

BYLAWS OF THE  
CACHE COUNTY 4-H HORSE COUNCIL

**ARTICLE I – NAME OBJECTIVES AND POLICIES**

1. The name of this organization shall be:
  - A. The Cache County 4-H Horse Council
  
2. The objectives of the Cache County 4-H Horse Council shall be:
  - A. To promote a horse program with emphasis on keeping youth involved in the 4-H program and the horse industry.
  - B. To serve as a decision making body on behalf of 4-H horse clubs in Cache County.
  - C. To organize countywide activities to educate members in care, training, and all uses of horses. To aid in improving abilities of 4-H members and leaders.
    1. Such activities shall include, but are not limited to:
      - a. Horse Shows
      - b. Horse Camps
      - c. Clinics
      - d. Education
      - e. Working Cow Horse Program
      - f. Snaffle Bit
      - g. Youth Council
  - D. To set policy and arbitrate disputes on county matters.
  - E. To represent Cache County in Regional and State Horse Council issues.
  
3. The basic policies of the Cache County 4-H Horse Council are:
  - A. To provide services to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran's status, and sexual orientation.
  - B. To conduct shows, camps and other activities according to the State 4-H rules and regulations but reserves the right to make changes they deem beneficial to Cache County.
  - C. To donate time or money to any program or function that is not detrimental to the 4-H image.

**ARTICLE II – MEMBERSHIP, RESPONSIBILITIES AND VOTER PRIVILEGES**

1. Membership:
  - A. Membership on the Horse Council shall consist of all acting leaders, 4-H members, parents or guardians, 4-H alumni and interested community volunteers.
  - B. An Executive Committee, made from officers of the Cache County Horse Council will oversee all aspects of the Cache County Horse Program.
  
2. Responsibilities:
  - A. Members of the Horse Council should attend ALL meetings and play an active role in the planning stages of events.

- B. Members of the Horse Council should convey messages and news to members who were unable to attend a meeting(s) and encourage them to participate in Horse Council Meetings.
  - C. Members of the Horse Council Executive committee, Sub-Committees Chairpersons and Co-Chairpersons who do not meet and apply with out-lined responsibilities may be reviewed after a formal complaint has been made to the County Extension Agent.
  - D. Special elections may be called by the President to fill any vacated Executive member position. Vacated Committee Chairperson positions will be appointed by the Executive Committee.
3. Voting:
- A. All families represented at meeting shall have one vote per family. Under special circumstances, such as youth decisions, each youth and/or person present at the meeting shall have one vote.
  - B. Each member of the Executive Committee shall have one vote.
  - C. A simple majority is required for MOST motions to be passed.
  - D. Changes to horse show rules require a two-thirds vote to pass.
  - E. Any changes to the Horse 4-H program are subject to review and approval by the Executive Committee.
  - F. The USU County Extension agent may override any decisions if the change is not in compliance with 4-H rules and standards after presenting proof or evidence to the Horse Council.

### **ARTICLE III – EXECUTIVE COMMITTEE**

- 1. Membership:
  - A. The officers of the Cache County 4-H Horse Council and the USU Cache County Extension agent make up the Executive Committee.
  - B. Members shall be: President, President-Elect, Secretary, Treasurer, Past-President and Extension Agent. The President, Vice-President and Secretary of the Youth Council will also serve on the Executive Committee.
- 2. The duties and terms of the officers shall be as follows:
  - A. President:
    - 1. Shall be elected to office of President-Elect in previous year. Shall oversee all aspects of the Cache County Horse 4-H Program. Will preside over all Horse Council meetings. Will call Executive meetings as well as general Horse Council meetings to order.
    - 2. President must collaborate with Extension Agent in reserving arenas and Fairgrounds for the year following President's term.
    - 3. All Executive Council members will report directly to the President and all Committee chairs will ultimately report to the President.
    - 4. Committees directly under the President are Horse Camp, Stallion Auction and Shows. The President shall be an active informed member of these committees.

5. The President will attend ALL Executive and Horse Council meetings. If unable to attend the President must send a proxy or replacement, this should typically be the President-Elect or another Executive officer.
6. The President will become the Past-President member of the Executive Committee the year following their tenure as President.
7. Will have one vote on the executive council.
8. President will serve as the Stallion Service Auction Chairperson.

B. President-Elect

1. Shall be elected by Cache County Horse Council. Will take over as President the following year.
2. Will preside over meeting in the absence of the President. Will act as President's representative at functions where the president is unable to attend.
3. Will report directly to the President.
4. Committees that report directly to the President-Elect are Education and Youth Council. The President-Elect shall be an active informed member of these committees.
5. Will attend ALL Executive and Horse Council meetings.
6. Will have one vote on the Executive Council.
7. President-Elect will serve as Co-Chair on Stallion Service Committee.

C. Secretary:

1. This shall be a two-year term. Will be elected by the Cache County Horse Council.
2. Will take minutes at Executive and Horse Council meetings. Will keep records of all past meetings and maintain files.
3. Will report directly to the President.
4. Committee that reports directly to the Secretary is Working Ranch Horse. The Secretary shall be an active informed member.
5. Will attend ALL Executive and Horse Council meetings.
6. Will have one vote on the Executive Council.

D. Treasurer:

1. This shall be a two year term. Will be appointed by the Cache County Horse Council Executive Committee.
2. Will control all monies brought in or spent by the Executive Committee or Horse Council Committee.
3. Will prepare a detailed early report and present it at November Horse Council meeting.
4. Financial Records must be available for annual audit.
5. Will at all times know the balance of the budget and know where and to what monies are going to. Shall collect all Purchase Orders. Will always consult the Executive Committee before any monies are paid out.
6. Will report directly to the President.

7. Committees that reports directly to the Treasurer are Fundraisers, Stallion Auction and Concessions. The Treasurer shall be an active informed member of these committees.
  8. Will attend ALL Executive and Horse Council Meetings.
  9. Will have one vote on the Executive Council.
- E. Past President:
1. Will be most current past president. Will take position when President-Elect takes over duties as President.
  2. Offer advice at the request of any Executive Horse Council member.
  3. Will take responsibilities given by the President and perform them.
  4. Will attend ALL Executive and Horse Council meetings.
  5. Will have one vote on the Executive Council.
- F. USU County Extension Agent
1. Oversee Horse Program and Executive officers, assisting in any way.
  2. The USU County Extension agent may override any decisions if the change is not in compliance with 4-H rules and standards after presenting proof or evidence to the Horse Council.

#### **ARTICLE IV – STANDING COMMITTEES**

Specific duties will be added at a later time when committee duties have been fully compiled.

1. Standing Committees include:
  - A. Education
  - B. Horse Camp
  - C. Youth Council
  - D. Shows
  - E. Snaffle-bit (Two-Handed)
  - F. Working Ranch
  - G. Stallion Service Auction

#### **ARTICLE V - MEETINGS**

1. Horse Council Meetings:
  - A. Horse Council Meeting will be held the first Thursday of the month, October through April, unless circumstances prevent, such as a Holiday.
  - B. The time of the Horse Council Meetings will be 7:00 p.m.
  - C. The location of the Horse Council Meetings shall be designated by members of the Executive Committee. Location will be known to members in due time through newsletters or postcards.
  - D. The purpose of the Horse Council Meetings will be primarily business and planning.
  - E. All Horse Council Meetings are open to all members of the Cache County 4-H Horse Program, parents, leaders and volunteers.

2. Rules Meeting:
  - A. Annual Rules Meeting will take place at the April Horse Council meeting.
  - B. All changes to By-laws, common practices, schedules, participation fees and Horse Show Rules must take place at this meeting.
  - C. All proposals for changes must be submitted in writing to the Executive Committee 15 days prior to the meeting.
  - D. Must have approval of Executive Committee and Extension Agent to be taken to vote.
  - E. Exceptions to rule changes outside of the April Rules Meeting.
    1. The only exceptions are to be made by the Executive Committee if a rule is not in working order or if the Committee sees the need for change, by an Executive unanimous vote.
    2. The Executive Horse Council must approve all changes to participation fees for all programs not previously approved at the Rules Meeting.

#### **ARTICLE VI – AMENDMENTS TO THE BY-LAWS**

1. All amendments or alterations in whole or part toward these By-laws must take place at the April Rules Meeting (refer to Article V, section 2)