

# **SANPETE COUNTY 4-H HORSE COUNCIL CONSTITUTION AND BY-LAWS**

*REVISED MARCH 2023*

## **CONSTITUTION**

### **ARTICLE I: NAME:**

- The name shall be known as the Sanpete County Western 4-H Horse Council. It is organized and serviced under the direction of the USU Extension Office located in Ephraim, Utah.

### **ARTICLE II: PURPOSE:**

- The purpose of this organization shall be to serve as an executive and decision-making body on behalf of the Sanpete County 4-H Western Horse program. The objectives of the Sanpete County Western Horse Council shall be to establish a partnership among the volunteers, 4-H youth, parents and the Sanpete County community that will bring about a spirit of unity and cooperation in our 4-H program. To teach life skills and leadership to the youth. To give volunteer support to USU Sanpete County Extension office as deemed beneficial, to foster and support 4-H youth programs within Sanpete County that will promote the highest advantages in education and physical, mental, and social well-being. To provide financial assistance to support the objectives listed above.
- The Sanpete County 4-H Western Horse Council will work closely with Sanpete County Extension Service to produce a positive youth development experience. The Sanpete County 4-H Western Horse Council provides programs and services to all persons and does not discriminate or tolerate discrimination including harassment based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy or any other federal, state, or local law.

### **ARTICLE III: MEMBERSHIP:**

- Membership on the Sanpete County 4-H Western Horse Council shall consist of all registered 4-H leaders of a chartered club, 4-H members, parents or guardians.
- Youth members shall consist of youth in 3rd-12th grade, enrolled in a chartered 4-H Western Horse Club and residing in Sanpete County.
  - Exceptions may be made by submitting a written application to the Executive Officer Committee and the USU Extension Representative. Application must be resubmitted annually for approval by April 1.
- Youth Ambassadors must declare their intent to serve as an ambassador prior to the Annual General Sanpete County 4-H Western Horse Council Meeting. They must be registered 4-H members in good standing and will be voted in during the general meeting.

- An Executive Officer Committee, made from members of the Sanpete County 4-H Western Horse Council will oversee all aspects of the Sanpete County Horse Program. They must be registered adult 4-H leaders in good standing and will be voted in during the general meeting.

#### **ARTICLE IV: EXECUTIVE OFFICERS:**

- Executive Officers of the Sanpete County 4-H Western Horse Council consist of president, vice president, secretary, treasurer and an Extension Representative. All officers shall be registered leaders from chartered 4-H clubs within Sanpete County.
- These adults make up the Executive Committee and will have assistance from Youth Ambassadors who are in 6th-12th grade, and all agree to follow the rules and regulations as set forth in the 4-H Western Horse program.
- Executive Officers will be elected annually with a cap of four (4) consecutive years per office.

#### **ARTICLE V: MEETINGS:**

- Meetings of the Sanpete County 4-H Western Horse Council Executive Officer Committee shall be conducted as needed throughout the year.
- A meeting of the General Sanpete County 4-H Western Horse Council will be held in the fall and will be the voting meeting to elect the Executive Officers for the next year.
  - Nominations for executive officers must be submitted to the Extension office by August 31st.
- A meeting of the General Sanpete County 4-H Western Horse Council will be held in the first quarter of the year. The general meeting is where voting takes place for youth ambassadors, budget approval, and any other 4-H Western Horse Council business.
  - Declaration for youth ambassador must be submitted to the Extension office prior to the meeting.
  - The Horse Council Executive Committee will determine the amount of entry fee for the horse shows and may include in the fee an amount to be used by the Council for purchasing ribbons, trophies and running the Council. Entry fee changes will be voted on at the general meeting at the first of the year.
- Additional general meetings may be called if necessary.

#### **ARTICLE VI: VOTING:**

- Each member of the Sanpete County 4-H Western Horse Council (as defined above) will be able to vote at the meeting. Two-thirds majority of the 4-H Horse Council, club leader, and club participant voters present constitutes the acceptance of changes in the constitution and by-laws, and approving or changing of policies or programs.
- Proxy voting rules are: One present member can vote for one absent member as a proxy with a written consent from the absent member.

# **SANPETE COUNTY 4-H WESTERN HORSE COUNCIL BY-LAWS**

## **SECTION 1: SELECTION OF THE 4-H HORSE COUNCIL EXECUTIVE**

### **COMMITTEE OFFICERS:**

- I. The Horse Council Executive Committee President, Vice President, Secretary, and Treasurer shall be elected by the Sanpete County 4-H Western Horse Council members, and will be assisted by the County Extension Staff and County Youth Horse Ambassadors. All leaders must be registered 4-H members in good standing.
- II. The officers will be filled by the Sanpete County 4-H Western Horse Club Leaders. The term of office will be for the maximum of four consecutive years per office.
- III. The Vice President may become the President the following year and a new Vice President will be elected. Elections and appointments shall be completed during the meeting at the annual awards banquet.
- IV. To be eligible to be elected as Executive Committee President, the nominee must have served as an Executive Committee Officer for at least one year.
- V. In the event the president may need to be replaced in case of serious health problems, or moving, or for some other reason, the vice president shall be chosen immediately as president. At the next general meeting, the vice president would be elected from among the club leaders. Pursuant to ARTICLE VI of the CONSTITUTION.
- VI. In the event any Executive Office is unable to fulfill their responsibilities, the training Executive Officers, under the direction of the USU Extension, will appoint an officer from Horse Council members, to fulfill the duties for the rest of the year. At the next general meeting, the vacancy would be filled and elected from among the club leaders. Pursuant to ARTICLE VI of the CONSTITUTION.

### **SECTION 2: DUTIES OF THE EXECUTIVE OFFICERS:**

- I. These duties are a suggested outline and may be reallocated to other officers according to the needs of the committee.

#### **PRESIDENT:** The duties of the President are:

- I. With the help of Executive Officers and County Extension Staff, is responsible for the 4-H Western Horse program.

- II. Conduct Council meetings, meet or talk with the Committee Officers and develop an agenda, collect and organize ideas and programs from the various clubs.
- III. Organize or conduct clinics, workshops or leader training upon club's request.
- IV. Keep accurate records at the county horse shows.
- V. With the help of the County Extension Staff, select high point winners, obtain awards and present awards.

### **DUTIES OF COUNTY PRESIDENT AT HORSE SHOWS:**

- I. The President will be available at time of sign-ups to answer questions of Horse Council policy. (The President will not be expected to be a steward, runner, or timer.)
- II. In the event of a dispute, a member will approach an Executive Officer and the President in turn will assemble at least three Executive Officers and two adult Council Members will review and render a decision on the dispute. Their say will be FINAL.
- III. The President is responsible for keeping County summary records.

### **VICE PRESIDENT:**

- I. To assist the President in their duties as listed above.
- II. Shall take charge of the 4-H Horse Council meetings and the Horse Shows in the event of the President's absence.
- III. And all other duties as assigned.
- IV. Schedule facilities for shows, clinics, workshops and meetings.

### **DUTIES OF SECRETARY:**

- I. Attend all Horse Council meetings, take general minutes and provide copies of minutes to the Extension for posting.
- II. Record participating members in attendance at all general meetings.
- III. Record all motions whether passed, defeated, or tabled.
- IV. Record all changes in policy or procedure.
- V. Record all decisions pertaining to show dates, events, etc...

## **DUTIES OF TREASURER:**

- I. Attend all Horse Council meetings, present council budget for approval.
- II. Arrange for judges and work with Extension Office Staff for judge's payment.
- III. And all other duties assigned.

## **DUTIES OF COUNTY EXTENSION:**

- I. Oversee Horse Program and Executive officers, assisting in any way.
- II. The USU Sanpete County Extension Representative may override any Horse Council decisions if the change is not in compliance with 4-H Rules and standards after presenting proof or evidence to the Horse Council.
- III. The primary responsibility of the County Extension is to make sure that positive youth development and quality educational opportunities are included in the Sanpete County 4-H Western Horse Program and that both youth and adults are using best safety practices.

## **DUTIES OF LEADERS:**

- I. Take part and assist in Sanpete County 4-H Western Horse Council general meetings and horse events scheduled in the County.
- II. Encourage members to attend 4-H events, meetings and fundraisers sponsored by other clubs in the County.
- III. Ensure that the members in their club follow the 4-H Horse program as outlined by the USU Extension and 4-H Horse Council.
- IV. Leaders should always set the proper example for the members of their club and uphold the 4-H Code of Conduct.

## **DUTIES OF MEMBERS OF THE 4-H HORSE COUNCIL:**

- I. Members will be encouraged to attend the 4-H Horse Council general meetings, club meetings and participate in the activities as outlined by the council.
- II. They shall assist the Club Leaders in conducting and carrying out the 4-H Horse program in their respective chartered clubs.
- III. They will also set the proper example for the younger members of their club.

### **SECTION III: ADVANCEMENT:**

- I. Advancements will be awarded through the Utah 4-H Western Horse Rank Advancement Program.

### **SECTION IV: HORSE SHOWS:**

- I. The Sanpete County 4-H Western Horse Council Executive Committee will be responsible for the conducting and holding horse shows throughout the County for all age groups.
- II. The Sanpete County 4-H Western Horse Council Executive Committee coordinates the following duties for each horse show:
  - A. Secure Judges and supply them with a handbook of rules at least two weeks prior to the date of the show.
  - B. Coordinate with the facility to prepare the grounds, i.e., water and work up arena, assign parking areas and post areas where horses are not allowed. Try to have a horse warm-up area posted.
  - C. Have the area available for participants to sign in.
  - D. Have the sound system set up and ready to go at time of sign in.
  - E. Assign each Judge one Steward; have Stewards assigned for each judged event. Judges may bring their own stewards.
  - F. Should provide any equipment for the events they sponsor; i.e., Barrels, Poles, Trail Events, etc... If extra equipment is needed arrangements should be made prior to the show.
  - G. Is responsible for ordering any and all awards to be given.
  - H. Will ask other leaders, parents or volunteers for help with the Show.
- III. 4-H Horse Council Executive Committee will be responsible for awards sheets and bring them to the Show.
- IV. Participants will compete in different classes according to their age group; the group will be broken down as follows:
  - 3<sup>rd</sup>-5<sup>th</sup> Grades – Junior Division
  - 6<sup>th</sup>-8<sup>th</sup> Grades – Intermediate Division
  - 9<sup>th</sup>-12<sup>th</sup> Grades – Senior Division
- V. All age groups will be required to complete the Test and Showmanship at each show.

- VI. The test will be made for the horse shows under the direction of the USU Extension pursuant to the Utah State 4-H Horse Curriculum and Rule Book.
- VII. Members must use the same horse during the show. No more than one person can ride the same horse. Members can change horses during the club year only if the horse has been replaced due to illness, loss or injury, or sale. This action must be cleared with the Executive Committee by providing written verification from a vet, a bill of sale, or approval of the Committee.
- VIII. All participants at the shows sponsored each year by the Sanpete County 4-H Western Horse Council will be required to wear 4-H identification (4-H Patch) and helmet.

## **HORSE SHOW CONDUCT:**

- I. 4-H Code of Conduct will be upheld by all in attendance. Failure to adhere to the Code of Conduct may result in participant's and/or attendee's removal or suspension from 4-H programs or events. Attendee's poor actions may result in disqualification of a participant.

## **SECTION V: FINANCING:**

- I. Money that is collected through Zsuite for the Sanpete County Horse Shows will be kept in the Sanpete County 4-H Western Horse Council Index at Utah State University. The money will be used at the discretion of the Sanpete County 4-H Western Horse Council Executive Committee.

## **SECTION VI: REGION AND STATE COMPETITION:**

- I. Whereas Utah Central Region shows have resumed as of 2022, they are currently open to all possible participants. This may change at a future date.
- II. Region Show rules contained in the Utah 4-H Horse Rule Book may be adapted to fit the needs of the region counties provided all counties are in agreement on the changes. A member of the Sanpete County 4-H Western Horse Council Executive Committee will sit on the Utah Central Region Show Planning Committee.
- III. Utah State 4-H Western Horse Individual Qualifiers will be determined according to state policy. Those individuals will be notified by the Executive Committee. If a qualified individual is unable to attend, the Executive Committee may appoint an alternate, but not required.

## **SECTION VII: YEAR END AWARDS:**

- I. Year end awards will be determined by the average of shows, dropping the lowest show score.
- II. If there is a tie in the show points for the year end awards, the test will be used as the "tie-breaker".
- III. If there is a tie in the high test award the final show test will be used as the "tie- breaker".
- IV. Sanpete County 4-H Western Horse Record Books are required for individuals to receive year end awards.

## **SECTION VIII: POINT SYSTEM:**

### **I. SHOW POINTS**

- A. Points will be awarded to participants in each horse show on the following basis:  
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

- B. Extra cumulative points awarded per class at each show. Calculated into year end totals.

- 1<sup>st</sup>- 5 points
- 2<sup>nd</sup>- 4 points
- 3<sup>rd</sup>- 3 points
- 4<sup>th</sup>- 2 points
- 5<sup>th</sup>- 1 point

- C. All non-judged events will be ranked and divided into thirds and awarded Blue, Red and White.

### **II. OTHER POINTS**

- A. A 4-H Portfolio may be submitted and will be judged for additional points based on the American System of Ribbon Points as stated above. Portfolio points will be added to the year end point total.