

Bylaws of the Utah State 4-H English Horse Council

(Approved: 10/18)

ARTICLE I- NAME: OBJECTIVES; POLICIES

1. **The name** of this organization shall be:
 - A. Utah State 4-H English Horse Council
2. **The objectives** of the Utah State 4-H English Horse Council
 - A. To collaborate with all Utah 4-H Horse Programming to reach common purposes of promoting youth activity in Utah 4-H.
 - B. To serve as an executive and decision making body on behalf of the 4-H English horse clubs throughout the state of Utah.
 - C. To organize and support state-wide activities to educate members in the care, training and use of their horses. To aid in improving skills and enhancing the abilities of 4-H members and leaders.
 1. Such activities may include but not be limited to:
 - a. Judges training
 - b. Clinics and seminars
 - c. State English Shows
 - D. To provide a Book of Rules and Regulations to govern State and Regional Horse activities
3. **The basic policies** of the Utah State 4-H English Horse Council are:
 - A. To provide services to all persons regardless of race, sex, color, religion, national origin, or disability.
 - B. To not interfere with individual county policies nor to arbitrate disputes on county matters.

ARTICLE II- MEMBERSHIP, VOTING PRIVILEGES AND RESPONSIBILITIES

1. **MEMBERSHIP**
 - A. Membership on the Utah State 4-H English Horse Council shall consist of the following:
 1. President
 2. Vice President
 4. Secretary
 5. State Appointed Technical Delegate
 6. State 4-H Youth Development Specialist (State Appointed)
 7. Youth Representative – One (1) from each county in the State
 8. One (1) County representative from each county in the State
 - B. All Horse Council members must be registered as a 4-H volunteer/leader/member in their respective Counties
 - C. **County Representatives**
 1. Each county may select one (1) adult and one (1) youth representative to serve on the State 4-H English Horse Council
 2. County Representatives shall serve a minimum term of three years or as determined by the individual counties

3. Each county is encouraged to have an adult and youth representative present at all Horse Council meetings to confer with their County Horse Council as to how to vote on issues.

4. County Representatives may serve as representative on both the Utah State 4-H English Horse Council and the Utah State 4-H Western Horse Council.

D. Officers of the Utah State 4-H Council are: President, Vice President and Secretary

1. Officers shall submit an application. Each application will be approved or declined by a committee designated by the State 4-H Youth Development Specialist

2. Approved Officers shall be elected from county representatives or by recommendation of county representative.

3. The term for each office is two years

4. Election of Officers will occur at the English Horse Council Rules Meeting.

5. Officers shall hold office from January 1 until December 31 of the calendar year following their election or until their successors have been duly elected.

6. Officers wishing to resign prior to completion of their term of office must submit a resignation letter to the President of the Utah State 4-H English Horse Council.

F. State Appointed Technical Delegate

1. Technical Delegate shall be appointed each year by the Utah State 4-H English Horse Council

E. State 4-H Youth Development Specialist

1. Shall serve as a permanent member of the Utah State 4-H English Horse Council

2. Will be appointed by the Utah State 4-H Office

I. VOTING PRIVILEGES

1. Each adult county representative shall have one (1) vote

2. Each youth county representative shall have one (1) vote

2. President shall vote only when needed to break a tie

3. Vice President and Secretary shall have no vote unless representing their county.

4. Extension Agents shall have no vote unless representing their county

6. State 4-H Youth Development Specialist shall vote only when needed to break a tie.

7. A quorum shall consist of a simple majority of council members. In a situation where there is an emergency and there is not a quorum in attendance, the President may declare a quorum if no member present dissents.

9. A simple majority of counties present at meeting is required to pass a motion

A. Changes to the Council's Bylaws or the Utah 4-H English Horse Rulebook require a simple majority vote of counties present at meeting

B. Rulebook changes can be made once per year at the designated Rules Meeting.

3. RESPONSIBILITIES-GENERAL

A. Communication

1. Members will attend all Horse Council meetings. If unable to attend they shall send a proxy or replacement or join the meeting electronically.
2. Each member will assist with the communication of pertinent information to 4-H leaders throughout the State and their Extension Agent.

B. Book of Rules and Regulations

1. Utah State 4-H English Horse Council Members are the stewards of the Utah 4-H English Horse Rulebook.
2. Changes (up-dating, editing, etc.) will occur only at the direction of the President following a simple majority vote.
 - A. Proposed rule changes must be given to the Utah State 4-H English Horse Council at least 30 days prior to the English Horse Council Rules Meeting. 30 days prior to the meeting, the Utah State 4-H English Horse Council will distribute proposed changes to each County Representative. County Representatives will discuss changes with counties and vote according to the general consensus in their respective county.
 - B. Any 4-H Member, Volunteer, Parent or Council Member may propose a rule change.
 - C. Rule change proposals must be submitted in writing to a Utah State 4-H English Horse Council member.
3. This Rulebook will be published after final review and approval by the President or their designee.

C. State English Horse Show

1. Will Coordinate the State 4-H English Horse Show(s)

D. Committees

1. Committees may be formed, with approval of the Utah State 4-H English Horse Council, to accomplish the above responsibilities.
2. Committee Chairpersons will be approved and appointed by the Utah State 4-H English Horse Council
3. Committee Chairpersons are under the direction of the President
4. Individuals will be invited to serve on the various committees by the committee chairperson with approval from the Utah State 4-H English Horse Council.

4. RESPONSIBILITIES- OFFICERS & COUNTY REPRESENTATIVES

A. President

1. The President shall be the executive officer of the Utah State 4-H English Horse Council and presides over all Utah State 4-H English Horse Council meetings.
2. The President shall lead the Utah State 4-H English Horse Council into avenues and actions that reflect positively upon the Council.
3. The President shall conduct business, as is approved by the members or as is in the best interest of the Utah State 4-H English Horse Council, within the scope of the bylaws and carry out various other duties
4. The President is responsible for ensuring that all of the General Responsibilities of the Utah State 4-H English Horse Council are fulfilled.
5. The President is responsible for directing any established committees
6. The President is accountable for the State English Horse Council Funds.

7. The President will oversee the management of State English Horse Show(s) and delegate assignments to the Council Members and Committees.

B. Vice President

1. The Vice President shall conduct meetings in the absence of the President and shall assist the President as may be required.
2. In case of a prolonged absence or disability of the President, the Vice President will discharge the duties of the President until the President is able to resume his/her duties.
3. The Vice President shall complete any assignments or tasks as given by the President

D. Secretary

1. The Secretary shall keep the minutes of the proceedings of all official Utah State 4-H English Horse Council meetings, be in charge of the general correspondence, take charge of all documents relating to the bylaws and compile and keep any other records required by the Utah State 4-H English Horse Council.
2. The Secretary shall keep council minutes and proceedings in chronological order and in a fashion that can be easily transferred to future Secretaries.
3. The Secretary will also notify Council members of all meetings.
4. The Secretary shall submit all meeting minutes to the President for review and approval prior to distributing to the Council members. Meeting minutes should be sent out to council members within a timely manner.
5. The Secretary shall compile proposed Bylaw and Rule Book changes, submitted by county representatives, for distribution 30 days prior to the English Horse Council Rules Meeting.
6. The Secretary will also compile agenda items provided by the council members, for distribution at Utah State 4-H English Horse Council meetings.

E. County Representatives

1. County Representatives will act as liaisons to their individual county and convey all pertinent information to 4-H leaders in their county.
2. County Representatives will assist in accomplishing the General Responsibilities listed above.

F. State 4-H Youth Development Specialist

1. Serve as liaison to County Extension Agents and Utah State 4-H English Horse Council President.
2. Provide continued guidance and direction to the Utah State 4-H English Horse Council
3. Coordinate updates and publishing of the Utah 4-H English Horse Rulebook
4. Coordinate the update and publishing and/ or acquisition of 4-H horse project manuals and materials.
5. Provide summaries of English Horse Council funding.

ARTICLE III- MEETINGS

1. The Utah State 4-H Horse Council Meetings shall be held at the following designed events or dates. Additional meetings or teleconferences may be held as deemed necessary.

A. English Horse Council Rules Meeting

1. Review State Show
 2. Elect officers for next year. Applications can be received up to 7 days prior to voting.
 3. Vote on the proposed rules and Bylaw changes.
- B. The purpose of the Utah State 4-H English Horse Council meetings shall be primarily business.
- C. The quorum shall consist of a simple majority of Horse Council members present at the meeting. In a situation where there is an emergency, the President may declare a quorum if no member present opposes.
- D. The agenda for the Utah State 4-H English Horse Council shall be:
1. Call to order by the presiding officer
 2. American Pledge
 3. 4-H Pledge
 4. Introduction of new members or guests present
 5. Review prior meetings minutes
 6. Treasurer's report
 7. Committee Reports
 8. Old Business, if any
 9. New Business, if any
 10. Adjourn
- E. All Utah State 4-H English Horse Council meetings will be governed by Robert's Rules of Order.
- F. All Utah State 4-H English Horse Council meetings are open to all members of the 4-H program.
1. They are welcome to address the Council, make suggestions, or simply listen.

ARTICLE IV- FINANCING

1. The Utah State 4-H English Horse Council will establish a savings/ checking account in accordance with all applicable laws and regulations. Operate under Utah State University's and the 4-H Youth Development Specialist will manage the account in accordance with Utah State University policy and procedure.
2. Funding for the Utah State 4-H English Horse Council will come from registration at the State English Horse Show, and sponsors and /or donations from other sources.
3. Funding of activities needs to approval by simple majority of the Utah State 4-H English Horse Council.
4. The Utah State 4-H English Horse Council will establish the State Horse Show awards budgets and provide the equivalent funding to the organization hosting the State Show.

ARTICLE V- MISCELLANEOUS

1. Amendments
 - A. These bylaws may be amended, replaced or altered in whole or in part by a simple majority vote at the State Horse Show council meeting.
 - B. Complaints against Utah State 4-H English Horse Council Members
 1. If a formal written complaint is made a Utah State 4-H English Horse Council shall decide if and what action should be taken against each person.