

BYLAWS OF THE
CACHE COUNTY 4-H HORSE COUNCIL
Revised April 2010

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, Fund Raising 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~~ Fund Raising 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~~ Fund Raising 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~~ Fund Raising 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

1. Each Standing Committees shall be comprised of a Chair and a Co-Chair. Co-Chair(s) will assist Chair for one year then assume the Chair position the following year. Once leaving the Chair position the past Chair will support the current chair but will allow the Chair to serve without undo criticism. All standing committees shall be selected and seated by the January Horsec Council Meeting. Standing Committees include:
 - A. Education Committee
 - i. The education committee will be under the direction of the President-Elect. Committee members will consist of a chair and co-chair. Responsibilities will include:
 1. Portfolios and/or Record book training
 2. Horse Bowl or other educational activities
 3. Winter workshps/Clinic
 4. County Contest and preparing youth to compete at State or National Competitions
 - B. Horse Camp
 - i. The horse camp will be under the direction of the President elect. Committee members will consist of a chair and co-chair. Responsibilities will include.
 1. Recruiting volunteers to staff various sub-committees for Horse Camp including but not limited to:

- a. Food Committee
 - b. Instructors
 - c. Chaperones for day-time and night-time activities
 - d. First Aid
 - e. Recreation
 - 2. Coordinate event with Executive council and Treasurer to assure budget is followed and all expenses are accounted for and bills paid.
- C. Youth Council
- i. The youth council will be under the direction of the President-Elect. Committee members will consist of a chair and co-chair. Responsibilities will include.
 - 1. Selection of Youth Council Members
 - 2. Plan appropriate educational and service projects
 - 3. Involve Youth Council in Horse Council meetings
 - 4. Assist Youth Council Leadership in presenting suggested program ideas and direction to Horse Council to assure they are involved in directing Western horse program to meet the needs and interests of the youth.
- D. Shows Committee
- i. The Shows Committee will be under the direction of the President.
 - ii. Show Committee
 - 1. The show committee is selected at a Horse Council meeting prior to the show season. (January See Acticle IV, section 1)
 - 2. The Show committee will consist of the 4-H Extension Agent or an appointee, the President and a chair and co-chair and individual sub-committee persons listed below.
 - 3. The show committee's responsibilities will include:
 - a. Scheduling a minimum of four Western Shows
 - b. Identify and secure judges for each of the four show
 - c. Solicit volunteers to assist with setting up for the show events and conducting the shows
 - iii. Judges Committee
 - 1. The judges committee will be appointed at the January Horse Council meeting and will serve a one (1) year term.
 - 2. The judges committee will consist of the committee chair and two Cache County 4-H Horse Council members. The committees responsibilities will include:
 - a. Selection of impartial judges for the four County horse shows.
 - b. Selection of judges for the Region Horse Show in the years that Cache County hosts that show.
 - c. Assigns ring stewards to each judge and provides information and instruction to the judges when they arrive at the shows.

- d. Assure that the judges are treated with respect while at the show as guest of Cache County 4-H.
 - e. See that payment is made to judges for his/her services.
 - iv. Grievance Committee
 - 1. A grievance committee of three people will be assigned to each show. They will consist of the current show committee chair, co-chair and at least one other representative of the executive committee. When presented a grievance they will:
 - a. Respond to written protests
 - b. Watch for and respond appropriately to abusive behaviors toward horses or other people, exhibitors, and helpers, inside and outside of the arena
 - c. Respond appropriately to safety violations
 - d. Watch for and respond to administration of performance altering drugs, substances or other unapproved methods
 - v. Awards Committee
 - 1. The awards committee will be appointed at the January meeting and serve for a one year term.
 - 2. The awards committee will consist of three members of the Cache County 4-H Horse Council. Award ideas will be brought to the Cache County 4-H Horse Executive Council for approval and vote. Cost will be predetermined by the Cache County 4-H Horse Council budget.
 - 3. The following awards will be provided:
 - a. Year end awards for the top 10 (ten) show point winners
 - b. Other [awards] as deemed appropriate
 - vi. Register/Point Committee
 - 1. The register/point committee will consist of the Cache County 4-H Agent or appointee, one active Cache County 4-H Horse Council member, preferably someone without any personal children in 4-H Horse project, and at least one other Cache County 4-H Horse [executive] Council member. The committees responsibilities will include:
 - a. Registering participants for shows
 - b. Collecting entry fees for show
 - c. Accurately record points earned by each member at each show
 - d. Review and correct scores if needed prior to the next show or in a timely manner following the final show
 - e. Select Region Teams and State Individual Show qualifiers in accordance with established guidelines (See appendix A)

E. Snaffle-bit (Two-Handed)

- i. The Snaffle-bit committee is under the direction of the President-elect. The committee Chair and co-Chair are responsible for, but not limited to:
 - 1. Recruit participants for the Snaffle-bit (Two-Handed) program

2. Plan a minimum of two shows
 3. Identify youth eligible to attend the State Two-handed show, based on participation and ability to show safely
- F. Working Ranch Committee
- i. The working ranch committee will be under the direction of the Secretary. The committee will consist of a chair and co-chair. Responsibilities will include:
 1. Plan and organize Working Ranch Horse program opportunities:
 - a. Durning winter ride night program
 - b. Appropriate opportunities durning summer season including Horse Camp
 2. Promote and support local, regional and state-wide Working Ranch Horse Program events and contest
- G. Fund Raising Committee
- i. The Fund Raising committee will be under the direction of the President and Treasurer. The committee will consist of a chair and co-chair. Responsibilities will include.
 1. Identification of appropriate fund raising opportunities to support the operation of the Western Horse Program.
 2. Coordinate and plan the details of the event
 3. Solicit donations and volunteer support of the event
 4. Assure that all bills are paid and revenues are turn over to the treasurer in a timely manner
- H. Region and State Shows (See appendix A for selection of participants)

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~~ January 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)

Appendix A

Cache County Horse 4-H Program Selection of Region and State Participants

Region Team Selection:

- A. Region Competition consists of three teams from Cache County.
 - A. Junior (3rd – 5th Grade)
 - B. Intermediate (6th – 8th)
 - C. Senior (9th – 12th)

- B. Selection of team members
 - A. Points will be tabulated on the Danish System
 1. Blue Ribbon - 15 points
 2. Red Ribbon - 10 points
 3. White Ribbon - 5 points
 4. Orange Ribbon - 1 point
 - B. Team members must compete in ALL seven events in two of the first three shows offered.
 - C. Points will only be acquired on one project horse.
 - D. Only two of the three shows points will count for selection
 - E. The top four individuals with the highest total points will be selected first; followed by,
 - F. The top two individuals with the highest points in the three performance events;
 - G. The top two individuals with the highest points in the three speed events.
 - H. Two Alternates will be the next all-around high point totals.
 - I. TEST SCORES WILL BREAK ALL TIES.

STATE INDIVIDUAL SELECTION:

1. State Individual Competition consists of five participants from each age group from Cache County.
 - A. Junior (3rd – 5th grade)
 - B. Intermediate (6th – 8th grade)
 - C. Senior (9th – 12th grade)

2. Selection of state participants
 - A. Points will be tabulated on the Danish System
 1. Blue Ribbon - 15 points
 2. Red Ribbon - 10 points
 3. White Ribbon - 5 points
 4. Orange Ribbon - 1 point
 - B. Participants must compete in ALL seven events in three of the four shows offered.
 - C. Points will only be acquired on one project horse
 - D. Only three of the four shows point totals will count for selection
 - E. The top five individuals with the highest total points will be selected.
 - F. Alternates will be the next highest total points.
 - G. TEST SCORES WILL BREAK ALL TIES.

After point totals for region competition or state competition have been tabulated, participants will be contacted by the Extension Office. The participant must make their decision to represent Cache County in a timely manner. All decisions made will be final!

At state and region competition, 4-H member must compete in all seven events.

As stated in the State Horsemanship Contest Rules, at all regional and state 4-H contests, the limit is one horse per person and one person per horse. Situations requiring a substitution of the project horse should be cleared through the Cache County Executive Committee, as well as, the Cache County Extension Agent.