

Montcalm County 4-H Horse Leaders' Constitution and Bylaws

Mission Statement "The Montcalm County 4-H Horse Leaders will work to facilitate and promote educational equine related activities in cooperation with the Montcalm County MSU Extension office and the Montcalm County Fair Association. We will promote and sponsor equine related programs for youths that promote personal growth, leadership, horsemanship, cooperation, fairness and socialization in a safe environment under the leadership of well-meaning and qualified adults.

Article I - Name

The name of this organization shall be Montcalm County 4-H Horse Leaders (MC4-HHL)

Article II - Goals

- A. To encourage and uphold the highest ideals of the 4-H Program.
- B. To promote the educational aspects and opportunities of 4-H.
- C. To actively promote 4-H participation within our communities.
- D. To promote & teach sound horsemanship, as well as caring treatment of animals.
- E. To challenge each member according to his/her abilities and promote the 4-H concept of "making the best better".
- F. To promote and live by the ideal that while we are all important as individuals, we are also a part of something greater than ourselves (4-H), making give-and-take sometimes necessary, and cooperation always a requirement.

Article III - Membership

Membership shall include all registered Montcalm County 4-H Clubs that sponsor equine-related activities.

Article IV - Offices

The following offices are elected positions and may not be held by more than 2 members from the same club. Regular attendance at monthly meetings is expected.

An officer that misses three or more meetings forfeits their position and a temporary member will be appointed by the Executive Board to fulfill the officer's term. In the event an officer leaves their position a temporary member will be appointed by the Executive Board to fulfill the officer's term.

- A. President Elected to a two year term. This office is to be elected bi-annually in odd numbered years.
 - 1. Preside over meetings.
 - 2. Serve as a liaison with the Montcalm County 4-H Program Coordinator (4-HPC)
 - 3. Work with the MSU Extension office in providing agendas for meetings.
 - 4. Act as a representative of the horse leaders in relationships with other groups and individuals.
 - 5. Work with the treasurer in preparing an annual budget.
 - 6. With the consent of the treasurer, may approve expenditures of up to \$100 when necessary and appropriate in unusual or emergency situations.
- B. Vice-President Elected to a two year term. This office is to be elected bi-annually in even numbered years.
 - 1. Chair meetings in the absence of the chairperson
 - 2. Assume other duties at the request of the chairperson.
- C. Secretary: Elected to a two year term. This office is to be elected bi-annually in odd numbered years.
 - 1. Record the minutes of each meeting.
 - 2. Distribute copies of the minutes to all horse leaders within one week of meeting. Post minutes on the MC4-HHL social media page, send a copy to the MSU extension coordinator and archive copies of minutes of past meetings .
 - 3. Act as the official keeper of the most updated copy of the Constitution & Bylaws and Management Handbook and provide updates to MSU Extension 4-H PC
- D. Treasurer: Elected to a two year term. This office is to be elected bi-annually in even numbered years.
 - 1. Provide current financial reports at each meeting.

2. Keep a financial accounting for each special event involving expenditures and/or receipts.
 3. Assist chairperson in developing an annual budget.
 4. Deposit all receipts and write checks as approved by the organization.
 5. Prepare and submit to MSU Extension Office a year-end financial summary.
- E. Superintendents:**
1. Three or five fair superintendents shall be elected at each September meeting. 2. The superintendents shall act within the responsibilities and the authorities granted by the Montcalm County Fair Association.
 3. The superintendents may not also hold an office position.
- F. Executive Board (EB):**
1. Shall consist of all officers and superintendents.
 2. During fair week, the superintendents will hold daily meetings with the entire Executive Board. All leaders will be invited when appropriate.

Article V- Meetings and Organization:

- A.** All meetings shall be conducted in accordance with Roberts Rules of Order. **B.** The organization's fiscal year shall run from September 1 through the following August 31. **C.** An annual budget should be presented and approved no later than the September meeting of each fiscal year.
- B.** Meetings shall be scheduled for the second Tuesday of each month, August through June. **E.** Meetings may be attended in person or via ZOOM. (only those present may vote on EB officers and By Laws changes.)
- C.** Meetings may be rescheduled due to bad weather and other serious and unexpected reasons by mutual agreement of the MSU Extension 4-HPC and the MC4-HHL Chairperson. Cancellations, rescheduling to a ZOOM meeting and meeting date changes shall be communicated to all horse leaders in a timely fashion.
- D.** Special meetings may be called by the chairperson, with the consent of a majority of the executive board. The date, time, and location of these meetings shall be communicated to the horse leaders in a timely fashion.
- E.** The EB shall meet daily during fair week with the show manager to discuss the day and plan for the next day.
- F.** The EB shall convene on Friday after the conclusion of speed classes to go over all points and finalize delegate selections.
- G.** The monthly meetings are open to all 4-H members, their parents/guardians and guests.

Article VI - Committees

- A.** Participation open to leaders, parents, volunteers, Teen Leaders, Jr. Superintendents
1. Minimum of 3 members is recommended
 2. Chairperson(Ch) appointed by HL President
 3. Ch to arrange meetings in person with remote access and/or remote meets
 4. Ch to send a written update when available on committee's progress to HL Secretary to be included in the meeting agenda.
 5. HL Secretary to share updates with HL for review via email prior to HL meeting.
 6. A 5 minute update at least 2 times a year is expected at the HL meetings.

Article VII Elections and Voting

- A. Nominations:**
1. Nominations for the election of officers and superintendents shall be opened at the August meeting and additional nominations may be made at the September meeting.
 2. Election of officers & superintendents shall be held at the September meeting.
- B. Election for officers and superintendents**
1. Only horse **leaders** registered with Montcalm County 4-H may cast a vote.

2. All voters must be present at the time of the vote. ZOOM participants are ineligible to vote in elections.
3. Each club may have a maximum of two votes in all voting scenarios
4. The voting for officers and superintendents shall be conducted by paper ballot, only 2 votes per club.
5. A simple majority of the cast votes shall determine the winner.
6. If no nominee for a position has a simple majority of the votes cast there will be a run-off vote of the two having the most votes.
7. If there is a tie vote on a second voting the winner shall be determined by a means of "chance" to be determined by the sitting chairperson.

C. Voting on non-election, general business, proposals, etc.:

1. Only horse **leaders** registered with Montcalm County 4-H may cast a vote
2. Each club may have a maximum of two votes in all voting scenarios.
3. The results of all non-election voting shall be determined by a voice vote or by a show of hands if called for by at least one voting member.
4. Leaders attending via remote are eligible to vote in non-election voting.

D. Ballot Handling

Roberts Rules of Order will be followed

1. The treasurer or secretary, depending on the year, will lead the counting of ballots along with 2 other leaders or volunteers with no connection to the nominees.
2. Ballot Counters will record the results and pass it to the President. Example of report:
 - i. Number of votes cast 18
 - ii. Necessary for election 10
 - iii. Mr. Z received11
 - iv. Mr. X received 7
3. Once the votes are tallied and a winner is declared the ballots are to be placed in an envelope and sealed. The envelopes are to be held by the Secretary until it is certain there will not be a recount.

Revised 2026 Committee Members: Gabby Gillman , Barb Altizer, Michelle Johnson, Heidi Cyranoski, Amanda Ives, Carly Dunham, Teresa Thompson, Sunni Hagland

Accepted and approved by Montcalm County Fair Association Board on March 2, 2026 and Montcalm County 4-H Horse Leaders on March 10, 2026