

# Defiance County 4-H Horse Council

## Constitution & By-Laws



**Defiance County 4-H Horse Council  
Constitution and By-Laws  
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# **Defiance County 4-H Horse Council Constitution**

## **Article I. Name**

- A. The name of this organization shall be the Defiance county 4-H Horse Council.

## **Article II. Purpose & Objectives**

Purpose: To provide educational and training opportunities that meets the needs and interests of all Defiance County 4-H horse members.

Objectives:

1. To develop an appreciation of horseback riding and good horsemanship skills by providing educational opportunities such as clinics, show and workshops.
2. To encourage the development of sportsmanship as an important part of youth development.

## **Article III. Policies**

- A. The Defiance County 4-H Horse Council operates on a nondiscriminatory basis without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, or veteran status. This statement is in accordance with United States Civil Rights Laws and the USDA.
- B. The Defiance County 4-H Horse Council is a sub-committee of and under the guidance of the Defiance County 4-H Council in association with Defiance County Extension.
- C. The Defiance County 4-H Horse Council Executive Committee shall designate an adult representative to the 4-H Council who will serve a one year term and attend 4-H Council meetings.
- D. The Defiance County 4-H Horse Council will work in cooperation with the Defiance County Commissioners, the Defiance County Agricultural Society, the Defiance County Extension Office, and any other committees and interested persons concerned with improving and expanding the overall Defiance County 4-H horse program.

## Article IV. Membership

- A. Membership is open to anyone interested in improving the Defiance County 4-H Horse Program.
- B. The Executive Committee may designate no more than two adults as Community at large members. Community at Large members are adults who are not currently associated with the Defiance County 4-H program as a parent/guardian or volunteer.
- C. Any major decisions of the Defiance County 4-H Horse Council must be voted on by 2/3 of the eligible voting membership present unless the Executive Committee was authorized to make the decision.
- D. Voting Members
  - 1. Youth must be a current 4-H Defiance County 4-Her in sixth grade of current 4-H year.
  - 2. 4-H Adults: May be a parent/guardian of a current 4-H member or a Defiance County 4-H volunteer. Volunteers must meet the Ohio 4-H Volunteer Criteria and have the proper documentation with the Defiance County Extension Office.
  - 3. Community at Large designees must be a Defiance County resident and are eligible to vote.
- E. Attendance: An attendance requirement must be met for members wishing to vote for changes to the junior fair guidelines and or constitution. See By-laws membership section for attendance guidelines.

## Article V. Officers & Designees

- A. The elected officers of the Council shall be President, Vice-President, Secretary, and Treasurer
- B. The election of officers shall occur annually at the November meeting by a ballot vote.
- C. Terms of office shall be for one year. The officers shall assume their duties at the January meeting.
- D. Three unexcused absences will be a cause for removal of officer position.
- E. Officers are expected to attend regularly scheduled meetings of the Defiance County 4-H Horse Council. Officers must contact the President in advance of being absent from a meeting and submit necessary reports prior to the meeting.
- F. Designees: The Executive Committee shall appoint the following designees for a one year term.
  - Community at Large: no more than two community at large members
  - 4-H Council Representative: one adult representative
  - Parliamentarian: one non-voting adult

## Article VI. Committees

- A. The Executive Committee shall consist of the elected officers and the 4-H Council Designee. The duties of this committee are to handle any business decisions that must be made prior to the next regular business meeting.
- B. Standing Committees are appointed by the President and serve as long as needed. The committee will consist of a chair and enough members to get the task completed.
- C. Committees will be outlined in the By-Laws and reviewed on an annual basis.
- D. Committee chairs must present a written report at the November meeting.

## Article VII. Meetings

- A. The Defiance County Horse Council will meet on the second Mon. of the month beginning at 6:30 pm.
- B. Meetings will be held at the Defiance County Extension Office unless otherwise noted. The May, June, July and August meetings will be held at the Fairgrounds.
- C. Youth Meetings. The President may hold a meeting prior to the regularly scheduled horse council meeting for youth members only. The purpose of this meeting is to communicate changes, events, and hear concerns of the youth. Meetings will be on an as needed basis.

## Article VIII. Recommendations

- A. The Defiance County 4-H Horse Council may make recommendations for changes to the Junior Fair guidelines.
- B. Chain of Command for Changes to Defiance County Junior Fair Guidelines  
*Horse Council* votes on recommended changes  
*Senior Fair Livestock Committee* will discuss recommendations  
*Junior Fairboard* will hear final recommendations from Livestock Committee  
*Senior Fairboard* will hear final recommendations from the Junior Fairboard
- C. Defiance County 4-H Horse Council will discuss changes for the Junior Fair Horse Program at the September meeting and vote on final recommendations at the October meeting. The President of 4-H Horse Council will present final recommendations to the Defiance County Extension Office.
- D. Voting Eligibility: Members must meet the attendance requirements to be eligible to vote on recommendations for changes to the Junior Fair Guidelines. See By-laws membership section.

## Article IX. Amendments

- A. The Constitution and By-laws shall be reviewed by the Policy committee on an annual basis and voted on by the membership at the October meeting.
- B. Amendments to the constitution and By-laws may be made by a 2/3 majority vote of those present and eligible to vote and also meeting the attendance requirement. See By-laws membership section.
- C. Notice of the recommendations for changes to the guidelines and or constitution must be communicated with the membership no less than ten calendar days prior to the vote.

## Article X. Finances

- A. The Council's checking account shall be established in the Council's name, not an individual's name. A copy of the bank name and account information shall be kept on file with the Defiance County Extension Office.
- B. The Defiance County 4-H Horse council is required to have a Taxpayer Identification Number in order to be included under the IRS Federal Group Exemption Number.

- C. Bills should be approved for payment by the council before checks are written.
- D. All income should be documented by pre-numbered receipts, with appropriate copies kept with the Treasurer's records. All income should be deposited in the council's account.
- E. The Council treasury should be audited annually and prior to a new treasurer assuming office. The President will appoint a committee from the Council, made up of persons not directly associated with the Treasurer. The OSU Extension office has the authority to ask for a Council's financial statement that itemizes receipts and expenses and copy of the audit.
- F. 4-H organizations have an obligation to file an Annual Information Return, Form 990, with the Internal Revenue Service, when gross receipts in the tax year exceed \$25,000.00.

## **Article XI. Fundraising**

- A. Ohio 4-H discourages lotteries or games of chance. Rather, plan 4-H fundraising so the public or customer will receive full value. Remember, there are State and local laws and regulations prohibiting or regulating lotteries, raffles, and games of chance. Refer to Ohio Revised Code #2915.
- B. Where there is a proposal to conduct a game of chance (raffle) the Defiance County 4-H Council shall review the proposal and determine the implications the proposal will have on the 4-H program.
- C. Defiance County 4-H Clubs/Horse Clubs holding a horse related fundraiser and using the Defiance County 4-H Name shall bring the proposal to the Defiance County 4-H Horse Council for review. A final financial report of the fundraiser must be submitted to the Defiance County Extension office at the conclusion of the event.
- D. Soliciting Donations or In-Kind Services: The Defiance County 4-H Horse Council President and Defiance County 4-H Educator will provide a letter on Ohio State University Extension letterhead to members representing the Defiance County 4-H Horse Council that authorizes such members to solicit funds or goods and services.

## **Article XIII. Dissolution**

- A. If the Defiance County 4-H Horse Council disbands, all assets will be turned over to the Defiance County 4-H Council.

Adopted: 1/14/08

# Defiance County 4-H Horse Council

## By-Laws

### Section A: Membership

1. Membership is open to anyone interested in improving the Defiance County 4-H Horse Program and may consist of youth, adults (4-H parents/guardians/volunteers) and the community at large.
2. Voting Guidelines:
  - Regular Meetings: Requires a 2/3 majority vote of those present and eligible to vote.
  - Special Meetings: Constitution & Guideline Recommendations  
Requires a 2/3 majority vote of those present and eligible to vote  
AND also meeting the attendance guideline.
3. Attendance Requirement (to be eligible to vote at the special meetings)
  - Adults must attend seven of the eleven scheduled meetings.
  - Youth must attend four of the eleven scheduled meetings.
  - Absentee voting will be allowed for hardship cases. Individual must communicate with an Officer **by 6:30 pm of the day of** the vote.

### Section B: Duties of Officers & Designees

#### President

- Prepare meeting agenda with other officers
- Presides at all Council meetings
- Uses parliamentary procedure to conduct meetings
- Understands responsibilities of other council officers
- Plans ways to get every member to participate in meetings and delegates responsibility
- Appoints committees as needed
- Calls the Vice-President to reside at the meeting if unable to attend

#### Vice President

- Presides at meetings if the President is absent.
- Introduces educational program at club meetings.
- Thanks the educational guest speakers, presenters, etc.
- Assists committees as needed

#### Secretary

- Keeps an accurate written record of the business meetings.
- Presents the minutes at each meeting.
- Records attendance at each meeting
- Writes thank you letters to speakers, sponsors, etc.
- Writes all council correspondence as directed by the President, and or the Executive Committee

#### Treasurer

- Keeps an accurate account of all money received and spent by the council
- Gives a financial report at each meeting
- Gives an annual financial report at the final council meeting for the year
- Prepares a budget with the Executive Committee, Finance/Fund Raising Committee
- Balances the bank statement each month
- Pays bills when approved by the club

#### 4-H Council Representative

- Serve as a liaison between the Horse Council and the 4-H Council.

#### Community at Large Designee

- Serve as a liaison between the Defiance County Community and the 4-H Horse Council.

#### Parliamentarian

- Serve as an impartial advisor and make sure all members are heard
- Make sure the meetings are run in a fair manner

#### Defiance County Extension Representative

- Act as a liaison between the Defiance County 4-H Council, Junior Fairboard, Senior Fairboard and County Commissioners.
- Communicate with Council current Ohio 4-H Horse curriculum and requirements and any changes that may occur.
- Work with the PAS committee in making sure all youth who qualify for the Ohio State Fair are registered in a timely manner.
- Work with Council in making sure all updates, changes, programs, clinics, shows are communicated with 4-H members, families and Council membership.
- Work with the Council Officers in developing agenda items and necessary documentation for Council meetings.
- Serves as an ex-officio member with no voting privileges.

## **Section C: Parliamentary Authority**

The Defiance County shall use Robert's rules of Order as its parliamentary authority. The Executive Committee shall appoint a parliamentarian. The role of a parliamentarian is to serve as an impartial advisor.

1. Being impartial is of the utmost importance for the parliamentarian. He/she must stay out of the issue and stay into the procedure. A good parliamentarian is able to advise both "sides" on an issue, because the rules are the same no matter which "side" you are on.
2. A good parliamentarian is able to make sure that the focus of the meeting is on the issues, not parliamentary procedure. Members should not spend time in a meeting debating parliamentary procedure; the debate time is for the issues.
3. The parliamentarian will work hard to make sure all members are heard and feel like the meeting was run fairly.

## Section D: Committees

1. The Defiance County 4-H Horse Council will appoint the following committees.
2. The President shall appoint a chair of each committee who is responsible for monthly reports and communication with the Defiance County 4-H Horse Council.

Committee	Duties
<b>Policy Committee</b>	Review the constitution on an annual basis and make recommendations for changes Conduct sessions on an as needed basis at horse clinics, workshops, etc regarding county and state horse guidelines. Become familiar with the Ohio Uniform Horse Rules.
<b>Nominating Committee</b>	Prepare ballot prior to voting with a slate of officers for the election
<b>Show Committee</b>	Help organize and run various shows. PAS Show                                      Wednesday High Point Show Tuesday Jr. Fair Show                      Thursday High Point Show Grand Entry - State Fair Shirts – Versatility Blanket
<b>Open Show Committee Speed Show, Pleasure Show</b>	Create a show bill – organize the show – schedule workers Make sure sponsorship money is covered Create a show bill – schedule a judge – organize the show – schedule workers Make sure sponsorship money is covered
<b>Horse Clinic</b>	Plan and organize an educational and fun clinic for our youth
<b>Draft Horse Clinic</b>	Provide a hands on opportunity for the kids to practice showing before the actual show. Solicit volunteers to help work with the kids
<b>Maintenance</b>	Develop a work list of what improvements need done. Create a plan to accomplish them
<b>Concession Stand</b>	Decide on a menu, solicit donations, purchase necessary food, recruit workers to cover all shifts. Make sure all money received is accounted for and deposited. Determine profit for the week, determine worker wages. Provide a week report of profits with a breakdown of clubs proceeds.
<b>Sunday Schooling Show</b>	Provide a hands on opportunity for the kids to practice showing before the actual show. Create a list of classes that will be worked with. Solicit volunteers to help work with the kids.
<b>Sunday Contesting Clinic</b>	Provide a hands on opportunity for the kids to practice each gymkhana class before the actual show.
<b>Goof Off Show</b>	Create a show bill. Select and announcer. Have 2-3 arena hands for setting up of classes, collect prizes.
<b>Sportsmanship Award</b>	Promote the Sportsmanship Award. Work with the executive committee and barn assistants to make sure the committee reviews all nominations. Order medallion
<b>Pork Chop Dinner</b>	Promote the dinner, order food, collect roasters, grills, etc. to prepare food, line up workers. Tables & Chairs
<b>Old Timers Show</b>	Create a show bill. Select an announcer. Have 2-3 arena hands for setting up of classes,
<b>Saturday Clean Up Committee</b>	Put away snow fence, pick up trash, make sure all stalls are clean. Put away equipment, clean concession stand.
<b>Hobo Stew</b>	Provide fire and container to cook hobo stew in. Cut up meat & vegetables and Cook stew
<b>Stick Horse Rodeo</b>	Coordinate a stick horse rodeo for youth at the fair.

## Section E. Outline of Council Meetings

Month	Agenda Topics
<b>January</b>	<ol style="list-style-type: none"> <li>1. Pass around email list.</li> <li>2. Pass around committee sign up list</li> <li>3. Recommendations for judges</li> <li>4. Select Date For PAS</li> <li>5. Remind up coming Advisor Training in Columbus</li> <li>6. Sponsor Soliciting Packets For Youth</li> </ol>
<b>February</b>	<ol style="list-style-type: none"> <li>1. Discuss table display for the 4-H Mall Show.</li> </ol>
<b>March</b>	<ol style="list-style-type: none"> <li>1. Mail Clinic Information</li> </ol>
<b>April</b>	<ol style="list-style-type: none"> <li>1. Review items for the 4-H Horse member mailing. This should include the dates of PAS Shows, clinics, etc.</li> </ol>
<b>May</b>	<ol style="list-style-type: none"> <li>1. Determine Summer Practice Schedule</li> </ol>
<b>June</b>	<ol style="list-style-type: none"> <li>1. Horse ID Forms Due</li> <li>2. PAS show entry forms due</li> </ol>
<b>July</b>	<ol style="list-style-type: none"> <li>1. Order State Fair Shirts</li> <li>2. Order Versatility Blanket</li> <li>3. Order High Point Show Medallions</li> </ol>
<b>August</b>	<ol style="list-style-type: none"> <li>1. Fair Preparations</li> </ol>
<b>September</b>	<ol style="list-style-type: none"> <li>1. Discuss changes for the Junior Fair program.</li> <li>2. Policy Committee report – suggested changes for Constitution/ByLaws</li> <li>3. Email suggested changes prior to the October meeting.</li> </ol>
<b>October</b>	<ol style="list-style-type: none"> <li>1. Vote on recommendations for changes to the Junior Fair program.</li> <li>2. Vote on changes for the constitution</li> <li>3. Nominating committee report.</li> </ol>
<b>November</b>	<ol style="list-style-type: none"> <li>1. Election of Officers</li> <li>2. Review year end financial report</li> <li>3. Committee Reports</li> <li>4. Set dates for following year</li> </ol>

Adopted: 1/14/08