all 4-H Horse Families to attend and discuss ideas for the new year, participate in awards presentations, vote in elections April will also be a general meeting for all 4-H families and include an educational program.
- F. The committee will provide the Fowlerville Family Fair with feedback on fair..

\*\*The committee will understand that the Fowlerville Family Fair does not have to take this feedback into consideration.

- G. Meetings will be held in person when feasible but may be moved to either virtual or a hybrid model when necessary. Virtual is when everyone meets virtually, or hybrid is where participants may join either in person or virtually.

## 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, Resource Leaders, and Horse & Pony project 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.

## VII. Quorum

A quorum constitutes at least six (6) voting members from at least three (3) clubs.

## VIII. 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 conflicts 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.

## IX. 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 September through April of the current year.

Approved 2/23/04  
Approved 1/26/04  
Approved 2/27/06  
Approved 1/07  
Approved 9/09  
Approved 10/10  
Approved 3/13  
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