

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 educate, develop, encourage and promote the 4-H horse and pony programs, the individual 4-H horse club member, the individual 4-H club leader and 4-H volunteers.
- B. To educate, train, assist and direct new and existing 4-H members and non 4-H youth, 4-H clubs, 4-H leaders, 4-H volunteers and parents/guardians 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 4-H members, 4-H leaders, 4-H volunteers and parents/guardians aware of ideas, routines, policies and rules relative to WCHP horse and pony program.
- F. To cooperate with MSU extension and the Wayne County Fair Association.
- G. To inform WCHP 4-H membership of events, deadlines, contacts, forms, etc., via the WCHP website, relevant social media and communication methods such as emails.

ARTICLE IV
GENERAL RULES

- A. If a situation arises that is not covered specifically by this constitution and bylaws, the most current version of the Michigan 4-H Horse and Pony Show Rules and Regulations and The Michigan 4-H Miniature Horse and Show Guidelines will be used as the guidelines.
- B. 4-H members, 4-H leaders, 4-H volunteers and parents/guardians shall always treat members of WCHP and 4-H officials with kindness and respect. 4-H members, 4-H leaders, 4-H volunteers and parents/guardians shall not accuse any 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. All 4-H members, 4-H leaders and 4-H volunteers are expected to abide by the MSUE Extension Michigan 4-H Code of Conduct. Illegal drug or 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 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 not limited to, the barns, stalls, practice arenas and show arenas. When a report or discovery of inhumane treatment is made, the WCHP Executive Committee will investigate the incident and report it to the authorities and MSU Extension. 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. Violation of this rule shall result in consequences up to and including the immediate removal from the WCHP event, loss of points earned and potential disciplinary actions from MSU Extension.
- E. No unlicensed 4-H member shall operate any type of motorized vehicle while on the 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 or 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 4-H members from registered 4-H clubs in good standing. Participation at monthly WCHP meetings by at least two (2) 4-H members, 4-H leaders, 4-H volunteers and parents/guardians of 4-H members of each 4-H club with a horse or pony project is strongly recommended for the benefit of the 4-H club membership. A registered 4-H club is determined through submission of all paperwork and fees to WCHP and MSU Extension.
- B. All WCHP meetings are open meetings and the public is welcome.
- C. All voting members from 4-H 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 4-H club shall be represented by a 4-H member, 4-H leader, 4-H volunteer or parent/guardian of a registered 4-H member, 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 meeting 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 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 meeting.
- C. Election of Teen Representatives will be held in November
- D. Each meeting will begin promptly at 7:00 pm and adjourn no later than 9:00 pm
- E. A quorum shall be considered present if 50% of the registered clubs are represented and two (2) board members are present.
- 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. Business 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 RULE 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 WCHP 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 WCHP 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 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 be filled with an eligible candidate as stated in the bylaws 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 the meetings of the board.
 - a. Open session and call to order
 - b. Lead Pledge of Allegiance and 4-H Pledge
 - c. State and put to vote motions
 - d. Maintain an orderly debate
2. Offer leadership and aid to 4-H members, 4-H leaders and 4-H volunteers.
3. Serve on each committee as needed and appropriate in an advisory role only.
4. Work with and through MSU Extension and the Wayne County Fair Association.
5. Relinquish all data and records to 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 preform 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. To make available copies of the previous months minutes and create current agendas for each WCHP meeting.
3. Correspond with 4-H clubs and relevant individuals at the request of the Executive Committee or President.
4. Keep on file an up to date voting membership list.
5. Call the meeting to order 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, pony and miniature horse registrations including collections of registration fees to be forward 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 voted on by WCHP voting members.
3. To pay by checks only.
4. To give monthly written statements of finances.
5. Be responsible to give 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 after 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 by MSU Extension.

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 the youth of Wayne County 4-H and encourage the 4-H members to be active and to bring their ideas to the WCHP 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 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 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 from 4-H members, 4-H leaders and 4-H 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 team of appointed WCHP members. Their duties are to provide guidelines to the WCHP Executive Committee for specific events for the Executive Committee and WCHP members approval. Each committee shall elect one (1) chairperson or co-chair at the committees first(1st) meeting following the annual meeting. Said chair shall be a cleared 4-H volunteer or 4-H member aged 13 and older; and be a registered WCHP member; and will report to the WCHP membership at each monthly WCHP meeting.

A. Educational Committees

1. Protégé
2. Clinics
3. Learners Day
4. Point Show
5. State Show

B. Fundraising Committees

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 must be collected to cover the cost. WCHP funds cannot be used.

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
SUPERSESSION

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, November 2007, November 2009, November 2013, November 2014, November 2016 and November 2019.

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Bylaws amended November 2019.