

**BY-LAWS OCEANA COUNTY 4-H HORSE DEVELOPMENTAL COMMITTEE**  
**Revised May 2024**

**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 develops 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:

1. All members currently enrolled in the Oceana County 4-H Horse/Pony Project
2. All Gold Level Oceana County 4-H Horse volunteer leaders
3. Oceana County 4-H Program Coordinator

4. Oceana County Fair Horse Barn Superintendent if a Gold Level Registered 4-H Volunteer.

#### Section 2. Voting:

1. All registered Oceana County 4-H Horse/Pony youth shall have a vote if youth have attended at least 60% of OHDC meetings. All volunteers registered in an Oceana County 4-H Horse/Pony Club shall have a vote if volunteers have attended at least 60% of meetings. (Meetings count for current program year and attendance will be calculated from meeting minutes)
2. The 4-H Program Coordinator and Fair Horse Barn Superintendent are advisory members and do not have a 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 Vice-President shall take over the Presidency the year after serving as Vice-President.
3. The Treasurer shall be elected every two years.
4. Officers will be elected at the November meeting and take their office in January.
5. If officer positions are vacant, OHDC board can appoint temporary officers to fill positions till November meeting.

#### 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 Robert's 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.
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.
5. If OHDC feels an officer is not fulfilling their duties, they may take a vote to remove the officer from their position. Description of not fulfilling their duties: Not attending multiple meetings, not corresponding with other HDC officers about pending HDC business in a timely manner, minutes not submitted, bills not being paid on time, violations of 4-H Code of Conduct.

## **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.
2. The time of the meetings shall be indicated by an email and 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 4-H Policy the OCHDC will be held via zoom.

### Section 2. Quorum

1. A quorum must be present to conduct official business. A majority of more than ½ of the members 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, and be reported, no later than the November 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**

Section 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.

Section 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**

Section 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.