

**BY LAWS OF
SALT LAKE COUNTY 4-H HORSE COUNCIL, INC.**

ARTICLE I

NAME AND PURPOSE

- Section 1** The official name of this organization shall be: Salt Lake County 4-H Horse Council, Inc.
- Section 2** The purpose of this organization shall be: To serve as an executive and decision making body on behalf of all Salt Lake County 4-H Horse Clubs and promote county-wide horse shows among the 4-H youth of Salt Lake County. To better serve the youth of Salt Lake County, 4-H Horse Shows and Clinics will be conducted according to State 4-H Rules and Regulations. The Salt Lake County 4-H Horse Council, Inc. provides programs and services to all persons regardless of race, sex, color, religion, national origin or handicap.
- Section 3** The Salt Lake County 4-H Horse Council, Inc. has the right to donate money or time to any program or function that is not detrimental to the 4-H image.

ARTICLE II

OFFICERS

- Section 1** The election of officers shall be held annually each November.
- Section 2** Nominations for officers will be taken from the floor at the October and/or November meetings or by proxy letter received by either the president or the 4-H Office by November 1st. Nominations for officers shall be accepted from present Trustees, corporate officers, club leaders, or parents of a club member.
- Section 3** The following officers shall be elected annually: One President, One 1st Vice President, One 2nd Vice President, One 3rd Vice President, with a cap of three consecutive years for the Executive positions, One Secretary, One Treasurer, One Registrar, Three Assistant Registrars and a One Publicist.
- Section 4** Officers shall hold office until their successors have been duly elected. The term of office is one year and shall begin the first meeting in January before the Rules Meeting. The first meeting in January will also be the meeting where 4-H rules for

Salt Lake County Horse Shows will be changed as needed and voted upon.

Section 5 If any club director is unable to attend a meeting, any person intending to vote by proxy for a club director shall identify themselves at the beginning of the meeting. Persons serving as proxy must be from the same club. An elected officer cannot proxy their vote. Motions will carry by a simple majority of corporation officers present unless a two-thirds (2/3) vote is specified. The president will vote only when needed for tie-breaker.

Section 6 Board of Trustees with voting power:

President
 1st Vice President
 2nd Vice President
 3rd Vice President
 Club Directors¹

Elected officers without voting power:

Secretary	Adult At Large (2) ²
Treasurer	Parent At Large (2)
Registrar	Youth At Large ³ – Junior
Assistant Registrar (2)	Youth At Large – Intermediate
Publicist	Youth At Large – Senior

Appointed positions without voting power:

Honorary Vice President(s)
 State Horse Council Adult Youth State Horse Council
 4-H Leaders' Council
 Coordinators for: Royalty, Portfolio, Scholarship, Arena, English,

¹ Club directors are individuals who are appropriately registered with the Utah State University Extension Service as club leaders.

² The Adults-at-Large shall have no involvement with any particular 4-H club. However, if any of the Adult-At-Large positions cannot be filled by such persons, this rule can be suspended by a majority vote and the Adult-At-Large positions may be filled by any adult.

³ The Youth At large positions may be filled by any youth.

Novice

Program, Awards, Fundraiser and Working Ranch Horse with assistants as needed.

Coaches For: Horse Bowl, Horse Judging, Horse Demonstration, Horse Public Speaking,

Riding Teams (Sr, Int, Jr), and other coaches as needed.

Section 7 The persons elected to serve as Youth-At-Large shall serve for a period of one year. The persons elected to serve at Adults-At-Large and Parents-At-Large shall serve for a period of two years. However, elections for the Parent and Adult positions shall be by staggered vote in order that one of each shall be elected every year.

Section 8 All elected officers must maintain good standing, this means attending at least two-thirds (2/3) of all corporate meetings. The secretary will keep attendance records of all elected officials. If an officer is no longer in good standing, they may be removed by a two-thirds (2/3) vote. The position of any such removed officer may be filled by a special election which shall require 30 days written notice prior to any election meeting.

Section 9 All officers of the corporation shall comply with the rules and regulations set forth in the Utah State 4-H Rule Book.

Section 10 The Executive Council consists of the President and three (3) Vice Presidents.

ARTICLE III **DUTIES OF OFFICERS**

PRESIDENT

1. Work closely with 4-H leaders.
2. Check on arrangements for each meeting, turning agenda into the 4-H Office three weeks in advance.
3. Presides at the meetings and supervises motions and voting according to Robert's Rules of Order...
4. Calls meeting to order on time.
5. Arrange to have another person (usually a Vice President) take over when they cannot attend.
6. Appoint committees when necessary,
7. Coordinate the Benefit Show, June and July horse shows, the County Fair Show and Regional Team/State Individual Show when hosting.
8. Supervise Most Improved Awards and related activities at Achievement Night Program.
9. Oversee the 4-H Horse Scholarship Program.
10. Coordinate with the Treasurer on awards as per Salt Lake County 4-H Horse Clubs, Inc.

Awards and Recognition Matrix.

11. Inventory 4-H equipment at the conclusion of the term of office and submit a written inventory to the Board of Trustees at the February Meeting. All equipment shall be kept in President's possession and in working order. An annual equipment budget shall be prepared and approved by majority at the March meeting. The President shall be responsible to repair, replace or purchase new equipment according to the approved budget and shall provide an updated list of equipment as changes are made.
12. President has the authority to nominate multiple honorary Vice Presidents to serve the remainder of that year, to be ratified by the officers of the corporation.
13. President will enforce eligibility of participants at 4-H Shows.
14. President will coordinate with Treasurer to prepare and submit an annual budget at the February meeting which shall be reviewed and approved by majority vote at the March meeting.
15. President can delegate any of the above responsibilities as he or she sees fit.

TWO (2) VICE PRESIDENTS

1. Take over the duties of President in his/her absence or when called upon.
2. Serve as chairperson of the donated horse program as appointed by president.
3. Assist and encourage 4-H members.
4. Be available to fill in any position at any show whether it is the benefit show, June or July shows, county fair show, or district show.
5. Coordinate with the Horse Judging Team coach to facilitate Horse Judging Contest at the June Show.
6. Make sure sound system and electric timers are in working order.
7. Get judges.

3rd VICE PRESIDENT/YOUTH ADVISOR

1. Cast votes in favor of majority of youth-at-large present.
2. Serve as youth advisor for Youth At Large.
3. Help with other Vice President duties as needed.
4. Appoint responsibilities for Youth at Large, including parades, flag ceremonies and public appearances, and the Horse Expo.

SECRETARY

1. Keep the By-laws and Rules for County and State with her/him at all functions.
2. Keep a record of attendance at all meetings and advise Board of Trustees of any officer who has attended less than 2/3 of the meeting
3. Take the minutes of each meeting. The Secretary may tape the meetings to ensure accuracy of minutes.
4. Turn the minutes into the 4-H Office within one week following each meeting.
5. Update minutes of the last meeting as needed.
6. Obtain from President a list of equipment and include the list with the March minutes.

TREASURER

1. Maintain the books and records of the corporation including, the source, amount, and purpose for which funds are either received by or paid out from the corporation.
2. Prepare a written monthly report of income, expenses, and current balance.
3. Help with registration at the Benefit Show.
4. Assist the Registrar at shows to ensure an accurate record is made of total entries per show and amounts paid by each contestant.
5. Submit a total year-end financial report at January Rules Meeting.
6. Work with President in preparing annual budget.

REGISTRAR & THREE (3) ASSISTANT REGISTRARS

1. Serve as registrar for 4-H Benefit Show.
2. Handle registration for the Benefit Show, June and July shows, and County Fair show.
3. If District/State Show is held in Salt Lake County, registrar must handle registration and is the main scorekeeper, asking one person from each county to help them with posting of scores.
4. Three people will check scores at every show to check accuracy.
5. Need to keep score sheets for all shows for one year and must keep the Extension Service informed of team members, County Fair winners and State Individuals.
6. Collect show registration from club leaders and verify rank eligibility.
7. You need to inform any pony rider that they might be able to go to State Individuals only if they ride in the Junior Horse Class.
8. All winners are to be kept confidential until announced by registration.
9. Scores will be posted for viewing as available.
10. All registration records are open for inspection as long as they remain in registration.

PUBLICIST

1. Try to promote the 4-H horse program in any way you can. Keeping the newspapers informed of projects, activities and achievements of our members.
2. To clip news articles and pictures pertaining to the horse program and keep them in a folder or scrapbook.
3. To notify the radio stations, T.V. and newspapers at least *30 days* in advance about the Benefit Show.
4. Create, print and distribute the Benefit Show flyers to leaders and local western stores.
5. Responsible to coordinate sponsors of the 4-H program and utilizing the parent-at-large and the adult-at-large.
6. Coordinate with 4H office to arrange Horse Expo booth.

YOUTH AT LARGE

1. To attend at least $\frac{2}{3}$ of the monthly meetings as you represent your fellow 4-H'ers. Also need to give input as to what the 4-H youth want in their program.

2. To help with setting up equipment or raking the arena whenever possible at the shows.
3. To serve at least once on the Grievance Committee.
4. To promote the 4-H program whenever possible.
5. All elected youth are required to help out with at least one event at each horse show.
6. Will serve as spoke persons when 4-H interests are addressed in a public setting.
7. Those youth 7th Grade and older are encouraged to attend Teen Council meetings and activities. Report monthly at the Horse Council meeting.
8. Candidates for nomination for Youth-at-large must submit an application provided by the corporation.
9. Youth-at-large may conduct four monthly corporation meetings per year, under the direction of the Board of Trustees.
10. Shall coordinate with 3rd Vice President/Youth Advisor.
11. Will coordinate with County Extension Agent for Horse Expo.
12. Youth-at-Large shall participate in parades, flag ceremonies, and public appearances as coordinated by the Youth at Large Vice President.

PARENT AND ADULT AT LARGE

1. Attend monthly meetings on a regular basis for your constructive input.
2. Assist at all corporation activities.
3. Serve on the Grievance Committee as needed.
4. Monitor Show perimeter for safe environment.
5. Help guide and oversee youth-at-large.
6. Prepare and maintain a list of 4-H sponsors.
7. Make assignments and be responsible that all sponsors receive a gift of appreciation.
8. Active in show management.
9. Responsible for organizing the fun night dance on the Friday Night of County Fair with the help of the Youth At Large.
10. Will coordinate with County Extension Agent for Horse Expo.

CLUB DIRECTOR

1. Register club by deadline.
2. Mark sure all members are eligible.
3. Make sure all horses have been vaccinated and all horses are in good health.
4. Work with and pass off ranks with members and submit to registration for County fair.
5. Attend council meetings and relay information to members.
6. Have a clear knowledge of State and County Rules and Bylaws.
7. Coordinate with members to volunteer at 4-H events.
8. Leaders are to make sure horses are vaccinated and in good health.
9. Leaders are responsible for making sure that the club members are working on their Ranks.

ARTICLE IV **MEETINGS**

- Section 1** Meetings shall be held on the first Sunday of each month unless scheduling conflicts arise. President may change date due to holiday or conflict.
- Section 2** In case of a change of a regular meeting, all officers of the corporation shall be notified in writing, if possible, at least five (5) days prior to the regular meeting.
- Section 3** Special meetings may be called by the officers for a just and reasonable cause to discuss and act on business which cannot wait for the next regular meeting. All officers must be notified at least one (1) day prior to a special meeting.

ARTICLE V

STANDING COMMITTEES/APPOINTED POSITIONS

- Section 1** Grievance Committee: The president shall appoint three (3) members to the Grievance Committee, three (3) different people for each show and present their names to the Registrar prior to the show. They will consist of one (1) youth, one (1) club director, and one (1) adult at large or parent member. Grievance Committee members will be chosen from the board. Alternates will be remaining youth, parent, and at-large members. If members or alternates are not at the show, the president will appoint an appropriate replacement for that show. The president shall serve as executive official of the committee. These members shall be present at all 4-H horse shows. A committee member may not participate in any decision that he/she has initiated. They may also request to be removed from a decision if they feel a conflict of interest may be involved. All grievances against any show management or show policy must be submitted in writing and accompanied by a twenty five (\$25.00) grievance fee, which will be refunded if the grievance is ruled valid. The Grievance Committee shall hear both parties, and then make a decision at the show, if possible. NO JUDGED PLACE WILL BE ALTERED FOR JUDGED EVENTS. The decision of a Grievance Committee is final. Grievance Committee members will be familiar with the State and Salt Lake County Rules and By-laws and have a copy of each with them at the show. No camera's or video camcorders will be accepted to substantiate a grievance.
- Section 2** The English Coordinator is appointed by the Executive Council. The English Coordinator will discuss any proposed rule changes to the English program with all English riders first then submit the proposed changes to the Horse Council for ratification by the Executive Council. Any proposed English program rule changes which are not unanimous between the English riders will be mediated by the Executive Council for final decision. Coordinate State Individual awards for achievement night with County 4-H Extension Office.
- Section 3** Novice Coordinator will be appointed by the Executive Council.
- Section 4** Awards Coordinator is appointed by the Executive Council and approved by Treasurer. Coordinate with Board of Trustees for approval of awards for the Benefit Show, County Fair & District Shows. Responsible for ordering and delivery of all

trophies, ribbons, gift certificates, awards, team jackets, etc. as identified in Attachment #1, Salt Lake County 4-H Western Horse Clubs, Inc. Awards and Recognition Matrix. Update and maintain Awards Matrix. Arrange for gift certificates or awards for the Achievement Night. Recognition of seniors completing the 4-H Horse Program. Seniors who have completed at least grade 9, 10, 11 and 12 (4 years) are to receive a recognition plaque on County Fair Awards Night.

- Section 5** Fundraiser coordinator will be appointed by the Executive Council.
- Section 6** Working Ranch Horse Coordinator will be appointed by the Executive Council.
- Section 7** Representatives for Leaders' Council, State Horse Council Youth and State Horse Council Adult will be appointed by the Executive Council.
- Section 8** Test Grading Committee will be appointed by the Executive Council. The test coordinator will review the tests prior to the show.
- Section 9** Coaches for teams can be nominated as per the Salt Lake Rules. Coaches for Horse Bowl, Horse Judging, Hippology, Horse Demonstration and Horse Public Speaking will be appointed by the Executive Council.
- Section 10** Portfolio coordinator will be appointed by the Executive Council.
- Section 11** Arena Coordinator will be appointed by the Executive Council.

ARTICLE VI **DONATED HORSES**

48879536. The vice-president in charge of the donated horse program will ask for volunteers to serve on the donated horse committee. The committee will select the youth from the donated horse applications. The names of the youth will be removed from the applications and assigned a number before the committee reviews the applications. Only the vice-president will know the correlation between the assigned numbers and the actual names on the applications. The vice-president will only chair the donated horse program. He/She will not have a vote on the placement of a donated horse. In the event the committee cannot reach a decision between applicants, the earliest dated application will receive the horse.
2. Request for a donated horse will be made to the donated horse committee, along with the application form from: youth, parent/guardian, and club director. All applications must be on file prior to the distribution of a donated horse. All applications must be received within seven (7) days of the last notification from the Vice President. If no applications are received, the deadline is extended without date. Applications on file prior to a horse becoming available for donation will have a higher priority than those sent in after the announcement of an available horse. All applications will be kept on file until the end of the calendar year.
 3. All youth requesting consideration for a donated horse must be currently enrolled in a Salt Lake

County 4-H Horse Club.

4. Applicant must agree to participate in a full year (12 months) of the Salt Lake County 4-H horse program using the donated horse. The year will begin when the youth has taken possession of the donated horse. The member receiving the donated horse is required to participate in the June or July and County Fair show. Extenuating circumstances can be brought before the Horse Council.

If a horse has been awarded to a senior in their last year of 4-H, he/she will be required to show the donated horse at all remaining horse shows.

5. Applicants must write a thank you letter to the horse owner and the board for the donated horse.
6. The youth that is awarded the donated horse will report on the horse at the first monthly corporation meeting after taking possession of the horse. He/She will again report on the progress of the horse every three (3) months, until the full 12 month period has passed.
7. Recipient must complete the monthly journal log covering the care of the donated horse. This would include, but is not limited to: proper feeding, health care, hoof care, exercise, and other miscellaneous maintenance needs. Various signatures will be required throughout the year as outlined in the journal.
8. Recipient must agree to regular inspections of the donated horse and current facility by a member of the donated horse committee. If at any time the inspections reveal inadequate care or abuse; the donated committee reserves the right to recommend to the Board of Trustees to have the donated horse removed and place it with another youth.
9. The recipient is responsible to obtain a brand inspection for donated horse at their expense.
10. If the donated horse committee, the youth, or parent/guardian determines that the donated horse is not suitable for the youth, it may be placed with another youth who qualifies to fulfill the requirements. If a horse is turned back in, the youth that received the horse is responsible for the horse's care and feeding until other arrangements are made by the Executive horse council. A report will be given by recipient to Executive Council and the Executive Council will determine if they can apply for another horse on a case-by-case basis.
11. Salt Lake County 4-H Horse Council, Inc. will retain the ownership of the donated horse for a period of twelve (12) months. If all the requirements are met, the ownership of the horse will be transferred to the youth member at the end of the twelve (12) month period. A copy of the twelve (12) monthly journal reports and a copy of the thank you letter written to the horse's owner will be required before the transfer of the donated horse's ownership can be complete.
12. If no eligible youth are available for the donated horse the owner will be contacted. An appropriate decision will be made to meet the needs of the horse and owner. If owner and council agree, the donated horse may be made available to other counties. Owners need to be made aware that other counties may not have the same requirements for donation that Salt Lake County has.

13. The Executive Council must be notified of a privately donated horse or horses to individuals or clubs for 4-H use.

ARTICLE VII
AMENDMENTS TO THE BY-LAWS

- Section 1** All members of the Board of Trustees must be notified in writing, or phone call, of the proposed change at least fifteen (15) days prior to the regular meeting or at the January Rules Meeting without written notice. Failure to do so will result in an invalid vote. The January Rules Meeting is that - a Rules Meeting. The only exceptions are to be made by the Board of Trustees if a rule is not working.
- Section 2** No By-laws may be changed by telephone or proxy votes.
- Section 3** By laws may be amended by a two-thirds (2/3) vote of the Board of Trustees present at the Rules Meeting.

ARTICLE VIII
COUNTY RULES MEETING

- Section 1** The Rules Meeting will be the first meeting in January.
- Section 2** Proposed changes to the By-laws or Horse Show Rules are encouraged to be submitted to the Board of Trustees one (1) week prior to the scheduled Rules Meeting.
- Section 3** Horse Show Rules may be amended by a two-thirds (2/3) vote of the Board of Trustees present at the Rules Meeting.
- Section 4** Horse show rules may be changed when necessary at the regular corporation meeting if all corporate officers are notified of the proposed change at least 15 days prior to meeting. Any proposed changes are to be submitted to the Board of Trustees with enough time to give 15 days notice. A two-thirds (2\3) vote of corporate officers present at the meeting is required.