

Box Elder County 4-H Western Horse Program Bylaws

Revision Date:

March 2021

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BYLAWS OF THE BOX ELDER COUNTY 4-H WESTERN HORSE PROJECT PROGRAM

ARTICLE I – NAME

- I. The name of this organization shall be:
The Box Elder County 4-H Western Horse Project Program

ARTICLE II - ORGANIZATION

- I. The Box Elder County 4-H Western Horse Project Program is organized and composed of a Horse Council, 4-H youth members, all acting adult 4-H horse club leaders, parents or guardians of the 4-H youth members, 4-H alumni, interested community volunteers, and the USU County Extension Agent or staff member.
 - A. All individuals must reside within Box Elder County, Utah, except as provided under Article X Paragraph III, entitled Out of County 4-H youth.
 - B. The Horse Council is the Board of Trustees of the organization and will oversee all aspects of the Box Elder County 4-H Western Horse Project Program.
- II. The fiscal year shall be from September 1st to August 31st.

ARTICLE III - PURPOSE

- I. The purpose of the Box Elder County 4-H Western Horse Project Program is designed to emphasize youth development using the horse as the vehicle:
 - A. The 4-H Horse Program is designed to emphasize youth development. The horse should be a vehicle that reflects in its actions the knowledge and skills learned by its rider.
 - B. Encourage youth to develop leadership abilities, build character, and assume citizenship responsibilities.
 - C. Encourage youth to develop sportsmanship, cooperation, decision-making ability, and public speaking skills through participation in demonstrations, tours, judging, and/or exhibits.
 - D. Encourage youth to acquire skills in horse management by owning or leasing a horse of any type (i.e. pony, draft, mule), being responsible for it, to learn horsemanship skills, and understand breeding, training, and raising of horses as a business and to explore career opportunities within the horse industry.
 - E. Encourage youth to develop skills, knowledge, and attitudes for lifelong use and to share those acquired skills, knowledge, and abilities with others.
 - F. Provide services to all persons regardless of race, sex, color, religion, national origin or handicap.

ARTICLE IV – AMENDMENTS TO THE BY-LAWS

- I. All amendments or alterations in whole or part toward these By-laws must take place according to Article VIII, paragraph VII of these bylaws.

ARTICLE V – CODE OF CONDUCT

- I. A primary goal of the 4-H program is to build character while participating in 4-H. All youth and adults are expected to abide by the following behavior during ALL 4-H programs and events, regardless of the type:
 - A. Exhibit positive character and behavior including (but not limited to) trustworthiness, responsibility, respectfulness, caring, citizenship and fairness.
 - B. Attend all sessions as part of a planned program and be in the assigned area at all times.
 - C. Follow guidelines and rules established for the planned programs.
 - D. Be responsive to the reasonable requests of the 4-H staff/club leaders and respectful of the needs for their personal safety and the safety of others.
 - E. Dress appropriately, use appropriate language and respect the rights of others.
 - F. Be respectful of public or private property and be responsible for any damage, theft or misconduct.
 - G. No possession or use of alcohol, illegal drugs, or tobacco products.
 - H. Individuals will not behave recklessly, engage in sexual misconduct, or assault, threaten, or harm another person.
 - I. Individuals will promote the spirit of inclusion and comply with equal opportunity and anti-discrimination laws.
- II. All individuals have read the 4-H Code of Conduct and agree to live up to these expectations while participating in 4-H programs and events. Individuals are aware that all their actions and decisions affect others.
- III. All individuals realize that their failure to act with good character could result in disciplinary action and they are willing to accept the appropriate and logical consequences of their actions.
- IV. As a participant in a 4-H sponsored program, all individuals release the County, State Extension programs and personnel, Utah State University, leaders, clinicians, volunteers, and those affiliated from liability should an individual accidentally be injured due in part to their own negligence.
- V. Good Sportsmanship shall prevail at all times. A 4-H youth member will be subject to disciplinary action as determined by the Horse Council and these bylaws, including suspension, FOR VERBAL OR PHYSICAL ABUSE OF PEOPLE OR HORSES COMMITTED BY THE 4-H YOUTH MEMBER OR ANY FAMILY MEMBER OR ASSOCIATE.
 1. Verbal abuse is the excessive use of language to undermine someone's dignity and security through insults or humiliation, in a sudden or repeated manner.
 1. Examples of verbal abuse are listed, but this is not an all-inclusive list:

abuse	invectives	sarcasm
crude remarks	irony	scolding
hooting	mockery	screaming
inappropriate jokes	obscenities	swearing
innuendoes	quips	teasing
insinuations	reprimands	threats
insolence	reproaches	whispering
insults	rumors	yelling

- B. Physical abuse includes abusive use of aids or tack, including, but not limited to, bats, spurs, whips, reins, or over and under ropes. A horse can be corrected without abuse.
 - C. Physical abuse also includes administering performance altering drugs or substances to horses.
- VI. Rudeness, disrespect, and/or unkindness to any individual or animal will not be tolerated.
- VII. All individuals violating the code of conduct, regardless of whether or not they started it or if they were just reacting to someone else's poor conduct, will be subject to disciplinary action.

ARTICLE VI – POLICIES

- I. The basic policies of the Box Elder County 4-H Western Horse Project Program are:
 - A. At all 4-H contests, events, and practices, each 4-H member must provide the horse he/she uses. The horse may be leased or borrowed, providing the member has access to the horse at all times during the project year and has major responsibility for its care and maintenance. This does not necessarily include financial support. This rule applies to all four horse disciplines.
 - B. The 4-H youth member's project is centered on one primary project horse, but additional horses may be used for breeding, the two-handed training classes, English competition, colt training, trail riding, etc. See Article XIV, paragraph VIII of these bylaws for more information.
 - 1. One horse per person and one person per horse at shows. Situations requiring a substitution are permitted when conditions stated in these bylaws under Article XIV, paragraph V are met.
 - C. At no time is a 4-H youth member allowed to attend without an adult parent, guardian, club leader, or associate, present unless specifically stated otherwise.
 - 1. Except for Horse Camp.
 - 2. Exceptions may be granted by obtaining acknowledgment and grant of permission from a Horse Council Member accepting responsibility for the 4-H youth member.
- II. To meet youth development purposes and maintain a code of conduct as defined above including to ensure respect for clinicians, leaders, or other instructors:
 - A. During times of instruction at any event only youth may be in the arena.
 - 1. Exception is for when the clinician or adult volunteer who is teaching specifically requests another adult to enter the arena to help.
 - B. During times of instruction at any event only youth may be on horseback in the arena.
 - 1. Exception is for a clinician, adult club leader, or adult volunteer, who is teaching the instruction, elects to be on horseback for demonstration and teaching purposes.
 - C. If a parent needs to help their child one-on-one for a few minutes they may pull their child aside to do so. The horse council will accommodate individuals with this request within reason.

ARTICLE VII – DISCIPLINARY ACTION

- I. Disciplinary action may include, but is not limited to, loss of privileges, consequences, and/or suspension from the event or program, or for future programs or events.
 - A. Disciplinary Action involving suspension from the Box Elder County 4-H Western Horse Project Program or any of its meetings or non-show events requires approval from a neutral party such as the USU County Extension Agent or staff member.
 - B. Disciplinary Action involving suspension should not be used as a first offense.
- III. Grievances, Complaints, or Reports of Abusive Behavior from any individual must be submitted to the Horse Council in writing with a \$25.00 deposit for review.
 - A. If the Horse Council determines the complaint is valid the \$25.00 deposit will be returned and the Horse Council will take appropriate disciplinary action.
 - 1. No decision can override judges' placings at shows or competitors' points or rankings.
 - B. If the Horse Council determines the complaint is not valid the \$25.00 deposit will not be returned and will be deposited into the program's account. No disciplinary action will be taken. The matter will be considered closed.
- IV. Members of the Horse Council, Sub-Committees Chairpersons and Co-Chairpersons who do not meet and comply with out-lined responsibilities and duties may be reviewed after a formal complaint has been made to the USU County Extension Agent or staff member.

ARTICLE VIII – MEETINGS

- I. Riding Meetings
 - A. All county Riding Meetings are overseen by the Horse Council.
 - B. All youth members of the 4-H Western Horse Project Program within Box Elder County may assemble to practice together on Tuesday evenings at the Golden Spike Fairgrounds Small Indoor Arena in Tremonton, Utah.
 - C. Winter riding practices will be held when the indoor arena is available during the months of January through May and may consist of games, open ride time, or instruction clinics given by Horse Ambassadors, or 4-H Leaders, clinicians, or youth teaching lessons and/or clinics.
 - 1. The Horse Ambassadors will be responsible for organizing the winter riding practice meetings and will be overseen by the Past-President.
 - D. Other riding meetings may include horse camp, and team practices for the individuals qualified to compete at the Region or State competitions.
- II. Education Night Meetings
 - A. Education Night Meetings are available to all 4-H youth members and do not require ownership or use of a horse to participate.
 - B. Education Night Meetings are non-riding meetings intended to expand the 4-H youths' horse knowledge within the 4-H Horse Project Program.
 - C. Education Night Meetings will be held monthly and the Education Chair will oversee and be responsible for organizing the Education Night Meetings at their discretion.

1. Examples of Education Night topics may include, but aren't limited to, the Utah 4-H Horse Study Material, Horse Husbandry, Portfolios, and the Horseless contests including Horse Public Speaking, Horse Judging, Horse Bowl, Horse Demonstrations, and Hippology.
- III. Horse Ambassador Meetings
- A. Horse Ambassador meetings will be held monthly by the Past President.
- IV. Horse Council Meetings
- A. Horse Council Meeting will be held at the convenience of the Horse Council members and will be advertised whenever possible.
1. The time and location of the Horse Council Meetings will be determined by the officers.
 2. Horse Council Meetings may be held via teleconferencing or electronic means.
- B. The purpose of the Horse Council Meetings will be primarily business and planning.
- C. All Horse Council Meetings are open to all members of the Box Elder County 4-H Western Horse Project Program, parents, leaders and volunteers. The Horse Council will be notified in advance about who wishes to attend so arrangements can be made for an appropriate location.
- V. Parent's Meetings
- A. Parents Meetings will be held periodically starting in January and continuing until the State Horse Show.
1. The time and place will vary.
- B. Horse Council will preside at these meetings.
- C. Meetings are designed to keep parents, leaders and children informed as well as provide everyone an opportunity to bring up concerns and ideas to improve the program.
- VI. 4-H Western Horse Achievement Night
- A. Year-End awards will be awarded at an annual recognition meeting called the 4-H Western Horse Achievement Night, which is to be held at some time during the last quarter of the calendar year as determined by the Horse Council.
1. These are the minimum earnable awards for each year.
 - a. Regular Individual Show Awards: Top 10 overall in each age group with the top 3 overall receiving buckles, Top Judged Events, Top Speed Events, and by nomination Outstanding Sportsmanship, and Most Improved.
 - b. Two-Handed & In-Hand Show Awards: At the horse council's discretion participation recognition will be awarded.
 - c. 10-year Buckles: For individuals that participated in at least one county 4-H show each year for 10 consecutive years.
 2. Additional awards can be given from year to year at the discretion of the horse council.
- B. Newly elected Horse Council officers will also be announced at the Achievement Night.
1. The President-Elect will oversee and be responsible for organizing the Achievement Night meeting.

- VII. Rules Meeting
 - A. Annual Rules Meeting will take place at the March Horse Council meeting.
 - B. All changes to By-laws, common practices, and Horse Show Rules must take place at this meeting.
 - C. All proposals for changes must be submitted in writing to the Horse Council 15 days prior to the meeting.
 - D. Must have approval of Horse Council and Extension Agent or staff member to be taken to vote.
 - E. There will be no rule changes outside of the March Rules Meeting.
 - 1. The only exceptions are to be made by the Horse Council if a rule is not in working order or if the Council sees the need for change, by a Horse Council unanimous vote.

ARTICLE IX – VOTING AND ELECTIONS

- I. All family members of the same household of 4-H youth or adult 4-H leader volunteers represented at meetings shall have one vote per family; meaning all members should reach an agreement amongst themselves and cast one vote. Under special circumstances, such as youth decisions, each youth and/or person present at the meeting shall have one vote.
- II. Each member of the Horse Council shall have one vote. This vote is in addition to their family vote.
- III. A simple majority of those attending is required for MOST motions to be passed.
- IV. Changes to horse show rules require a two-thirds vote of each family participating in the vote to pass.
- V. Any changes to the Horse 4-H program are subject to review and approval by the Horse Council.
- VI. 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.
- VII. Horse Council Officer Election ballots will be sent out to each family registered in the Box Elder County 4-H Western Horse Project Program each year, during the month of August.
 - A. Ballots may be sent and tallied electronically.
 - B. Votes for Horse Council Officer positions will be due September 1st and tallied by the current President-Elect.
 - C. The results will be announced at the annual 4-H Horse Achievement Night meeting.

ARTICLE X – GENERAL MEMBERSHIP RESPONSIBILITIES

- I. All 4-H members must be registered through the USU Box Elder County Extension office or online at 4h.zsuite.org.
 - A. Additional registrations are required to participate in some project specific events; examples include, but are not limited to, Horse Camp, County Shows, Regional Shows, State Shows, and the Achievement Night.

1. Registration must take place before participation in the 4-H project program or before the start of any project specific event, unless otherwise specified by a specific deadline date stated.
- B. Registration in the Box Elder County 4-H Western Horse Project Program signifies that the participant, their family members, and associates agree to be governed by these bylaws and will adhere to them in an effort to better the organization for all involved.
- II. 4-H is a volunteer organization and as such all members wishing to participate are expected to actively volunteer or assist where requested from time to time.
- III. Out of County 4-H Youth – Youth are required to participate in the county in which they reside. In rare circumstances, exceptions are granted. To request an exemption a member must:
 - A. Write a letter to both USU Extension Agents (home county and county where child wishes to enroll). If both Extension Agents agree with the request, the request will be forwarded to the state review committee to make a final ruling. The member will be notified of the decision.
 - B. Exemptions must be requested EVERY YEAR, following the procedures outlined.
 - C. If a 4-H member of the Box Elder County 4-H Horse Program is granted an exemption to participate in another county, he or she may NOT return to Box Elder County 4-H Program for the rest of the year.
- IV. Members are eligible to vote in elections according to the terms within these bylaws.
- V. Members may attend any meetings they wish according to the terms within these bylaws.

ARTICLE XI - DUES

- I. Dues are assessed at the time of registration within the 4-H organization each year; however, particular 4-H project programs may have additional dues.
 - A. Dues which are assessed for registration within the 4-H organization are set by USU Extension Service.
 1. These are currently set at \$10.00 and may change at any time without requiring a revision to these bylaws.
- II. An annual Western Horse program enrollment fee of \$50.00 per 4-H member is due September 1st each year and must be paid before participation in any Western Horse program activity or event.
 - A. Exception: Horse Camp is a project recruiting activity and is open to any 4-H member; therefore, it does not require the Western Horse program enrollment or fee for participation. However, the 4-H membership and event registration fee is still required for participation in the horse camp.
 - B. Dues which are assessed for project specific programs and events are set by the Horse Council.
- III. Certain project events may have additional registrations and dues. Examples of these events include, but are not limited to, Indoor Winter Riding Practices, Horse Camp, County Shows, Regional Shows, State Shows, and the Achievement Night.
 - A. These are currently set as follows, but are subject to change at any time at the discretion of the Horse Council without requiring a revision to these bylaws:

1. Horse Camp is \$35 per 4-H youth member.
 2. County Shows are \$10 per Show per 4-H youth member.
 3. Regional Show is \$15 per youth member.
 4. State Show is \$40/per youth member per show.
 5. Achievement Night is free for the youth member.
- IV. 4-H Organization Registration Dues, 4-H Project Specific Program Dues, and 4-H Project Event Registration Dues will be charged through the 4h.zsuite.org system and collected by the USU Extension services.

ARTICLE XII – HORSE AMBASSADOR PROGRAM

- I. The Horse Ambassadors are 4-H youth active in the Western Horse Project and participating in the county Ambassador program.
- II. Members desiring to serve as Western Horse Ambassadors will apply annually by the application deadline to be evaluated, selected, and overseen by the Past-President.
- III. Attend ambassador meetings, county horse council meetings, and state horse council meetings.
- IV. Plan, implement and complete an individual 3-month project and submit a record of the project.
 - A. This project must fit into one of the following categories:
 1. Public relations and awareness
 2. Fundraising
 3. County teen development
 4. County recruitment
- V. Depending on his or her expertise and unique interests, each County 4-H Horse Ambassador will represent and promote the program in various ways such as:
 - A. Represent the horse project in a public relations role and encourage community participation in the horse project by promoting the 4-H horse project with potential members, parents, and the general public.
 - B. Organize Winter Riding Schedule, plan instruction, and teach, or coordinate clinicians and instructors where necessary.
 - C. Help conduct 4-H horse events or contests.
 - E. Organize promotional activities.
 - F. Encourage financial support for the 4-H horse program.
 - G. Coordinate and propose a shirt design for all 4-H Western Horse members.
 - H. The Horse Ambassadors will review upcoming shows and prepare to share the workload of hosting.
 1. Conduct the American and 4-H pledges.
 2. Introduce judges at the horse shows.

ARTICLE XIII – HORSE COUNCIL

- I. The Horse Council is the board of trustees and serves as the board of directors for the organization.
 - A. The Horse council consists of the USU County Extension Agent or staff member and elected Officers, which are active and current registered 4-H adult volunteers.

1. The officers of the Horse Council shall be comprised of 4-H registered adult volunteers with appropriate criminal background checks, as necessary, conducted by USU Extension Services enabling them to work with children under the Utah State 4-H program.
 - B. Horse Council officers are President, President-elect, Secretary, Treasurer, Past President, State Representative, Education Chair, and Show Chair.
 1. An individual may hold more than one, but not more than three, office positions on the horse council at the same time in any given year.
 2. Officers of the Horse Council will be elected by ballot vote.
 - a. Adult volunteers must be active, which is defined as having attended at least two-thirds of the parents' meetings held in a year.
 - b. Voting procedures and policies are detailed under Article IX.
 - c. Special elections may be called by the President to fill any vacated Horse Council member position.
- II. Objectives:
- A. Promote a horse program with emphasis on keeping youth involved in the 4-H program and the horse industry.
 - B. Set policy and arbitrate disputes on county matters.
 1. Serve as a decision-making body on behalf of 4-H horse clubs in Box Elder County.
 - C. Represent Box Elder County in Regional and State Horse Council issues.
 - D. Organize countywide activities to educate 4-H members in care, training, and all uses of horses and to aid in improving the 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. Two-Hand
 - f. Youth Council
 - g. Service Projects
- III. Responsibilities:
- A. Officers of the Horse Council should attend ALL meetings and play an active role in the planning stages of events.
 - B. Officers of the Horse Council should convey messages and news to members who were unable to attend a meeting(s)
 - C. Conduct shows, camps and other activities according to these bylaws and the State 4-H rules and regulations yet reserves the right to make changes as allowed by these bylaws which are deemed beneficial to Box Elder County.
 - D. Horse Council Officers may form Committees to assist with their duties. The officer will be the Chairperson of the committee and is still responsible for fulfilling their duties.
 1. If a Horse Council Officer chooses to form a committee it should be organized and functional as much as possible before the start of the fiscal year of their tenure.

- E. Set conservative project specific dues according to a carefully planned budget so as to not discourage participation.
 - 1. Be directly involved in fundraising activities and assist the President, Treasurer, and Fundraising Committee if applicable.
 - 2. Obtain current USU fundraising policies from Extension agent or staff member and ensure the policies are adhered to for each fundraiser.
 - F. Refrain from supporting programs or functions which are detrimental to this organization or the 4-H image.
 - G. Review reports of grievances, complaints, or abuse, and take appropriate action as determined by these bylaws and a majority vote amongst the Horse Council.
 - 1. While probationary periods for observation may be deemed appropriate, tabling these matters should be avoided whenever possible so that the matter may be resolved in a timely manner and closed.
- IV. Duties, Terms, and Voter Privileges of each Officer Position:
- A. USU County Extension Agent or staff member
- 1. Oversees the Horse Program and Horse Council officers, assisting in any way.
 - 2. Accept 4-H enrollments and registration in the Box Elder County 4-H Western Horse Project Program, the shows, horse camp, and other such related events.
 - 3. The USU County Extension agent or staff member may override any decisions if the change is not in compliance with 4-H rules and standards after presenting written proof or evidence to the Horse Council.
 - 4. Shall maintain communication between Utah State University staff and programs and the Horse Council.
 - 5. Presides over all disciplinary actions where suspension for any length of time for any individual is considered to ensure an impartial decision is rendered, which results in the best interest of the county 4-H program as a whole and not any specific individual, for the present and all future conflicts.
 - 6. Shall provide 4-H Leadership Training and guidance to the Horse Council and other adult 4-H leaders, including club leaders.
 - 7. Shall maintain a webpage(s) for the Box Elder County 4-H Western Horse Project Program.
 - a. Assist with advertising and promoting the Box Elder County 4-H Western Horse Project Program.
 - 8. Generate written tests for the horse shows.
 - 9. Issues numbers to registered show exhibitors.
 - 10. Score Shows and keeps track of points to determine rankings for awards and eligibility to participate at region or state competitions.
 - 11. Order Program Shirts and Jackets as needed for ambassadors, horse camp, region competitions, state competitions, and other events determined by the horse council.

12. Provides monthly financial reports from the USU Box Elder County 4-H Western Horse Project Program index account to the Horse Council Treasurer.
13. This is not an elected office position; there is no term. There are no voter privileges unless there is a tie vote amongst the horse council officers, then the individual in this position may cast the tie-breaking vote.
 - a. However, the Horse Council will consider any advice, recommendation, or coaching the USU County Extension Agent or staff member offers.

B. President

1. Shall oversee all aspects of the Box Elder County Western Horse 4-H Program.
2. Will preside over all Horse Council meetings.
 - a. Will create and distribute notices of meetings at least 24 hours prior to the start of the meetings.
 - b. Will create meeting agendas and distribute them to all attendees at least 24 hours prior to the start of meetings.
 - c. Will call meetings to order.
3. President must collaborate with Extension Agent or staff member in reserving arenas and Fairgrounds for the year following President's term.
4. All Horse Council members will report directly to the President.
5. Plan and conduct a Western Horse Camp each year.
 - a. Determine, schedule, & reserve the location where Horse Camp will be held.
 - b. Plan clinics, activities, and a schedule of events for Horse Camp.
 - c. Involve youth in Horse Camp planning wherever possible.
6. The President may form committees to assist with duties.
 - a. The President shall be an active informed member of these committees.
 - b. The President will take responsibility for fulfilling all of these committees' duties.
7. The President will attend ALL Horse Council meetings. If unable to attend the President must send a proxy or replacement, this should typically be the President-Elect or another Horse Council officer.
8. Must have served in the office of President-Elect throughout the previous fiscal year.
9. The term for the office of President shall be one fiscal year.
 - a. The President will become the Past-President member of the Horse Council the year following their tenure as President.
10. Will have one vote on the Horse council.

C. President-Elect

1. Preside over meeting in the absence of the President and act as President's representative at functions where the president is unable to attend.

2. Report directly to the President.
3. Assist the Past President and Horse Ambassadors with the creation of a schedule of clinics to assist with the winter riding practices and locate clinicians to teach clinics at the winter riding practices whenever requested.
 - a. Work with Treasurer to create a budget for clinicians if necessary.
4. Propose awards with cost allocations for each award given at the Achievement Night Meeting according to the awards categories found in Article VIII, paragraph VI.
 - a. Work with Treasurer to create a budget for Awards.
5. The President-Elect may form committees to assist with these duties.
 - a. The President-Elect shall be an active informed member of these committees.
 - b. The President-Elect will take responsibility for fulfilling all of these committees' duties.
6. Sends vacant Horse Council position ballots to all families in September of each year, tallies votes, and reports results according to Article IX.
7. Will attend ALL Horse Council meetings.
8. Shall be elected by the Box Elder County 4-H Western Horse Project Program members and leaders.
9. The term for the office of President-Elect shall be one fiscal year.
 - a. Will take over as President the following fiscal year.
10. Will have one vote on the Horse Council.

D. Secretary

1. Will take minutes at Executive and Horse Council meetings.
2. Will keep records of all past meetings and maintain files.
3. Will report directly to the President.
4. Will attend ALL Horse Council meetings.
5. Shall be elected by the Box Elder County 4-H Western Horse Project Program members and leaders.
6. The term for the office of Secretary shall be a one or two-year term at the discretion of the elected individual.
7. Will have one vote on the Horse Council.

E. Treasurer

1. Will report directly to the President.
2. Maintain and balance the financial records and statements.
3. Create a yearly budget by January 1st of each year.
4. Present the current financial status at each horse council and parents meeting.
5. Prepare and complete a simple audit by November 15th of each year for each account which shows that the Treasurer's records match USU and/or Bank records as of the close of the fiscal year. Audit must contain the following information.
 - a. Date Audit is performed.
 - b. Opening balance as of September 1st.

- c. Total additions to balance.
 - d. Total subtractions from balance.
 - e. Ending Balance as of August 31st.
 - f. Dated signatures of President, President-Elect, and Treasurer verifying balances match USU and/or Bank Institutional statements.
 - g. Dated signatures of three non-Horse Council members verifying balances match USU and/or Bank Institutional statements.
 - h. Shall be elected by the Box Elder County 4-H Western Horse Project Program members and leaders.
 - 6. The term for the office of Treasurer shall be a one or two-year term at the discretion of the elected individual.
 - 7. Will have one vote on the Horse Council.
- F. Past President
- 1. Will be most current past president.
 - 2. Will assume position when President-Elect takes over duties as President.
 - 3. Will offer advice at the request of any Horse Council member.
 - 4. Will take responsibilities given by the President and perform them.
 - 5. Will report directly to the President.
 - 6. Oversee and manage the Horse Ambassador Program, including, but not limited to:
 - a. Hold interviews and select members from submitted applications.
 - b. Hold monthly Horse Ambassador meetings.
 - c. Prepare youth for the experience of the university setting, through intensive science-based instruction and experiences.
 - d. Prepare and provide opportunities for youth to serve in advocacy roles for the Equine Industry, 4-H, and the horse programs.
 - e. Assist interested Horse Ambassadors in applying and becoming State 4-H Ambassadors.
 - f. Assist the Horse Ambassadors in planning, scheduling, and conducting the winter riding practices.
 - g. Have Horse Ambassadors propose program shirt designs.
 - 7. Will have one vote on the Horse Council.
 - 8. The term for the office of Past-President shall be one fiscal year.
- G. State Horse Council Representative
- 1. Will attend all State Horse Council Meetings as our county representative.
 - 2. Will take minutes and report back to the Horse Council
 - 3. Will vote on State Horse Council issues according to the wishes of the majority of county 4-H members and leaders.
 - 4. Will be elected by Box Elder County Horse Program members & leaders.
 - 5. The term for the office of State Horse Council Representative shall be two fiscal years.
 - 6. Will have one vote on the Horse Council.

H. Education Chair

1. Will report directly to the President.
2. Assist youth members to prepare and learn about the Utah 4-H Horse Study Material topics, horse husbandry, and the Horseless contests including Portfolios, Horse Public Speaking, Horse Judging, Horse Bowl, Horse Demonstrations, Hippology, and any other the non-riding contests within the 4-H Horse Project Program.
3. Hold monthly Education Night meetings.
4. Assist all 4-H youth members with record books and portfolios; and when requested, assist the Horse Ambassadors and the Horse Ambassador Chair with the individual Horse Ambassador's project records.
5. Shall be elected by the Box Elder County 4-H Western Horse Project Program members and leaders.
6. The term for Education Chair shall be one fiscal year.
7. Will have one vote on the Horse Council.

I. Show Chair

1. Will report directly to the President.
2. Retain 4-H certified judges for each show Box Elder County hosts.
 - a. Judges who are related to any contestant, have ever given lessons or instruction to any contestant, have ever practice with any contestant, or have ever advised any contestant in any horse related event may not be retained to ensure a fair competition.
 - b. Exception: The only time an exception may occur is when a judge substitution is required as a result of an unforeseen circumstance that is out of the horse council's control.
 - i. Examples could include such events as when a judge gives a late notice cancelation and no one else can be found, or if a judge fails to fulfill their commitment, or if a judge needs to be dismissed, or a judge has a medical emergency which requires a replacement.
3. Arrange for Judge's hospitality services such as:
 - a. Drinks
 - b. Chairs or other requested equipment.
4. Arrange for necessary equipment:
 - a. Hang Sponsor Banners
 - b. U.S. and 4-H Flags
 - c. Microphones
 - d. Cones to split arenas
 - e. Trail and 2-Handed Obstacle Equipment
 - f. Speed Event Equipment such as poles, barrels, flags, buckets, cones, lime, jumps, etc.
 - g. Timers and back-up timers
 - h. Machines and harrows for arena grooming
 - i. Ribbon placing flags

5. Work with Past-President to ensure Horse Ambassadors are prepared to lead the U.S. pledge of allegiance, the 4-H pledge, and perform any other assigned opening exercises components.
6. Arrange volunteers to assist the Horse Council during shows with tasks such as:
 - a. Test distributors and test readers
 - b. Grading Tests
 - c. Ring Stewards
 - d. Announcer
 - e. Gate Operators for individual judged events and speed events
 - f. Back-up Timers for timed events
 - g. Volunteers to set and reset barrel, poles, jumps, logs and other obstacle.
 - h. Arena Groomers
1. The term for Show Chair shall be one fiscal year.
2. Will have one vote on the Horse Council.

ARTICLE XIV – BOX ELDER COUNTY HORSE SHOWS

The basic rules contained in the Utah State 4-H Horse Show Rule book will be followed at all shows. The attached rules are a supplement for use in Box Elder County for the In-Hand, Two-Handed, and the regular Individual Horse Shows and they take precedence over the State Rule book.

- I. Dress Code for all Box Elder County Horse Shows
 - A. Will promote safe and modest clothing.
 - B. Western Hat or Helmet
 1. Helmet is required for all events on Horseback.
 2. Western Hat may be worn in lieu of helmet during the Test and the Showmanship Event.
 - C. White Shirt
 1. Must button or snap down the front
 2. Must have collar, cuffs, and long sleeves
 - D. Blue or Black Denim Jeans
 1. No Chaps.
 - E. Western Boots
 - F. Western Belt
 - G. 4-H Patch
 1. Placed on upper left sleeve
 2. If a patch is not worn, it is a drop in ribbon
 - H. Exceptions to the county dress code:
 5. During Speed Events a T-shirt or short or long sleeve western shirt is allowed in place of white shirt.
 - a. 4-H patch or logo is still required on left sleeve during speed events.
 6. During Speed Events the Western Belt is optional.
 7. Junior participants may wear chaps during bareback equitation.

- II. Contestant Numbers are assigned and issued at the first county show each year and will be the same for the remainder of that year.
 - A. A Contestant Number is attached to the contestant's back for the Test and all non-ridden events; and it is attached to the saddle pad, approximately over the horse's flanks on each side, for all riding events.
 - B. If numbers are lost or destroyed throughout the year new numbers can be created using cardstock and dark, thick ink in a font large enough to see from a distance of fifty feet.
- III. For the test the books will be divided into thirds, as evenly as possible, while breaking at section or chapter ends. The breakdown page numbers are subject to change outside of the Ruling Meeting and without parental vote as long as the method of the breakdown doesn't change. Testing of the whole book is reserved for the Region and State shows. The breakdown will be as follows:
 - A. 1st Show:
 - 1. Everyone - Rulebook Pages 1-34 (This is Sections 1-2 & a total of 34 pages)
 - 2. Everyone - For Utah 4-H Horse Program Study Material Volume 1 Book Pages 1-26. (This is a total of 26 pages)
 - 3. Int. & Sr. - Utah 4-H Horse Program Study Material Volume 2 Book Pages 1-19 in 2021. (This is a total of 19 pages)
 - 4. Sr. only - Utah 4-H Horse Program Study Material Volume 3 Book Pages TBD in 2022. (This is a total of X pages).
 - B. 2nd Show:
 - 1. Everyone - Rulebook Pages 35-54 (This is Sections 3-4 & a total of 19 pages)
 - 2. Everyone - Utah 4-H Horse Program Study Material Volume 1 Book Pages 27-43 (This is a total of 17 pages)
 - 3. Int. & Sr. - Utah 4-H Horse Program Study Material Volume 2 Book Pages 20-46 in 2021. (This is a total of 26 pages)
 - 4. Sr. Only - Utah 4-H Horse Program Study Material Volume 3 Book Pages TBD in 2022. (This is a total of X pages)
 - C. 3rd Show:
 - 1. Everyone - Rulebook Pages 55-79 (This is Sections 5-6 & a total of 23 pages)
 - 2. Everyone - Utah 4-H Horse Program Study Material Volume 1 Book Pages 44-66 (This is a total of 23 pages)
 - 3. Int & Sr. - Utah 4-H Horse Program Study Material Volume 2 Book Pages 47-75 in 2021. (This is a total of 28 pages)
 - 4. Sr. Only - Utah 4-H Horse Program Study Material Volume 3 Book Pages TBD in 2022. (This is a total of X pages).
 - D. At the discretion of the horse council, the test can be administered via paper or electronically, prior to, or on the day of each horse show, and it can be administered as a closed book or open book test.
 - 1. At the discretion of the horse council, a separate test may be given at both the regular individual horse show and the two-handed horse

- show, or a single test may be given and the same score will be used for both shows at or prior to each of the three county horse shows.
- IV. All placings are final when the judge leaves the show grounds.
 - A. Show specific grievances will be submitted to the Horse Council before the judge leaves the show grounds.
 - 1. \$25 Grievance deposit is required according to Article VII, Paragraph II in these bylaws.
 - B. Show management, judges or ring stewards have authority to excuse from shows those who refuse to abide by the 4-H code of conduct or follow the county policies found in these bylaws.
 - 1. If a contestant is excused from the show they forfeit any points they earned during that show prior to their dismissal.
 - 2. Show Excusals shall be for the remainder of that show, Show class excusals are for the remainder of that show class; and, these are different from a suspension under the disciplinary action section of these bylaws.
 - V. Always keep a horse's length spacing.
 - A. A red ribbon in a horse's tail indicates that the horse may kick.
 - B. A red ribbon in a horse's mane indicates that the horse may bite.
 - 1. A horse that has the appropriate red ribbons(s) attached, that bites or kicks at an approaching horse, will not be penalized for such actions.
 - VI. Horse Substitution at county shows:
 - A. Unsafe horse – if a horse is deemed unsafe by leader or Horse Council the member may substitute a horse.
 - 1. The new horse will have to be shown at two of the Box Elder County 4-H qualifying horse shows in order to qualify for Region/State shows.
 - 2. The member cannot go back to unsafe horse unless proven to be safe.
 - B. Injured or ill horse – A contestant may substitute a horse for an injured or ill horse at the county shows by submitting a written request to the horse council.
 - 1. Points earned with one horse are not transferable to another horse.
 - 2. If first project horse has qualified for the Region/State show, and that horse is proven sound by a veterinarian they may use that horse for the show.
 - a. This will be the horse they will deem as their primary project horse.
 - b. The horse/rider that qualified for Region/State is the horse/rider that goes.
 - VII. Portfolios will be turned in at the third (3rd) Horse Show by the end of the judged events. The portfolio must meet a (Blue Ribbon Quality) for the contestant to compete at Region or State.
 - A. The County Horse Council will go through the books when they are turned in to make sure they meet the criteria.
 - 1. Portfolios that do not meet the criteria will be given back to the contestant within 3-7 days (Days will be chosen by Council) to fix the books within 7 days to meet the criteria.

2. If after this time period the book still does not meet blue ribbon criteria it is up to the Horse Council as to what further action needs to be taken.
- VIII. Only one horse per rider and one rider per horse for each project within the Western Horse 4-H program. This means the most project horses a 4-H member can show each year is 3 horses, one that qualifies as an in-hand project, one that qualifies as a two-handed project horse, and one that qualifies to show in the regular individual horse show.
- A. The same horse can meet requirements to be used by the same rider at multiple shows.
 1. If a two-handed horse is shown in the regular individual show in a snaffle bit, it is an automatic ribbon drop; however, if the horse is shown in a curb bit, it will be disqualified from all future two-handed shows.
 2. If an in-hand project horse is shown under saddle at any 4-H horse show, it will be disqualified from all future in-hand shows.
 - B. In-hand and Two-handed project horses must be declared and registered in the county as an in-hand project or a ridden two-handed project horse by the registration deadline of the first county horse show for the year.

ARTICLE XV – QUALIFYING FOR REGIONAL & STATE HORSE SHOWS

- I. To qualify for the regional or state horse shows, each contestant and their designated project horse Must have attended and completed all events in a minimum of two out of three qualifying county shows for each project area they wish to compete in.
 - A. The Rider/horse contestants earning the most points in each age group (Juniors, Intermediates, and Seniors) of the county regular individual horse show will make up the three Region Teams and they will also be the contestants eligible for the State Individual Horse Show Contests.
 1. The number of competitors that makes up each age group regional team is between 5 and 8 members and is determined by hosting county each year.
 2. The number of exhibitors from Box Elder County allowed to enter the State Individual Horse Show or the State Two-Handed Horse Show is determined by the Utah State 4-H Horse Council and will differ from that of the Region Show.
 - B. Points are calculated and averaged according to the Utah State 4-H Western Horse Rule Book rules from each contestant's two highest point-earning county horse shows.
 1. Exception: Box Elder County will not award points for the portfolio.
 - C. In the event of a tie, the test score shall be the tiebreaker.
 1. In the event of a tied test score, test questions will be chosen at random until the tie can be broken.
- II. Must turn in an UPDATED 4-H horse portfolio by the deadline (typically 3rd county show) to qualify for the Region Horse Show and any of the State Horse Shows as stated in Article XIV, Section VII above.

- III. Must compete at Region to go to State, except under special circumstances that have been approved by the Horse Council in advance.
 - A. Special Circumstances may include but are not limited to injury to horse or rider, family death, or horse death.

ARTICLE XVI – REGION HORSE SHOWS

- I. Horse must be sound to attend.
 - A. Parent/Leader must immediately inform the Horse Council and Box Elder County 4-H agent if a horse is ill or injured.
 - B. There will be NO SUBSTITUTIONS OF HORSE unless a vet note is received on their business letterhead.
- II. Region team qualifiers will notify the Horse Council a minimum of one week in advance if they are not able to attend.
 - A. The horse/rider with the next highest points from the county shows will be the alternate and will compete in their place.
 - 1. Failure to notify the Horse Council will forfeit their place at the State show; an alternate will compete at the State Show in their place.
 - 2. The alternate for the Region team will be notified.
- III. If a horse is ill or injured the morning of the Region Show and there is no time to call the alternate then the Region Team for that age group will participate short.

ARTICLE XVII – STATE HORSE SHOWS

- I. Horse must be sound to attend and will participate in all events.
 - A. Parent/Leader must notify the Horse Council and Box Elder County 4-H agent immediately of an ill or injured horse.
 - B. A letter must be submitted stating the illness or injury with a veterinarian stating diagnosis and prognosis.
 - C. There will be NO SUBSTITUTION OF HORSE unless a vet note is received on their business letterhead.
- II. If an alternate is approved the alternate for the State Individual 4-H Horse show will be notified and allowed to compete at the State competitions.
 - A. The alternate will keep any awards they earn at the State Horse Show competition.
 - B. Original qualifier will still qualify for the county level awards if nonparticipation is result of a horse council pre-approved special circumstance such as, but not limited to, a horses' or members' injury.

Previous time Bylaws were Revised and Approved: March 2018