

## Ingham County Horse Committee Bylaws:

### I. Name

1. It will be known as the Ingham County 4-H Horse Committee. The four officers and four at-large members will be known as the Ingham County 4-H Horse Board.

### II. Purpose

1. To provide leadership and service to Ingham County 4-H horse members and leaders throughout the 4-H year.

### III. Membership

1. Horse Committee membership is open to representatives of each of the 4-H horse clubs in Ingham County, including leaders, parents/guardians and members. Voting privileges on the horse committee are limited to two adult representatives and two teen 4-H horse members (4-H age 13 years or older) from each 4-H horse club in Ingham County. At the call of vote, members must be in attendance or via video conference call (i.e. ZOOM) to place their vote/ballot.
2. Voting privileges are held by honorary members unless they qualify as a regular horse committee member as defined in 3.
3. Honorary membership is held by the coaches from Horse Judging Team and the 4-H Horse Superintendent.

### IV. Committee Year

1. The Horse Committee year begins September 1 and ends August 31.

### V. Meetings

1. The Horse Committee shall convene the second Wednesday of each month. Meetings shall be held in September, October, November, January, February, March, April, May, June and July. Meetings may be canceled or additional meetings held at the discretion of the 4-H Horse Board.
2. Meetings may be held in person, remote or combination of both.
3. The 4-H Horse Board may meet as needed throughout the year.
4. Appointed sub-committees may meet as required during the year.
5. Horse Committee meetings are open to all interested people.

### VI. Elections

1. Election of officers will be held at the October meeting.
2. The Horse Committee will elect a Chairperson and Secretary on odd years and Vice Chairperson and Treasurer on even years. Two adult-at-large and two senior 4-H teen-at-large member (4-H age 13 yrs. and older) are to be elected for 1-year term annually.  
**Chairperson:** Calls and presides over all Horse Committee meetings, provides agenda for meetings, announcement letter, holds officer meetings, selects and sets up committees for special projects, provides information and/or material to committees and checks on their progress, also acts as contact person for county office. The chairperson may not serve more than two consecutive terms as chairperson, except by special waiver by 2/3 vote. A Chairperson must have at least one year's experience on the 4-H Horse Board.  
**Vice-Chairperson:** Works closely with chairperson and conducts horse committee meetings in absence of chairperson, may chair a sub-committee, also assists in providing information to sub-committees.  
**Secretary:** Records minutes at each meeting, handles correspondence for committee, and prepares minutes to be available to membership before the next meeting.  
**Treasurer:** Collects and records all monies from fund-raising projects, disburses funds as required, keeps accurate detailed accounts of earmarked funds, reports activity at each meeting. Works with 4-H Horse Board and Committee Chairs to develop annual budgets. Submits financial report to the 4-H Office annually.  
**At-Large Board Members:** Serve on various committees, assist the officers and will also assume vacated officer positions as needed.
3. No nominations for officers will be accepted from the floor unless the nominee is present.

## VII. Voting Privileges of Officers

1. Officers may not vote unless they qualify as representatives of their clubs.
2. A Chairperson may not vote unless they vote as a tie-breaker.

## VII. Horse Board

1. The committee's officers and at-large members will make up the Ingham County 4-H Horse Board.
2. A Board member, or designated representative of horse committee, will be the representative to the 4-H council.
3. The Horse Board MUST submit a year-end report (including each committee's financial statement) to the following:
  - a. The 4-H Extension Staff
  - b. The Horse Committee
4. The year-end report will be submitted by the deadline set by Ingham County 4-H Staff for the year.
5. The chairperson has the right to call a Board meeting to authorize up to and including \$100.00, no more, without committee approval, to be expended in an emergency.

## IX. Sub-committee

1. Sub-committees may be used throughout the year to help promote and support 4-H horse activities.
2. Sub-committee chairs are appointed by horse committee (and approved by the board) and should function according to horse committee bylaws providing reports as requested.

## X. Achievement Day Judges

1. The chairperson of the Horse Committee and 4-H Horse Superintendent will hire and confirm the judges for Achievement Days.

## XI. Amendments

1. These bylaws may be amended by a 2/3 majority vote of the attending members at a Horse Committee meeting.

## XII. Procedure

1. The Ingham County 4-H Horse Committee will be governed by Robert's Rules of Order unless otherwise specified in these bylaws as stated above.

Adopted 1995, Amended 2009, 2015, 2016, 2017, 2020, 2022

## **Superintendent's Committee**

The superintendent's committee consists of the 4-H Horse Superintendent, appointed by the 4-H Staff, Assistant 4-H Superintendents and Clerks, appointed by the 4-H Superintendent. This committee is responsible for the planning and implementation of Achievement Days, and promoting the 4-H horse project. The 4-H Superintendent is a member of Horse Committee.