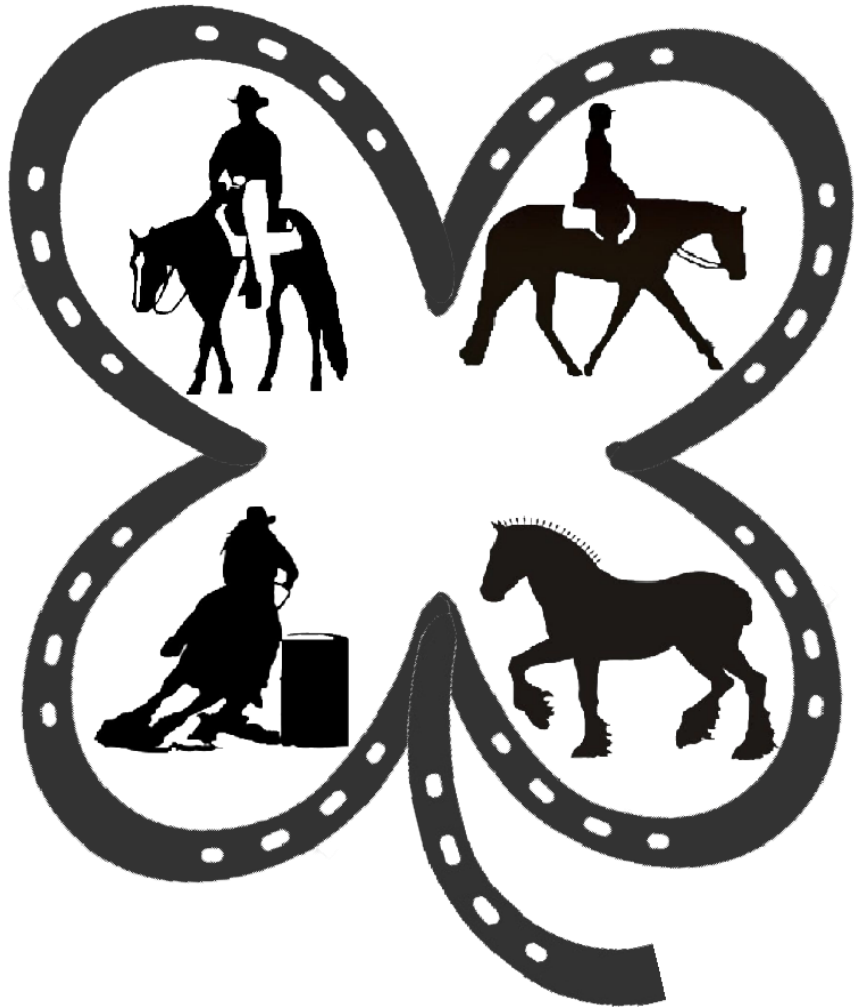


Kewaunee County 4-H Horse & Pony Project Guidebook



Design created by Lexy Nowak

2024-2025



Extension
UNIVERSITY OF WISCONSIN-MADISON
KEWAUNEE COUNTY



Welcome 4-H Horse Project members and families,

This is a guidebook to help lead you through the Kewaunee County Horse & Pony Project.

We need your help! The organization cannot function without volunteers. Parents are encouraged to be present and help at all activities. Project Leaders must be an approved Adult Leader through UW-Madison Extension Kewaunee County.

YOUR HORSE PROJECT CHECKLIST

Keep this section for your reference

I have:

_____ Enrolled in a 4-H club and the 4-H Horse Project by the Fall deadline.

_____ Met the requirements of my local 4-H club and followed the rules of the Wisconsin 4-H Member Code of Conduct signed at enrollment. (Please note that local 4-H club meetings and 4-H Horse Project meetings are not one in the same.)

_____ A current negative Coggins (Equine Infections Anemia) test for my horse. Test is valid for 12 months from the date of the blood draw. (Bring original and a legible copy with 4-H members' name and Premise ID number written on the top of form to turn in at the event.) Coggins forms will be maintained by the event for 5 years in compliance with Wisconsin Law.

_____ Premises ID number for the location of where my horse is housed. **Premise registration is mandatory in Wisconsin** (there is no fee to register). To register go to www.wiid.org

_____ Met all sign-up deadlines for clinics, and state 4-H events. 4-H members that choose to participate at the Kewaunee County Fair should review exhibition requirements.

_____ I understand that the requirements set forth by the Kewaunee County 4-H Horse & Pony Project must be met to be considered a member in good standing and to represent the Kewaunee County 4-H Horse & Pony Project at any County Fair or State Event.

ADULT/YOUTH BOARD & COMMITTEE LIST

4-H Program Educator– Contact Erin Dahle at 920-388-7185

University of Wisconsin-Madison, Division of Extension, Kewaunee County

**Horse Project Board: Adult /Youth Board consisting of up to 5 youth (chosen by youth)
and no more than 5 UW-Madison approved adult leaders.
Youth Advisor will assist all youth committee events**

Adult President: Nancy LaCrosse

Adult Vice President: Amber Reinhold

Adult Secretary: Liz Simonar

Adult Treasurer: Laura Hrabik

Youth Advisor: Amy Halverson

Youth President:: Kaylee List

Youth Vice President: Ella Siegmund

Youth Secretary: Allison LaCrosse

Youth Treasurer: Olivia Simonar

Member at Large: Cora Simonar

Communication: kc4horseandpony@gmail.com

Committees:

Project Committee: Budget & Audit:
Guidebook:

Adult Committee: Fundraising:
Calendar:
Model horse show:
Sportsmanship award:
All-Around:
Educational (speech, demo, horse bowl, hippology, judging, team problems, art, etc)

Youth Committee: Clinics:
Christmas Party:
Field trips:
Prefair clinic
Drill team:
Practice nights:
All-Around Award:
Fun Show:

Committee Definitions

Project Committee

Budget: Plan the project's (projected) future income and expenses for the year commencing July 1st. At year end June 30, outline a Budget Comparison so the project body can compare the projected budget to the actual budget.

Audit: Complete the Annual Financial Report (AFR) and Charter application by stated due dates.

Guidebook: Review the current guidebook for any possible revisions to be brought back to the project.

Adult Committee

Fundraising: Oversee campaigns and events to raise funds for the project that has been outlined in the budget and accepted by majority vote. Work in conjunction with Board President, Adult Treasurer and Budget Committee. Keep project members informed at meetings of events and progress. Provide information for future fundraising events.

Calendar: List and schedule planned events and details for current year of the horse project, and Wisconsin 4-H State Events. It will be accepted by majority vote, and can be based on prior year's events.

Model Horse Show: Plan event by lining up the date, place, time, judge, ribbons/awards, food and silent auction items. Attend event, help to keep track of awards and announce classes. Must stay within the budget and work in conjunction with Adult Treasurer and Budget Committee.

Sportsmanship: Responsible to collect ballots at each meeting or event from leaders, project adults and youth who have a nomination. Ballots will be reviewed in September and final decision will be made by adult board and submitted to Wisconsin 4-H Horse Association.

All-Around: To promote and remind youth at each meeting or event to keep track of their participation and help to clarify entry of date with participation. Collect form by September 1st along with essay to be reviewed by Adult/Youth Board.

Educational: Assist youth who are interested in participating in the Wisconsin 4-H educational events that are available throughout the year (see calendar). Work with adult board members to find qualified educators to work with, and teach the youth.

Youth Committee

Clinics: Decide and plan with other youth in project what will be beneficial to learn from a selected clinician.

Christmas Party: Plan food, games or events for the annual party.

Field Trips: Decide with other youth what field trips will be beneficial to entire project. Must be horse related.

Prefair clinic: Assist in planning the clinic at the fairgrounds, usually a weekend in May.

Drill Team: Assist drill team instructor with patterns and music selection.

Practice Nights: Help to select what shall be taught on scheduled practice nights. See project calendar

All-Around: Select the award or awards that will be awarded to the All Around winners at the end of the project year.

Fun Show: Help to plan classes and prizes for the Fun Show during the fair.

Kewaunee County 4-H Horse & Pony Project All Around Form

NAME _____ YEAR _____ GRADE _____

Please list the date/s you participated for EACH Kewaunee County 4-H Horse & Pony Project Calendar event.
Must participate in a minimum of 10 events to be eligible for All Around

Horse Project Meetings / Instruction

Horse Project Fundraisers

Model Horse Show _____

Horse Project Practice Nights / Drill Team / Instruction

Horse Project Clinics & Field Trips

Midwest Horse Fair

Horse Project Prefair Clinic / Instruction

Horse Project Service (Stall Set up/take down, Hooray for Hollywood chair setup/take down (1/25, 2/1,2/2,2/2))

Horse Project Educational Horse /Educational presentation at mtg / Instruction

State Horse Events/ Hunt & Dressage/ Gymkhana/ Expo/ Education Days

Essay Question to determine any tie scores: **How did the 4H Horse Project make your best better this year?**

Minimum 100 words - Maximum 250 words. Horse Project Board will read the essays
Completed form to be turned in to the committee chair **Deadline: September 1st.**

Wisconsin 4-H Policy

A. Overview

These policies and safety requirements apply to ALL youth and adults participating in 4-H Horse-related projects, activities and events, including, but not limited to Horseless Horse, clinics, shows, fairs, parades, open-houses, and petting-zoos. Specific events, fairs, facilities, and local 4-H programs may have additional guidelines.

B. General Safety Rules

- Youth must be in 3rd grade or higher to participate.
- The handler, rider or driver must have control over their horse during 4-H sponsored activities or events.
- No intact male horses (stallions) are allowed.
- No Bareback or riding double.
- No Reining or Team Penning classes/activities
- No horse may be left unattended when out of the stall or trailer.
- Leave at least one horse/pony length between animals.
- When holding a horse in hand, make turns to the right when more than ninety degrees.

C. Required Participant Safety Attire

- SEI approved helmets, with harness fastened, must be worn at all times when mounted or driving.
- Close-toed shoes or boots are required when near a horse.
- Clothing appropriate for the activity which will protect the participants from the elements surrounding the event.
- Boots with a cut out heel must be worn when mounted.

D. Required Safety Tack and Appointments

Horse tack and appointments appropriate to the activity are required:

- A saddle is required when mounted, saddle which fits horse and rider with stirrups, girth or cinch properly attached.
- Appropriate headgear with reins attached are required when riding or driving a horse. Halters and tie-downs alone are not approved headgear for riding or driving a horse. See WI 4-H Horse Association rules for additional headgear guidelines.
- Twisted wire snaffle bits are prohibited.
- Adjustments to tack for a valid medical reason are permitted with written permission from a veterinarian or physician, provided lead volunteers or staff are notified, and approved, prior to participation.

E. Animal Welfare and Safety

- Horses or Ponies must be serviceably sound and must not show evidence of broken wind (respiratory issues – COPD) or impairment of vision in both eyes.
- Coggins/Premise ID records for the open event must be maintained by the host organization for five years in compliance with Wisconsin law.
 - Equine animals from within Wisconsin need documentation of a negative EIA test done within the previous 12 months, which clearly identifies the animal by complete description, digital photographs, or an approved microchip (if a reader is available).
 - Wisconsin Premise ID should be written on the top of the coggins record for each horse.
 - Health certificates for out of state horses should be maintained with show records. Please visit DATCP website for more details: https://datcp.wi.gov/Pages/Programs_Services/HorseOtherEquineMvmt.aspx

F. 4-H Horse Project Concussion and Head Injury Policy

- Wisconsin 4-H will annually distribute the 4-H Horse Project concussion and head injury information via the online enrollment system to:
 - every 4-H volunteer who is enrolled in the 4-H Horse Project and
 - every 4-H member/parent that participates in the 4-H Horse Project and
 - every youth/parent that participates in the 4-H Horse Program
- No youth may participate in the 4-H Horse Project unless the youth and parent agrees to and signs the 4-H Horse Project Concussion Agreement. Forms will be signed annually at the start of each program year or upon entry of a youth into the 4-H Horse Project via the online enrollment system or paper registration.
- All 4-H Horse project volunteers will annually agree to and sign the 4-H Horse Project Concussion Policy Acknowledgement Form via the online enrollment system or paper registration before they are approved to hold 4-H Horse Project riding or driving programs/activities.
- The supervising 4-H volunteer will immediately remove a participant from the 4-H Horse Project riding or driving project/activity if the 4-H volunteer determines that the 4-H member/participant exhibits signs, symptoms, or behavior consistent with a concussion or head injury –OR– the 4-H member/participant was separated from their horse and hit their head or their head was struck.
- A youth who has been removed from the 4-H Horse Program riding or driving program/activity related to a suspected and/or confirmed concussion or head injury –OR– the 4-H member/participant was separated from their horse and hit their head or their head was struck may not participate in any 4-H Horse riding or driving activities until he or she is evaluated by a health care provider and receives a written clearance to participate in the project/activity from the health care provider.
- Records shall be kept in the local Extension Office of all participants removed from a 4-H Horse project/activity for suspected and/or confirmed concussions and corresponding written clearances provided by health care providers to return to the 4-H Horse project/activity.

County Level Opportunities:

Clinics: A clinician, under the direction of a 4-H volunteer, works with youth on a specific discipline (from beginner to advanced). Examples of clinic topics may be Gymkhana, Dressage, Horsemanship/Equitation, Trail, Showmanship.

Prefair Clinic A day spent at the fairgrounds with your horse. Open to all currently enrolled Kewaunee County 4-H Horse & Pony Project members with learning opportunities from beginners to advanced.

Education: Coaches will work with individual youth and teams to prepare for State education contests.

Horseless Horse: If you don't own a horse, you can team up with someone who does. You'll be able to participate in project activities and exhibit in special classes at the county fair.

Kewaunee County 4-H Horse Project Scholarships: 2 (Two) - Two Hundred and Fifty Dollar (\$250.00) scholarships will be available to high school seniors or first year of college attendees who are graduating from the horse project. Scholarship may be received by members more than once.

Kewaunee County 4-H Horse & Pony Project All Around: An award given to a project member with the most project functions attended during the project year, along with an essay question. All youth are eligible. Youth must keep track of their own participation and turn in by Sept 1st (see pg 4)

Kewaunee County 4-H Horse & Pony Sportsmanship Award: Kewaunee County will choose one member from all nominations to forward to the WI 4-H Horse Association for the state award. The award is presented at the 4-H Horse Leaders Conference held in November. Recipient can only receive this award once. Nominations come from project adults, leaders and youth during the project year. Due September 1 for county award, September 15 for state award.

Model Horse: Learn while showing model horses. Opportunities to learn about horse breeds, correct conformation, anatomy, how to make proper tack, equipment and clothing, set up class patterns, and understand the rules for horse shows.

Mounted Drill Team: An equestrian drill team is a group of horses and riders performing choreographed maneuvers to music. Drill teams are intended to entertain, show sportsmanship, horsemanship, teamwork, and dedication. Drill team performances take place during the county fair and agreed upon competitions Attendance is expected at every practice. Absence from practices will be limited to missing 3 practices with a viable reason. If missing more than 3 practices you will be removed from the team.

Practice Nights: Held at the fairgrounds on posted dates. They are open to all Kewaunee County 4-H Horse & Pony Project members to practice your riding skills and prepare for the fair and state 4-H shows. Practice nights are led by 4-H trained adult volunteer leaders and/or experienced 4-H youth members. Practice nights shall be 2 hours. Two adult leaders must be present at all times which includes unloading and loading of animals. **Assigned practice night leaders to be at the fairgrounds no later than 15 minutes prior to start time.**

State Level Opportunities:

Wisconsin 4-H Horse Association: all enrolled and approved 4-H Horse & Pony project adult leaders are automatically members of the association. Attendance at state meetings is optional but is encouraged.

Wisconsin 4-H Youth Horse Association: all youth enrolled in Wisconsin 4-H Horse & Pony project are automatically members of the association and constitute the voting body. Attendance at state meetings is optional but is encouraged.

See [Wisconsin 4-H Horse Association – Wisconsin 4-H](#) for more information

The Kewaunee County 4-H Horse & Pony Project will pay the entry fees for the following State Events: Horse Bowl, Team Problems, Team Demonstration, and Judging.

KEWAUNEE COUNTY 4-H HORSE & PONY PROJECT SPORTSMANSHIP AWARD NOMINATION

Sportsmanship mainly refers to virtues such as fairness, self-control, courage, and persistence, and has been associated with interpersonal concepts of treating others and being treated fairly, maintaining self-control if dealing with others, and respect for both authority and opponents. (Wikipedia)

While choosing a youth, think of someone who:

- Puts others before themselves
- Exhibits a sportsman-like attitude
- Is a good role model and sets a good example for younger and older members to follow
- Puts other people's feelings before their own
- Is helpful to others and to the project
- Uses the horse project to grow as a person and as a 4-H member
- Shares their knowledge with others
- Accepts wins/losses with dignity and respect
- Is enthusiastic, honest, and helpful

*** It's not whether you win or lose * * it's how you play the game. ***

Name of Nominee: _____ Grade: _____

Phone: _____ Email: _____

Address: _____

The Nominee has displayed good Sportsmanship in the following ways:

The Nominee has shared their time and talents in the following manner:

Please share a description of this person's sportsmanship characteristics:

Please hand completed form to any Adult Board member. This should be mentioned at each event. Leaders should always be looking for examples of sportsmanship. Kewaunee County will choose one member from all nominations to forward for the state award, and may only receive this award once. **Deadline is September 1st**

KEWAUNEE COUNTY 4-H HORSE & PONY PROJECT:

MEMBER IN GOOD STANDING REQUIREMENTS

2024-2025 4-H Year

All Members (Educational and Live Horse Members)

To be considered a member in good standing and represent the Kewaunee County 4-H Horse & Pony Project at the Kewaunee County Fair and at any State event you must meet the requirements of your local club and abide by the rules of conduct agreed to at enrollment.

Club requirements must be met by May 30th and will apply to events held June 1st or later.

Additionally, members will need to attend 2 asterisked events from the 4-H Horse Project calendar if exhibiting a live horse:

one (1) meeting

one (1) practice or clinic with your horse.

Educational members will need to attend one(1) meeting.

LIVE HORSE REQUIREMENTS

- You must have the original current negative coggins form (and a legible copy with exhibitor's name and Wisconsin premise ID for the location where your horse is stabled written on the top of form to be turned in to the event).
- This document will be maintained by the organization hosting the event for 5 years, in compliance with Wisconsin law.

Parents and guardians are always highly encouraged to attend 4-H meetings, activities, and events with their children.

Youth working with their horse must have an adult present who is responsible for them as well as their horse.

Kewaunee County 4-H Horse & Pony Project Calendar 2024-2025

2024

- October 19** ****Meeting, Exhibit Hall, Fairgrounds, 9 am**
- November 16** ****Meeting, Stoneridge Farm, 9 am**
- November 16** ****Dressage clinic, Stoneridge Farm, 10am**
- December 14** ****Meeting, Exhibit Hall, Fairgrounds, 9am**

2025

- January 11** ****Meeting/Holiday Party @ The Rendezvous, 9am**
- January 14** ****Educational meeting, frgds, 7pm**
- January 25 Hooray for Hollywood chair set up, 9am @ Heritage Farm
- February 1 Hooray for Hollywood chair re-set and cleanup
- February 2 Hooray for Hollywood chair re-set and cleanup (am)
- February 2 Hooray for Hollywood chair take down (pm)
- February 13** ****Educational meeting, frgds, 7pm**
- February 15** ****Meeting, Fairgrounds 9am**
- March 1 Model Horse Show, fairgrounds, 9am
- March 8** ****Meeting, Fairgrounds, 9am**
- March 8 Drill Team practice after project mtg, frgds.
- March 15 Drill Team practice, frgds, 9am
- March 18** ****Educational meeting, frgds, 7pm**
- March 22 Drill Team practice, frgds, 9am
- April 5** ****Meeting, Ryan Park, 9am**
- April 5 Drill Team practice after project mtg, Ryan Park
- April 19 Drill Team practice, frgds, 9am
- April 24** ****Educational meeting, frgds, 7pm**
- May 10** ****Stall Set-up & meeting, horse barn, 9am**
- May 10 Drill Team practice after project mtg, horse arena
- May 17** ****Pre-Fair clinic, fairgrounds**
- May 20** ****Drill Team practice, 6-8pm, frgds, with horses**
- May 22** ****Practice night 6-8pm, frgds.**
- May 27** ****Practice night 6-8 pm frgds**
- May 29** ****Drill Team practice, 6-8pm, frgds.**
- June 3** ****Drill Team practice, 6-8pm, frgds.**

June 5	**Practice night 6-8pm, frgds
June 10	**Practice night 6-8pm ,frgds.
June 12	**Drill Team practice, 6-8pm, frgds.
June 17	**Drill Team practice, 6-8pm, frgds.
June 19	**Practice night 6-8 pm, frgds.
June 24	**Practice night 6-8pm, frgds.
June 26	**Drill Team practice, 6-8pm, frgds.
July 1	**Drill Team practice, 6-8pm, frgds.
July 14	State Expo & Gymkhana Entries Due- Meeting 7pm,(horse barn)
July 17	Stall take down, 6pm
August 28	Meeting, Fairgrounds , 7pm
October 11	Meeting, Fairgrounds 9am elections
November 15	Meeting, Fairgrounds, 9am
December 13	Meeting, Fairgrounds, 9am

ADDITIONAL ACTIVITIES/EVENTS

2025

January 3-4	State 4-H Horse Assn. Meeting, Holiday Inn, Rothschild WI 715-355-1111
April 1	Deadline for Horse Ed Days speeches, demos, horse bowl, hippology
April 11-13	Midwest Horse Fair, Alliant Energy Center, Madison
May 3	State Horse Hippology & Horse Bowl Contest, UWGB
May 4	State Horse Speaking & Demonstration Contest, UWGB
May 15	State Hunt Dressage Entries Due
June 1	JR. FAIR & OPEN CLASS entries due online
June 27-29	State 4-H Hunt & Dressage Show & Clinics, Sheboygan Co. Frgds, Plymouth
July 7, 10-13	Kewaunee County Fair
July 31- Aug 10	WI State Fair, State Fair Park, West Allis
Aug 1	State 4-H Gymkhana & Horse Expo entries due
Aug 18	State 4-H Horse Assn. meeting, Holiday Inn, Rothschild (pending)
Sept 6	State 4-H Gymkhana, State Fair Park, West Allis
Sept 12/14	State 4-H Horse Expo, State Fair Park, West Allis

Dates, times and locations are subject to change.

Kewaunee County 4-H Horse & Pony Project Constitution and Bylaws

CONSTITUTION

Revised 2024/25

ARTICLE I NAME

Section 1: Kewaunee County 4-H Horse & Pony Project.

ARTICLE II PURPOSE

Section 1: To provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity.

Section 2: To plan, promote and implement educational programs in the area of horse science for the youth and their leaders.

Section 3: To assist in the development of educational activities in horse science that will enhance the growth and development of youth.

Section 4: To develop leadership skills for our youth by giving them responsibility and guidance

ARTICLE III MEMBERSHIP

Section 1: A project member must be in third grade and may continue in 4-H through the 4-H year following their graduation from high school not to extend beyond the age of 19 at the time of enrollment. Kindergarten, first and second graders can only be enrolled in the Cloverbud project and are not eligible to show live animals.

Section 2: Open to any youth within grade parameter – regardless of that person’s race, color, creed, religion, sex, national origin, pregnancy, disability, ancestry, sexual orientation, marital or parental status.

Section 3: The following requirements must be met to hold a 4-H charter and be recognized as a 4-H project committee in Kewaunee County, Wisconsin:

Project Name

- Five or more youth from at least three families
- Adult leadership that has been approved through the Youth Protection Program
- Educational plan that includes business, community service, education, and recreation/socialization which meets the purposes of the 4-H program. See charter renewal
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by members to govern the project
- Complete the 4-H Annual charter Renewal packet that includes critical communication, legal, financial and educational accountability requirements. This is submitted to the county UW-Madison Extension office by the designated date.

ARTICLE IV HORSE PROJECT BOARD (ADULTS & YOUTH)

Section 1: The Horse Project Board shall consist of up to (5) UW-Madison approved 4-H volunteer leaders. Adult officer positions will be President, Vice President, Secretary (also Communication Chair), Treasurer, and Youth Advisor. The Horse Project Board shall also consist of up to (5) Kewaunee County 4-H Horse & Pony Project youth. Youth officer positions shall be President, Vice- President, Secretary, Treasurer, and Member at Large.

ARTICLE V YOUTH ADVISOR

Section 1: A UW-Madison approved 4-H adult leader who will assist the youth in their committee responsibilities. They will listen and be a reassuring presence at project meetings and events. They will advise and suggest ideas to the youth and ensure their voices are heard. He/She must have knowledge of the project calendar, events, and budget.

ARTICLE VI AMENDMENTS

Section 1: The constitution may be amended by a 2/3 majority of members present vote. Any proposed changes to the constitution need to be discussed at a meeting, sent to all members to review, and cannot be voted on until the next regular meeting.

ARTICLE VII PROJECT LEADERSHIP

Section 1: The project shall be under the direction and guidance of local trained 4-H volunteer horse project leader(s). Open to all adults regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, and pregnancy, marital or parental status. All adult board members, committee heads and project leaders are required to participate in the Wisconsin 4-H Youth Protection Program.

ARTICLE VIII DISSOLUTION CLAUSE

Section 1: Upon dissolution of the Kewaunee County 4-H Horse & Pony Project, any assets must be turned over to the Kewaunee County 4-H Adult Leaders Association.

BY-LAWS

Revised 2024/25

ARTICLE I HORSE PROJECT BOARD

Section 1: Youth and adults may volunteer or nominate for board positions listed in articles IV and V of the Constitution.

Section 2: The election of the officer positions will be voted on by the youth and adults elected to the horse project board. This will be held annually at the fall project meeting.

Section 3: All youth members and UW-Madison approved adult leaders enrolled in the project as of Aug 31 of the previous project year are eligible to vote. New members will be eligible to vote the following year. Youth will vote for the youth and adults will vote for the adults. In the event that there are more than 5 volunteers or nominations of either youth or adult, a majority of youth members and adult UW-Madison approved leaders present shall elect the board members. In the instance of a tie, the membership present will vote solely on those tied.

Section 4: All terms are for one year.

Section 5: In the event that a youth or adult officer is unable to attend a regular scheduled meeting, they must notify the adult secretary before the meeting. If an officer has two (2) unexcused absences from regular

scheduled meetings, their position will be filled by a member at large. **Unexcused absence is defined as no prior notification of an absence from the meeting.**

ARTICLE II COMMITTEE HEADS

Section 1: UW-Madison approved adult 4-H project leaders may fill the roles of committee heads. Refer to page 2 & 3 of the guidebook for committee positions and descriptions. If an event has no committee head, that event may not take place. They shall ensure all committee members are involved and notified of meetings, and help to plan and coordinate the job or event of his or her particular committee.

Section 2: All terms shall be for one year.

Section 3: Project leaders are required to participate in the Wisconsin 4-H Youth Protection Program.

ARTICLE III DUTIES OF HORSE PROJECT BOARD

Section 1: **President:** Shall preside at all regular and special meetings and perform such other duties as deemed necessary to the office. Create the agenda with the assistance of the youth vice president. Shall ensure that the yearly budget is prepared for project approval for the fiscal year of July 1 to June 30. The budget along with elections, by-law and policy changes to be voted on by the membership at the fall meeting.

Section 2: **Vice President:** Shall preside in the absence of the President and assume the duties of the president during his/ her absence. In addition, he/she shall maintain the attendance sheet and roll call of both youth and leaders along with a sign in sheet for all in attendance (parents and guests) for each meeting

Section 3: **Secretary:** Shall keep complete minutes of all meetings and submit copies to the Kewaunee County UW Madison Division of Extension Office and shall share the minutes to all members 1 week post meeting. The youth secretary shall also keep minutes of the meetings and submit to the adult secretary. He/she will read the previous minutes at the meeting.

Section 4: **Treasurer:** The youth treasurer shall present the monthly report at all regularly scheduled meetings. Adult board treasurer shall collect and promptly deposit all funds in the 4-H Horse & Pony Project account, pay bills and keep all financial records. Expenditures not included in the budget must have the horse & pony project membership approval. The adult treasurer shall follow all Wisconsin 4-H Financial Management policies including submission of the Annual Financial Report by September 1st.

Section 5: **Member At Large:** -shall fill in for any youth officer not in attendance at meetings.

Section 6: **Adult horse project board members** shall provide guidance to youth officers, committees and project members. They shall also assist with management of the meetings, help to create and approve agendas, write articles, attend clinics, meetings, activities and events.

ARTICLE IV REGULAR MEETINGS

Section 1: Meetings shall be held on specific dates as outlined in the Kewaunee County 4-H Horse & Pony Project calendar. Members will be notified of date changes.

ARTICLE V: QUORUM

Section 1: A quorum for transaction of business shall be a minimum of seven (7) youth and five (5) adults.

ARTICLE VI: PROJECT YEAR

Section 1: The 4-H year runs from October 1st-September 30th.

ARTICLE VII RULES OF ORDER

Section 1: Robert's Rules of Order shall govern the meetings of the Kewaunee County 4-H Horse & Pony Project.

ARTICLE VIII: PROJECT CHARTER RENEWAL

Section 1: Annually, complete the 4-H Annual Charter Renewal that includes the AFR (Annual Financial Report) and the Charter application. It includes critical communication, legal, financial and educational accountability requirements. This is submitted to the Kewaunee County UW-Madison Division of Extension office by the designated dates.

Revisions – Jan. 2021, Article IV, Section 2, Adult Treasurer removed

Revisions - Nov. 2022, CONSTITUTION: Article V, Section 1, Historian removed ; BYLAWS: Article 1, Section 6: removed by phone.

Added: Unexcused absence is defined as no prior notification of an absence from the meeting. Article II, Section 3 removed committee members, Section 4 added, Adult co-chair shall act as adult treasurer and shall collect and properly deposit all finds in the 4-H Horse and Pony Project account, pay bills and keep all financial records. Expenditures not included in the budget must have the horse & pony project membership approval. ; Article III, Section 1, added "Give assistance to the adult co-chair in creating the meeting agenda. Section 4, Treasurer, removed shall collect and promptly deposit all funds in the 4-H Horse & Pony project account, pay bills and keep all financial records including forms in the treasurer book, submit written monthly report to adult co-chairs at regular scheduled meetings. Expenditures not included in the budget must have horse project membership approval.. Added " present the monthly report at all regularly scheduled meetings; Section 6 Historian removed. .

Revisions: Oct. 2023, CONSTITUTION: Article II, added Section 1 and renumbered remaining sections; Article VI removed "adult chairpersons" and changed to Horse Project Board (Adults & Youth) , Article VI Section 1 removed "There shall be no less than 2 adult trained 4-H volunteer leaders serving as adult co-chairs" and added " The Horse Project Board shall consist of up to (5) UW-Madison approved 4-H volunteer leaders. Adult officer positions will be President, Secretary (also Communications Chair), Treasurer, and Youth Advisor. The Horse Project Board shall also consist of up to (5) Kewaunee County 4-H Horse & Pony Project youth. Youth officer positions shall be Vice-President, Secretary, Treasurer, and Sergeant At Arms. Remaining board members will be considered members at large. Article V removed youth officers and added Youth Advisor. Article V Section 1, removed "Officers shall be President, Vice-President, Secretary, Treasurer, and Sergeant At Arms. Added " A UW-Madison approved 4-H adult leader who will assist the youth in their committee responsibilities. They will listen and be a reassuring presence at the project meetings and events. They will advise and suggest ideas to the youth and ensure their voices are heard. He/She must have knowledge of the project calendar, events, and budget. Article VI, Section 1, removed simple majority and added 2/3 of members present. Article VII, Section 1, added board members and removed chairpersons. BYLAWS: Article 1, removed election of youth officers, added Horse Project Board. Article 1, Section 1, removed "nominations will be accepted from the floor during the election portion of the meeting. Youth members may nominate themselves. A majority of you members present shall elect each officer. Added: Youth and adults may volunteer or

nominate for board positions listed in articles IV and V of the Constitution. Section 2: added "will be voted on by the youth and adults elected to the horse project board, and removed "shall" and replaced it with "will". Section 3 removed "the president's vote will break the tie" and added " All youth members and UW-Madison approved adult leaders enrolled in the project as of Aug 31 of the previous year are eligible to vote. New members will be eligible to vote the following year. Youth will vote for the youth and adults will vote for the adults. In the event that there are more than 5 volunteers or nominations of either youth or adult, a majority of youth members and adult UW-Madison approved leaders present shall elect the board members. In the instance of a tie, the membership present will note solely on those tied." Section 4 removed "and may not be served for more than two consecutive terms in the same office." Section 5: Added "or adult officer", added "the adult secretary" and removed "one of the adult co-chairs". Removed the word consecutive, removed special election and replaced with a member at large, and removed "held at next regular scheduled meeting" Article II, removed Adult Co-Chairs. Section 1: removed Co-Chairs, and added" UW-Madison approved adult 4-H Project leaders may fill the roles of committee heads. Refer to page 2 & 3 of the guidebook for committee positions and descriptions. If an event has no committee head, that event may not take place. They shall ensure all committee members are involved and notified of meetings, and help to plan and coordinate the job or event of his or her particular committee. Section 3: removed "All adult chairpersons". Removed section 4 entirely. Article III, removed "youth officers, chairs and committee chairs" and added "Horse Project Board" Section 1, removed "with the assistance of the adult co-chairs". Removed Adult co-chair and replaced with "the youth vice president" Removed "give assistance to the adult co chair in creating the meeting agenda". Added " Shall ensure that the yearly budget is prepared for project approval for the fiscal year of July 1 to June 30. The budget along with elections, by-law and policy changes to be voted on by the membership at the fall meeting. Section 2: Added "and roll call of both youth and leaders along with a sign in sheet for all in attendance (parents and guests). Removed "obtain youth signatures". Section 3: Removed "so that they may be updated on the county website and adult co chairs with one week of meeting. Also, the secretary is responsible for correspondence including submission of articles to Foghorn with approval of the co chairs. Added "The youth secretary shall read the previous minutes at the meeting". Section 4: Added "youth treasurer", also added " Adult board treasurer shall collect and promptly deposit all funds in the 4-H Horse & Pony Project account, pay bills and keep all financial records. Expenditures not included in the budget must have the horse & pony project membership approval. The adult treasurer shall follow all Wisconsin 4-H Financial Management policies including submission of the Annual Financial Report by September 1st." Section 6: Removed and re-numbered remaining sections. Section 7 now becomes Section 6 and removed "Adult Co Chairs" and added Adult horse project board members. Section 8 now becomes Section 7 and was removed. Section 9 now becomes Section 8 and was removed. Article V, Section 1 removed " ten" and changed to "seven (7) youth and five (5) adults." Article VIII, Section 1 removed "packet" and added " the AFR (Annual Financial Report) and the Charter application. It includes".

Revisions-October 2024: CONSTITUTION: removed "and Horseless Horse" from entire document, Article IV, section 1: added adult Vice President and youth President. Removed Sergeant at Arms and replaced with Member at Large. Removed "remaining board members will be considered members at large" BYLAWS: Article III, Section 3: added" also keep minutes of the meetings and submit to the adult secretary. He/she will". Section 5: Removed Sergeant at Arms and replaced with Member at Large, added " shall fill in for any youth officer not in attendance at meetings"

Date: _____

Adult President: _____

Adult Secretary: _____

Youth President: _____

Youth Secretary: _____