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

REVISED MARCH 2005

CONSTITUTION

ARTICLE I: NAME:

The name shall be known as the Sanpete County 4-H Horse Club Council. It is organized and serviced through the USU Extension Office located in the Snow College West Campus, Ephraim, Utah.

ARTICLE II: PURPOSE:

The purpose of the 4-H Horse Club Council is to develop projects, activities, horse shows, provide leader training and develop leadership opportunities for leaders and members of the 4-H Clubs located in Sanpete County.

ARTICLE III: MEMBERSHIP:

Membership in the Sanpete County 4-H Horse Club Council shall consist of two 4-H Youth members and one adult leader from each horse club. The 4-H youth members are between the third and twelfth grades in school. And agree to follow the rules and regulations as set forth in the 4-H Horse Club program. Council members are selected regardless of race, sex, color, or national origin.

ARTICLE IV: OFFICERS:

Officers of the club constitute coordinator, assistant coordinator, secretary and treasurer. The secretary may be a 4-H participant who is a member of the council. The officers for the Sanpete County 4-H Horse Council shall be selected from registered horse 4-H Leaders.

ARTICLE V: MEETINGS:

Meetings of the Sanpete County Horse Club Council shall be conducted on a weekday evening during the months of; February, March, April, May, September and January. January's meeting is voting month. Prior nominations must be into the Extension office by December 31st.

ARTICLE VI: VOTING:

Each 4-H Club located in the boundaries of Sanpete County will have a maximum voting power of 3 votes. A two-thirds majority of the 4-H Horse Council voters present constitutes changes in constitution and by-laws, and approving, or changing policies or programs. If a leader is absent, votes for that club are not eligible. Voting rules are: One vote per proxy per person.
SANPETE COUNTY 4-H HORSE COUNCIL BY-LAWS

SECTION 1: SELECTION OF THE 4-H HORSE COUNCIL OFFICERS:

I. The County Coordinator, Assistant Coordinator, Secretary and Treasurer shall be elected by the 4-H Horse Council membership, assisted by the County Extension Staff. All leaders must be registered members.

II. The officers will be filled by the County 4-H Horse Club Leaders except the office of Secretary, which may be a 4-H youth member. The term of office will be for one year.

III. The Assistant Coordinator will automatically become the Coordinator the following year and a new Assistant Coordinator will be chosen. Elections and appointments shall be completed during the first meeting of the new calendar year (Month: January).

IV. Representatives to the Horse Council from each Club shall be elected by the Clubs and represent their Clubs at the first meeting in January.

V. In the event the coordinator may need to be replaced in case of serious health problems, or moving, or for some other reason, the Assistant Coordinator shall be chosen immediately as County Coordinator. At the next meeting the Assistant Coordinator would be elected from among the club leaders. Pursuant to ARTICLE VI of the CONSTITUTION.

SECTION 2: DUTIES OF THE OFFICERS:

COUNTY COORDINATOR: The duties of the County Coordinator are:

1. Coordinator, with the help of 4-H Horse Council and County Agent, is responsible for the 4-H Horse program.
2. Conduct Council meetings, meet or talk with the Assistant Coordinator and develop an agenda, collect and organize ideas and programs from the various clubs.
3. Organize or conduct clinics, workshops or leader training upon club’s request.
4. Keep accurate records at the various horse shows and assist Club Leaders with shows if requested.
5. Be responsible for organizing and training County Teams.
6. Attend Regional and State Show Contests and assist in any way possible.
7. With the help of the County Agent, select high point winners, obtain awards and present awards at achievement nights.
8. Appoint the coordinating Council to develop special programs, make recommendations and resolve any problems in the 4-H Horse program. This committee can be appointed whenever the need arises and consists of at least three leaders whom are active Horse Council members.

9. Serves as a member of the County 4-H Advisory Council.

**DUTIES OF COUNTY COORDINATOR AT HORSE SHOWS:**

1. Coordinators will be available at time of sign-ups to answer questions of Horse Council policy. (Coordinators will not be expected to be stewards, trophy runners, or timers.)

2. In the event of a dispute, a Club Leader will approach the Coordinator and Assistant Coordinator and THEY in turn will assemble at least three Council Leaders to decide the dispute. Their say will be FINAL.

3. In the event that the Coordinator is a Leader and a Show Host, they should assign all Host Show duties, to enable them to be free and do their Coordinator job.

4. Coordinator is responsible for keeping County summary records for high point awards.

**ASSISTANT COORDINATOR:**

1. To assist the County Coordinator in their duties as listed above.

2. Shall take charge of the 4-H Horse Council meetings and the Horse Shows and attend Advisory Council when the County Coordinator cannot be present.

3. Automatically move into the position of County Coordinator at the last meeting of the calendar year and will be prepared to conduct that meeting.

**DUTIES OF SECRETARY:**

1. Attend all Horse Council meetings, take general minutes and provide copies of minutes to members before the next meeting.

2. Record participating members of pledges and prayers and those in attendance at all meetings.

3. Record all motions whether passed, defeated, or tabled.

4. Record all changes in policy or procedure.

5. Record all decisions pertaining to show dates, events, etc...

**DUTIES OF LEADERS:**

1. Attend all meetings and bring at least two representatives from the club they represent.

2. Take part and assist in 4-H Council meetings and horse events scheduled in the County.

3. Encourage members to attend 4-H events and fund raisers sponsored by other clubs in the County.
4. Ensure that the members in their club follow the 4-H Horse program as outlined by the extension service and 4-H Horse Council.
5. Leaders should always set the proper example for the members of their club.
6. The Leaders are responsible to collect “RELEASE” statements and INSURANCE forms before club members participate in 4-H horse events.

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

1. Members will be encouraged to attend the 4-H Horse Council, club meetings and participate in the activities as outlined by the council.
2. They shall assist the Club Leader in conducting and carrying out the 4-H Horse program in their respective community clubs.
3. They will also set the proper example for the younger members of their club.
4. Determine year end awards.

**SECTION III: ADVANCEMENT:**

The completion of a year or advancement in 4-H Horse program will consist of completing one or more of the following:

1. Keeping feed & cost records of the project horse.
2. Advancing at least one rank from previous year.
3. Be an active Jr. Leader
4. Attend at least one half of the club meetings and participate in two thirds of the club’s horse events.
5. Complete a record book for that year and turn it into the extension office by the date required.

**SECTION IV: HORSE SHOWS:**

1. The 4-Horse Council will be responsible for the conducting and holding of four horse shows throughout the County for all age groups.
2. The Council shall select three clubs to sponsor one horse show each during the year.
3. The Coordinator, Assistant Coordinator and the Extension Staff will be responsible for conducting the Horse Show for the County Fair.
4. Responsibilities of the SHOW HOST:
   a. Secure Judges and supply them with a handbook of rules at least two weeks prior to the date of the show.
   b. 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 area available for participants to sign in.
   d. Have sound system set up and ready to go at time of sign in.
   e. Assign each Judge one Stewart; have Stewarts assigned for each judged event; assignments should be made at least two days before show.
   f. Host 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 and checked in the day before the show.
g. Host club is to sponsor food booth, or delegate food booth to another club or organization.

h. Horse Council is responsible for ordering any and all awards to be given.

i. Have someone who will be responsible to have trophies and ribbons ready to be handed out when the Judge has completed his class; have this same person gather judge’s sheets and give them to the announcer, who will in turn give them to the recorder.

j. Host club is responsible for payment of gas mileage and meals for judges.

k. Horse club can ask Leaders of other clubs for help with the Show.

5. 4-H Horse Council will be responsible for ordering any and all awards to be given, obtain the awards sheets and bring them to the Show.

6. The Horse Council 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.

7. Participants will compete in different classes according to their age group; the group will be broken down as follows:
   3rd-5th Grades – Junior Division
   6th-8th Grades – Intermediate Division
   9th-12th Grades – Senior Division

8. All age groups will be required to complete the test and fitting & showmanship at each show.

9. The test will be made up by the County Coordinator, or assigned committee as follows:
   JUNIOR DIVISION: Horses and Horsemanship
   INTERMEDIATE DIVISION: Horses and Horsemanship and Horse Science.
   SENIOR DIVISION: Horses and Horsemanship and Horse Science.

10. Members must use the same horse during the show. Nor 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 Coordinator by providing written verification from a vet, or a bill of sale.

11. The 4-H Horse Show will be conducted according to the 4-H Horse Show Rules pursuant to the 4-H Horse Council Constitution Article II. All problems that should arise will be resolved by the Coordinator and Horse Council.

12. All participants at the four shows sponsored each year by the 4-H Horse Council will be required to wear 4-H identification (4-H Patch), pursuant to the 4-H Horse Rule Book.

**HORSE SHOW CONDUCT:**

The use of any illegal drugs, alcohol, or tobacco is prohibited by any individual participating in any 4-H horse event. Individual will be excused from the show, no points or awards will be given for that show. Improper conduct will not be tolerated.
SECTION V: FINANCING:

Money that is collected by the Horse Council through projects or other means will be kept in the County Horse 4-H Fund with the County Coordinator and Assistant Coordinator, or Treasurer as signers. The money will be used at the discretion of the 4-H Horse Council.

SECTION VI: REGION AND STATE COMPETITION:

The Region Teams will be chosen by selecting those who have the highest points in three out of four shows; in their division groups.

The test given at the point shows will be included in the tabulations for points for the selection of these Region Teams and State Individuals.

Those found eligible for the Intermediate and Senior Teams for Region (including Juniors), excluding State Individual and Two Handed Show qualifiers will be required to attend scheduled practices.

SECTION VII: STATE JUDGING TEAM:

Those individuals who wish to be on the State Judging Team will notify their Club Leader, who will submit these names to the Coordinator or Extension Staff. The team will consist of four members who will be selected by the Coordinators or Extension Staff. These members must be willing to travel to the State 4-H contest.

SECTION VIII: COORDINATING COUNCIL:

The Coordinating Council will be made of a Coordinator, Assistant Coordinator and three other Leaders who have knowledge and experience in 4-H club work.

DUTIES OF THE COORDINATING COUNCIL:
Develop special programs, make recommendations to the 4-H Coordinator and Horse Council and resolve any problems that may arise in the 4-H program, 4-H Horse Shows or 4-H State Judging Teams.

SECTION IX: YEAR END AWARDS:

Year end awards will be figured on the total points from all four shows during the year.

Leaders shall recognize all youth for their accomplishments during the year at the yearend banquet.

If there is a tie in the show points for the yearend awards, the test will be used as the “tie-breaker”.
If there is a tie in the high test award the fourth test will be used as the “tie-breaker”.

SECTION X: SHOW POINT SYSTEM:

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

1\textsuperscript{st} PLACE=20 points + RIBBON points=TOTAL POINTS  
2\textsuperscript{nd} PLACE=19 points + RIBBON points=TOTAL POINTS  
3\textsuperscript{rd} PLACE=18 points + RIBBON points=TOTAL POINTS  
4\textsuperscript{th} PLACE=17 points + RIBBON points=TOTAL POINTS  
5\textsuperscript{th} PLACE=16 points + RIBBON points=TOTAL POINTS

BLUE RIBBON = 15 points  
RED RIBBON = 10 points  
WHITE RIBBON = 5 points  
ORANGE RIBBON = 1 points