

# MACOMB COUNTY 4-H HORSE PROGRAM COMMITTEE BY LAWS – Amended 2007

## ARTICLE I: NAME

The name of this committee shall be the Macomb County 4-H Horse Program Committee, hereafter referred to as "the committee," a subsidiary body of the Macomb County 4-H Council, operating under its authority.

## ARTICLE II: PURPOSE/MISSION STATEMENT

The purpose of the horse program committee is to design, (including establishment of governing rules and regulations), promote, support financially, carry out, and regularly review informal, experiential educational programming in horse related project areas. The mission of the organization shall be to provide assistance to 4-H horse leaders in helping young people carry out horse project activities.

## ARTICLE III: MEMBERSHIP

All clubs/groups registered with Macomb MSUE who are engaged in programming that falls under the direction of this committee are entitled to be represented by two teen leaders (*or youth members preferably 4H age 13 or older*) and one adult member (*or screened volunteer*). New clubs/groups registering in the middle of a project year are immediately eligible to send representatives to the Committee and to participate in the Committee's activities.

When possible, it is desirable that the same adult and youths represent the club for the entire year; however, rotation of representatives will be permitted to encourage the involvement of all clubs at all meetings and activities. In the event a club's regular representatives cannot attend, the club may send any teen leader (*or qualified youth*) and/or any adult member (*or screened volunteer*) to represent the club.

When possible, it is desirable that the same adult and youth represent the club for the entire year; however, rotation of representatives will be permitted to encourage the involvement of all clubs at all meetings and activities. In the event the club representative decides not to or is unable to continue on as a member of the development committee, *any teen leader (or qualified youth) and/or any adult member (or screened volunteer)* to represent the club.

The 4-H Agent shall be an ex-officio member of the Committee. The Extension Director/4-H Agent can appoint up to three additional members to each program committee.

## ARTICLE IV: MEETINGS

A schedule of regular meetings will be approved in September of each program year. This schedule may be amended as needed.

A quorum shall be considered present if 50% +1 of the clubs are represented and 1/3 or more of the total number of committee members are present.

*Each member of the committee shall have one vote.* A simple majority of those present and voting shall be required to pass a motion or elect an officer.

The rules contained in the current edition of *Robert's Rules In Plain English: A readable, authoritative easy-to-use guide to running meeting* by Doris P. Zimmerman, shall guide the decision making of the Committee unless these Bylaws contain other procedures.

## **ARTICLE: OFFICERS**

The officers of the Committee shall be: Chairperson, Vice-Chairperson, Secretary, Point Secretary, Treasurer, and Sergeant-At-Arms. Officers should be committed to attending all meetings and should not be sharing/rotating with another representative from their club/group. The Chairperson must have one year of experience on the Committee, and no adult shall hold any single office for more than three consecutive years.

### **Section A: Duties of Officers**

**Chairperson:** Shall set the agendas for and preside over all meetings, see that members are properly informed of the yearly calendar of events, act as a liaison with the Metro Parks, appoint subcommittees, obtain appropriate supplemental insurance, and perform other duties as decided by the Committee.

**Vice-Chairperson:** Shall assist the Chairperson as needed, preside in his/her absence, become Chairperson should a vacancy occur in that office, and perform other duties as decided by the Committee.

**Secretary:** Shall record a list of enrolled members and screened volunteers, take attendance and minutes at Committee meetings, provide members, as needed, with current copies of the Committee's bylaws, handle all correspondence, prepare and submit all secretarial reports required by the 4-H Council, the Extension Office, and the Metro Parks, and perform other duties as decided by the Committee.

**Point Secretary:** Shall maintain, with the assistance of additional adult leaders of his/her choice, registrations and records pertaining to the 4-H point shows and perform other duties as decided by the Committee.

**Treasurer:** Shall keep an itemized account of all receipts, disbursements, and present a financial report at each meeting, chair the Budget subcommittee, file all financial reports required by the 4-H Council and the Extension Office, and perform other duties as decided by the Committee.

**Sergeant-At-Arms:** Shall assist the Chairperson in maintaining order at Committee meetings and perform other duties as decided by the Committee.

### **Section B: Nomination and Election of Officers**

Nomination for officers will be made annually at the September meeting. If the Nominee is not present, the nominator must present a written statement of willingness to serve. The election of officers by secret ballot shall take place annually at the October meeting. A committee member who is not a candidate will conduct the voting.

### **Section C: Recall of Officers**

A simple majority of those present and voting may recall an officer for nonfeasance or malfeasance. A recall vote shall be scheduled upon the Chairperson's receipt of a petition signed by five or more Committee members, representing five or more clubs/groups and indicating the reasons for the recall. Should the chairperson be the subject of the recall petition, it should be given to the Vice Chairperson who shall preside over the recall election. If a recall petition is presented at a Committee meeting, the recall vote shall be taken at the next regularly scheduled meeting. If

the petition is received between meetings, the vote shall be taken at the next regularly scheduled meeting, provided seven (7) days notice of the recall can be given. A recalled officer cannot be nominated to fill the resulting vacancy.

#### **Section D: Vacancies**

An office shall be considered vacant under the following situations: the death of the office holder, receipt of a letter of resignation, or a successful recall vote. Should a vacancy occur in any other office, a special election shall be held to fill it at the next regularly scheduled meeting.

#### **ARTICLE VI: STANDING SUB-COMMITTEES**

Members of the program committee will chair the following subcommittees:

- |                           |                        |
|---------------------------|------------------------|
| 1. Armada Fair            | 6. Grounds Maintenance |
| 2. Banquet                | 7. Mini/Draft Horse    |
| 3. Basic Ride Observation | 8. Rules & Regulations |
| 4. Budget                 | 9. Point Shows         |
| 5. Fundraisers            | a. Show bill           |
| a. Ad Book                | b. Judges              |
| b. EMHA shows             | c. Trophies            |
| c. Fun Show               | d. Ribbons             |

Other sub-committees may be established as necessary to carry out the work of the Committee.

#### **ARTICLE VII: HORSE SHOWS**

The Macomb County 4H Horse Project Rules and Regulations, the Michigan State 4-H Horse & Pony Project Show Rules and Regulations and the American Mini Horse Registry (AMHR) shall govern all horse shows. *The interpretation of the teen members of the Rules and Regulations Subcommittee's shall be final in case of a dispute.*

#### **ARTICLE VIII: DISSOLUTIONS**

In the event of the dissolution of the Committee, all assets shall be given to the Macomb-MSU Extension.

#### **ARTICLE IX: ADOPTION AND AMENDMENTS**

These Bylaws shall go into effect upon 2/3 positive vote of the Program Committee.

Changes to these bylaws may be proposed in the form of a motion at any committee meeting. Those receiving a majority vote will be presented for formal adoption at the next scheduled committee meeting. Amendments shall go into effect immediately upon a 2/3 positive vote of the committee.

Proposed changes to the Macomb County 4-H Horse Project Rules & Regulations must be submitted in writing via the suggestion box or directly to the Chairperson of the Rules & Regulations subcommittee through October 1<sup>st</sup> of each year. Proposals will be presented to the full program committee at the October meeting and voted upon at the next regularly scheduled meeting. Changes shall go into effect immediately upon a 2/3 positive vote of the committee.