

# **EMMET-CHARLEVOIX COUNTY 4-H HORSE COUNCIL BY-LAWS**

## **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.

## **MEMBERSHIP REQUIREMENTS:**

1. To participate, 4-H must be between the ages of 5 and 19 as determined by their county enrollment policies as of January 1<sup>st</sup> 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. Membership is open to all. Ex-Officio members of the council will be the 4-H staff persons & the Fair Horse Superintendent.  
  
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. 4-H Horse clubs and their membership must be registered in 4-H Online in their respective counties. Membership Enrollment Forms need to be turned in by May 1<sup>st</sup> of the program year to be eligible to participate at the fair.
4. The member's Horse Registration Form with project horse and alternate horse needs to be completed and turned in to your leader no later than the July membership meeting. After that deadline, members may contact the board for a proposal of change in their project horse. A Project Horse is defined as the horse the member will be showing/exhibiting at the county fair.

## **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 and Youth board president together may cast the deciding vote in the case of a tie.
3. A quorum shall consist of a combination of 5 adult and youth board members for business transactions to take place.

## OFFICERS:

- OFFICERS: All adult board officers must be registered **gold** volunteers who have completed and been approved through the MSU Volunteer Selection Process;
- Terms of office are 2 years  
The President and Secretary elected in odd years Vice-President and Treasurer elected in even years Elections are held in October at the meeting
- PRESIDENT: Presides over 4-H Horse Council meetings  
Votes to break a tie  
Serves as communication link with Fair Horse Superintendent Responsible for all 4-H horse shows during fair week
- VICE-PRESIDENT: Assumes Presidential duties when president is unable  
Oversees the functioning of the 4-H Horse Council Committees
- SECRETARY: Takes minutes at all meetings and reports at the following meeting  
Responsible for all correspondence communication to membership  
Responsible for taking attendance and keeping attendance records
- TREASURER: Records income in checkbook  
Makes deposits to accounts  
Pays bills  
Prepares and gives treasurer report at each meeting

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 run until the following years election.

## MEETINGS:

1. All meetings will be held on the 3rd Thursday of each month and will begin at 7:00 pm.
2. **For the current year, attendance requirements: All youth MUST attend 3 meetings, which includes either July or August mandatory pre-fair horse council meeting and at least 1 horse sponsored clinic, show or club ride meeting during the program year of September 1<sup>st</sup> to August 31<sup>st</sup>.**
3. Each registered 4-H club is encouraged to have at least 1 designated club representative attend each meeting. Those representatives can be leaders, teen leaders, members, or parents.
4. SPECIAL MEETINGS: may be called by the President or a 4- H staff person, with notification to all club leaders.
  - These meetings shall be comprised of at least one board officer and a majority of the clubs leadership represented.
5. The by-laws of the Emmet-Charlevoix County 4-H Horse Developmental Council are to be reviewed and approved in October.

## FINANCIALS

1. Any request for horse council monies must be approved at a meeting before monies are to be used. All expenditures over \$250 and not included in the budget needs to be submitted to the general membership for approval.

2. All expenditures require an invoice or receipt to be reimbursed or to receive payment by the adult treasurer.
3. Upon dissolution of this organization, all remaining funds and property will be turned over to the county MSU extension office.
4. The Michigan 4-H Treasurer's Record Book and MSUE Financial Guidelines serve as the reference point for all financial questions not addressed in the by-laws.
5. The 4-H Coordinators and the county 4-H Councils are to be notified about all proposed fundraising activities for horse council or individual club activities.

## **SAFETY**

1. All clubs comprising the Emmet & Charlevoix County 4- H Horse Developmental Council must abide by the regulations set forth in the Emmet- Charlevoix County Fair book, county 4-H policy statements and County Fair Code of Conduct.
2. SEI helmets must be worn by all 4-H members (19 + under) during all shows and events sponsored by the Emmet-Charlevoix County 4-H Horse Council. This means that an approved helmet is to be worn whenever the exhibitor is on their horse, including all riding classes and working in the warm-up area, regardless of the exhibitor's county of origin.

## **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

Local Shows - to coordinate horse shows at the Emmet County fairgrounds (pleasure/speed/showmanship)

Educational / Promotion - to organize and/or promote county, regional and state-wide educational events, to inform the membership of these opportunities, and to maintain attendance records for these events.

Fair week - 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.

\*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 20, 2022**