

Emmet-Charlevoix County 4-H Horse Council By-Laws

Article I Purpose:

The purpose of the Emmet-Charlevoix County 4-H Horse Council shall be to:

- * Offer horse related educational and/or recreational experiences to residents of Emmet & Charlevoix Counties.
- * To exchange and share information and ideas between the 4-H Horse clubs in the two counties.
- * To promote and educate safe horsemanship.
- * This club operates in accordance with the Michigan 4-H Youth Development Club Constitution.

Article II Membership:

1. To participate, 4-H members must be between the ages of 5 and 19 as determined by their county enrollment policies as of January 1st of the 4-H program year. Members aged 5-7 will be considered "Cloverbuds" and participate according to state policies. Members who qualify under the Americans with Disabilities Act may participate until they reach the age of 26, as of December 31 of the program year.
2. Michigan State University Extension programs and materials are 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.
3. Membership is open to all. Ex-Officio members of the council will be the 4-H staff persons & the Fair Horse Superintendent.

Article III Officers

1. ADULT OFFICERS: All adult board officers must be registered **active gold volunteers** who have completed and been approved through the MSU Volunteer Selection Process.
2. YOUTH OFFICERS: Must be active 4-H Member in 4-H Online.
3. Board Officers have the responsibility to conduct business that directly affects the Horse Council membership, including those matters delegated to the association's committees. The board will also work in conjunction with the 4-H Staff on concerns, attendance, and safety issues as they arise.
4. Officers of the board shall be nominated at the September meeting and elected by a majority vote at the October meeting. Once elected in a board position, the term will begin after the voting meeting is adjourned and runs until the following year's election. Board members will be provided with job descriptions, responsibilities, expectations and action items and may include additional responsibilities. It is the responsibility of the past board to offer support to the newly elected board while transitioning.

5. Officer Descriptions-

YOUTH PRESIDENT: one-year term

Presides over the 4-H Horse Council meetings with the assistance of the adult president.

ADULT PRESIDENT: two-year term, elected in odd years

Assists the Youth President preside over 4-H Horse Council meetings

Votes to break a tie, after consulting with the youth president

Serves as communication link with Fair Horse Superintendent

Responsible for all 4-H horse shows during fair week

Serves as a sounding board for the concerns of the membership and is responsible for calling special meetings.

Works with the board on monthly agenda topics.

YOUTH VICE-PRESIDENT: one-year term

Assumes Presidential duties when president is unable. May assume presidential responsibilities if the President is unable to fill their term.

ADULT VICE-PRESIDENT: two- year term, elected in even years

Assumes Presidential duties when president is unable. May assume presidential responsibilities if the President is unable to fill their term.

Oversees the functioning of the 4-H Horse Council Committees

YOUTH SECRETARY: one-year term

Assists adult Secretary in taking minutes at all membership meetings, presents them to the adult secretary after the meetings.

Responsible for presenting the secretary reports at the membership meetings.

ADULT SECRETARY: two-year term, elected in odd years

Takes minutes at all membership with the help of the youth secretary.

Responsible for assisting with correspondence and communication to membership.

Responsible for taking attendance and keeping attendance records. Assists in creating meeting agenda.

YOUTH TREASURER: one-year term

Responsible for presenting the treasurer reports at membership meetings

ADULT TREASURER: two-year term, elected in even years

Records income and expenses in checkbook.

Makes deposits to accounts.

Pays bills

Prepares treasurer report for each membership meeting.

ADULT EDUCATION COORDINATOR: two-year term, elected in even years.

Provides youth with educational and learning experiences.

Arranges guest speakers or educational topics at March, May, and July membership meetings.

Assists with clinic ideas or additional educational needs at meetings. Works with 4-H Staff to schedule presentations and purchase needed materials.

YOUTH REPRESENTATIVES- one year term, 3 members

Help executive boards when needed.

Be good stewards of 4-H and Horse Council.

There to meet quorum if needed

Article IV Meetings

1. All meetings will be held on the 3rd Thursday of each month and will begin at 7:00 pm (except August, which is the 2nd Thursday of the Month). No meetings November-January, unless determined by the Executive Board.
2. Members must attend regular membership meetings and meet requirements in accordance of the Horse Council Rules. This rule is to ensure that members are informed of association activities. Attendance will be taken at each meeting.
3. SPECIAL MEETINGS: may be called by the President or a 4- H staff person, with notification to all club leaders. Must meet quorum.
4. The by-laws of the Emmet-Charlevoix County 4-H Horse Council are to be reviewed and approved in October.

Article V Voting

1. Voting electors are active youth members in 4-H online and active gold volunteers in Volunteer Central in good standings have full voting rights.
2. The Adult president will cast the deciding vote in case of a tie after consulting with the youth board president.
3. A quorum shall consist of a combination of 5 adult and youth board members for business transactions to take place. Election Voting requires you to be present in person to cast a paper or electronic ballot.

Article VI Committees

The functioning committees of the horse council will include:

- Fundraising - to organize fundraising events, with funds raised being used for dedicated horse council projects. Assist award committee with funding for awards.
- Awards- to coordinate, organize and order awards for fair. Work with fundraising committee to raise funds to purchase awards. Includes special awards such as sportsmanship awards etc.
- Local Shows - to coordinate horse shows at the Emmet County fairgrounds (pleasure/speed/showmanship)
- Promotion/Recruiting & Nomination/Election- work with 4-H Staff to organize and promote 4-H. Attend and organized events, parades, presentations with the public. Inform the membership of these opportunities for increased participation. Recruits and accepts nominations from adults and youth for elections. Assists with creating ballots.
- Fair week – Work with the adult President to coordinate the horse shows during fair week, secure volunteers, coordinate barn duty assignments, organize fun shows, secure funding and set policies for any events where additional premiums or ribbons are awarded.

Article VII Authority

1. The horse council will follow the current edition of the Roberts Rules of Order and will follow the 4-H Volunteer and Treasurers Financial Manual as reference points for all financial questions not addressed in the by-laws.
2. Restrictions- Upon dissolution of this club, all remaining funds and property will be split and turned over to Emmet 4-H Council and Charlevoix County 4-H.

*Any decision passed in conflict with the policies or practices of the county 4-H program or MSU Extension may be vetoed by the MSUE 4-H Staff.

Approved October 16,

2025