

**Bylaws**  
**Livingston County**  
**4-H Therapeutic Riding Program**  
**Developmental Committee**

(Known as Proud Equestrians Program, PEP through the state)

**ARTICLE I**

This organization shall be known as the Livingston County 4-H Therapeutic Riding Program Developmental Committee. It is a sub-committee of, and accountable to, the Livingston County 4-H Council.

**ARTICLE II**

The purpose of this organization shall be:

- A. To enrich the lives of children with disabilities residing in Livingston County and beyond (county residents given first priority) through therapeutic horseback riding, by
  - 1. providing direct contact with horses and riding experience for children with disabilities;
  - 2. instructing riders in the care and safety of horsemanship;
  - 3. providing individual support to accomplish specific therapeutic goals.
- B. To develop and offer, on a systematic basis:
  - 1. expertise in horse riding therapy;
  - 2. an organizational system in order to ensure program continuity;
  - 3. facilities and equipment as required;
  - 4. necessary funding to ensure achievement of these goals.
- C. To document the results of the program for educational, informational and reporting purposes.
- D. To acquire, own, dispose of and manage property in advancement of the purposes of the program.
- E. To raise funds, following the guidelines set forth by the Livingston County 4-H youth Program, in order to support the work of the program.
- F. To hire and supervise a program instructor(s).

### **ARTICLE III**

The developmental committee shall be comprised of members who are at the fall meeting by the Extension staff member responsible for 4-H. Membership shall be open to:

- A. individuals who are registered Livingston County 4-H leaders, members, or parents;
- B. parents or riders;
- C. individuals who have served as volunteers for the program.

The following individuals shall be ex-officio members of the developmental committee. The equipment manager and volunteer coordinator shall be appointed by the Extension staff member responsible for 4-H. If the equipment manager or volunteer coordinator are staff members, they shall also be ex-officio members of the committee. If the equipment manager or volunteer coordinator are committee members, they shall remain voting members of the committee.

### **ARTICLE IV**

The executive committee (officers) of the organization shall consist of president, vice-president, secretary, and treasurer.

- A. The executive committee shall be elected by the total committee membership.
- B. Officers shall be elected yearly, and members may be re-elected to offices indefinitely.
- C. Any officers may be removed with due process by the vote of a majority of the committee then in office at any regular or special meeting of the committee.
- D. In the event of the death, resignation, removal or other inability to serve of any officer, the Extension staff member responsible for 4-H shall appoint a successor who shall serve until the expiration of the normal term of the officer or until his/her successor is elected.
- E. Officer duties:
  - 1. The president shall preside at all meetings of the developmental committee and of the executive committee and shall have other duties as may be assigned to him/her by the developmental committee provided they are not inconsistent with these bylaws.

The president will serve on the 4-H Council as an ex-officio member with voting rights during their term of office. If the president cannot serve they may turn the position over to the Therapeutic Riding Program Committee membership to elect a member to this position.

- 2. The vice-president shall, in the absence of the president, have all the powers normally vested in the president.

3. The secretary shall keep correct records of the proceedings of the committee. All committee papers, records, and property in the secretary's possession shall be turned over to the successor.
  4. The treasurer shall keep a debit and credit account of money received and paid out for the committee, give a written report of financial transactions on behalf of the developmental committee at each committee meeting.
- F. The executive committee shall bi-annually appoint an independent auditor to examine and issue a report on the financial statements of the developmental committee as of the close of each fiscal year.

## **ARTICLE V**

The following committees shall be established and maintained: finance, operations, public relations and volunteer.

- A. The finance committee shall include the treasurer and be responsible for the development of a budget and securing financial support for the program.
- B. The operations committee shall include the equipment manager and instructor(s) and shall identify, acquire, and maintain the riding facility, horses and equipment.
- C. The public relations committee shall include the vice-president and shall be responsible for program promotion within the community, planning the awards picnic, and snacks.
- D. The volunteer committee shall include the volunteer coordinator and shall develop and maintain a volunteer management system for recruiting, training, and recognizing volunteers.

## **ARTICLE VI**

The following procedures shall be followed regarding developmental committee meetings:

- A. The development committee shall meet a minimum of three times during the course of the 4-H year (October 1 to September 30).
  1. The October meeting shall include a review of the program and will involve incoming and outgoing committee members.
  2. The November meeting shall include an election of officers and site selection
  3. The remainder of the meetings shall be scheduled as needed.
- B. Meetings shall be held at the Livingston County MSU Extension Office, 2300 East Grand River Ave, Howell, MI 48843.

- C. Special meetings of the developmental committee or the executive committee may be called by the president, majority of committee members or 4-H youth staff.
- D. A quorum consists of four or more committee members.

## **ARTICLE VII**

### Restrictions

- A. All fundraising programs will be reported to the Extension office so as to avoid conflicts or duplication with others in the county.
- B. In the event of the dissolution of the Therapeutic Riding Program Committee, all monies and assets will revert to the Livingston County 4-H Council for support of 4-H Youth programs and activities in Livingston County.
- C. Any decision passed by the Therapeutic Riding Program Committee that is in conflict with the policies or practices of the Livingston County 4-H program or MSU Extension may be vetoed by the 4-H Council, 4-H Youth staff or MSUE District Coordinator. The veto will be put into writing within two weeks and submitted to the Therapeutic Riding Program Committee president.
- D. Any decision passed by any Therapeutic Riding Program subcommittee or association that is in conflict with the policies or practices of either Therapeutic Riding Program Committee, MSU Extension and/or Livingston County 4-H Council may be vetoed at the next regular meeting of the Therapeutic Riding Program Committee.

## **ARTICLE VIII**

- A. All proposed changes in the by-laws, including an explanation of such changes, must be presented to the developmental committee members at least thirty days prior to the date on which the proposed changes will be put to vote.
- B. The by-laws may be amended by a two-thirds vote of the membership present at the meeting.

Proposed 2/94, updated 3/94, updated 5/94  
updated 5/03, updated 2/04, updated 1/14