

## ADAMS COUNTY 4-H HORSE & PONY PROJECT

### BYLAWS/GUIDELINES

#### ARTICLE I. NAME

The name of this county wide project shall be the Adams County 4-H Horse and Pony Project.

#### ARTICLE II. MISSION

A. The mission of the Adams County 4-H Horse and Pony Project shall be:

- 1) To provide education in horse project areas;
- 2) To promote 4-H Horse and Pony activities;
- 3) To provide fellowship to all of its members.

#### ARTICLE III. MEMBERSHIP

A. Membership shall consist of:

- 1) Any Adams County 4-H youth club member enrolled in the Horse and Pony Project.
- 2) Any Adams County 4-H adult leader enrolled in the Horse and Pony Project.

a. Enrolled adult members are those who have attended the county orientation and youth protection process.

B. Only youth and adult members enrolled with the Extension Office can vote at meetings.

C. It is the responsibility of Adams County 4-H Horse & Pony Project leaders, members, and parents of members to become familiar with and to follow the printed Rules and Regulations of this Project.

D. Membership in this Project shall be open to any youth eligible for 4-H membership regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital, or parental status.

#### ARTICLE IV. OFFICERS

A. The Officers of the Executive Committee consist of:

- 1) One (1) President;
- 2) One (1) Vice President;
- 3) One (1) Secretary;
- 4) One (1) Treasurer.

B. The Youth Board shall consist of:

1) Five (5) members;

One of which will be designated the Youth Reporter.

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## ARTICLE V. DUTIES OF OFFICERS

### Section 1. President

A. The President shall:

- 1) Preside at all meetings and Executive Committee meetings;
- 2) Be a member ex-officio of all committees;
- 3) Appoint any sub-committees necessary for good administration;
- 4) Act as administrator of electronic email list.
- 5) Supervise the preparation of the Charter documents

### Section II. Vice President

A. The Vice President shall:

- 1) Assist the President;
- 2) Perform duties of the President in the latter's absence or inability to act;
- 3) Perform the duties of absent officers;
- 4) Supervise the Youth Board.

### Section III. Secretary

A. The Secretary shall:

- 1) Assist the President;
- 2) Keep accurate minutes of all meetings and submit to the Extension Office and membership when necessary;
- 3) Notify membership of meetings through the Clover Connection newsletter and electronically Report at regular meetings;
- 4) Keep attendance,
- 5) Write Project correspondence;
- 6) Manage electronic email list;

### Section IV. Treasurer

A. The Treasurer shall:

- 1) Assist the President;
- 2) Keep accurate records;
- 3) Pay bills;
- 4) Report monthly;
- 5) Complete an annual budget;
- 6) Submit audit as required.

#### Section V. Youth Board

##### A. The Youth Board shall:

- 1) Assist the President;
- 2) Serve on committees;
- 3) Assist in the development of activities and educational workshops;
- 4) Advise members as needed.
- 5) Plan the year-end party

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#### ARTICLE VI. MEMBERS IN GOOD STANDING

A. To be a member in good standing and be eligible to participate in state-level competitions, members MUST:

- 1) Follow all Adams County 4-H Horse and Pony Project Rules and Regulations (see attached);
- 2) Attend at least three (3) Adams County 4-H Horse and Pony Project business meetings or 2 business meetings and (3) meeting from the club between

October 1 and June 1 of the 4-H year; Special events may not be substituted for business meetings.

3) Attend at least two (2) Adams County 4-H Horse and Pony Project events/clinics including but not limited to:

- Work programs (i.e. fairgrounds clean up);
- Clinics (i.e. judges clinics, mini event clinics);
- Any other horse/pony related programs and/or fundraisers, with prior approval from the Executive Committee.

4) Pay an annual \$25 participation fee (\$40/family if more than one member in family) for expenses

of the Project.

#### ARTICLE VII. MEETINGS

A. ~~Meetings and/or special events shall be held once a month, with the exception of the month of December when no meeting will be held.~~ A minimum of 4 meetings and 2 events will be held during the fiscal season.

B. Notices of meetings will be posted on the annual calendar, printed in the Clover Connection newsletter, and transmitted electronically. Meetings will be cancelled due to inclement weather by the Adams County Horse and Pony executive committee by 7 am the day of the meeting. Members will be notified through Facebook, Text, and email.

C. The President may call special meetings of the Executive Committee as necessary.

D. Quorum: A majority of individuals present with voting rights at any regular meeting shall be sufficient to conduct business.

#### ARTICLE VIII. ELECTIONS

A. Elections shall be held annually in the month of October.

- 1) The President and the Treasurer will be elected in odd years;
- 2) The Vice President and Secretary will be elected in even years;
- 3) The Youth Board will be elected annually.

B. Enrolled youth and adult leaders are eligible for nomination from the floor during the October meeting.

1) Nominations may be accepted or declined orally or in writing prior to the October meeting.

C. Members must be present to vote.

D. A majority of votes cast shall elect.

E. Officers and Youth Board members shall assume office in October immediately following the election.

F. Officers shall hold office for a two (2) year term and may be re-elected. Youth Board members shall hold office for a one (1) year term and may be re-elected.

1) Terms defined as:

a. Horse and Pony year to be July 1 to June 30.

b. ~~Adult and youth must be a member for a minimum of one (1) year prior to~~

~~election.~~ Youth and adult leaders or any person who is willing to enroll and complete the training by the January meeting are eligible for nomination from the floor during the October meeting.

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