



Michigan 4-H Advisory Groups

Sample Bylaws

Clover County 4-H Horse Association Constitution and Bylaws

Article I: Name and Mission

Section 1. Name: The name of this organization is the Clover County 4-H Horse Association.

Section 2. Mission/Purpose: The mission of the Clover County 4-H Horse Association is to, in a spirit of cooperation:

- a. 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.
- b. Aid in planning and development of the 4-H educational experience to increase the knowledge of its members as it relates to equine activities.
- c. Encourage community involvement and awareness with the 4-H Youth Horse Program and it's participants by providing educational experiences.
- d. Ensure that the Clover County 4-H Youth Program is compliant with the following: Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, family status, and veteran status.

Article II: Meetings:

Section 1. General Membership: General membership meetings are scheduled monthly on the 2nd Tuesday, 7 p.m., at the Clover County MSU Extension Office, XXX N. Clover Rd. Omitting August and December, unless otherwise announced. Club leaders and youth are expected to attend monthly meetings. A quorum must be present to conduct official business. A quorum is defined as a simple majority of the member clubs. Rules of Order: Rules contained in *Robert's Rules of Order*, as most currently revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the By-Laws or special rules of the Association.

Section 2. Regular Executive Board Meetings: The Horse Association Executive Board shall meet a minimum of four (4) times per year. The date and time for these meetings will be determined jointly by the 4-H Staff and the officers. Notice will be given to the membership and all are welcome to attend.

Section 3. Special Meetings: The Horse Association Executive Board may call special meetings as needed. A special meeting may be called by the officers, 4-H Staff, or any three (3) members of the Horse Association



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Executive Board. Special meetings require seven (7) days written/electronic notice sent to all members. It is the responsibility of the membership to keep an updated email address on file at the MSU Extension Office.

Article III: Membership

Section 1. Membership: All members enrolled in the Clover County 4-H Horse/Pony Project are automatically members of the association and are entitled to a voice at all association meetings.

Section 2. Voting: Each Clover 4-H Horse/Pony club is entitled to one voting representative per club. Elected youth officers may also vote, with the exception of the President, who may only vote in the case of a tie. Club representatives designated to vote may change at each meeting, as long as voting representatives do not exceed the number of votes allotted. Must be present to vote. A simple majority of the voting club representatives carries the vote. Anyone is welcome to attend any meeting of the Clover County 4-H Horse Association and voice their opinion.

Section 3. Executive Board: The Executive Board consists of the 7 elected youth officers and 7 elected adult advisors.

Article IV: Officers

Section 1. Elected Positions: All officer positions are open to enrolled 4-H members ages 13 and up- President, Vice President, Secretary, Corresponding Secretary, Treasurer, and 2 Members at Large. Seven adult advisors also serve on the Executive Board. Adult advisors must be certified 4-H volunteers.

Section 2. Nominations: Nominations for youth officers open in July and close at the meeting when officers are elected. Interested members must obtain 10 signatures to be eligible.

Section 3. Assumption of Office: The newly elected members of the 4-H Horse Leader's Board shall take office at the close of the meeting at which they were elected.

Section 4. Terms: Youth officers are elected each year in the Fall and serve a 1-year term. There is no term limit for youth positions. Adult advisors are elected each year in the fall and serve a 2-year term, electing half of the adult advisors each year. Adult advisors can serve no more than 2 consecutive terms (total of 4 consecutive years).

Section 5. Removal from Office: Any executive board member who is absent from two (2) consecutive meetings without excuse satisfactory to the board shall be deemed to have surrendered his/her office as a board member. A board member may not send a representative to the meetings in their place.

Section 6. Filling of Vacancies: A vacancy occurring in the 4-H Horse Association Executive Board shall be filled when deemed necessary by appointment, by the remaining members of the board, and that person serving until the next regular election.

Article VII. Finances:



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Section 1. Handling of funds: All funds must be deposited in an accredited bank account approved by the 4-H Horse Association Executive Board. All bills shall be paid by check only, or if paid in cash/debit, must have a proper written receipt.

Section 2. Expenses: All expenses incurred shall be paid out of the funds of the Association. No resolution or motion to commit this Association to any financial obligation shall be considered by the Association until it has been first considered by the 4-H Horse Association Executive Board. Such resolutions, or motions, if offered at any Association meeting, shall be referred to the 4-H Horse Association Executive Board without discussion.

Section 3. Fiscal Year: The fiscal year shall extend from September 1 through August 31 of each year.

Article VIII. Amendments:

Amendments and Resolution: The by-laws may be altered, amended, repealed or added to by an affirmative vote of not less than 51 percent of the members of the Board followed by an affirmative vote of no less than a majority vote of the Association Membership present at a general membership meeting. These meetings require a two week advanced notification of all the Association Membership.

Article IX. Adoption:

This Constitution & By-Laws shall become effective immediately upon adoption by a majority of the members clubs. All members agree to comply with the By-Laws of this Association. No member shall be absolved from the observance of these By-Laws on the plea that he has not received a copy of this document. The document can be viewed online at the Clover County MSU Extension web page.

This constitution and bylaws, as revised and written herewith, are accepted, approved, and adopted by a majority vote of the members present at a meeting held XXXXXX and the membership agrees to be governed by the various articles as set-forth.

Article X. Dissolution:

In the event of the Clover County 4-H Horse Association disbanding, all funds and property of the association will be turned over to the Clover 4-H Advisory Council.



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Clover County 4-H Horse Association By-laws

Adopted XXXX, XX, XXXX

I. Name

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

II. Purpose & Philosophy

Purpose of this association- To support fun and educational activities for 4-H members of Clover County in the area of horse and pony.

Philosophy of this association-

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 4-H Horse Association 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 develop 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.

III. Membership

Section 1. Regular Membership

- A. Association membership is open to any registered 4-H leader or parent whose club name is registered in the project area of horse and pony in Clover County of the current year, and has at least one member enrolled in the horse and pony project area. One voting member per club will be selected in October for a one-year term to begin in November.
- B. Twelve (12) teen members (13 and over) will be elected at large at the October general meeting to serve as voting members on the Clover County Horse Association for a one year term to begin in November.
- C. The Horse Show and Horse Barn Superintendents are automatic voting members. However, they cannot also be voting members for their club.



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Section 2. Rules of the Membership

- Clubs cannot change their voting member unless they have severe circumstances, petition the voting membership in writing and receive approval.
- If a club dissolves, disbands or merges that club will no longer have voting rights.
- Clubs that form after the October general meeting will be welcome to attend the Horse Association meetings but will not have a vote until the following November when the new term begins.
- The Horse Judging Team, Quiz Bowl Team, and other teams are not recognized clubs therefore they do not have voting rights.

IV. Officers

Section one:

A. Elected Positions

1. **President:** The president shall be an adult and preside over all regular and special meetings, and serve as a member to the Clover County 4-H Council as an ex-officio member with voting rights during their term of office with a 4-year term limit. If the President cannot serve they may turn the position over to the Association to elect a member to this position for a one-year term with a four-year limit.
2. **Vice- President:** 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.
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 on to the new Secretary at the end of the meeting in October.
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 and an annual mandatory treasurers meeting.
5. **Fowlerville Fair Horse Superintendents (Barn & Show):** The Superintendents can get a full job description from the 4-H staff.

A. Removal of Officers

Officers shall be removed from office if they have (3) three unexcused absences. Officers will be notified in writing with a letter sent from the secretary or President.

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 two consecutive terms.



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Section 2: Appointed Positions.

Appointed Positions

The President shall appoint volunteers to fill the following positions at the regular meeting in November for a one year term. These officers will not have voting rights and can be filled by anyone in the Clover County 4-H Horse and Pony project area.

1. Horse Teen Club Group Advisor(s)-one or two shall be appointed as needed to aid the teens in running this group.
2. Horse Show Results Secretary(s)-(their) duty shall be keep points for State Show selection and Recognition Program.
3. Performance Levels Coordinator-his/her duties shall include running the performance levels program during the year and keeping accurate records of who has passed each level.
4. Horse Judging Coach-shall prepare the horse judging members for competition at the Horse Jamboree and National Competitions.
5. Horse Hippology Coach-shall prepare the hippology members for Regional, State and National Competitions.
6. Horse Quiz Bowl-shall prepare the quiz bowl members for Regional, State and National Competitions.
7. Cohoctah Park Coordinator – shall keep the Cohoctah Park calendar, work with the township park supervisor and chair the Cohoctah park committee holding meetings when necessary.
8. Fundraiser Coordinator – Shall lead the fundraising committee in choosing one fundraiser per month. Shall choose a chair for each event and report back to the full committee.
9. General Meeting Coordinator – Shall assign a club to set-up a club to clean-up. Shall secure a clinician if necessary and complete all other necessary duties to set-up the general meetings.
10. Tack Sale Coordinator – Shall work with the 4-H office to update the flyer, secure the facility, send out flyers to past participants, advertise (Saddle-Up etc), supervise set up for event and clean-up after event

V. Meetings

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, March, July, August, & 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 0000 East Grand River in Anytown, Michigan at 7:30 p.m. unless changed at the previous month's meeting.
- D. 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 twelve (12) teens will take place at this meeting. April will also be a general meeting for all membership and leaders complete with an educational program.

Special Meetings

- A. Special meetings may be called by the majority of the elected officers and/or the Extension 4-H Staff. The administrative leader of each club voting membership and all teen representatives will be notified by mail or telephone of the meeting, time and place.



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Standing Committee Meetings and other working units.

- A. Committees shall be formed whenever it is deemed necessary by the Association.
- B. The committee will be dissolved when their job is completed to Association satisfaction.

VI. Quorum

A quorum constitutes at least 6 voting members.

VII. Restrictions

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

Any decision passed by the Association that is in conflict with the policies or practices of the Clover 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 Association President.

Any decision passed by any Association sub committee or association that is in conflict with the policies or practices of the Association, MSU Extension and/or Clover County 4-H Council may be vetoed at the next regular meeting of the Association.

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 cannot be changed between April 30 and September 1 of the current year.

Proposed 5/09	Approved	9/09
Proposed 9/10	Approved	10/10



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CLOVER COUNTY 4-H HORSE & PONY ASSOCIATION

CONSTITUTION & BY- LAWS

ARTICLE I

- A. NAME: The name of this organization shall be the Clover County 4-H Horse & Pony Association.
- B. PURPOSE: The Clover County 4-H Horse & Pony Association's aim is to help our 4-H Members to:
1. Develop life skills such as but not limited to leadership, initiative, self-reliance, sportsmanship, and other desirable character traits.
 2. Prepare for citizenship responsibilities through working in groups and supporting community projects and activities.
 3. Learn skills in horsemanship.
 4. Explore job opportunities in the equine industry such as breeding, raising, and training horses.
 5. Youth develop positive relationships with adults and peers.
 6. Youth are physically and emotionally safe.
 7. Youth are considered participants rather than recipients in the learning process.
 8. Youth develop skills that help them succeed.
 9. Youth recognized, understand and appreciate multiculturalism.
 10. Youth grow and contribute as active citizens through service and leadership.
- C. SUGGESTED LEARNING EXPERIENCES:
1. Feed and care for at least one horse or pony.
 2. Attend educational meetings and events concerning your project.
 3. Keep record of the project or projects.
 4. Participate in local, county, regional, or state 4-H horse & pony clinic(s), show(s), and/or fair.

ARTICLE II

A. MEMBERSHIP:

1. ASSOCIATION MEMBERSHIP:



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Membership shall be open to all without regard to: race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status. All efforts will be made to have a diverse representation of members.

All members enrolled in a Clover County 4-H Horse or Pony project during the current 4-H year will automatically become a member of this organization and will be eligible to vote at the annual and/or special meetings. (The 4-H horse project year begins October 1 and ends September 30.)

2. **BOARD:** The board consists of representatives from each Clover County 4-H Horse and Pony club (one per each 10 members of a club that are enrolled in the Clover County 4-H Horse and Pony Project and five (5) elected youth officers. These are your voting members.
 3. **EXECUTIVE COMMITTEE:** The Executive Committee consists of the five (5) elected youth officers, eight (8) adult advisors and two superintendents. The Executive Committee is an advisory body with no separate voting rights and will be elected and serve on a one year project year.
- B. **ELECTED POSITIONS:** All officer positions are held by youth with the exception of the Adult Treasurer and are as follows: President, Vice President, Secretary, Treasurer, Adult Treasurer, Communications Officer, Adult Advisors, and Superintendents. For duties of elected officers, see Clover County Horse & Pony Association Rules & Regulations, Section 7, Duties of Elected Positions.
- C. **ELECTION OF OFFICERS:** Interested candidates will submit a letter of intent by September 1st. Interested candidates are also required to attend the annual September meeting for the election of Officers. At the Annual September meeting, Association Membership shall elect from its membership the following officers: President, Vice-President, Secretary and Treasurer. The new Officers will take office October 1st.
- D. **FAIR SUPERINTENDENTS:** A Fair Superintendent and an Assistant Superintendent will automatically become adult advisors and will be a representative to the MSUE Fair Committee Meetings. They will be nominated at the July Clover County Horse & Pony Board meeting by the Association Membership. They will have a background check done by the Extension Office with Extension Offices approval. They will be interviewed by the current year officers and adult advisors. This list of nominees for Fair Superintendent and Assistant Superintendent will be posted at fair and voted on at the Annual September meeting by the Association Membership.



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- E. ADULT ADVISORS: Five (5) adult advisors with no voting privileges will be elected to advise the Board. The advisors will be elected to serve on a one-year basis at the annual meeting in September held each year. Nominations will be opened at the August meeting and remain open until they are closed at the Annual September meeting. Adult Advisors will be voted on at the Annual September meeting.
- F. MEETING & QUORUM: The regular Clover County 4-H H. & P. Association meeting shall be held on the first Thursday of each month, unless otherwise noted, and a quorum must be present to conduct official business. A quorum shall consist of at least one representative from 50% of the active horse clubs. Five members, three of which must be board members, may call special meetings at the discretion of the Extension Staff.
- G. ATTENDANCE: If an Executive Committee member misses three (3) unexcused meetings in a year, elected Executive Committee members must notify an Adult Advisor or the 4-H staff if they will be either late or unable to attend a meeting.
- H. VACANCY: The Board will have the authority to elect members to vacant positions on the Executive Committee created by resignation or removal from office. In the event of an Adult Advisor, officer, or other elected officials resignation or removal, a vote for replacement would be taken at the first available Clover County 4-H H.& P. Association Meeting.
- I. AUTHORITY: The Board shall have charge of all the business of the Clover County 4-H H.& P. Association, except in opposition of two-thirds majority vote to the Association Members present at the annual or special meetings of the Clover County 4-H H.& P. Association. Any decision passed by the Association that is in conflict with the policies or practices of the Clover County 4-H program or MSU Extension may be vetoed by the 4-H Council, or 4-H Staff. ANNUAL AND SPECIAL meetings require two weeks advance notice to the Association Membership.
- J. HANDLING OF ELECTIONS: Three (3) Adult Advisors, not of the same family, and/or representatives from the MSU Extension Office shall distribute, collect, count and destroy ballots.

ARTICLE III

- A. ASSETS AND FINANCES: The Clover County 4-H H. & P. Association may acquire such funds as deemed necessary to carry out the purpose of the Clover County 4-H H. & P. Association.
- B. FISCAL YEAR: The fiscal year shall be from August 31 through September 1 of the following year.



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- C. AUDIT COMMITTEE: An annual audit will be done by following the procedure in the Michigan 4-H Treasurers Record Book (4H1203). A copy of this audit will be made available at the MSU Extension office and will be available for review at the next regular meeting.

- D. DISPOSITION: In the event of the of Clover County 4-H H.& P. Association dissolving, all funds shall revert to the jurisdiction of MSU Extension, which has sole legal responsibility for administration of all 4-H related activities.

ARTICLE IV

A. AMENDMENTS AND RESOLUTION:

- 1. BY-LAW AMENDMENTS: The by-laws may be amended or repealed to by an affirmative vote of not less than 51 percent of the members of the Board followed by an affirmative vote of no less than a majority vote of the Association Membership present at an Annual or Special meeting. These meetings require a two week advanced notification of all the Association Membership.

 - 2. RESOLUTIONS: No resolution or motion to commit this Clover County 4-H H.& P. Association on any financial obligations shall be considered by the members of the Clover County 4-H H. & P. Association until it has been considered by the Board. Such resolutions or motions, if offered at any Clover County 4-H H. & P. Association Meeting shall be referred with facts to the Board for its consideration.
- B. ADOPTION: These by-laws shall become effective immediately upon adoption by a majority of the Clover County 4-H H. & P. members attending an Annual or Special business meeting. The Constitution & By-Laws Committee will review these yearly.
- C. COMPLIANCE: All Clover County 4-H H. & P. Association Members agree to comply with the Constitution & By-Laws of this Association. No member shall be absolved from the observance of the Constitution & By-Laws on the plea that he/she has not received a copy of them.