

## **Trempealeau County 4-H Horse committee By-Laws**

### **Article 1 – Name**

The name of this organization shall be Trempealeau County 4-H Horse Committee.

### **Article 2 – Mission**

The mission of the Trempealeau County 4-H Horse Committee is to promote the Horse Project, and provide support and learning opportunities to all members of the project.

### **Article 3 – Membership**

*Section 1: Qualifications* – Members must be enrolled in Trempealeau County 4-H Horse Project as a regular 4-H Trempealeau County 4-H Horse Committee By-Laws member, FFA member, or an adult project leader. They need a sincere desire to further the Horse Project, and willingness to encourage participation and learning by all members of the project.

*Section 2: Enrollment* – Members shall complete enrollment for the following year in the Trempealeau County 4-H Committee by signing a sign-up sheet before December 31st.

*Section 3: Requirements* – Members must attend 3 county wide clinics/meetings (2 business meetings and one clinic must be with project horse). In addition, each member must complete 5 horse related service hours. Sponsorship requirements as follows: \$50 per member with additional family members at \$25 per youth. College students are exempt from sponsorships. Halter and riding safety exam grade of pass required per project horse/exhibitor combination. These requirements are to be up to date to remain an active member of the Trempealeau County 4-H Horse Committee and participate in the fair show and Bronco Bux Banquet. These requirements are due by July 1st.

*Section 4 – Outside Trempealeau County* - 4-H or FFA members can participate if they have completed the Trempealeau County 4-H requirements in addition to their own county requirements. They must also complete all Horse Committee requirements as well.

### **Article 4 – Officers**

*Section 1: Responsibilities* – The officers will serve and lead the membership of the Committee by planning and running the business and activities of the group. Officers must be available to attend meetings, planning sessions and activities. Officers must be a good example for members and show interest in the group's welfare. Officers must attend at least 75% of the business meetings.

*Section 2: Offices* – There shall be four offices consisting of Chair, Vice-Chair, Secretary, and Treasurer.

*Section 3: Terms of office* – Each officer shall be elected for a term of one year with exception of the Treasurer, this office will be 2 years.

*Section 4: Election* – Officers shall be elected at the last meeting prior to the beginning of the 4-H year by a majority vote, provided a 2/3 quorum is present. If a quorum is not present, the election will be postponed to the next business meeting when a quorum is present.

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*Section 5: Duties* – Each elected officer shall be responsible for the following duties for their office:

*Chair* - Presides over meetings, plans business in advance with other officers and advisors, facilitates committee formation and sees that they understand their assignments. Appoints a replacement in the absence of the elected secretary, and attends required planning meetings.

*Vice Chair* - Assumes the duties of the Chair in his/her absence. Keeps a membership list and records attendance for all meetings and activities.

*Secretary* - Keeps an accurate and complete account of the proceedings of all meetings and reads the minutes of the previous meeting. Publishes minutes of meeting in a timely fashion and attends required planning meetings.

*Treasurer* - Collects and disburses funds of the committee. Keeps accurate monthly records of account activity, and reconciles accounts with bank statements. Prepares a monetary report for each business meeting and prepares annual report to submit to the Trempealeau County 4-H Leaders' Association.

### **Article 5 – Advisors**

*Section 1: Advisors* –The Trempealeau County 4-H Horse Committee shall have at least two adult advisors, including the county Horse Leader and the County Youth Development Agent. Additional adult advisors are encouraged to participate.

*Section 2: Duties* – Advisor duties shall be to guide officers at business meetings, and support all members as they plan and carry out activities.

### **Article 6 – Amendments**

Any amendments or changes to be made to these by-laws will require a majority vote at a meeting that has a 2/3 quorum present. The amendments will be read and discussed prior to the vote.

*Adopted: November 6th, 2004*

*Amended: January 9th, 2012*

*Amended: February 13th, 2012*

*Amended: March 8th, 2015*

*Amended: January 8th, 2017*

*Amended January 8th, 2018*

*Amended February 11<sup>th</sup>, 2019*