

# St. Clair County 4-H Horse Leader's Association Constitution and By-Laws

**Revised 1-1-2014**

## **Preamble**

This constitution is established to promote a sound program of educational value for the youth of St. Clair County. It is intended to encourage a cooperative and democratic atmosphere for the practice of fair and proper horsemanship.

## **Article I: Name**

The name of this organization shall be the St. Clair County 4-H Horse Leader's Association referred from this point as the SCC 4-H HLA.

## **Article II: Purpose**

- The purpose of this organization is to:
  - Promote continuous growth in programs fostering horsemanship education, initiative, self reliance, sportsmanship and other desirable traits of character
- To experience the pride and responsibilities associated with the care, feeding, management and health of the animal
- To promote a greater love for animals and to establish a humane attitude toward them
- To learn safety precautions to prevent injuries to themselves, their mounts and others
- To learn skills in horsemanship and an understanding of the business of breeding, raising and training horses
- To appreciate horseback riding as a healthy and wholesome form of recreation as well as to stimulate appreciation and conservation of our responsibilities through working in groups and supporting community horse projects and activities
- To encourage participation by all 4-H members desiring to participate regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status or family status.

## **Article III: Goals**

- A. Through association leadership and instruction, it is our goal that the 4-H member derive all the enjoyment and benefits possible as a result of participating in meetings, clinics and other educational programs provided through 4-H.
- B. The SCC 4-H HLA will provide an opportunity for the involvement of each 4-H member to the extent possible in all activities provided by the association.
- C. The SCC 4-H HLA will provide age appropriate activities where each 4-H member can be exposed to cooperative working experiences that lead to common group goals.
- D. The SCC 4-H HLA will provide each 4-H member with opportunities to experience good leadership, fair play, good horsemanship, a sense of honesty, character, pride and good sportsmanship at all times.
- E. The SCC 4-H HLA will always provide, conduct and host programs with proper instructions, teaching methods, conditions, rules, health, safety and provide for the welfare of each participant and project animal in accordance with county 4-H rules.

## **Article IV: Membership**

- A. Membership shall consist of horse project leaders, teen leaders, resource persons and parents who are enrolled in the St. Clair County 4-H program. Teen leaders must be actively engaged in the established teen leader project.
- B. Representation from the Extension Office (4-H Program Coordinator or other Extension Personnel) on an ex-officio basis.
- C. Prospective new leaders applying for membership in this association shall contact the St. Clair County MSU Extension 4-H office. Requirements include filling out an application, having a criminal history check done by the Agent and completing an interview.

D. New leaders are required to attend new leader orientation provided by the St. Clair County MSU Extension 4-H office.

E. All leaders are required to update a leader's card annually.

F. Membership in this association shall be described as one of the following:

1. Administrative, Project or Activity Leader
2. Resource leader currently signed up through the county office
3. Parent of a registered 4-H member and 4-H teen leader

## **Article V: Governmental Procedures**

### **A. Governing Body**

1. The leadership of the SCC 4-H HLA will be vested in the elected officers.
2. The membership shall have the power to amend such by-laws as may be necessary in carrying out the provisions of the constitution,
3. By-law changes can be made and accepted only during the months September through April of each year. Changes must be submitted to the president prior to the next monthly meeting. Once a by-law is changed it cannot be re-submitted for one year. Proposed constitutional changes will be published prior to the next regularly scheduled meeting. The constitution shall be amended by a majority vote of the members in attendance at that meeting.

### **B. Voting**

1. Each club shall be allowed a maximum of 2 (two) votes. Those entitled to vote are leaders, parents, teens or resource persons representing the club.
2. Discussion time from the floor shall be limited at the discretion of the president
3. All official decisions shall, unless otherwise stated in this constitution, be by majority vote of the membership and officers present and having a voting right.
4. Voting shall be restricted to the members identified at the beginning of the meeting as the leaders representing their club.
5. Persons representing absent leaders must sign in with the secretary prior to the start of the meeting.
6. Proposals need a majority vote to pass.

### **C. Officers and Their Duties**

#### **1. President**

- a. Call board and special meetings.
- b. Act as General Chairman of the meetings.
- c. Act as Chief Executive Officer of the Association.
- d. Conduct meetings under parliamentary procedure.
- e. Serve on the grievance committee or appoint the Vice President to serve in their place either as a regular member or as a substitute.

#### **2. Vice President**

- a. Assist the President in the performance of his/her duties.
- b. Act as President in the absence of the President
- c. Assume temporary responsibilities of any vacated officer's post until the vacated post is filled by a majority vote of SCC 4-H HLA.
- d. This vacated post shall be filled at the next regularly scheduled horse leader's meeting.

#### **3. Secretary**

- a. Prepare an agenda, keep minutes of meetings and provide a written copy to all members and the 4-H office before or at the following meeting.
- b. Handle all correspondence of the meetings, including all mailings, notices, bulletins, etc.
- c. Maintain an updated SCC 4-H HLA membership list.
- d. Maintain an updated SCC 4-H HLA committee list.

#### **4. Treasurer**

- a. Act as custodian of all SCC 4-H HLA funds.

- b. Keep records of assets, liabilities, income and disbursements, report at each meeting, keeping members updated as to funds status.
  - c. Acknowledge all contributions.
  - d. Submit an annual financial statement to all members and officers.
  - e. Be responsible for all bank checking and savings accounts.
  - f. Arrange an audit to be performed before installment of new officers.
  - g. Serve on the Budget committee.
- D. Elections
1. Officers shall be elected to serve a term of one (1) year.
  2. All officers are eligible for re-election.
  3. Nominations for officers will be accepted from the general membership during the September meeting.
  4. Election of officers shall be held at the September meeting by secret ballot voting, unless any one office is running unopposed. Representatives of the Developmental committee shall count the votes.
  5. Vacancies occurring among the officers shall be filled by a majority vote of the present membership at the next regularly scheduled meeting.
  6. Any officer who is absent from two (2) consecutive meetings without excuse satisfactory to the president or fails to complete their duties as listed under Article V-C, shall be deemed to have surrendered their office.
  7. Serving as an officer on the Executive Board shall count as a committee obligation towards barn draw.

#### **Article VI:**

##### A. Monthly Meetings:

1. The meetings shall be held once every other month on the odd months taking place on the third Thursday, with the exception of June. Meeting dates may be changed by approval of the general membership and announced one month in advance.
2. Special meetings may be called at any time by the President or upon request of at least one third (1/3) of the membership.
3. Members and officers shall be notified at least ten (10) days prior to a special meeting date unless an extreme emergency exists.
4. All meetings of the St. Clair County Horse Leaders Assoc. will be tape recorded by the secretary.

##### B. Agenda for Meetings

1. Call to order/ Pledges
2. Roll call
3. Secretary's report/correspondence
4. Treasurer's report
5. Extension office
6. Fair Board report
7. Committee reports
8. Old business
9. New business
10. Open forum
11. Roll call (Clubs must be present to receive credit for barn draw)
12. Adjournment

#### **Article VII: Committees**

- A. Committee meetings shall be called by the committee chairman whenever and as often as deemed necessary to execute the responsibilities of said committee. A progress report of each meeting will be submitted to the membership and officers at the general monthly meetings.
- B. Committee meetings can also be called by the President of the Association.
- C. The following committees will be permanently established:

Ad Book  
Awards  
Barn Manager  
Billboards  
Budget  
Clinics  
Courtesy  
Developmental/Rules  
Dressage  
Fair Open Show  
Fun Classes  
Gymkhana  
Winter Projects  
Horse ID/coggins  
Horseless Horse  
Jumping  
Mini's  
Presentation Parade  
Project Record Book  
State Qualifying Show  
Sue Jones Memorial Scholarship  
Trail  
Warm-up Show  
Fair Superintendent: pending approval of Fair Board  
Ring Scheduler: pending approval of Parks and Rec.

All committee assignments will be made in September. Clubs starting up after committee assignments will be added to existing committees.

1. Clubs signing up for a committee will list club name and the committee members name and telephone number on the committee selection sheet.
2. The council will set committees by verbally reminding leaders who sat on a committee and calling out for volunteers and a committee chair. The names will be written on a list and the list will be published to the leader with the following months minutes.
3. The committee chair is not responsible for the failure of other committee members to attend additional meetings where majority vote issues may be resolved or planned, provided all committee members are notified at least one week prior to the additional meetings. The chair of each committee is responsible for reporting member attendance and participation to the developmental committee and updating the committee workbook.
4. All clubs are required to be on at least 3 committees and 3 fair jobs and/or for larger clubs of 10 or more, the requirement will be 5 or more fair jobs. Additionally, each club is required to include one of 3 major show committees (Warm Up Show, State Qualifying Show, Fair open show) as one of their committees.

#### **Article VIII: Financing**

A. The association may sponsor such fund raising activities as deemed necessary to carry out the purpose of this association as outlined in Article II above, and notice given to the MSU Extension

4-H Program Coordinator for approval. The budget committee will determine the need after looking over the budget and set up the appropriate activities.

B. All funds must be deposited in a checking account at a local bank at the choice of the Treasurer. The Treasurer shall have an authorized signature card at the bank, signed and approved by the officers.

C. All bills (not covered by the annual budget) shall be presented to the general membership at the monthly meetings. If need arises between regularly scheduled meetings HLA Executive board and/or Fair Superintendents may approve bills. The bill(s) shall be presented at the next regularly scheduled meeting.

D. Special expenditures may be presented to the President for placement on the agenda and consideration at the next monthly meeting.

E. In the event of the dissolution of this Association all funds must be returned to the St. Clair County MSU Extension 4-H program.

F. Any contracts for contracted labor will require 3 bids from three different contractors except for judges' contracts.

#### **Article IX: Adoption**

These revised by-laws shall become effective September 20, 2012. All members agree to comply with these by-laws and no member shall be absolved from observance of same.