# 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 members must be between the ages of 5 and 19 as determined by their county enrollment policies as of January 1st 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.

1. 4-H Horse clubs and their membership must be registered in 4-H Online in their respective counties by December 1st.
2. Membership Enrollment Forms need to be turned in by May 1st of the program year to be eligible to participate at the fair.
3. 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.
4. Record Books must be completed by all 4-H exhibitors and turned in at still exhibit check in.
5. Barn Duties are required by each youth. Barn Duty standards are set by the barn leaders, varies by barn.
6. Fundraising- members (8-19) are required to participate in a fundraising event.
7. Fair entries are to be registered into Fair Entry by the registration deadline of the 3rd Monday in July.

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

# **Officers:**

ADULT OFFICERS: All adult board officers must be registered **active gold volunteers** who have completed and been approved through the MSU Volunteer Selection Process.

YOUTH OFFICERS: Must be active 4-H Member in 4-H Online.

Board Officers have the responsibility to conduct business that directly affects the Horse Council membership, including those matters delegated to the associations’ committees. The board will also work in conjunction with the 4-H Staff on concerns, attendance, and safety issues as they arise.

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 year’s election.

YOUTH PRESIDENT: one-year term

Presides over the 4-H Horse Council meetings with the assistance of the adult president.

ADULT PRESIDENT: two-year term, elected in odd years

Assists the Youth President preside over 4-H Horse Council meetings

Votes to break a tie, after consulting with the youth president

Serves as communication link with Fair Horse Superintendent

Responsible for all 4-H horse shows during fair week

Serves as a sounding board for the concerns of the membership and is responsible for calling special meetings.

Works with the board on monthly agenda topics.

YOUTH VICE-PRESIDENT: one-year term

Assumes Presidential duties when president is unable. May assume presidential responsibilities if the President is unable to fill their term.

ADULT VICE-PRESIDENT: two- year term, elected in even years

Assumes Presidential duties when president is unable. May assume presidential responsibilities if the President is unable to fill their term.

Oversees the functioning of the 4-H Horse Council Committees

YOUTH SECRETARY: one-year term

Assists adult Secretary in taking minutes at all membership meetings, presents them to the adult secretary after the meetings.

Responsible for presenting the secretary reports at the membership meetings.

ADULT SECRETARY: two-year term, elected in odd years

Takes minutes at all membership with the help of the youth secretary.

Responsible for assisting with correspondence and communication to membership.

Responsible for taking attendance and keeping attendance records. Assists in creating meeting agenda.

YOUTH TREASURER: one-year term

Responsible for presenting the treasurer reports at membership meetings

ADULT TREASURER: two-year term, elected in even years

Records income and expenses in checkbook.

Makes deposits to accounts.

Pays bills

Prepares treasurer report for each membership meeting.

ADULT EDUCATION COORDINATOR: two-year term, elected in even years.

Provides youth with educational and learning experiences.

Arranges guest speakers or educational topics at March, May, and July membership meetings.

Assists with clinic ideas or additional educational needs at meetings. Works with 4-H Staff to schedule presentations and purchase needed materials.

YOUTH REPRESENTATIVES- one year term, 3 members

Help executive boards when needed.

Be good stewards of 4-H and Horse Council.

There to meet quorum if needed.

# **Meetings:**

1. All meetings will be held on the 3rd Thursday of each month and will begin at 7:00 pm (except August, which is the 2nd Thursday of the Month). No meetings November-January, unless determined by the Executive Board.
2. **For the current year, attendance requirements: Youth 8-19 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 1st to August 31st.** Cloverbuds are highly recommended to attend as many meetings as possible but MUST attend either July or August pre-fair horse council meeting.
3. All members have the option to attend 1 meeting via remote platform. This will count towards the 3 meeting requirements. Members will need to coordinate with another member in attendance to connect to the meeting. Coordinating member must approve with Adult President and sign in the online member.
4. 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.
5. 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.

1. 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 the monies are to be used. All expenditures over $250 and not included in the budget need 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 a1l 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-ap 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. Assist award committee with funding for awards.
	+ Awards- to coordinate, organize and order awards for fair. Work with fundraising committee to raise funds to purchase awards. Includes special awards such as sportsmanship awards etc.
	+ Local Shows - to coordinate horse shows at the Emmet County fairgrounds (pleasure/speed/showmanship)
	+ Promotion/Recruiting- work with 4-H Staff to organize and promote 4-H. Attend and organized events, parades, presentations with the public. Inform the membership of these opportunities for increased participation.
	+ Nomination/Election- recruits and accepts nominations from adults and youth for elections. Assists with creating ballots.
	+ Fair week – Work with the adult President 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.
	+ Fair week fun activities- work with 4-H staff and Market Livestock association to assist in creating fun activities throughout the week and Saturdays Fair Fun Day 4-H event. Assist in Overall Showman with Market Livestock Association.

\*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 17, 2024**