

ADAMS COUNTY HORSE & PONY PROJECT BYLAWS/GUIDELINES

ARTICLE I. NAME

The name of this county wide project shall be the Adams County Horse & Pony Project.

ARTICLE II. MISSION

A. The mission of the Adams County Horse & 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 Adams County Horse and Pony Project.
- 2) Any Adams County 4-H adult leader enrolled in the Adams County 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 who are enrolled with the Extension Office **by October 1** can vote at meetings **and/or serve on committees or the Executive Committee.**

C. It is the responsibility of the Adams County 4-H Horse and 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 not 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 **Board** 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.

ARTICLE V. DUTIES OF OFFICERS

Section I. President

A. The President shall:

- 1) Preside at all meetings and Executive **Board** 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 regular 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 and bring all receipts or bills to be signed by board members for approval
- 4) Report monthly with bank statements and a financial report for all members
- 5) Complete an annual budget and assist in creating charter papers for renewal
- 6) Conduct a yearly audit to be done by an adult unrelated to the Adams County Horse and Pony Executive Board to be completed by August 1.

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

B. The Youth Reporter shall:

- 1) Write articles for the 4-H newsletter and other publishing sources.

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) meetings 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 Horse and Pony Project events/clinics including but not limited to:
 - Work programs (i.e. fairgrounds cleanup);
 - 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 the family) for expenses of the Project.

ARTICLE VII. MEETINGS

- A. 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 by Facebook, Text, and email.
- C. The President may call special meetings of the Executive **Board** 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 **before** the month of **September**.
 - 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 **annual** meeting.
 - 1) Nominations may be accepted or declined orally or in writing prior to the **annual** meeting.
- C. Members must be present to vote **and accept elected position**.
- D. A majority of votes cast shall elect.
- E. **Officers and Youth Board members shall assume office 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 **fiscal** year to be July 1 to June 30.
 - b. Youth and adult leaders **must be an enrolled member** for nomination during the **annual** meeting.