

**BYLAWS OF THE
CACHE COUNTY 4-H HORSE COUNCIL
1/2/2020**

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 Ranch Horse Program
 - f. 2-Hand Program
 - g. Youth Council
 - h. Fund Raising
 - i. English
 - 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 4-H program.
 - C. To donate time or money to any program or function that is not detrimental to the 4-H image.
 - D. Horse Council Meetings will follow Roberts Rules of Order for conducting business. (See Appendix B)

ARTICLE II – MEMBERSHIP, RESPONSIBILITIES AND VOTER PRIVILEGES

1. Membership:
 - A. Membership on the Horse Council shall consist of all acting 4-H 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. Voting privileges are reserved for:
 1. Registered 4-H members in Cache County
 2. Registered 4-H club Leaders or Resource Leaders in Cache County
 3. Adults with a child (children) who are registered 4-H members in Cache County.
 - B. Each family 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.
 - C. Each member of the Executive Committee shall have one vote.
 - D. A simple majority is required for MOST motions to be passed.
 - E. Changes to horse show rules require a two-thirds vote to pass.
 - F. Any changes to the Horse 4-H program are subject to review and approval by the Executive Committee.
 - G. 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, Past-President and Extension Agent. The 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. The President shall be an active informed member of all 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.

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. Will attend ALL Executive and Horse Council meetings.
5. Will have one vote on the Executive Council.

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 and organize show score sheets.
3. Will report directly to the President.
4. Will attend ALL Executive and Horse Council meetings.
5. Will have one vote on the Executive Council.

E. Past President:

1. Will be the 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 Committee shall be comprised of a Chair and a Co-Chair. Co-Chair shall assist the Chair for one year then assume the role of Chair the following year. Once leaving the role of Chair, 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 Horse Council meeting. Standing Committees include:
 - A. Education Committee
 - i. Responsibilities will include:
 1. Portfolios/Record Book training and evaluation.
 2. Horse Bowl Horse Judging or other educational activities
 3. Winter Riding, Clinic/Workshops
 4. County, State Regional and/or National Competition preparation.
 - B. Horse Camp
 - i. Committee members will consist of a chair and co-chair. Responsibilities will include.
 1. Recruitment of volunteers to staff various sub-committees for Horse Camp (English/Western) including but not limited to:
 - a. Food/Meals
 - b. Instructors
 - c. Chaperones for day-time and night-time activities
 - d. First Aid
 - e. Recreation/Activities
 - f. Other as deemed beneficial
 2. Coordinate events with Executive Council to assure budget is followed and all expenses are accounted for and expense are paid.
 - C. Youth Council
 - i. Committee members will consist of a chair and co-chair. Responsibilities will include.
 1. Selection of Youth Council members and Youth Council Executive officers.
 - a. Priority may be given to the selection of youth in the senior age group.
 2. Plan appropriate educational activities and service projects.
 3. Involve Youth Council in Horse Council meetings.
 4. Assist Youth Council in presenting ideas and direction to the Horse Council to assure the Horse Program meets the needs and interests of the 4-H 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.
 2. The Show committee will consist of the 4-H Extension Agent or an appointee, the President and two chair and two 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. Solicit volunteers to assist with setting up for the show events and conducting the shows
 - c. Selection of impartial judges for the four County horse shows.

- d. Selection of judges for the Region Horse Show in the years that Cache County hosts that show.
 - e. Assigns ring stewards to each judge and provides information and instruction to the judges when they arrive at the shows.
 - f. Assure that the judges are treated with respect while at the show as guest of Cache County 4-H.
 - g. See that payment is made to judges for his/her services.
 4. The registration 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 Council member. The committees responsibilities will include:
 - a. Registering participants for shows
 - iii. Point Committee
 1. A point committee will consist of 4-H Agent or appointee and the show committee:
 - a. Accurately record points earned by each member at each show
 - b. Review and correct scores if needed prior to the next show or in a timely manner following the final show
 - c. Select Region Teams and State Individual Show qualifiers in accordance with established guidelines (See appendix A)
 - 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 and Recognition Committee
 1. The awards and recognition committee will be appointed at the January meeting and serve for a one-year term.
 2. The 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 Council for approval and vote. Expenditures of Horse Council finances will be predetermined and approved by the Cache County 4-H Horse Council Executive Committee.
 3. The following awards will be provided:
 - a. Top Ten year end Western Show point winners.
 - b. Other awards or recognition as deemed appropriate.
- E. Two-Hand Committee
- i. The committee Chair and co-Chair are responsible for, but not limited to:

1. Recruit participants for the Two-Hand program
 2. Plan a minimum of three shows
 3. Identify youth eligible to attend the State Two-handed show, based on participation, ability to show safely, and that have showed in at least two shows
- F. Working Ranch Committee
- i. The committee will consist of a chair and co-chair. Responsibilities will include:
 1. Plan and organize Working Ranch Horse program opportunities:
 - a. During winter ride night program
 - b. Appropriate opportunities during 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 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. English Committee
- i. The English Program functions as a subcommittee of the Cache County Horse Council. The Committee will consist of a chair and co-chair and subcommittees to include but not limited to:
 1. English Horse Camp committee will consist of a camp chair and co-chair with subcommittees as needed.
 2. English Show Committee will consist of a show chair and co-chair

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 or email.
 - D. The purpose of the Horse Council Meetings will be primarily business and planning.
 - E. All Horse Council Meetings are open to all registered 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 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. If online voting is accepted, it will be allowed three (3) days prior to the January Rules meeting. One vote per 4-H family will be allowed; or vote in-person at the Rules meeting.
- F. Exceptions to rule changes outside of the January 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 Committee 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 January Rules Meeting (refer to Article V, section 2)

Cache County Horse 4-H Program
Selection of Region and State Participants
 To determine rules, refer to State Contest Rules

REGION TEAM SELECTION:

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

2. Selection of team members

- a. Points will be tabulated on the American System

1. Blue Ribbon - 15 points
2. Red Ribbon - 10 points
3. White Ribbon - 5 points
4. Orange Ribbon - 1 point

Extra cumulative points awarded per class at each show. Calculated into year end totals	{	1 st -	5 points
		2 nd -	4 points
		3 rd -	3 points
		4 th -	2 points
		5 th -	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 SHOW SELECTION:

1. State Individual Competition consists of five participants from each age group from Cache County. (The State 4-H Horse Council may increase the number of participants allowed in each age group)
 - 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 American System

1. Blue Ribbon - 15 points
2. Red Ribbon - 10 points
3. White Ribbon - 5 points
4. Orange Ribbon - 1 point

Extra cumulative points awarded per class at each show. Calculated into year end totals	{	1 st -	5 points
		2 nd -	4 points
		3 rd -	3 points
		4 th -	2 points
		5 th -	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. The State 4-H Horse Council may invite more than five participants from each age group from each County. If more than six participants are invited the selection process may vary to include the following selection process:
 1. If six (6) slots are available then the top six (6) individuals with the highest points will be selected.
 2. If seven (7) slots are available the top five (5) individuals with the highest total points will be selected first followed by the individual with the highest points in the three performance events, then the individual with the highest points in the three speed events.
 3. If eight (8) slots are available the top six (6) individuals with the highest total points will be selected first followed by the individual with the highest points in the three performance events, then the individual with the highest points in the three speed events.
 4. If nine (9) slots are available the top seven (7) individuals with the highest total points will be selected first followed by the individual with the highest points in the three performance events, then the individual with the highest points in the three speed events.
 5. If ten (10) slots are available the top eight (8) individuals with the highest total points will be selected first followed by the individual with the highest points in the three performance events, then the individual with the highest points in the three speed events.
 6. If more than ten (10) slots are available the selection process would follow the pattern above with the final two slots filled by the individual with the highest points in the three performance events, then the individual with the highest points in the three speed events.
- G. Alternates will be the individuals with the next highest total points.
- H. TEST SCORES WILL BREAK ALL TIES.

3. After point totals for region competition or state competition have been tabulated, participants will be contacted by the Extension Office with the help of the Show Committee Chair or Co-Chair. The participant must make their decision to represent Cache County in a timely manner. All decisions made will be final.
4. At state and region competition, 4-H member must compete in all seven events.
5. 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.
6. 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.

1. Regarding the way “exhibition barrel racers” are selected for the county fair rodeo (January 2013):
Exhibition contestants from each age group (Junior, Intermediate and Senior) will be selected using the following criteria:
 1. Compete in all three western 4-H horse shows prior to August 1.
 2. Compete in all events at the three shows.
 3. Rank exhibitors with the fastest average time from the three shows.
 4. Exhibitors must use the same horse in all three shows.
 5. Exhibitors must use his/her “4-H horse” for the exhibition performance.
 6. Exhibitor with the fastest times will have first choice of rodeo nights they wish to compete, followed by the next fastest, and so forth.

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