

BY-LAWS OF SALT LAKE COUNTY 4-H HORSE COUNCIL
2024

ARTICLE I

NAME AND PURPOSE

- Section 1** The official name of this organization shall be: Salt Lake County 4-H Horse Council
- Section 2** The purpose of this organization shall be: To serve as an executive and decision-making body on behalf of all 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 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 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 November meetings. Nominations can also be sent into the 4-H Office or the President anytime between the October and November meeting by email or Google Form. Any open positions will remain open until filled. Nominations for officers shall be accepted from present 4-H Horse Council Members, club leaders, parents of a club member, or a youth member.
- Section 3** The following officers shall be elected annually: One President with a cap of three consecutive years for this executive position in the same role. One 1st Vice President, One 2nd Vice President, One 3rd Vice President, One Secretary, One Registrar, Three Assistant Registrars, One Publicist, One Adult-At-Large, and One Parent-At-Large will also be elected annually.

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 a tie-breaker.

Section 6 Elected officers with voting power:

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

Elected officers without voting power:

Adult At Large (1)
Parent At Large (1) Project Ambassadors³ – Junior
Assistant Registrar (2) Project Ambassadors – Intermediate

Publicist Project Ambassadors – Senior Appointed positions without voting power:

Honorary Vice President(s)
State Horse Council Adult Youth State Horse Council
4-H Leaders' Council

¹ Club directors are individuals who are appropriately registered with the Utah State University Extension Service as club leaders and are considered “in good standing”.

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

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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.

Coordinators for: Royalty, Portfolio, Scholarship, Arena, English, Novice Program, Awards, Fundraiser and Working Ranch Horse with assistants as needed. Coaches for: Horse Bowl, Horse Judging, Horse Demonstrations, Horse Public Speaking, Region Riding Teams (Sr, Int, Jr), and other coaches as needed.

Section 7 The persons elected to serve as Project Ambassadors, Adult-At-Large and Parent-At-Large shall serve for a period of one year.

Section 8 All elected officers must maintain good standing, this means attending at least two-thirds (2/3) of all Horse Council meetings, if unable to attend a meeting they may send a proxy, who shall identify themselves at the beginning of the meeting. Attendance proxy can only be 50% of total horse council meetings held in a year. The secretary will keep attendance records of all elected officials. If an officer is no longer in good standing at any time during the year, they will be removed from office. 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. Registrar position is exempt from the $\frac{2}{3}$ meeting requirement. An elected officer cannot proxy their vote (pg.2 section 5).

Section 9 All officers 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, three (3) Vice Presidents, Secretary, and Registrar.

ARTICLE III

DUTIES OF OFFICERS

PRESIDENT

1. Work closely with 4-H club directors.
2. Check on arrangements for each meeting.
3. Presides at the meetings and supervises motions and voting according to Robert's Rules of Order. Calls meeting to order on time.
4. Arrange to have another person (usually a Vice President) take over when they cannot attend. Appoint committees, when necessary,

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5. Coordinate All Shows and Regional Team/State Individual Shows when hosting.
6. Supervise Most Improved Awards and related activities at Achievement Night Program.
7. Coordinate with the County Office & Secretary on awards as per Salt Lake County 4-H Horse Clubs Awards and Recognition Matrix.
8. Inventory 4-H equipment at the conclusion of the term of office and submit a written inventory to the Horse Council at the March Meeting. Work with the Horse Council and Extension Office to determine the best storage location for the equipment and possess any keys that may be used for storage. Be the main steward in keeping the equipment 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.
9. The 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 Horse Council.
10. The President will enforce eligibility of participants at 4-H Shows.
11. The President will coordinate with the County Office & Secretary to prepare and submit an annual budget at the February meeting which shall be reviewed and approved by majority vote at the March meeting.
12. The President can delegate any of the above responsibilities as he or she sees fit.

TWO (2) VICE PRESIDENTS

1. Take over the duties of the President in his/her absence or when called upon.
2. Assist and encourage 4-H members.
3. Be available to fill in any position at any show whether it is a county show, or district show.
4. Coordinate with the Horse Judging and Hippology coaches to facilitate horse judging contests before the state horse and livestock national qualifying contests.
5. Make sure the sound system and electric timers are in working order.
6. Get judges.
7. Help with showing Bio-Security and safety as needed with Parent and Adult at Large.

3rd VICE PRESIDENT/PROJECT AMBASSADORS ADVISOR

1. Cast votes in favor of the majority of Project Ambassadors present.

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2. Serve as youth advisor for Project Ambassadors.
3. Help with other Vice President duties as needed.
4. Appoint responsibilities for Project Ambassadors, including parades, flag ceremonies and public appearances, the Horse Expo, Jr./Teen Council participation, and fundraisers.

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 Horse Council 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 the President a list of equipment and include the list with the March minutes.
7. Work with the 4-H Office acting in duties for the Treasurer.

TREASURER

- ~~1. Maintain the books and records of the Horse Council including, the source, amount, and purpose for which funds are either received by or paid out from the Horse Council.~~
- ~~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 all 4-H Shows.
2. Handle registration for all 4-H Shows.
3. If the District/State Show is held in Salt Lake County, the registrar must handle registration and is the main scorekeeper, asking one person from each county to help them with posting of scores.

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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 Office informed of team members, show winners and State Individuals.
6. Collect show registration from the 4-H Office.
7. All winners are to be kept confidential until announced by registration.
8. Scores will be posted for viewing as available.
9. All registration records are open for inspections 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, and social media 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, and social media 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 for working with the 3rd Vice President in coordinating sponsors of the 4-H program in addition to-the parent-at-large and the adult-at-large.
6. Coordinate with the 4-H office to arrange a Horse Expo booth.

PROJECT AMBASSADORS

1. To attend at least 2/3 of the Ambassador Activities, ie: fundraisers, Jr/Teen council meetings, service projects, horse council meetings, etc. If this requirement is not met youth may be removed from this position in the current year and placed on probation if they apply the following year at discretion of the Executive Council and Extension Office.
2. Candidates for nomination for Project Ambassador must submit an application provided by the Horse Council.
3. Be available to help where needed at all 4-H horse shows whenever possible.
4. Be available to service on a Grievance Committee if necessary.
5. To promote the 4-H program whenever possible.
6. Serve as spokespersons when 4-H interests are addressed in a public setting.
7. Help conduct the monthly Horse Council meetings, under the direction of the Horse Council.
8. Those youth ages 11-18 are encouraged to attend Teen Council meetings and activities.
9. Shall coordinate with the 3rd Vice President/Project Ambassador Advisor for any and all activities.
10. Shall participate in parades, flag ceremonies, and public appearances as coordinated by the

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Project Ambassador Vice President, Adult-At-Large, and Parent-At-Large.

11. Shall encourage all youth of the 4-H program to get involved with activities whenever possible.
12. Shall coordinate with the Project Ambassador Vice President, Adult-At-Large, and Parent-At-Large for the High Point show Friday Night activity and Jr/Teen council fundraisers.
13. To be eligible for the High Point Horse Show Flag Ceremony youth must feel comfortable with, and be able to safely carry a flag at a walk, jog, and lope. Additionally, they must have attended 2/3rds of the Ambassador Activities from January through June. If additional members are needed, those who haven't met that requirement can then be asked.

PARENT AND ADULT AT LARGE

1. Assist at all 4-H Horse Council activities.
2. Serve on the Grievance Committee as needed.
3. Monitor Show perimeter and arenas for a safe environment. Help make sure safety rules outside arenas are being followed, warm up arena remains safe with good warm up etiquette, help with show Bio-Security, help with spotting any youth that are in potential danger by doing a class above their skill level and notifying the executive council.
4. Help guide and oversee Project Ambassadors with the 3rd Vice President.
5. Prepare and maintain a list of 4-H sponsors with the publicist.
6. Make assignments and be responsible that all sponsors receive a gift of appreciation.
7. Active in show management.
8. Responsible for organizing the fun night dance on the Friday Night of County Fair with the help of the Project Ambassadors.
9. Will coordinate with the County Extension Agent for Horse Expo.

CLUB DIRECTOR

1. Register on ZSuite (4-H registration platform) as an adult volunteer/club leader.
2. Mark sure all members are eligible by checking registration on ZSuite (4-H registration platform).
3. Make sure all horses have been vaccinated and all horses are in good health.
4. A Club representative (can be leader, parent, or youth) must attend 2/3rds of council meetings and relay information to members. **If the club does not maintain good standing, they forfeit their club vote at the November meeting (executive council vote) and following year's rule meeting.**
5. Have a clear knowledge of State and County Rules and Bylaws.
6. Coordinate with members to volunteer at 4-H events.

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7. Leaders are responsible for making sure that the club members are working on their Ranks.
8. Make sure all members and parents/guardians have a clear knowledge of State and County Rules, Bylaws, and the Code of Conduct.
9. Coordinate with the extension agent for the annual mandatory parent workshop before the first show.
10. Strive to create an environment within your club that cultivates positive youth development.
11. Each leader and assistant leader are required to attend one annual meeting with the extension agent by April 30th and encourage parents to attend.

ARTICLE IV **MEETINGS**

- Section 1** Meetings shall be held on the first Sunday of each month unless scheduling conflicts arise. President may change the date due to a holiday or conflict.
- Section 2** In case of a change of a regular meeting, all Horse Council Officers 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.
- Section 4** In the event that two or more 4-H horse shows happen in the same month a horse council meeting should be scheduled after the completion of the first show and before the following show. This meeting could be done as a ‘zoom’ meeting. This should be set prior to all of the shows for that year once show dates are published.
- Section 5** All Horse Council Meetings will be open through facetime/phone/Zoom. So everyone has the ability to attend either in person, or electronically, but a note must be made by an in person delegate on the attendance roll that the individual attended via facetime/phone/Zoom. Individual(s) hold the responsibility to attend facetime/phone/Zoom if they cannot be there in person but want to attend. Virtual/call attendance verified at the meeting with the Executive Council.

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. Suggested committee members are one (1) youth, once (1) club director, one (1) adult or parent at large, one (1) representative from the County 4-H Office. Grievance Committee members will be chosen from the board. Alternates will be remaining youth, parent/adult at-large members, club directors, 4-H office staff. 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. The President shall only vote in the case of a tie. 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 cameras 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 the 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 the County

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Office/Secretary. Coordinate with Horse Council for approval of awards for the Benefit Show, County Fair¹ & District Shows. Responsible for ordering and delivery of all trophies, ribbons, awards, team jackets, etc. as identified in Attachment #1, Salt Lake County 4-H Western Horse Clubs Awards and Recognition Matrix. Update and maintain Awards Matrix. Arrange for most improved rider trophy/award for the county Achievement Night. Recognition of seniors completing the 4-H Horse Program.

¹The County Fair will have a new name for the show. It will now be called the *Salt Lake County High Point Horse Show*.

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 Volunteer's Council, State Horse Council Youth and State Horse Council Adult will be appointed by the Executive Council.

Section 8 The 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 County 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.

Section 12 One award will be donated to each President, 3 vice presidents, and secretary per lifetime of service. Funds permitting.

ARTICLE VII

AMENDMENTS TO THE BY-LAWS

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Section 1 All members of the Horse Council 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 Horse Council 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 Horse Council present at the Rules Meeting.

ARTICLE VIII

COUNTY RULES MEETING

Section 1 The Rules Meeting will be the first meeting in January, unless extenuating circumstances arise, and then it should be held in place of the next general council meeting.

Section 2 Proposed changes to the By-laws or Horse Show Rules are to be submitted at least four (4) weeks prior to the scheduled Rules Meeting, with a two (2) week council review period to the Executive Horse Council and 4-H Extension Office via Google Form. Proposals for rules changes can be accepted and discussed at the rules meeting following Robert's Rules of Order.

Section 3 Horse Show Rules may be amended by a two-thirds (2/3) vote of the Horse Council¹ present at the Rules Meeting. ¹ Horse Council: Meaning those outlined on page 2, section 6 and #4 under club director duties (pg. 8) in the By-Laws with voting power who are considered in good standing.

Section 4 Horse show rules may be changed, when necessary, at the regular Horse Council meeting if all officers are notified of the proposed change at least 15 days prior to meeting. Any proposed changes are to be submitted to the Horse Council with enough time to give 15 days' notice. A two-thirds (2/3) vote of officers present at the meeting is required.

