

## **Kalamazoo County Horse Leaders Council By-Laws**

1. **Mission:** To Educate young people in all aspects of the Equine Industry
2. **Purpose:** Project Objectives:
  - 2.1. To develop and grow an educational program that provides in-depth knowledge of all major areas of equine health, care, safety, equipment, riding styles, uses of equine, and provides information on opportunities within the industry. To prepare youth for citizenship responsibilities by working together in groups and by supporting community project and activities. To develop leadership, initiative, self-reliance, and sportsmanship. To teach safety precautions, to prevent injuries to themselves and their mounts. To work with young people to develop pride of working with an equine and assuming responsibility for their animal's management. To develop member's appreciation for horsemanship as fun and wholesome form of recreation.

### **3. Horse Leaders Council Responsibilities:**

It is the responsibility of the Kalamazoo Light Horse & Pony Leaders Council (also noted as the Horse Leaders Council) to maintain a Horse and Pony program that meets all the Project Objectives.

### **4. Membership:**

Membership of the Kalamazoo County Horse Leaders Council will be comprised of leaders from each Light Horse and Pony Project within Kalamazoo County, approved Teen Leaders, representative from the 4-H Extension Office, and Light Horse 7 Pony Superintendents approved by the Michigan State 4-H Extension Office.

Superintendents from other equine projects are welcome to attend and have verbal input during points of discussion relevant to the local horse community, 4-H and the fair.

### **5. Leadership/Executive Council:**

The Kalamazoo County Horse Leaders Executive Council will consist of a:

- President
- Vice President
- Secretary
- Vice Secretary (optional)
- Treasurer
- Vice Treasurer (optional)
- Horse/Pony Superintendent(s)
- 4-H Extension Office Representative

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### 6. Leadership Terms:

- 6.1. **President** – Elected annually by voting members of the Kalamazoo County Horse Leaders Council with terms limited to 4 consecutive one-year terms. May be re-elected to another 4 consecutive terms after a one-year break. This individual must be a Light Horse and Pony Project Leader to be eligible for the position. When possible and at the request of a new President, the out-going President may serve as a mentor for one year after leaving office.
- 6.2. **Vice President** – Elected annually by voting members of the Kalamazoo County Horse Leaders Council with terms limited to 4 consecutive one-year terms. May be reelected to another 4 consecutive terms after a one-year break. This individual must be a Light Horse & Pony Project leader to be eligible for the position.
- 6.3. **Secretary** – Elected annually by voting members of the Kalamazoo County Horse Leaders Council with terms limited to 4 consecutive one-year terms. May be reelected to another 4 consecutive terms after a one-year break. This individual must be a Light Horse & Pony Project leader to be eligible for the position.
- 6.4. **Vice Secretary** - Elected annually by voting members of the Kalamazoo County Horse Leaders Council with terms limited to 4 consecutive one-year terms. May be reelected to another 4 consecutive terms after a one-year break. This individual must be a Light Horse & Pony Project leader to be eligible for the position.
- 6.5. **Treasurer** - Elected annually by voting members of the Kalamazoo County Horse Leaders Council with terms limited to 4 consecutive one-year terms. May be reelected to another 4 consecutive terms after a one-year break. This individual must be a Light Horse & Pony Project leader to be eligible for the position.
- 6.6. **Vice Treasurer** - Elected annually by voting members of the Kalamazoo County Horse Leaders Council with terms limited to 4 consecutive one-year terms. May be reelected to another 4 consecutive terms after a one-year break. This individual must be a Light Horse & Pony Project leader to be eligible for the position.
- 6.7. **Horse/Pony Superintendent** – Selected through an interview process with designated members of the Kalamazoo County Horse Leaders Council, (selected by the officers of the Executive Council) recommended by a majority vote of the Kalamazoo County Horse Leaders Council. Candidates are then approved by the 4-H Extension Service Office. Approved candidates are presented to the Community Club Leaders Council, Executive Board, by the Officers of the Kalamazoo County Horse Leaders Council.

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- 6.8. **Removal of Officer/Superintendent** – Any member of the Executive Council (including Superintendent) may be removed for failure to perform required duties to the satisfaction of the Horse Leaders Council Members by a secret ballot with a minimum of 80% of clubs voting for dismissal. This decision is then presented to the 4-H Extension Office Youth Educator. If approved it will be presented to the Community Club Leaders Executive Board for final approval.
- 6.9. **4-H Youth Extension Educator or Designee** – The 4-H Youth Extension Educator is selected by the County Extension Educator. This designee is selected by the 4-H Youth Educator to represent them, will have input into all program issues, and may not be removed by the Horse Leaders Council.

### **7. Leader Responsibilities:**

#### **7.1. President:**

The primary responsibility of the president is to assure implementation and adherence to the Mission Statement and Project objectives noted in the by-laws of the Kalamazoo County Horse Leaders Council. Responsible for preparing the monthly meeting agenda, conducting monthly meetings within the guidelines of Robert's Rules of Order, keeping meetings on track, participating with Superintendent(s) in meetings with other organizations (Fair Board, Parks Department, Leaders Council and any other meetings that may affect the program). The role of the President at these meetings is to represent the interests of the Horse Leaders Council. The President is also responsible for assuring all committees have full participation and that they report on a regular basis to the Horse Leaders Council. The President can only vote to break a tie for items being voted on by the Horse Leaders Council.

#### **7.2. Vice President:**

Fulfill the duties of the President when the President is not able to meet their obligations. The Vice President is responsible for participating as a liaison on all committees and reporting accomplishments of the committee back to the President and Superintendent(s). The Vice President has a vote on all issues as long as they do not exceed the authorized votes for their club.

#### **7.3. Secretary:**

The Secretary is responsible for keeping minutes of all Kalamazoo County Horse Leaders Council Meetings, Executive Staff meetings and all other related meetings where minutes are required. The Secretary is responsible for submitting the minutes for approval after each normal business meeting. The Secretary is also responsible for maintaining minutes from previous meetings and is responsible for history retention. The Secretary

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will be responsible for maintaining a separate file for all items voted on that affect the program. This list will be maintained so the key items can be found quickly and the dates of the vote are available. The Secretary will also be responsible for maintaining the Horse/Pony Leaders By-Laws and records of all approved amendments on an amendment record. The Secretary will assure that all correspondence is passed on to the President and Superintendent(s). The Secretary will also be responsible for all communication for the Kalamazoo County Horse Leaders Council including thank you notes and condolence cards. The Secretary will monitor leader attendance and record unexcused absences. When votes are taken it will be the Secretary's responsibility to assure that only eligible leaders are voting and that the vote is recorded.

**7.4. Vice Secretary(if applicable):**

The Vice Secretary will perform the duties of the Secretary when the Secretary is unable to do so. The Vice Secretary will have the responsibility of maintaining all history files (files older than the current year) for minutes, by-laws, attendance, voting records, and maintain a separate file of all items voted on that affect the program policy, safety, operation, shows or annual Fair. The records will be maintained under approved guidelines determined by the officers and approved by the Leaders Council. The Vice Secretary will also perform any additional duties assigned by the President or Secretary.

**7.5. Treasurer:**

The Treasurer will be responsible for maintaining all financial records for the Kalamazoo County Horse Leaders Council. Records will include profit and/or loss accounting for all fundraisers held under the direction of the Kalamazoo County Horse Leaders Council. The Treasurer will be responsible for maintaining a savings and checking account, accounting for all transactions involving money for the Kalamazoo County Horse Leaders Council. One of the Superintendents & Vice Treasurer (if applicable) will also be approved to sign checks in the absence of the Treasurer and will have signature cards on file at the current financial institution for all approved to sign checks. Changes in banking facilities or companies can only be done with the approval of the Horse and Pony Leaders Council and then only after full evaluation of costs and advantages or disadvantages of a change. All transactions will be accounted for using standard accounting practices and will be reported to the Council at each business meeting. The Treasurer is responsible for creating an annual line item budget for Horse Leaders Council approval and preparing the records for the annual audit. The Treasurer will maintain all records on at the end of each year for record retention. The Treasurer will also submit all fiscal year records for an independent annual audit.

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**7.6. Vice Treasurer (if applicable):**

The Vice-Treasurer will perform the duties of the Treasurer when the Treasurer is unable to do so. The Vice-Treasurer will have the responsibility of maintaining all history files (files older than the current year) for monthly financial reports, annual budgets, fund-raiser statements, savings and checking account statements, etc. The records will be maintained under approved guidelines determined by the officers and approved by the Leaders Council. The Vice-Treasurer will also perform any additional duties assigned by the President or Treasurer.

**7.7. Horse/Pony Superintendent(s):**

The Superintendent(s) is responsible for developing program guidelines in compliance with the mission statement and project guidelines for the Kalamazoo County Horse Leaders Council approval. Safety requirements are the primary responsibilities of the Horse/Pony Superintendent, however, Superintendent(s) will consider Leader's input on issues regarding safety. Superintendent(s) will represent the Horse Leaders Council in meetings with other organizations, agencies, and councils. The Superintendent(s) will represent the Horse Project interests at the Superintendents meetings. The Superintendent(s) is responsible for selecting all Judges for Fair and Open Show and will tabulate all points for Fair Special Awards. The Superintendent(s) will be responsible for selecting personnel to assist in tabulating State Show Points. Other duties determined by the 4H Youth Extension Educator and/or the Horse Leaders Council. Superintendent(s) will be responsible for ensuring that all Horse Project Committees have adequate members. Superintendent(s) have no voting rights.

**7.8. 4H Youth Extension Educator or Designee:**

It is the responsibility of the 4H Youth Extension Agent or designee to provide direction from the Michigan State Extension Office, to offer suggestions on controversial issues, to be a liaison between the Horse Leaders Council and the Extension office. It is the 4H Youth Extension Agents responsibility to intervene on issues that cannot be handled by the Leaders Council or the Superintendent(s) or on issues that are direct violations of Michigan State Extension Office policies and requirements. The Youth Extension Agent or Designee has no voting rights on the council but has veto rights on issues that violate Michigan State Extension Office Rules and Regulations.

**8. Club Size:**

It is strongly recommended that each Horse Project Club's minimum membership be held to at least 4 members as determined on December 31 of each year. If a club falls below the minimum level during a given 4H year, the club will be allowed to continue as long as the membership does not fall below two active members. If the

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club falls below two members during the 4H year, every effort will be made to place the remaining member in an existing club. If a club does not have the minimum number of members on December 31, of a given year, and the members cannot find another club to assimilate into, it will be the sole discretion of the Superintendent(s) to request approval from the Horse Leaders Council for the club to continue for the balance of the year as long as they do not fall below two members.

### **9. Membership Voting Privileges:**

Each Kalamazoo County 4H Horse Project Club will have representation on the Kalamazoo County Horse Leaders Council. Program requirements and direction are the responsibility of the Adult Horse Project Leaders. Each project club will have one vote.

#### **9.1. Quorum Requirements**

To have a binding vote, 60% of the Project Clubs must be represented. On all issues affecting program direction, motions must be discussed and voted on at two successive meetings and passed by a majority vote at each meeting to be entered into permanent record. Program direction issues are defined as changes to the by-laws, Program Guidelines, Program Rules and Regulations, and election of officers.

### **10. Committees:**

#### **10.1. Recurring Committees**

The following committees may be considered annual committees with members serving for a 4H year:

- Tack Sale
- Open Show
- State Show Selection Committee
- Jamboree
- Ribbons and Trophies
- By-Laws
- Nomination Committee
- Sponsorship Committee
- Volunteer Recruitment Committee

10.2. Committee members and chairpersons may volunteer or may be selected by the officers. Members of the committees will be selected from volunteers which need not be leaders serving on the Horse Leader Council. There will be no limit to the number of terms that an individual can serve in any of the committee positions but they must be reappointed each 4H year. The noted committees will be organized in the following format as a minimum.

10.2A. **Tack Sale Committee** – The chairperson(s) will be responsible for organization of the annual Tack Sale, be responsible for reporting progress to the

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Horse Leaders Council monthly and have the ultimate responsibility for assuring that the Annual Tack Sale is a success. The tack sale is normally held the third Monday of March, but the Horse Leaders Council may approve alternate dates. As a minimum, the committee must provide advertising, contact with vendors, marketing, arranging for and contracting for sale locations, food concession, security, sale table layout, collection of fees for tables & door donations. The Chairperson(s) or designated committee member will be responsible for actions taken by the committee and for keeping detailed records of all functions that are required to put on the tack sale. These records will be maintained on a yearly basis and will be retained for future reference.

**10.2B. Open Show Committee** – The Chairperson(s) will be responsible for organization of the annual Open Show(s), has the responsibility of reporting progress to the Horse Leaders Council monthly and has the ultimate responsibility for assuring that the Annual Open Show(s) is a success. This committee will be made up from volunteers from each of the Horse Project Clubs and will be responsible for the Open Shows and Fair. Membership of this committee should have at least 25% of the members' serve for at least 2 years, so knowledge can be passed on from year to year. It will be the responsibility of the committee to assure that the Open Shows are conducted in accordance with 4H Horse Show Rules and American Horse Show Association and American Dressage Association Rules when 4H rules do not exist. It is recommended that a show steward be appointed for all shows to interpret and make decisions on the rules when conflicts arise. As a minimum, the committee must provide for advertisement, marketing, arranging for tack and other appropriate vendors, show set-up and take down, show clerks, announcers, ringmasters and personnel to record for judges when required. All Judges for state show classes must be selected from the carded judges list. Although it is not necessary to use carded judges for non-state show classes, it is highly recommended that carded judges be used in fairness to the contestants. It is also recommended that local judges that are familiar with participants not be used. Judge selection will be the responsibility of the Superintendent(s). The Chairperson(s) or designated committee member will be responsible for recording all actions taken by the committee and for keeping detailed records of all functions that are required to put on an Open Show. These records will be maintained on a yearly basis and will be retained for future reference.

**10.2B.1. Subcommittees** - The following subcommittees may be organized under the Open Show Committee to assure that all jobs required to pull the show off are covered.

- Ribbons & Trophies
- Sponsor Recognition Booklet – Advertisement & Marketing
- Grounds - working with grounds owners to assure grounds are ready including speaker systems, porta johns, water, camping stalls, etc.

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- Personnel: Show Equipment set up and take down (includes jumps, trail course, dressage arena, gymkhana, tents, etc.).
- Entry booth - This group is responsible for taking entries, maintaining class sheets, handing out ribbons and trophies. This group will also be responsible for providing drinks and refreshments for Judges, Ring Masters, Scribes, Announcers and Entry booth workers.

10.2C. **State Show Selection Committee** – One of the Superintendent(s) will chair. This committee, which will be responsible for recommending state show participation requirements to the Horse Leaders Council for approval. The Superintendent(s) will distribute and collect state show delegate qualification forms. The delegate forms will be tallied as soon as practical after the last open show of the season to determine which delegates will be eligible. The Superintendent(s) may select individuals to assist in the point verification and tally that do not have 4H youth as immediate family. Superintendent(s) will be responsible for notifying qualifying delegates and setting up a State Show Sign-up meeting.

10.2D. **Jamboree Committee** – The Chairperson/Committee will be responsible for recruiting coaches for as many Jamboree Projects as possible. Coaches will be required to pass all 4H Leader selection criteria and complete the interview process. Every effort will be made to select coaches that are fully qualified to lead the project for the current year. Coaches need not be Horse/Pony Project Leaders and teachers & /or professional horse industry individuals should be considered or consulted for available positions.

The Chairperson/Committee will be responsible for assuring that all coaches hold regular meetings with 4H members that sign up, that entry forms for Regional, State and National Competitions are completed and filed by required dates. This group will also be responsible for assisting coaches and teams in obtaining necessary funding to attend the noted competition.

10.2E. **Nomination Committee** – The Nomination Committee will be made up of individual(s) that are familiar with all leaders that are eligible to run for office in the next 4H year. Every effort should be made to select member(s) that do not have a vested interest in the election outcome. It is recommended that retired leaders in good standing, the Superintendent(s) or 4H Youth Agent fill this position to eliminate any bias. The Chairperson/Committee will contact eligible Leaders and request that they run for the one or more of the eligible positions. Every effort should be made to recruit one or more new nominees in addition to the incumbent for each of the positions. The nomination process will take place in September and October so the nominees can be introduced at the October meeting. The elections will be held in November of each year and absentee ballots may be submitted by eligible leaders for elected positions. The Chairperson/Committee will conduct the election unless they are voting member in which case either the Superintendent(s),

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the 4H Youth Agent or a 4H Office staff member will be responsible for tallying the votes. Newly elected officers will take office at the January meeting.

10.2F. **Sponsorship Committee** – The Sponsorship Committee will be responsible for maintaining a list of previous sponsors for members to use and for contacting local companies not normally covered by 4H members and requesting donations. The membership of this committee need not be a designated 4H Leader(s) unless they are working directly with 4H members. The committee will assist new members when necessary in the proper methods to approach potential sponsors. This training can be accomplished through the development and distribution of training materials for members to review and use.

10.2G. **Volunteer Recruitment Committee/Individual** – The membership of this committee need not be a designated 4H Leader(s) but can be a retired member, someone closely associated with 4H, Superintendent(s), 4H Youth Agent, or any combination of the above. This committee will assist the Superintendent(s) or Committee Chairperson in recruiting members for any of the noted committees.

### **Open To All Statement:**

MSU is an affirmative-action equal-opportunity employer. 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, or family status or veteran status.

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