

Washtenaw County 4-H Horse Association
Constitution and Bylaws
Revised: 9/24/19

Article I: Name and Mission

Section 1. Name: The name of this organization is the Washtenaw County 4-H Horse Association.

Section 2. Mission/Purpose: The mission of the Washtenaw County 4-H Horse Association is to, in a spirit of cooperation:

- a. Actively promote, support, enhance and advance the interest and involvement of youth, their families and volunteer leaders by providing opportunity for self-development through educational, social and recreational opportunities related to the 4-H Youth Horse Program conducted in cooperation with and by Michigan State University Extension.
- b. Aid in planning and development of the 4-H educational experience to increase the knowledge of its members as it relates to equine activities.
- c. Encourage community involvement and awareness with the 4-H Youth Horse Program and it's participants by providing educational experiences.
- d. Ensure that the Washtenaw County 4-H Youth Program is compliant with the following: Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, family status, and veteran status.

Article II: Meetings:

Section 1. General Membership: General membership meetings are scheduled monthly on the 4th Tuesday of each month at 7 p.m., at the Washtenaw County MSU Extension Office, 705 N. Zeeb Rd., Ann Arbor, MI. Omitting August and December, unless otherwise announced. Club leaders and youth representing each club are expected to attend each monthly meeting. A quorum must be present to conduct official business. A quorum is defined as a simple majority of the member clubs. Rules of Order: Rules contained in *Robert's Rules of Order*, as most currently revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the By-Laws or special rules of the Association.

Section 2. Executive Board: The Horse Association Executive Board is comprised of the youth officers, adult advisors, and MSU Extension staff responsible for oversight of this association. The executive board shall meet a minimum of four (4) times per year to set direction for the association. The date and time for these meetings will be determined jointly by the Executive Board members. Notice will be given to the membership and all are welcome to attend.

Section 3. Special Meetings: The Horse Association Executive Board may call special meetings for the association as needed. A special meeting may be called by the officers, 4-H Staff, or any three (3) members of the Horse Association Executive Board. Special meetings require seven (7) days written/electronic notice sent to all members. It is the responsibility of the membership to keep an updated email address on file at the MSU Extension Office.

Article III: Membership

Section 1. Membership: All members enrolled in the Washtenaw County 4-H Horse/Pony Project are automatically members of the association and are entitled to a voice at all association meetings.

Section 2. Voting: Each Washtenaw 4-H Horse/Pony club is entitled to one voting representative per every 10 members. Independent members are treated as a whole and are entitled to one voting representative for every 10 independent members. Elected youth officers may also vote, with the exception of the President, who may only vote in the case of a tie. The President is entitled to cast a vote in elections, and a tied election will be determined by a coin toss. Club representatives designated to vote may change at each meeting, as long as voting representatives do not exceed the number of votes allotted. Must be present to vote. A simple majority of the voting club representatives carries the vote. Anyone is welcome to attend any meeting of the Washtenaw County 4-H Horse Association and voice their opinion, with preference in discussion given to youth.

Article IV: Officers

Section 1. Elected Positions: All officer positions are open to enrolled 4-H members ages 13 and up- President, Vice President, Secretary, Corresponding Secretary, Treasurer, and 2 Members at Large. Additionally, two youth ages 10-12 will be elected to serve as Jr. Members at Large. Five adult advisors also serve on the Executive Board. Adult advisors must be certified MSU Extension/4-H volunteers by the time of election.

Section 2. Nominations: Nominations for youth officers open in July and close at the meeting when officers are elected. Interested members must obtain 10 signatures from members of 10 separate Washtenaw County 4-H clubs in order to be eligible. No more than one independent 4-H member may endorse a single nomination.

Section 3. Assumption of Office: The newly elected members of the 4-H Horse Association shall take office at the close of the meeting at which they were elected.

Section 4. Terms: Youth officers are elected each year in the Fall and serve a 1-year term. There is no term limit for youth positions. Adult advisors are elected each year in the fall and serve different terms. Two adult advisors will serve a 2-year term and will act as the Horse Barn Superintendents. Two adult advisors will serve a 1-year term, and one other adult advisor will be

elected to serve as the adult Treasurer, serving in a two-year term. Adult advisors can serve no more than four consecutive years before they must rotate off for at least one year.

Section 5. Removal from Office: Any executive board member who is absent from two (2) consecutive meetings without excuse satisfactory to the board shall be deemed to have surrendered his/her office as a board member. An executive board member may not send a representative to the meetings in their place.

Section 6. Filling of Vacancies: A vacancy occurring in the 4-H Horse Association Executive Board shall be filled when deemed necessary by appointment, by the remaining members of the board, the appointed person shall fill that position until the next regular election.

Article VII. Finances:

Section 1. Handling of funds: All funds must be deposited in an accredited bank account approved by the 4-H Horse Association Executive Board. All bills shall be paid by check only, or if paid in cash, must have a proper written receipt. The association must follow the protocols included in the most recent version of the Michigan State University Extension 4-H Financial Manuals.

Section 3. Fiscal Year: The fiscal year shall extend from September 1 through August 31 of each year.

Article VIII. Amendments and Resolution: The by-laws may be altered, amended, repealed or added to by no less than a majority vote of the members of the Executive Board followed by an affirmative vote of no less than a majority vote of the Association Membership present at a general membership meeting. These meetings require a two week advanced notification of all the Association Membership.

Article IX: Restrictions: This association operates in accordance with the Michigan 4-H Youth Development Club Constitution. 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.

Article X. Adoption: This Constitution & By-Laws shall become effective immediately upon adoption by a majority of the members clubs. All members agree to comply with the By-Laws of this Association. No member shall be absolved from the observance of these By-Laws on the plea that he has not received a copy of this document. The document can be viewed online at the Washtenaw County MSU Extension web page.

Article XI. Dissolution: In the event of the Washtenaw County 4-H Horse Association disbanding, all funds and property of the association will be turned over to the Washtenaw 4-H Advisory Council.