

Constitution

Preamble: This constitution is established to facilitate and promote educational equine-related activities in cooperation with the Montcalm County MSU Extension Office and the Montcalm County Fair Board. 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, family status or veteran status.

Article I- Name

The name of this organization shall be Montcalm County 4-H Horse Leaders.

Article II- Purpose

The purpose of this organization is to promote and sponsor equine-related programs for youths that promote personal growth, horsemanship, cooperation, fairness, and socialization in a safe environment under the leadership of well-meaning and qualified adults.

Article III- Goals

- A. To encourage and uphold the highest ideals of the 4-H Organization.
- B. To promote the educational aspects and opportunities of 4-H.
- C. To actively promote 4-H participation within our communities.
- D. To promote and teach sound horsemanship, as well as caring treatment of animals.
- E. To challenge each member according to his/her abilities and promote the 4-H concept of "making the best better".
- F. To promote and live by the ideal that while we are all important as individuals, we are also a part of something greater than ourselves (4-H), making give-and-take sometimes necessary, and cooperation always a requirement.

Article IV- Membership

Membership shall include all registered Montcalm County 4-H Clubs that sponsor equine-related activities.

Article V- Offices

The following offices shall be elected annually:

- A. President
 1. Preside over meetings
 2. Serve as a liaison with the Montcalm County 4-H Educational Leader.
 3. Work with the MSU Extension office in providing agendas for meetings.
 4. Act as a representative of the horse leaders in relationships with other groups and individuals.
 5. Work with treasurer in preparing an annual budget.
 6. With the consent of the treasurer, may approve expenditures of up to \$100 when necessary and appropriate in unusual or emergency situations.
- B. Vice-President
 1. Chair meetings in the absence of the chairperson.
 2. Assume other duties at the request of the chairperson.
- C. Secretary:
 1. Record the minutes of each meeting.
 2. Distribute copies of the minutes to all horse leaders in a timely fashion. Archive copies of past meetings.
 3. Act as the official keeper of the most updated copy of the Bylaws and Management Handbook.
- D. Treasurer:
 1. Provide current financial reports at each meeting.
 2. Keep a financial accounting for each special event involving expenditures and/or receipts.
 3. Assist chairperson in developing an annual budget.

4. Deposit all receipts and write checks as approved by the organization.
 5. Prepare and submit to MSU Extension Office a year-end financial summary.
- E. Superintendents:
1. Four fair superintendents shall be elected at each October meeting.
 2. The superintendents shall act within the responsibilities and the authorities granted by the Montcalm County Fair Association.

Article VI - Meetings and Organization:

- A. All meetings shall be conducted in accordance with Roberts Rules of Order.
- B. The organization's fiscal year shall run from September 1 through the following August 31.
- C. The Executive Board shall consist of all officers and superintendents.
- D. An annual budget should be presented and approved no later than the October meeting of each fiscal year.
- E. Meetings shall be scheduled for the second Tuesday of each month, September through June.
- F. Meetings may be rescheduled due to bad weather and other serious and unexpected reasons by mutual agreement of the MSU Extension Educational Leader and the 4-H Horse Leader Chairperson. Cancellations and meeting date changes shall be communicated to all horse leaders in a timely fashion.
- G. Special meetings may be called by the chairperson, with the consent of a majority of the executive board. The date, time, and location of these meetings shall be communicated to the horse leaders in a timely fashion.
- H. The meetings are open to all 4-H members, their parents/guardians and guests.

Article VII - Nominations and Voting

- A. Nominations:
1. Nominations for the election of officers shall be opened at the September meeting and additional nominations may be made at the October meeting.
 2. Election of officers and superintendents shall be held at the October meeting.
 3. The voting for officers shall be conducted by paper ballot.
 4. A simple majority of the cast votes shall determine the winner.
 5. If no nominee for a position has a simple majority of the votes cast there will be a run-off vote of the two having the most votes.
 6. If there is a tie vote on a second voting the winner shall be determined by a means of "chance" to be determined by the sitting chairperson.
- B. Voting:
1. All voters must be present at the time of the vote.
 2. Only horse leaders registered with Montcalm County 4-H may cast votes.
 3. Each club may have a maximum of two votes.
 4. The results of all non-election voting shall be determined by a voice vote or by a show of hands if called for by at least one voting member.