

## Trempealeau County 4-H Horse Project By-Laws

### Article I – Name

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

### Article II– Mission

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

### Article III – Membership

**Section 1: Qualifications** – Members must be in third grade and may continue through the next 4-H year following their graduation from high school. Members are to be enrolled in Trempealeau County 4-H Horse Project as a regular 4-H 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** – Existing members shall complete enrollment for the following year in the Trempealeau County 4-H Project by re-enrolling as a 4H member by November 1<sup>st</sup>. New members can enroll at any time throughout the year. The Horse Project is open to any youth within grade parameters – regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, political affiliation, pregnancy, marital or parental status.

**Section 3: Requirements** – There are approximately nine (9) business meetings/clinics held annually. Members must attend two (2) business meetings and one (1) clinic, with their project horse. In addition, each member must complete five (5) horse related service hours. Sponsorship requirements are as follows: \$50 per member with each additional family member at \$25 per youth. College students are exempt from sponsorships. Halter, riding and jumping safety exam grade of pass required per project horse/exhibitor combination, as needed. These requirements are to be up to date to remain an active member of the Trempealeau County 4-H Horse Project 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 Project requirements.

### Article IV – Officers

**Section 1: Responsibilities** – The officers will serve and lead the membership of the Project 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: Officers** – There shall be four offices consisting of President, Vice President, Secretary, and Treasurer.

**Section 3: Terms of office** – Each officer shall be elected for a term of one (1) year with exception of the Treasurer, this office will be two (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. All members are eligible to vote. Ties for election of office are to be broken by another vote.

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

*President* - 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 President* - Assumes the duties of the President in his/her absence. Keeps a membership list and records attendance for all meetings and activities. Attends required planning meetings.

*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 project. 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.

**Section 6: Regular Meetings** – The regular meetings of this project will be held at 2pm on the second Sunday of the month, unless otherwise specified.

### **Article V – Advisors**

*Section 1: Advisors* –The Trempealeau County 4-H Horse Project shall have at least two adult advisors, including the County Horse Superintendent 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 VI – Rules of Order**

Robert's Rules of Order shall govern the meetings of the project

### **Article VII - 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

*Amended:* January 12<sup>th</sup>, 2020

