

# TOOELE COUNTY 4-H HORSE COUNCIL BY-LAWS (Final Draft for 2023)

## Article I NAME AND PURPOSE

- Section 1. The official name of this organization shall be: The Tooele County 4-H Horse Council.
- Section 2. The purpose of this organization shall be: To serve as an executive and decision-making body on behalf of all Tooele County 4-H Horse Clubs; to provide opportunity for youth development; to promote county-wide horse shows among 4-H youth of Tooele County; and to better serve the youth of Tooele County 4-H with horse shows and clinics according to Utah State 4-H rules and regulations. The Tooele County 4-H Horse Council provides programs and services to all persons regardless of race, sex, color, religion, national origin or handicap.

## Article II MEMBERSHIP

- Section 1. Membership term begins September 1 of the current year until August 31 of next year, (i.e., September 1, 2020 through August 31, 2021) Youth must be registered by close of business on May 31 by signing up online through 4h.zsuite.org. All club leaders, assistant club leaders, elected horse council officers and other volunteers that work with 4-H youth must register online through 4h.zsuite.org. The registration fee for adult volunteers is covered by the 4-H program.
- Section 2. A. Membership on the Horse Council shall consist of the elected officers (hereafter referred to as Executive Horse Council or EHC, officer list turned into USU as needed), the Tooele County 4-H Extension agent, one (1) adult leader and at least one (1) youth leader per club from each 4-H Horse Club in Tooele County.
- B. When an elected officer is no longer in good standing (attending at least two-thirds (2/3) of all Council functions) and promoting 4-H and following the 4-H code of conduct or resigns, a replacement will be elected by majority Council vote at any time during the year.
- Section 3. Each club has a minimum of two (2) votes: One appointed adult leader and one appointed youth representative. For clubs having six (6) or more members, an additional youth member may be appointed to vote at the Horse Council in increments of 5 (i.e. 1-5 members appoints 1 youth representative, 6-10 appoints an additional youth representative, 11-15 an additional youth representative). For youth representatives living outside of Tooele County, a signed proxy vote may be accepted. For youth representatives not able to attend a meeting, they can designate another youth member from their club in their place to vote. An appointed leader member may send an assistant leader in their place to vote.
- Section 4. The Horse Council President shall vote only when needed to break a tie. The Vice President, Secretary, Registrar, Assistant Registrar and Treasurer will have no vote unless representing their club.
- Section 5. The USU Extension Agent over the 4-H Horse Program may override decisions made by the Horse Council which are not in harmony with the State 4-H Rules and Regulations only after first presenting that decision to the Executive Horse Council.
- Section 6. If an appointed leader is elected to the office of the President, that leader shall appoint another representative to vote in their place, since the President votes in the event of a tie.

- Section 7. Executive Council officers will be: President, Vice President, Secretary, Registrar, Assistant Registrar, and Treasurer. All officers will serve a two-year (2) term of office (i.e.; Jan 2021-Jan 2023). The President, Vice President and Secretary, will be elected the same year (i.e; Jan. 2023) and the Registrar, Assistant Registrar and Treasurer will be elected the following year (i.e; Jan. 2024). This change would go into effect after the Jan 2023 election.
- Section 8. It is each club's responsibility to have their leaders at Horse Council meetings. If a club is not represented when a vote is taken, no one can contest the decision. Any concerns should be taken to their immediate 4-H leadership who will then take it to the EHC. When a concern is brought to the USU Extension Agent, they will bring the concern to the EHC/HC at their discretion.
- Section 9. Youth members are highly encouraged to obtain a \$100 sponsorship annually per horse as part of their horse project(s) to contribute to the overall county program. This \$100 will be turned into the 4-H Extension office and used as needed for the overall success of the program. Show fees are \$15 per show for bitted and 2-handed classes and \$10 per show for foal classes.
- Section 10. All 4-H youth, family members and visitors agree to adhere to the 4-H Code of Conduct (see addendum).

### ARTICLE III SHOW MANAGEMENT

- Section 1. Youth must show a minimum of 2 shows from the summer series to be qualified for State in the bitted division, with the 3rd show being the final tie breaker if needed and the test from that show is the overall tiebreaker. {The reasoning is the 3rd show test encompasses the entire 4-H curriculum from the book(s).}
- Section 2. State Qualifiers and County overall awards are determined based on the best 2 events in each event over the 3 shows, the lowest scored single event will be dropped, plus any community service points {for a total of 5 points}. Points are given to each youth that shows in each event. Blue=15, Red=10, White=5, DQ-1. Placing points in each division as is follows: 1=5, 2=4, 3=3, 4=2, 5=1. There will be an audit conducted by the 4-H Horse Council Vice President once the show score sheets have been completed by Registrar. VP has a maximum of 3 days to audit the excel spreadsheet provided by Registrar. Leaders then have a maximum of 3 days to review and talk to Registrar and VP with any questions or concerns about results as presented on a PDF sent out after the audit. Any major discrepancies will be resolved by a vote of the 4-H Horse council.
- Section 3. In any division with 5 or less youth, the overall test scores/ribbon placings will be determined by taking the number of test questions divided by the number of youths in division and that amount then subtracted from overall total of test questions. Youth with a score within the top range get Blue, next range get Red, then remainder get white. For example: 35 test questions, divided by 3 youth equals 11.5. 35-11.5=23.5. All youth scoring between 23.5 and 35 will get Blue. From 23 to 12 would get a red and 11 and under would get a white.
- Section 4. A. Ribbon awards are as follows for the tests. Youth will be provided a test with questions that will include tie breaker questions. Youth from each division will receive their test score within 1 day of closing of all tests. Ribbons will be assigned by taking the overall division range scores and the excel formula will divide those score ranges by 3rds as mathematically possible. (For an uneven number of youths in a division, the formula will give more blue ribbons to the range. Example: If 4 youth get the same score, they all will get the same color ribbon and the next closest score could be in the same range). The test score of that show will break any ties in any event. Ribbon and placing points are as follows for each show Blue=15, Red=10, White=5. Placing points in each division is as follows: 1st=5, 2nd=4, 3rd=3, 4th=2, 5th=1. If there are test ties that still need to be broken, youth will be given more questions until the tie is broken. (refer to Article VII Section 2)

B. Ribbon awards are as follows for speed events. Ribbons will be assigned by taking the speed time range from the fastest times to the slowest times and the excel formula will divide those score ranges by 3rds as mathematically possible with more blues than whites. Top range times will receive blue ribbons, middle range times will receive red ribbons and bottom range times will receive white ribbons. In speed events DQ's are included in the 1/3 formula and will be taken out of the lower range(s). Ribbon and placing points are as follows for each show Blue=15, Red=10, White=5, DQ=1. Place points in each division as is follows: 1st=5, 2nd=4, 3rd=3, 4th=2, 5th=1.

- Section 5. There will be 5 points awarded to the overall score of the youth for attendance and participation in a scheduled community service/clean up. Youth will be allowed to send a substitute in their place if they are unable to attend. Youth (or substitute) must not be late more than 15 min. and must stay the entire service length, unless prior approval by community service attendant/leader in charge. Youth (or substitute) will need to sign in, get their task and also sign out. If there is more than one clean up, points will only be awarded for 1 clean up, but participation in all clean up's, is appreciated. If special circumstances come up, approval from the Executive Council can be given for an alternate project.
- Section 6. Novice Division-The novice division is being created in 2019 for youth in the intermediate and senior divisions that are new riders and have a horse of bitted age. This is a non-competitive division and will not receive buckles nor qualify for state. This division is intended to help new riders gain confidence without the stress of competition. Youth that have shown in 4-H or other horse events prior are not qualified for this division, nor a horse under age 5. Rules will follow the AQHA rules for Novice, which means 2 hands are allowed if this makes the horse and rider more partnered. One horse per rider. 2 Novice Classes will be offered. Showmanship and Western Rail Work.
- Section 7. The 4-H approved judge list, judge's compensation, and any other potential judges will be discussed with the Horse Council and should be discussed at minimum 2 weeks prior to a horse show. The President will select and contact judges. The registrar will email the selected judges the patterns, updated rules and show info within 1 week of show date.
- Section 8. Judges sheets etiquette. Judges will be asked to double check their sheets and placings before they leave the arena. Judge will sign the judge's sheets before leaving the arena. Judge, ring steward, or member of EHC will escort the sheets up to the crow's nest. No alterations will be done by the judge once sheets have been initialed, unless two members of the EHC and the judge agree on the found discrepancy and all three initial the change.
- Section 9. Show dates will be discussed with entire Horse Council each year and will be voted on by the Horse Council. Preferably show dates will be decided by the end of January. Venues will be chosen by the EHC.
- Section 10. Ranks and Portfolios (Cover letter & Resume) are highly encouraged, but will NOT be required to compete in the 3rd show. To encourage portfolio submissions, youth portfolios submitted prior to the awards ceremony will receive an award.

- Section 11. Horse Substitutions are allowed only with veterinarian note and if approved by the EHC. To qualify for state competition and county awards, a youth must ride the same horse for two shows, whether it be the original project horse or the substitute horse. Those two shows, that the same horse was used in, will be the shows that will be used to determine if the youth qualifies for state and the county awards. Only in extenuating circumstances can the EHC approve a circumstance that does not fall under the above-mentioned guidelines. If a youth showed all three shows and the 3rd show is the show a horse was used only once, the test can still be used to break ties. For rider/horse combos that qualify for state in the bitted division, if a horse becomes serviceably unsound after state registration, another horse that has passed biosecurity may be substituted with a vet note.
- Section 12. If youth miss an online test, youth will be able to take a written test the morning before the show, this test will be a closed book test. Youth will have a 1-minute leeway for submitting an online test. If a youth misses the test or goes more than 1 minute over the time limit, they will lose all placings and lose all tie breakers. If there is a tie between 2 youth who did the afore mentioned circumstances, the Test Committee will vote on how to proceed.
- Section 13. Once the online test scores are released, the youth will have 1 day to ask questions of the test committee. The burden of proof lies with the youth. If the test committee agrees there was a mistake made on the test, all youth who got the question wrong will receive credit. If the youth does not agree with the test committee's decision, they may file a grievance.
- Section 14. If youth has a disability with documentation they can present to the EHC for consideration for test accommodations. Deadline for accommodations will be May 31 of the current year.

#### **Article IV ELECTION OF COUNCIL OFFICERS**

- Section 1. The election of officers shall be held in January or at the first meeting of a new year.
- Section 2. To be eligible for elected office, an individual must have volunteered or participated in the horse program for at least 1 year out of the last 5 years. Officers must register as 4-H volunteers through [4h.zsuite.org](http://4h.zsuite.org).
- Section 3. Officers shall hold office until their successors have been duly elected. The term of office shall begin the first meeting in January or the new year.
- Section 4. Election of Officers will be voted on by club adult leaders and youth representatives.
- Section 5. A. No more than 2 volunteers from a specific club can serve on the EHC at 1 time. It is recommended we have at least 1 nomination from each active club.
- B. If there are any discrepancies associated with Article IV 5A, it goes back to the club where the nominees came from.
- Section 6. Nominations must be submitted by Dec 31 for the coming year for positions up for election. The nomination list will be public.

#### **Article V DUTIES OF EXECUTIVE HORSE COUNCIL OFFICERS**

- Section 1. A brief description of the Executive Horse Council duties is listed below. A more comprehensive list can be requested from the EHC.

- Section 2. **President**
- A. Work closely with 4-H leaders.
  - B. Preside at meetings.
  - C. Call meetings to order on time.
  - D. Arrange to have another person (usually Vice President) take over when he/she cannot attend.
  - E. Carry through motions and voting procedures.
  - F. Appoint committees when necessary.
  - G. Coordinate County shows and contact judges.
  - H. The Council President will be responsible for inventory control of Council equipment. It is the President's responsibility to make sure equipment is at each show.
  - I. The President is the chairman of the Show Committee and will have responsibility for safety and conditions of the show arena.

- Section 3. **Vice President**
- A. Take over duties of the President in his/her absence or when called upon.
  - B. Assist with coordination of all county shows.
  - C. Audit Committee Chairman.

- Section 4. **Secretary**
- A. Have the By-Laws and Rules for County and State at all functions.
  - B. Keep a record of attendance at Horse Council meetings.
  - C. Take minutes of each meeting.
  - D. Turn minutes into 4-H office within one (1) week following meeting.
  - E. Read minutes of the last meeting.
  - F. Send out communications to the 4-H members.

- Section 5. **Registrar & Assistant Registrar**
- A. Work closely with extension office.
  - B. Records all scores into the spreadsheet.
  - C. Responsible for certificates and stickers for all County Shows and Regional show with the council's approval.
  - D. In charge of show patterns, and getting Executive Council approval.

- Section 6. **Treasurer**
- A. Record the finances. Maintain a record of the amount received, from what source, the amount paid and for what purpose (including receipts, explanation, etc.)
  - B. Give monthly oral reports to include expenses, income and current balances.
  - C. Responsible for ribbons, buckles, and prizes for the County Awards.
  - D. Sends out sponsorship letters.

## **Article VI MEETINGS**

- Section 1. Meetings shall be held as needed, January through October, but at least once a quarter, at a place and time designated by a majority vote of the membership at the last meeting. All meetings are open door meetings to all 4-H horse club leaders, members and parents. Additional meetings will be held as needed to take care of Horse Council items.
- Section 2. In case of a change of a regular meeting, all members of the Council shall be notified at least five (5) days prior, if possible, to the regular meeting.

- Section 3. Special meetings may be called by the Executive Council for a just and reasonable cause to discuss and act on business which cannot wait for the next regular meeting. All members must be notified at least one (1) day prior to a special meeting.
- Section 4. Horse Council meetings will begin with the Pledge of Allegiance and the 4-H Pledge.
- Section 5. Effective 2023, Horse Council meetings will be held on Tuesdays.

## Article VII STANDING COMMITTEES

- Section 1. **Test Committee** responsibilities if the tests are administered in-person at the show.
- A. Will hand out tests for each show
  - B. Oversees the group of volunteers, at minimum 1 from each club to ethically and accurately administer, grade and review 4-H tests with youth and parents.
  - C. Makes sure group is non-biased, not grading tests from their club's youth, helps conduct training to all volunteers about reading and grading tests.
  - D. Ensures youth that need readers are assigned readers not from their club, ensure youth of same division are not next to each other.
  - E. Ensures test review announcement goes out over intercom and youth and parents are given at least 15 minutes to review their score and answers.
  - F. Will be patient, understanding and kind with youth of all ages.
  - G. Has the insight to ask people to be dismissed from this aspect of volunteer work after discussing with all Horse Council Officers.
- Section 2. **Test Committee** responsibilities if tests are administered online
- A. Must have access to Google Drive/Forms (training can be arranged)
  - B. Must be willing to help write test questions based on the division you are assigned. (will not be assigned a division you personally have youth in)
  - C. Must be willing to help grade tests based on the division you are assigned. (will not be assigned a division you personally have youth in)
  - D. Must be able to work in a team with the committee head appointed.
  - E. Must have access to the 4-H western rule book, 4-H Biosecurity and 4-H Curriculum.
  - F. Must have some sort of snip-it tool on your computer/laptop.
  - G. Must be willing to agree to a non-disclosure of any test information you see or overhear.
  - H. Must be willing to help break ties on show day by using a paper version of test questions, (committee develops) in the very monotone, steady voice for each child.
- Section 3. **Informal Grievance Committee:** The Informal Grievance committee will consist of elected council officers, with a vote from each to obtain majority and is used to obtain a quick decision without the need to elevate, (i.e. Needing to substitute a horse due to injury, observation of rule and conduct breaking), the President's vote will break a tie.
- Section 4. **Formal Grievance Committee:** A Grievance Committee will consist of three adult Council representatives. Grievances will be in writing and will include a \$25 fee in cash. The money will be refunded only if the Grievance Committee acts in favor of the complaint.
- A. A Grievance Committee will be established for each show. The committee will be appointed at the meeting just prior to the show.
  - B. The decision of the Grievance Committee is final.
  - C. Horse Council decisions are final and cannot be grieved. No fee will be applicable for reporting any safety violations.
  - D. No grievance may be filed for violation of any safety rule.
  - E. Grievance Committee members will be familiar with the State and Tooele County Rules and By-Laws and have a copy of each with them at the show.

F. No cameras or video camcorders will be accepted to substantiate a grievance against a judge's decision.

G. No judged placing will be altered by a decision of the Grievance Committee.

Section 5. **Audit Committee:** Audit Committee is appointed by the President. VP is the chairman.

### Article VIII AMENDMENTS TO THE BY-LAWS

Section 1. By-laws will be reviewed annually

Section 2. By-laws may be amended by a two-thirds vote of the Council members present at the by-law meeting. Council members must be notified at least 7 days prior to a meeting discussing proposed by-law changes.

Section 3. No By-laws may be changed by telephone or proxy votes.

Section 4. By-laws must be voted upon and approved by Horse Council representatives and then approved by the Tooele County Extension Agent and posted on the Tooele County 4-H website (tooele4h.org) for changes to be in effect.

Section 5. The by-laws will be reviewed in the October meeting. By-law amendments need to be submitted at least 10 days before the October meeting. See Article XII for acceptance of the by-laws.

### Article XI EQUIPMENT

Section 1. The Tooele County 4-H Horse Council equipment list is as follows:

4-H trailer	money box	1 pole bending jig
30 block jump supports	100' extension cord	6 pole bending poles
14 treated poles (8' 6")	100' tape	3 barrels
12 pine poles (12')	2 stirrup flag pole holders	1 large speaker
7 pvc pipes (10' 1-1/2")	misc. flagpoles and flags	misc. tarps and sheets
'keyhole' jig	6 large cones	wood stand
bridge	17 medium cones	yellow rain coat (slicker)
megaphone	3 chairs	misc. banners and signs
2 sets of timers	mailbox and stand	

Section 2. Any newly acquired equipment will be listed by the Horse Council President and included in the Horse Council By-Laws under this Equipment Article.

Section 3. Equipment inventory will be conducted twice annually. First at the beginning of the show season and again at the end of the season. Equipment that is missing or in need of repair or replacement will be reported at the next horse council meeting.

### Article XII ACCEPTANCE OF BY-LAWS

Section 1. Secretary will retype amendments into by-laws. By-laws will be brought to the Horse Council for final approval the next Horse Council meeting. See Article VIII

Approved by Horse Council on date: Nov. 9, 2022

Approved by Extension Agent on date: Jan. 9, 2023



**Addendum A  
CODE OF CONDUCT**

Participant is expected to adhere to the following code of conduct while participating in 4-H activities. Participant will:

- Exhibit positive character and behavior such as responsibility, respectfulness, caring, citizenship, and fairness.
- Attend all assigned sessions as part of a planned activity and be in the assigned area at all times.
- Follow guidelines and rules established for activities.
- Dress appropriately, use appropriate language, and respect the rights of others.
- Be respectful of public or private property and will be responsible for any damage, theft, or misconduct.
- Not possess or use alcohol, illegal drugs, or tobacco products.
- Not behave recklessly, engage in sexual misconduct, assault, threaten, or harm another person.

I understand the following:

- The possession or use of fireworks, guns, and other weapons is prohibited.
- No violence, including sexual abuse or harassment will be tolerated.
- Hazing of any kind is prohibited.
- Bullying, including verbal, physical, and cyber bullying is prohibited.
- Theft of property is prohibited.
- Misuse or damage of University property is prohibited. Charges will be assessed against those who are responsible.
- Inappropriate use of cameras and digital devices is prohibited in any area where privacy is expected (restrooms, etc.)

I understand and acknowledge that Participant's failure to adhere to the above code of conduct may result in Participant's removal or suspension from 4-H programs or events.