

**WAYNE COUNTY 4-H
HORSE AND PONY ASSOCIATION
CONSTITUTION AND BYLAWS**

**ARTICLE I
NAME**

This association shall be known as **WAYNE COUNTY 4-H HORSE AND PONY ASSOCIATION**, hereinafter to be referred to as **WCHP**.

**ARTICLE II
PURPOSE**

- A. It shall be the purpose of **WCHP** to promote, develop, educate and encourage the horse and pony programs, the individual 4-H club leader, the individual 4-H horse club member and volunteers.
- B. To assist, direct, train and educate new and existing clubs, leaders, parents, volunteers and youth with regards to horse and horsemanship.

**ARTICLE III
OBJECTIVES**

- A. To develop leadership, initiative, self-reliance, citizenship and sportsmanship.
- B. To experience the pride and responsibility of caring for a horse or pony.
- C. To learn safety precautions, to prevent injuries to themselves, to others and their animals.
- D. To appreciate horseback riding as a healthy and wholesome form of recreation, as well as an appreciation of our conservation and natural resources.
- E. To make leaders aware of ideas, routines, policies and rules relative to the **WCHP** horse and pony program.
- F. To cooperate with the extension office and the Wayne County Fair Association.
- G. To inform **WCHP** members of events, deadlines, contacts, forms, etc. via the **WCHP** website.

**ARTICLE IV
GENERAL RULES**

- A. If a situation arises that is not covered specifically by this Constitution and Bylaws, The 4-H Horse and Pony Show Rules and Regulations may be used as a guideline.
- B. 4-H exhibitors, members, parents, leaders and volunteers shall, at all times, treat members of **WCHP** and 4-H officials with kindness and respect. 4-H exhibitors, parents, leaders or volunteers should not accuse the judge of favoritism and should support the judge and the judging system. If an exhibitor believes that he or she has a legitimate complaint concerning the actions of any show official or otherwise, he or she should submit the complaint in writing to the **WCHP** Executive committee.
- C. Illegal drug and alcohol use by 4-H exhibitors during any **WCHP** or 4-H event including, but not limited to, the Wayne County Fair, will not be allowed or tolerated. Violation of this rule shall result in the immediate removal from the **WCHP** event and grounds and loss of all points earned.

- D. No person on the show grounds may treat a horse in an inhumane manner. The show grounds include, but are not limited to, the barns, stalls, practice arenas and show arenas. When a report or discovery of inhumane treatment is made, **WCHP** Executive Committee will investigate the incident and report it to the authorities and the MSU Extension staff. The standard for measuring conduct or treatment is that which a reasonable person, informed and experienced in generally accepted equine training procedures, would determine to be cruel, abusive and inhumane.
- E. No unlicensed 4-H member shall operate any type of motorized vehicle while on show grounds including, but not limited to, any campsite and barn areas.
- F. When an exhibitor, member, parent, leader or volunteer is in violation of the **WCHP** Constitution and Bylaws or 4-H rules such person is subject to disciplinary action by the **WCHP** Executive Board and its members including, but not limited to, removal of points or suspension.

ARTICLE V **MEMBERSHIP**

- A. Membership shall consist of members from registered 4-H and clubs. Participation at monthly meetings by at least two (2) members and/or leaders of each club with a horse project is strongly recommended for the benefit of their members. A registered club is determined through submission of all paperwork and fees to **WCHP** and MSUE.
- B. All **WCHP** meetings are open meetings and all 4-H leaders, members, parents and volunteers are welcome.
- C. All voting members from clubs are to be recognized at the beginning of each meeting.

ARTICLE VI **ATTENDANCE AND VOTING PRIVILEGES**

- A. It is required that each registered **WCHP** club shall be represented by that club's leader, parent(s), and or teen leaders at a minimum of four (4) monthly meetings per fiscal year, September through August.
- B. Voting privileges will be granted to any registered **WCHP** member at their fourth (4th) regular attended meeting.
- C. Any **WCHP** member qualified to vote during the previous fiscal year will be eligible to vote at the September, October and November meetings of the same calendar year.
- D. Any club having not been represented at four (4) regular meetings during the fiscal year of September through August shall relinquish any rights to the **WCHP** awards to be given out for the current year.

ARTICLE VII **MEETINGS**

- A. Meetings to be held the third (3rd) Tuesday of every month except August and December.
- B. The annual meeting will be held in November and will cover elections and Constitution and Bylaw changes.
 - 1. An amendment to a bylaw must be submitted in writing to the **WCHP** Executive Committee at least thirty (30) days prior to the annual meeting.
 - 2. Amendments shall not be made or changed except at the annual meeting after having been proposed at the previous monthly meeting.
- C. Election of Teen Representatives will be held in February.

- D. Each meeting will begin promptly at 7:00 p.m. and adjourn no later than 9:00 p.m.
- E. A quorum shall be considered present if 50% of the registered clubs are represented.
- F. Any motion on the floor shall have a five (5) minute discussion period limit; the board will have the right to extend the discussion.
- G. One (1) motion on the floor at a time.
- H. Conduct at each meeting shall be conducted in an orderly and mature manner. Any person not conducting themselves properly will be asked to leave by the acting chairperson.
- I. The rules contained in ROBERTS RULES OF ORDER shall govern **WCHP** in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws or any special rules of order that WHCP may adopt.

ARTICLE VIII **OFFICERS OF THE EXECUTIVE COMMITTEE**

- A. The following offices will be voted on at the November meeting: PRESIDENT, VICE PRESIDENT, SECRETARY, REGISTRAR SECRETARY, and TREASURER. Any adult registered WHCP member with voting rights will be eligible to run for office.
- B. In order to maintain and hold a position on the Executive Committee, said officer must attend ALL the monthly meetings as stated in the Bylaws. If said officer misses more than two (2) meetings without extenuating circumstances, said officer may be removed as determined by the Executive Committee. If so removed said position will then become available and will be filled by vote of membership present.
- C. Each position shall be a one (1) year term.

ARTICLE IX **DUTIES OF OFFICERS**

- A. President
 - 1. Preside over meetings of the board.
 - a. Open session and call to order.
 - b. State and put to vote motions.
 - c. Maintain an orderly debate.
 - 2. Offer leadership and aid to other leaders.
 - 3. Serve on each committee as needed and appropriate in an advisory role only.
 - 4. Work with and through the 4-H youth agent and the Wayne County Fair Association.
 - 5. Relinquish all data and records to the incoming President as soon as practical, but no later than two (2) weeks prior to the next scheduled meeting after elections.
 - 6. The President is entitled to vote only when the vote would change the results as in the case of a tie.
- B. Vice President
 - 1. In the absence of the President the Vice President would preside and perform the duties of the President of the **WCHP**.
 - 2. Relinquish all data and records to the incoming Vice President as soon as practical, but no later than two (2) weeks prior to the next scheduled meeting after elections.

C. Secretary

1. To keep accurate and complete records of the meetings of **WCHP** including, but not limited to, monthly meetings and agendas.
2. Make available copies of the previous month's minutes and create current agendas for each **WCHP** meeting.
3. Correspond with clubs and individuals at the request of the Executive Committee Board or the President.
4. Keep on file an up-to-date voting membership list.
5. Call the meeting to order and preside in the event of the absence of the President and Vice President.
6. Relinquish all data and records to the incoming Secretary as soon as practical, but no later than two (2) weeks prior to the next scheduled meeting after elections.
7. Make copies of Bylaws available at every meeting.

D. Registrar Secretary

1. Retention of **WCHP** and 4-H membership list
2. Mailing and collection of annual **WCHP** Horse Registrations including collections of registration fees to be forwarded to the Treasurer.

E. Treasurer

1. Keeping an accurate and complete double entry ledger accounting records of income and expense.
2. To pay bills from officers and committee members only when clearly authorized and receipts of expenditures are attached, and are voted on by **WCHP** voting members.
3. To pay by checks only.
4. To give monthly written statement of finances.
5. Be responsible to give a complete financial report, which has been audited prior to the first (1st) meeting in January. To provide to the Executive Committee a complete financial report along with receipts prior to the annual meeting. Financial report may be subject to audit as directed by Executive Committee.
6. Relinquish all data and records to the incoming Treasurer as soon as practical, but no later than two (2) weeks prior to the next scheduled meeting elections.
7. Make appropriate start money available at all **WCHP** sponsored events.
8. Call meeting to order and preside in the event of the absence of the President, Vice President and Secretary.
9. Will maintain checking account with adult Executive Committee member as second signature in case of emergency.
10. To provide all records and statements as required in MSUE.

F. Teen Representatives

1. To provide input to agenda on current issues which need to be addressed.
2. To assist the officers when and where needed.
3. To represent and encourage the youth of Wayne County to be active and to bring their ideas to the main board concerning programs they would like to see developed and grow in Wayne County.
4. Teen representatives must be at least 13 years old as of 4-H age and must be a registered **WCHP** member with voting privileges.

ARTICLE X
STANDING COMMITTEES

- A. Executive Committee
 - 1. To be made up of the President, Vice President, Secretary, Registrar Secretary, and Treasurer.
 - 2. Duties of the Executive Committee
 - a. To make decisions in between regularly scheduled meetings under extraordinary circumstances.
 - b. No decision shall be made by any one (1) Executive Officer.

- B. Bylaws Committee
 - 1. To present to the board recommended bylaw changes at the meeting previous to the annual meeting and again at the annual meeting where changes may be made.

- C. Nominations Committee
 - 1. Shall be appointed through volunteers at the September meeting of the current year. They will be responsible to contact prospective nominees and have a minimum of one (1) per office to be presented at the October meeting, and to accept eligible nominations from the floor at the annual meeting.

ARTICLE XI
SPECIAL COMMITTEES

A special committee is a committee appointed through volunteers of interested **WCHP** members, parents and volunteers. Their duties are to provide guidelines to the **WCHP** Executive Committee for specific events for the Executive Committee and member approval. Each committee shall elect one (1) chairperson or co-chair at the committee's first (1st) meeting following the annual meeting. Said chair shall report to the membership at each monthly **WCHP** meeting.

- A. Educational Committees
 - 1. Protégé
 - 2. Clinics
 - 3. Learners Day
 - 4. Point Show
 - 5. State Show

- B. Fundraising Committee
 - 1. Sponsorships
 - 2. Horse Show
 - 3. Tack Sale

- C. Awards Committee
- D. Sunshine Committee
 - 1. A gift or card may be sent to a **WCHP** member and/or their immediate family in the event of a serious illness or death. Donations may be accepted to cover cost.

ARTICLE XII
DISBANDMENT

If the organization should disband, any money and/or property shall be sold and the monies distributed equally among all registered and active 4-H and **WCHP** clubs.

ARTICLE XIII
SUPERSESION

These Bylaws supersede any and all Bylaws in effect heretofore.

The forgoing Bylaws were originally adopted on the 2nd day of December 1998 and include amendments adopted in November 2001, October 2005, October 2007, November 2009 and November 2013.

Bylaws amended on November 2013.