

BY LAWS Duchesne County 4-H Horse Program

Article 1 NAME & PURPOSE

- Section 1 The official name of this organization shall be: The Duchesne 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 Duchesne County Horse Clubs and promote county-wide 4-H horse programs among 4-H youth of Duchesne County. To better serve the youth of Duchesne County 4-H horse programs according to State 4-H Rules and Regulations.
- Section 3 The Duchesne County 4-H Horse Council provides programs and services to all persons regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status.

Article II MEMBERSHIP RESPONSIBILITIES & VOTER PRIVILEGES

- Section 1 Membership:
Membership on the Horse Council shall consist of all acting leaders, 4-H members, parents or guardians, 4-H alumni and interested community volunteers.
- Section 2 Responsibilities:
- A. All members must maintain good standing, this means attending at least two-thirds (2/3) of all council functions and actively participate to strengthen the purpose of the board.
 - 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. Special elections may be called by the President to fill any vacated officer position. Vacated Committee Chairperson positions will be appointed by the officers.
- Section 3 Voting:
- A. All families represented at meeting shall have one vote per family.
 - B. A simple majority is required for MOST motions to be passed.
 - C. Changes to horse show rules require a two-thirds vote to pass.
 - D. Any changes to the Horse 4-H program are subject to review and approval by the Executive Committee. (President, Vice President-elect, and Secretary and Treasurer).

- E. The USU County 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 OFFICERS

- Section 1 Officers of the Horse Council shall be elected at the first regular meeting every other year which shall be open to parents and anyone interested. Offices consist of President, Vice President-elect, and Secretary/Treasurer. The term of President and Vice President elect, shall be two years. President will need to sit out a two-year term before running again for Vice President-elect. Secretary will serve a one year term and can run consecutive terms. Treasurer will serve a two year term and can run consecutive terms.
- Section 2 The President of the council shall preside at all meetings, authorize all calls for any special meetings, and perform the duties of the presiding officer. The President shall guide all discussions; keep order at the meeting; maintain good manners and sense of fairness, even under the tensest situations; and be familiar with parliamentary procedure.
- Section 3 The Vice President-elect will serve a two-year term in this capacity and then automatically become the President for the following term. The Vice President-elect will assume the duties of the President in the case of absence, or if the current President resigns or is unable to complete the term of office.
- Section 4 The Secretary shall take the minutes of the horse council meetings and present them for approval at the following meeting, and maintain all records and minutes of the council.
- Section 5 The Treasurer will keep track of all the funds and shall in addition to the President's and/or the Vice President-elect's signature, sign checks on the account on the authorization of the council to pay invoices. Treasurer must submit a monthly report at the regular council meetings that summarizes financial transactions.

Article IV MEETINGS

- Section 1 Horse Council meetings will be held during the months of October, November, January, February, March and April; on the second Tuesday of those months with a time and place to be determined by officers of Horse Council.

- Section 2 In all instances when they are applicable, Parliamentary Procedure shall be followed in all meetings conducting business.
- Section 3 In case of a change of a regular meeting, all members of the council shall be notified in writing if possible at least five (5) days prior to the regular meeting.
- Section 4 Special meeting(s) may be called by the officers 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 five (5) days prior to a special meeting.
- Section 5 A quorum of members (3 or more) will be present for a meeting to be called to order.
- Section 6 The suggested order of business at regular meetings should be as follows:
1. Call to order by presiding officer
 2. Secretary reading and approval of minutes and reports from previous meeting
 3. Treasurer financial report
 4. Report of President
 5. Report of Committees
 6. Unfinished business
 7. New business
 8. Confirm date, time and place of next meeting
 9. Adjournment

Article V COMMITTEES

Committees will be organized according to needs of the county by the Horse Council. Rules committee will be established yearly. Horse Council will form a grievance committee of five (5) horse council members with equal representation before each show.

Article VI AMENDING THE BY-LAWS

These By-Laws may be amended by a two-thirds vote of the members. Changes in by laws will be presented at the January Meeting and then will be voted on at the February meeting.