TOOELE COUNTY 4-H HORSE COUNCIL
BY-LAWS
2021

Article I
NAME AND PURPOSE

Section 1. The official name of this organization shall be: The Tooele 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 Tooele County 4-H Horse Clubs; to provide opportunity for youth development; to promote county-wide horse shows among 4-H youth of Tooele County; and to better serve the youth of Tooele County 4-H with horse shows and clinics according to Utah State 4-H rules and regulations. The Tooele County 4-H Horse Council provides programs and services to all persons regardless of race, sex, color, religion, national origin or handicap.

Article II
MEMBERSHIP

Section 1. Membership term begins September 1 of the current year until August 31 of next year, (i.e., September 1, 2020 through August 31, 2021) Youth must be registered by close of business on May 31 by signing up online through 4h.zsuite.org. Cost for youth is $10, however for the 2020-21-year, Tooele County will cover $5 making the cost $5 for the youth. All club leaders, assistant club leaders, elected horse council officers and other volunteers that work with 4-H youth must register online through 4h.zsuite.org- the registration fee for adult volunteers is covered by the 4-H program.

Section 2. Membership on the Horse Council shall consist of the elected officers (Officer List turned into USU as needed), the Tooele County 4-H Extension agent, one (1) adult leader and at least one (1) youth leader per club from all 4-H Horse Clubs in Tooele County.

Section 3. Each club has a minimum of two (2) votes: One appointed adult leader and one appointed youth representative. For clubs having six (6) or more members, an additional youth member may be appointed to vote at the Horse Council in increments of 5 (i.e. 1-5 members appoints 1 youth representative, 6-10 appoints an additional youth representative, 11-15 an additional youth representative). For youth representatives living outside of Tooele County, a signed proxy vote may be accepted. For youth representatives not able to attend a meeting, they can designate another youth member from their club in their place to vote. An appointed leader member may send an assistant leader in their place to vote.
Section 4. The President shall vote only when needed to break a tie. The Vice President, Secretary, Registrar, Assistant Registrar and Treasurer will have no vote unless representing their club.

Section 5. The USU Extension Agent over the 4-H Horse Program may override decisions made by the Horse Council which are not in harmony with the State 4-H Rules and Regulations only after presenting proof of decision to the Executive Council. (Executive Council is the Tooele County Horse Council).

Section 6. If an appointed leader is elected to the office of the President, that leader shall appoint another representative to vote in their place, since the President’s votes in the event of a tie.

Section 7. Executive Council officers will be: President, Vice President, Secretary, Registrar, Assistant Registrar, and Treasurer. All officers will serve a two-year (2) term of office (i.e.; Jan 2021-Jan 2023). The President, Secretary, and Assistant Registrar will be elected the same year (i.e; Jan. 2023) and the Vice President, Registrar and Treasurer will be elected the following year (i.e; Jan. 2024).

Section 8. It is each club’s responsibility to have their leaders at Horse Council meetings. If a club is not represented when a vote is taken, they cannot contest the decision. In person meetings will have the option of live streaming over video and/or audio technology, excluding technical difficulty issues.

Section 9. When an elected officer is no longer in good standing (attending at least two-thirds (2/3) of all Council functions and actively participating to strengthening the purpose of the Council), or resigns, a replacement will be elected by majority Council vote at any time during the year.

Section 10. Youth members are highly encouraged to obtain a $100 sponsorship annually per horse as part of their horse project(s) (excluding foals) to contribute to the overall county program. This $100 will be turned into the 4H Extension office and used as needed for the overall success of the program. Show fees are $15 per day for bitted and 2-handed per horse and $10 per day for foal classes.

ARTICLE III
SHOW MANAGEMENT

Section 1. Youth must show a minimum of 2 shows from the summer series to be qualified for State, with the 3rd show being the final tie breaker if needed and the test from that show is the overall tiebreaker. [The reason why is because the 3rd show test encompasses the entire 4-H curriculum from the book(s).]
Section 2. State Qualifiers and County overall awards are determined based on the best 2 events in each event over the 3 shows, the lowest scored single event will be dropped, plus any community service points (for a total of 5 points). Points are given for each youth that show in each event. Blue=15, Red=10, White=5, DQ-1. Place points in each division as is follows: 1=5, 2=4, 3=3, 4=2, 5=1. There is an elaborate formulated excel spreadsheet (summary is attached) that is available at the following show, except the August show as leaders handle that for award purposes. There will be an audit conducted by the 4H Horse Council Vice President once the monthly score sheets have been completed by Registrar. VP has 3 days to audit the excel spreadsheet provided by Registrar. Leaders then have 3 days to review and talk to Registrar and VP with any questions or concerns, from the PDF sent out after the audit. Any actual major discrepancies will be a vote by the 4-H Horse council.

Section 3. In 2 handed division if less than 5 kids in the division the overall test scores/ribbon placings will be determined by taking the number of test questions divided by the number of youths in division and that amount then subtracted from overall total of test questions. Youth with a score within the top range get Blue, next range get Red, then remainder get white. For example: 35 test questions, divided by 3 youth equals 11.5. 35-11.5=23.5. All youth scoring between 23.5 and 35 will get Blue. From 23 to 12 would get a red and 11 and under would get a white.

Section 4. Test and speed event ribbons are awarded as follows. Tests will include 45 questions and 5 tie breaker questions. Youth, from each division, will receive their score. Depending on the total amount of youth in the division, the division will be divided by thirds and ribbons assigned, Blue=15 pts., Red=10 pts, White=5 pts. Ex; 15 youth=5 blue ribbons, 5 red ribbons and 5 white ribbons. Then youth scores will be assigned their ribbons, top 5 get blue, next 5 get red, bottom 5 scores get white. If there is a total of 16 youth, the formula does not give the benefit to the youth, it will assign the 16th spot to the lower ribbon(s) (ex; 5 blue, 5 red, 6 white). Speed events are done the same way, except DQ’s (orange ribbons) do not count into the 1/3 formula. (Ex; 16 total youth with 3 DQ orange= 4 blue, 4 red, 5 whites) Formulas will be followed and no alterations will be done for ex; natural breaks or awarding more blue ribbons. If two youth get the exact same time, in a speed event, and the formula puts one as a blue ribbon and one as a red ribbon, test score for that show will break that tie and then an alteration would be needed.
Section 5. There will be 5 points awarded for attendance and participation in scheduled community service/clean up. Youth will be allowed to send a substitute in their place in case they are unable to attend. Youth (or substitute) must not be late more than 15 min. and must stay the entire service length, unless prior approval by community service attendant/leader in charge. Youth (or substitute) will need to sign in, get their task and sign out. If there is more than one clean up, points will only be awarded for 1 clean up, but participation in all clean up’s is appreciated. If special circumstances come up approval from the Executive Council can be given for an alternate project.

Section 6. Novice Division-The novice division is being created in 2019 for youth in the intermediate and senior divisions that are new riders and have a horse of bitted age. This is a noncompetitive division and will not receive buckles nor qualify for state. This division is intended to help new riders gain confidence without the stress of competition. Youth that have shown in 4H prior or other horse events are not qualified for this division, nor a horse under age 5. Rules will follow the AQHA rules for Novice, which means 2 hands are allowed if this makes the horse and rider more partnered. Youth are still required to pass a rank to show at County Show. Cost is $10 per day. One horse per rider. 2 Classes will be offered. Showmanship and Western Horsemanship. Classes will be on Friday evening of the show weekend.

Section 7. The 4H approved Judge list will be discussed with the Horse Council. The Executive Horse Council will select judges. Judges will be contacted by the President each year. The registrar will email the selected judges the patterns, updated rules and show info within 1 week of show date. Judges will be paid $75 a day or $150 a weekend.

Section 8. Judges sheets etiquette. Judges will be asked to double check their sheets and placings before they leave the arena. Judge and ring steward will sign the judge’s sheets before leaving the arena. Judge and ring steward will escort the sheets up to the crow’s nest. No alterations will be done by the judge once sheets have been initialed.

Section 9. Show dates will be discussed with the entire the Horse Council each year. Show dates and venues will be chosen by the Executive Horse Council. There will be a show in June, July and August.

Section 10. Ranks and Portfolios are highly encouraged, but will NOT be required to compete in the 3rd show
Section 11. Horse Substitutions are allowed only with Veterinarian note and if approved by the Executive Horse Council. To qualify for state competition and county awards, a youth must ride the same horse for two shows, whether it be the original project horse or the substitute horse. Those two shows, that the same horse was used in, will be the shows that will be used to determine if the youth qualifies for state and the county awards. Only in extenuating circumstances can the Executive Horse Council approve a circumstance that does not fall under the above-mentioned guidelines. If a youth showed all three shows and the 3rd show is the show a horse was used only once, the test can still be used to break ties.

Article IV
ELECTION OF COUNCIL OFFICERS

Section 1. The election of officers shall be held in January or at the first meeting of a new year.
Section 2. To be eligible for elected office, an individual must have participated in the horse program for 1 year. Officers must register as 4-H volunteers through 4h.zsuite.org.
Section 3. Officers shall hold office until their successors have been duly elected. The term of office shall begin the first meeting in January or the new year.
Section 4. Election of Officers will be voted on by club adult leaders and youth representatives.

Article V
DUTIES OF COUNCIL OFFICERS

President
1. Work closely with 4-H leaders.
2. Preside at meetings.
3. Call meetings to order on time.
4. Arrange to have another person (usually Vice President) take over when he/she cannot attend.
5. Carry through motions and voting procedures.
6. Appoint committees when necessary.
7. Coordinate County shows and contact judges.
8. The Council President will be responsible for inventory control of Council equipment. It is the President’s responsibility to make sure equipment is at each show.
9. The President is the chairman of the Show Committee and will have responsibility for safety and conditions of the show arena.
**Vice President**

1. Take over duties of the President in his/her absence or when called upon.
2. Assist and encourage 4-H members.
3. Assist with coordination of all county shows.
4. Promote the 4-H Horse Program in any way possible.
5. Audit Committee Chairman.
6. In charge of score sheet audit after shows.

**Secretary**

1. Have the By-Laws and Rules for County and State at all functions.
2. Keep a record of attendance at Horse Council meetings.
3. Take minutes of each meeting.
4. Turn minutes into 4-H office within one (1) week following meeting.
5. Read minutes of the last meeting.
6. Keep score sheets for all shows for one (1) year. Keep the Extension Service informed of all team members, County Fair winners and State individuals.

**Registrar & Assistant Registrar**

1. Keep score sheets for all shows for one (1) year. Keep the Extension Service informed of all Region Team members, County Fair Show winners and State Horse Show Qualifier individuals.
2. Distribute point sheets to each club leader at the meeting following each show.
3. Responsible for certificates and stickers for all County Shows and Regional show with the Council’s approval.
4. In charge of show patterns and obtaining Executive Council approval.

**Treasurer**

1. Record the finances. Maintain a record of the amount received, from what source, the amount paid and for what purpose (including receipts, explanation, etc.)
2. Give monthly oral reports to include expenses, income and current balances.
3. Responsible for trophies, ribbons and/or prizes for the County Awards Show.
4. Sends out sponsorship letters.
Article VI
MEETINGS

Section 1. Meetings shall be held as needed, January through October, but at least once a quarter, at a place and time designated by a majority vote of the membership at the last meeting. All meetings are open door meetings to all 4-H horse club leaders, members and parents. Additional meetings will be held as needed to take care of Horse Council items.

Section 2. In case of a change of regular meeting, all members of the Council shall be notified at least five (5) days prior, if possible, to the regular meeting.

Section 3. Special meetings may be called by the Executive Council for a just and reasonable cause to discuss and act on business which cannot wait for the next regular meeting. All members must be notified at least one (1) day prior to a special meeting.

Section 4. Horse Council meetings are led with the Pledge of Allegiance and the 4H Pledge.

Article VII
STANDING COMMITTEES

Test Committee

Section 1. Test Committee Responsibilities if tests are done in person at the show.
A. Will hand out tests for each show
B. Oversees the group of volunteers, at minimum 1 from each club to ethically and accurately administer, grade and review 4H tests with youth and parents.
C. Makes sure group is non-biased, not grading tests from their clubs youth, helps conduct training to all volunteers about reading and grading tests.
D. Ensures youth that need readers are assigned readers not from their club, ensure youth of same division are not next to each other.
E. Ensures test review announcement goes out over intercom and youth and parents are given at least 15 minutes to review their score and answers.
F. Will be patient, understanding and kind with youth of all ages.
G. Has the insight to ask people to be dismissed from this aspect of volunteer work after discussing with all Horse Council Officers.

Section 2. Test Committee Responsibilities if tests are done online
A. Must have access to Google Drive/Forms (training can be arranged)
B. Must be willing to help write test questions based on the division you are assigned. (will not be assigned a division you personally have youth in)
C. Must be willing to help grade tests based on the division you are assigned. (will not be assigned a division you personally have youth in)
D. Must be able to work in the team with the committee head appointed.
E. Must have access to the 4-H western rule book, 4-H Biosecurity and 4-H Curriculum.
F. Must have some sort of snip-it tool on your computer/laptop.
G. Must be willing to agree to a non-disclosure of any test information you see or overhear.
H. Must be willing to help break ties on show day by using a paper version of test questions, (committee develops) in a very monotone, steady voice for each child.

**Informal Grievance Committee:** The Informal Grievance committee will consist of elected Council officers, with a vote from each to obtain majority and is used to obtain a quick decision without the need to elevate, (e.g.: Needing to substitute a horse due to injury, observation of rule and conduct breaking), the President’s vote will break a tie.

**Formal Grievance Committee:** A Grievance Committee will consist of three adult Council representatives and the County Agent as an advisor. Grievances will be in writing and will include a $50 fee in cash. The money will be refunded only if the Grievance Committee acts in favor of the complaint.

1. A Grievance Committee will be established for each show. The committee will be appointed at the meeting just prior to the show.
2. The decision of the Grievance Committee is final.
3. Horse Council decisions are final and cannot be grieved.
4. No fee will be applicable for reporting any safety violations.
5. No grievance may be filed for violation of any safety rule.
6. Grievance Committee members will be familiar with the State and Tooele County Rules and By-Laws and have a copy of each with them at the show.
7. No cameras or video camcorders will be accepted to substantiate a grievance against a judge’s decision.
8. No judged placing will be altered by a decision of the Grievance Committee.

**Audit Committee:** Audit Committee is appointed by the President. VP is the chairman.
Article VIII
AMENDMENTS TO THE BY-LAWS

Section 1. By-laws will be reviewed annually.
Section 2. By-Laws may be amended by a two-thirds (2/3) vote of the Council members present at a regular meeting. All Council members must be notified in writing or by phone call of the proposed change at least 15 days prior to the regular meeting or at the January Rules Meeting without written notice.
Section 3. No By-Laws may be changed by telephone or proxy votes.
Section 4. By-laws must be voted upon and approved by Horse Council representatives and then approved by the Tooele County Extension Agent and posted on the county 4-H website (tooele4h.org) for changes to be in effect.

Article XI
EQUIPMENT

Section 1. The Tooele County 4-H Horse Council equipment list is as follows:
   A. One sets of timing light systems
   B. Stopwatches
   C. Equipment Trailer
   D. Barrels
   E. Poles
   F. 7 pairs of block jump bases
   G. Cones
   H. Bridge
   I. Flags
   J. Megaphone
   K. Chairs for judges

Section 2. Any newly acquired equipment will be listed by the Horse Council President and included in the Horse Council By-Laws under this Equipment Article.

Section 3. Equipment inventory will be conducted twice annually. First at the beginning of the show season and again at the end of the season. Equipment that is missing or in need of repair or replacement will be reported at the next horse council meeting.
Article XII
ACCEPTANCE OF BY-LAWS

Section 1. Horse council members will vote on any changes and secretary will retype amendments into by-laws. New typed by-laws will be approved at next horse council meeting.

Approved on date: ____May 12, 2021___________ Votes: Yes____ No____

Inventory as of April 20 but not voted in for approval in time for these By-Laws being voted on May 12, 2021

4-H trailer
30 blocks
14-8’ 6” treated poles
12-2’ pine poles
7-10’ 1½” pvc pipes
Keyhole jig
Bridge
Megaphone
Money box
100’ extension cord
100’ tape
2 stirrup flag pole holders
Misc. flagpoles and flags
6 large cones
17 medium cones
3 chairs
1 Pole bending jig
6 pole bending poles
3 barrels
1 large speaker
Misc. tarps and sheets

Wood stand
Yellow Rain coat( slicker)
Misc. banners and signs
1 set of timers
Mailbox and stand

(Inventory done by Monte Sides)