

BY LAWS INDEX

2025-2026

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**BYLAWS OF THE
CACHE COUNTY 4-H HORSE COUNCIL
Revised: 02/16/2026**

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 our 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 the 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 and/or hold a committee position.

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 future 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 Coordinator.

D. Special elections may be called by the Corrdinator to fill any vacated Executive member position. Vacated Committee Chairperson positions will be appointed by the Executive Committee.

E. Horse Council will design and approve a budget for each year, and any money that is spent must first be approved of by the Executive Council and or the Extension Agent.

3. Voting:

A. Voting privileges are reserved for:

1. Current registered 4-H members in Cache County for the up-and-coming year. Which begins September 1st.

2. Current Registered 4-H Club Leaders, Resource Leaders, or Approved Volunteers 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 Coordinator 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

Membership:

- A. The officers of the Cache County 4-H Horse Council and the USU Cache County Extension Coordinator make up the Executive Committee.
- B. Members shall be: 4 Voted Members and Extension Coordinator.
- C. The President and Representatives of the Youth Council, when appropriate.

The duties and terms of the committee shall be as follows:

A. Executive Committee:

1. Will be a 2 year commitment
2. Shall be elected by Cache County Horse Council around the November horse council meeting.
3. Shall oversee all aspects of the Cache County Horse 4-H Program.
4. Committee must collaborate with Extension Coordinator in reserving arenas and fairgrounds.
5. All Committee chairs will ultimately report to the member assigned to that committee.
6. Each member will be assigned to help all committees.
5. They will attend ALL Executive and Horse Council meetings. They will find a replacement if they cannot attend.
6. Each committee member will have one vote on the executive council.
7. Stay in office until newly elected.
8. Will preside over meeting in the absence of the Coordinator. Will act as representative at functions where the Coordinator is unable to attend.
9. Will take minutes at Executive and Horse Council meetings.

B. USU County Extension Coordinator

1. Will preside over all Horse Council meetings. Will call Executive meetings as well as general Horse Council meetings to order.
2. Will keep records of all past meetings and maintain files and organize show score sheets.
3. Will organize and prepare all show paperwork
3. Will scheduled the fairgrounds for camps, shows and clinics.
4. Oversee educational clinics and tests for shows.
5. Oversee Horse Program and Executive officers, assisting in any way.
6. Coordinate the Horse Program budget with USU Finance.
7. The USU County Extension Coordinator 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:

Committee member will consist of a Chair, Co-Chair and Volunteers

Responsibilities will include:

1. Portfolios/Record Book training and evaluation.
2. Horse Bowl Horse Judging or other educational activities
3. County, State Regional and/or National Competition preparation.
4. Test

B. Horse Camp:

Committee members will consist of a Chair, Co-Chair and Volunteers.

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 the budget is followed and all expenses are accounted for and expenses are paid.
 3. Cache County only members can attend.

C. Youth Council:

Committee will consist of a Chair and Co-chair (Parent)

Responsibilities will include.

1. Selection of Youth Council members and Youth Council Executive officers.
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.
5. Plan and coordinate Clinic with help from the executive committee and USU extension coordinator.
6. The youth members elected into the Presidency are required to be present at the meetings. If you plan to miss a meeting you must let the Chairman know so they can find a sub for your job at the meeting. After missing 2 meetings without prior excusing of themselves, they could be subject to removal of office, as deemed by the Executive Committee. If this happens, the position will be re-elected by the Executive Committee and Youth Council Chairman.

D. Winter Ride Nights:

Winter ride nights will be maintained like any other committee, consisting of a Chairman and a Co-Chair. The Co-Chair will move into Chairman for the new year, and a new Co-Chair will be elected.

1. Coordinate winter ride night activities and lessons.
2. Coordinate with fairgrounds on a schedule and communicate with English and Two-Hand & In-Hand.
3. Communicate all planned events to the registered members.
4. Responsible for safe riding conditions that follow the rule book.
5. Allow only the active, registered 4-H members who have paid both the National 4-H fee, and the horse activity fee to sign up or attend.

E. Shows Committee:

The Shows Committee will be under the direction of the Executive Committee.

The Committee will consist of a Chair, Co-Chair and Volunteers.

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 Coordinator or an appointee, the Executive Committee and two chair and two co-chair and individual sub-committee persons listed below.
3. The show committee's responsibilities will include:
 - a. Over seeing ALL break offs of the show committee.
 - b. Scheduling a minimum of four Western Shows.
 - c. Solicit volunteers to assist with setting up for the show events and conducting the shows.
 - d. Make sure patterns are lined up for each show. (Must be approved by Executive Committee)
4. Judge Committee
 - 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. Host the judges meeting prior to the show start.
 - e. Assure that the judges are treated with respect while at the show as guests of Cache County 4-H.
 - f. See that payment is made to judges for his/her services.
5. Testing Committee
 - a. Help create tests for all individual, Two-Hand, and In-Hand shows.
 - b. Help proctor testing for each show with the help of the Executive Committee.
 - d. Correct tests.
 - f. If proven that there was cheating on a test the youth member will receive a DQ on their test and continue with the show as normal.
6. The registration committee will consist of the Cache County 4-H Coordinator or appointee, one active Cache County 4-H member, preferably someone without any personal children in the 4-H Horse project, and at least one Cache County 4-H Horse Council member. The committees responsibilities will include.
 - a. Checking in participants day of show.

F. Points Committee

The point committee will consist of the 4-H Coordinator or appointee:

- 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 show final.
- c. Will make points available to each participant in a timely manner following each show.
- d. Will have end of year cumulative points for your child's age division emailed and posted before awards night and before state qualifiers are chosen.
- e. Select Region Teams and State Individual Show qualifiers in accordance with established guidelines (See appendix A)

G. Grievance Committee

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:

1. Respond to written protests.
2. Watch for and respond appropriately to abusive behaviors toward horses or other people, exhibitors, and helpers, inside and outside of the arena.
3. Respond appropriately to safety violations.
4. Watch for and respond to administration of performance altering drugs, substances or other unapproved methods.
5. In the event of a grievance, a parent or guardian must attend the meeting with the youth but is not allowed to talk or discuss the grievance.
6. Youth will have one hour after show to file a grievance.

H. 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 and Volunteers.
3. Award ideas will be brought to the Cache County 4-H Horse Council for approval and vote.
4. Expenditures of Horse Council finances will be predetermined and approved by the Cache County 4-H Horse Council Executive Committee.
5. The following awards will be provided:
 - a. Top Ten-year end Western Show point winners.
 - b. Other awards or recognition as deemed appropriate.

I. Two-Hand & In-Hand Committee

The committee will consist of a Chair, Co-Chair and Volunteers

Responsible for, but not limited to:

1. Recruit participants for the Two-Hand & In-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.
4. Plan awards and coordinate with the awards committee.
5. Communicate with individual test committee.

J. Working Ranch Committee

The committee will consist of a Chair, Co-chair and Volunteers 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.

K. Fundraising Committee

The committee will consist of a Chair, Co-chair and will include the youth council.

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 turned over to the 4-H Coordinator in a timely manner.

L. English Committee

The English Program functions as a subcommittee of the Cache County Horse Council. The Committee will consist of a Chair, 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 each month. November through April, unless circumstances prevent, such as a Holiday or unavailable facilities.
- 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 email, and/or other available social media platforms.
- D. The purpose of the Horse Council Meetings will be primarily business, planning and communication.
- E. All Horse Council Meetings are open to all current registered members of the Cache County 4-H Horse Program, parents, leaders and volunteers.
- F. Budget will be presented 2 times per year at horse council meetings

2. Rules Meeting:

- A. Annual Rules Meeting will take place at the February 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 Coordinator to be taken to vote.
- E. If online voting is accepted, it will be allowed three (3) days prior to the February Rules meeting. One vote per current registered 4-H family or approved Volunteer will be allowed; Or vote in-person at the Rules meeting.
- F. Exceptions to rule changes outside of the February 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.
- G. When state rules change, We as a County will automatically adopt the new changes unless voted otherwise.

ARTICLE VI –HORSE ACTIVITIES

To participate in the following activities participants must have done the following:

- a. Cache County activities are only open to 4-H members who live in Cache County.
- b. Registered and paid the National 4-H dues.
- c. Paid the Cache County 4-H horse activity fee.
- d. 4-H members must be enrolled in an active club.
- e. Both Participants and parent/guardian must sign the code of conduct.

1.Horse Shows: (Individual, Two-Hand, In-Hand)

- a. Registration for all shows open May 1.
 - 1. Show registration deadline is 1 week before the show date.
 - 2. Portfolios are due 1 week before the show date.
- b. Requirements to show:
 - 1. Register and pay the show fee on zsuite by the deadline of 1 week before the show date.
 - 2. Taking the test is required to show according to the State rule book.
 - 3. Members and parents/guardian must attend at least 1 horse council meeting and a pre-show meeting to be eligible to show OR pay a \$50 per member Non-Participation fee. If you fail to meet either of these 2 requirements the Non-participation fee must be paid BEFORE you are eligible to participate in a horse show.
 - 4. Points earned through completing a portfolio at the second and fourth show will be added for end of year awards, Region and State Qualifications, but a portfolio is not required to show at the county level.
- c. Patterns:
 - 1. A pattern bank of at least 5 patterns, per age group, per judged event will be decided on by the show committee. They will be posted by May 1. The pattern bank can be found on the 4-H website and accessed by the public.
 - 2. Patterns will be posted and emailed out 1 week before the show date.
- d. Show Order:

1. Show order will be randomly drawn by USU 4-H Coordinator. Participants will then follow in consecutive order following the starting number drawn. (Example: if there are 9 participants, and number 6 is drawn. The order will go as follows 6,7,8,9,1,2,3,4,5)
2. Starting number will be emailed and posted 1 week before the show date.
3. Participants will use the same individual show number all year.

- e. End of year points are determined by adding the points from each individual top 3 of 4 shows. Sum of the top 3 of 4 shows with the portfolio being included, as long as all 7 events are completed for the qualifying show. Two-Hand & In-Hand determined by the sum of top 2 of 3 shows.
- f. Points earned through completing a portfolio at each show will be added for end of year awards, Region and State Qualifications, but a portfolio is not required to show at our County level.

2. Two-Hand & In-Hand:

- a. Must pay the Two-Hand and In-Hand activity fee on zsuite.
- b. Must pass the safety checkoff in order to show.

3. English:

- a. Cache County Horse 4-H members that live in Cache County are allowed to attend.

4. Horse Camp:

- a. Register for and pay camp fee on zsuite.
- b. First year camp participants must have completed First Step to attend camp.
- c. First year camp participants must do Horsemanship unless club leader and the camp director passed you off.
- d. Cache County Horse 4-H members that live in Cache County are allowed to attend.

5. Working Ranch Horse:

- a. Cache County Horse 4-H members that live in Cache County are allowed to attend.

6. Winter Ride Nights:

- a. Cache County Horse 4-H members that live in Cache County are allowed to attend.

7. Fundraising:

a. Youth are required to participate in at least one fundraiser that supports the whole county program to be eligible to receive their year end awards.

1. Eligible club fundraisers qualify if proceeds come back to the county program.

8. Horse Classics:

a. Cache County Horse 4-H members that live in Cache County are allowed to attend.

Canceled shows:

1. In the event of a cancelled show, The Executive Committee will make every effort to reschedule ASAP based on the availability of the fairground facilities.
2. Appropriate lead times in the event of a cancelled show shall be, but not limited to...
 1. 10 pm. The night before for an All-Day show

NOTE: If posted "show cancelled" ONLY BY THE EXECUTIVE COMMITTEE, the cancellation will be final!!

DQ - SPEED EVENTS:

1. The timer, back up timer will make the final call on a broken pattern. These people need to be watching all the runs for that event and same age group.
2. ALL speed event times will receive a written time even when a DQ is received.

ARTICLE VII – AMENDMENTS TO THE BY-LAWS

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

Appendix A

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

REGION TEAM SELECTION:

Region Competition consists of three teams from Cache County.

- A. Junior (3rd – 5th Grade)
- B. Intermediate (6th 8th Grade)
- C. Senior (9th – 12th Grade)

Selection of team members

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 |

- a. Team members must compete in ALL seven events in two of the first three shows offered.
- b. Points will only be acquired on one project horse.
- c. Only two of the three shows points will count for Region selection.
- d. The top four individuals with the highest total points will be selected first; followed by...
- e. The top two individuals with the highest points in the three performance/slow/judged events.
- f. The top two individuals with the highest points in the three speed events.
- g. Two Alternates will be the next all-around high point totals.
- h. TEST SCORES WILL BREAK ALL TIES.

STATE INDIVIDUAL SHOW SELECTION:

State Individual Competition consists of at least five participants from each age group from Cache County.

(The State 4-H Horse Council may change the number of participants allowed in each age group from County to County)

- A. Junior (3rd – 5th grade)
- B. Intermediate (6th – 8th grade)
- C. Senior (9th – 12th grade)

Selection of state participants

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

- A. Participants must compete in ALL seven events in three of the four shows offered.
- B. Points will only be acquired on one project horse.
- C. Only three of the four shows point totals will count for State selection.
- D. The top five individuals with the highest total points will be selected.
- E. 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/slow/judged 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/slow/judged 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/slow/judged 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/slow/judged 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/slow/judged events, then the individual with the highest points in the three speed events.

F. Alternates will be the individuals with the next highest total points.

G. TEST SCORES WILL BREAK ALL TIES.

H. (FROM THE STATE RULE BOOK)

THE STATE HORSE COUNCIL, WITH THE INPUT OF USU WILL DETERMINE HOW MANY ELIGIBLE YOUTH CAN QUALIFY FOR THE STATE HORSE SHOW. THE INDIVIDUAL SHOW SLOTS WILL BE BASED ON THE AMOUNT OF ACTIVE PARTICIPATING YOUTH FROM EACH COUNTY.

THIS NUMBER MAY BE CHANGED FROM YEAR TO YEAR!!!

- 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 Executive Committee & Show Committee Chair. The participant must make their decision to represent Cache County in a timely manner, and all decisions made will be final.
- At State and Region Competitions 4-H members must compete in all seven events at the competition.
- As stated in the State Horsemanship Contest Rules, at all Regions 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 Coordinator.

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 7 events at the three shows.
3. Rank exhibitors with the fastest average barrel time from the top 3 barrel times from 3 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 and follow 4-H rules. (patch & helmet)
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.