

Bylaws of the Utah State 4-H Western Horse Council

(Approved 9/24/2004)

Revised and adopted September 2018

Article I. Name; Objectives; Policies

1. The Name of this organization shall be:
 - a) Utah State 4-H Western Horse Council
2. The Objectives of the Utah State 4-H Western Horse Council
 - a) To promote an all-around horse program with emphasis on keeping youth involved in 4-H.
 - b) To serve as an advisory committee and an executive and decision making body in behalf of 4-H horse clubs throughout the state of Utah.
 - c) To organize and support state-wide activities with the purpose of educating 4-H members on horses and horsemanship, and to improve the skills and enhance the abilities of both 4-H members and volunteer leaders.
 - (1) Such activities may include but are not limited to:
 - a. Judge's Training and Certification
 - b. Clinics and workshops
 - c. State Shows
 - d. State Contests
 - d) To provide and continually update The Utah 4-H Western Horse Rulebook to govern State and Regional Western Horse Shows and Activities.
3. The basic Policies of the Utah State 4-H 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, Appointment, Terms, Voting Privileges, Expectations, and Responsibilities

1. All members of the Western Horse Council shall be 4-H volunteers and youth members registered, and in good standing, in their respective counties.
 - a) Membership on the Utah State 4-H Western Horse Council shall consist of the following:
 - I. President
 - II. Vice President
 - III. Second Vice President

- IV. Secretary
 - V. Treasurer
 - VI. Judge-at-Large
 - VII. Judge-at-Large Assistant
 - VIII. One (1) adult representative from each county in the State
 - IX. One (1) youth representative from each county in the State
 - X. Agent-at-Large
 - XI. State 4-H Agriculture and Animal Science Specialist
2. Appointment of members of the Utah State 4-H Horse council detailed below
Officers of the Utah State 4-H Horse Council are: President, Vice President, Second Vice President, Secretary and Treasurer.
- a) **President**
 - (1) Interested Volunteers may apply for the President position.
 - (2) President candidates will be selected by a State Committee comprised of the following:
 - Utah State 4-H Horse & Youth Development Specialist
 - USU Extension Equine Specialist
 - Member of the Utah Horse Council
 - A non-affiliated member of the Utah State 4-H Office
 - (3) Selected Candidates will be presented for ballot vote.
 - b) **Vice President**
 - (1) Interested/Nominated Candidates will be presented for a ballot vote.
 - c) **Second Vice President**
 - (1) Interested/Nominated Candidates will be presented for a ballot vote.
 - d) **Secretary**
 - (1) Interested/Nominated Candidates will be presented for a ballot vote.
 - e) **Treasurer**
 - (1) Interested/Nominated Candidates will be presented for a ballot vote.

f) **Judge-at-Large**

- (1) Judge-at-Large will be replaced by Judge-at-Large assistant.
- (2) Interested volunteers may apply for the Judge-at-Large position, when a vacancy occurs.
- (3) Judge-at-Large candidates will be selected by a State Committee comprised of the following:
 - Utah State 4-H Horse & Youth Development Specialist
 - USU Extension Equine Specialist
 - Member of the Utah Horse Council
 - A non-affiliated member of the Utah State 4-H Office
 - Utah 4-H Western Horse Council President
- (4) Selected Candidates will be presented for ballot vote.

g) **Judge-at-Large Assistant**

- (1) Interested Volunteers may apply for the Judge-at-Large Assistant position.
- (2) Judge-at-Large Assistant candidates will be selected by a State Committee comprised of the following:
 - Utah State 4-H Horse & Youth Development Specialist
 - USU Extension Equine Specialist
 - Member of the Utah Horse Council
 - A non-affiliated member of the Utah State 4-H Office
 - Utah 4-H Western Horse Council President
 - Current Judge-at-Large
- (3) Selected Candidates will be presented for ballot vote.

h) **Agent-at-Large**

- (1) Appointed by the State 4-H Horse & Youth Development Specialist

i) **State 4-H Agriculture and Animal Science Specialist**

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

3. The term of each electable position, minus the Judge-at-Large, and Judge-at-Large Assistant, will be two (2) years with members being up for re-election after the term is complete.

- a) All positions may only serve a maximum of 4 consecutive years.

- b) The Judge-at-Large is automatically replaced by the Judge-at-Large Assistant after the two (2) year term is complete.
 - c) Election of Officers will occur at the State Individual Show (Western) meeting.
 - d) Officers shall hold office from January 1st until December 31st of the calendar year following their election or until their successors have been duly elected.
 - e) 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 Western Horse Council.
4. The Voting body will consist of council officers and county representatives, both youth and adult members.
- a) Each county shall have two (2) votes under the provision that both the adult and youth delegate, or proxy, are present.
 - (1) The adult delegate has (1) vote, the youth delegate has (1) vote. If the youth delegate is not present, an adult cannot proxy their vote and vice versa.
 - b) The Utah 4-H Western Horse Council President shall vote only when needed to break a tie.
 - c) The State 4-H Horse & Youth Development Specialist shall vote only when needed to break a tie.
 - d) 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 attendant, the president may declare a quorum if no member present dissents.
 - e) A simple majority of counties present at a meeting is required to pass a motion.
 - f) Changes to the Western Horse Council By-laws or Utah 4-H Western Horse Rulebook, requires a simple majority vote by the counties.
5. The general expectations of each member aid in the main objective of the Utah 4-H Western Horse Council.
- a) **Communication**
 - (1) Members will attend all Western 4-H Horse Council meetings either in person or virtually. If unable to attend they shall send a proxy or replacement.
 - (2) Each member will assist with the communication of pertinent information to 4-H leaders through the State and their Extension Agent.
 - (3) The State Western Horse Council will be responsible for scheduling the State Western Horse Show

- b) **Utah 4-H Western Horse Rulebook and Regulations**
 - (1) Utah 4-H Western Horse Council Members are the stewards of the Utah 4-H Western Horse Rule Book
 - (2) Final review and approval by the President or their designee is required prior to publication of the rulebook for the current show year.
- c) **Utah 4-H State Western Horse Show**
 - (1) The Utah 4-H Western Horse Council will work closely with county horse councils to assist in the planning and management of the Utah 4-H State Western Horse Show
- d) **Other Educational Events**
 - (1) Utah 4-H Western Horse Council members will work with the Utah 4-H Animal Science Specialist, State and county staff, and others to promote activities that promote education and mastery of horses and horsemanship.
- e) **Committees**
 - (1) Committees may be formed, with approval of the Utah 4-H Western Horse Council, to accomplish the above responsibilities.
 - (2) Committee Chairpersons are under the direction of the President.
 - (3) Individuals will be invited to serve on any formed committee by the committee chairperson, with approval from the Utah 4-H Western Horse Council.

2. The responsibilities of the officers and county representatives are detailed below

- a) **President**
 - (1) The President shall be the executive officer of the Utah State 4-H Western Horse Council and presides over all State Western Horse Council Meetings.
 - (2) The President shall see that by-laws, rules, and regulations of the Utah State 4-H Western Horse Council are enforced.
 - (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 Western Horse Council, within the scope of the by-laws and carry out various other duties as required.
 - (4) The President is responsible for ensuring that all of the General Responsibilities of the State Horse Council are fulfilled.
 - (5) The President is responsible for directing any established committees.

- (6) The President serves as Executive Official of the Show Grievance Committee.

b) First Vice President

- (1) The First 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 First Vice President will discharge the duties of the President until the President is able to resume his/her duties.
- (3) The First Vice President will accept responsibilities to chair committees as designated by the President.

c) Second Vice President

- (1) The Second Vice President shall conduct meetings in the absence of the President and the Vice President, and shall assist the President as may be required.
- (2) In case of a prolonged absence or disability of the President or Vice President, the Second Vice President will discharge the duties of the President until the President or Vice President is able to resume his/her duties
- (3) The Second Vice President will accept responsibilities to chair committees as designated by the President.

d) Secretary

- (1) The Secretary shall keep the minutes of the proceedings of all official Utah 4-H State Western 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.
- (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 aid in scheduling all meetings and notifying and reminding all members of meetings.
- (4) The Secretary shall submit all meeting minutes to the Utah 4-H State Western Horse Council Officers for review and approval prior to publishing minutes.
 - Approved meeting minutes will be available upon request
- (5) The Secretary will work with the State 4-H Agriculture and Animal Science Specialist, Judge-at-Large, and Judge-at-Large Assistant, to compile proposed By-law and Rule Book changes, submitted by county

Representatives, for distribution at the State Western Horse Show meeting.

- (6) The Secretary will correspond with members to compile agenda items at each meeting.

e) Treasurer

- (1) The Treasurer works closely with the State 4-H Agriculture and Animal Science Specialist to review financial records and reports of the Utah 4-H Western Horse Council.
- (2) The Treasurer shall review financial statements and provide proposals for budgets, to be voted on, pertaining to the Utah 4-H State Western Horse Show, State Contests, and other events.
- (3) The Treasurer is responsible for working with the Utah 4-H Agriculture and Animal Science Specialist, Judge-at-Large, and Judge-at-Large Assistant to collect necessary paperwork and create invoices for judges and other paid guests to be submitted to Utah State University for payment.

f) 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 and serve on committees and sub-committees as appointed by the President.
- (3) County Representatives are responsible for gathering proposed By-law changes, State Rule Book changes, and agenda items for the Utah 4-H State Western Horse Show meeting from their associated county leaders. Proposals must be typed and submitted to the Secretary of the State Horse Council prior to the State Horse Show.

g) Judge-at-Large

- (1) Responsible to coordinate with the State 4-H Horse Council Officers to collaborate and plan state-wide judge's trainings and certification.
- (2) Serves as the Chairperson for the State 4-H Horse Judging Contest Committee.
- (3) The Judge-at-Large works with the Utah 4-H Agriculture and Animal Science Specialist to review project rank advancements and propose changes as they deem necessary.
- (4) The Judge-at-Large is responsible for selecting judges for the Utah 4-H State Western Horse Show, including two-handed shows, and being the main contact with selected judges.

- (5) The Judge-at-Large is responsible to correspond with the Utah 4-H Agriculture and Animal Science Specialist and the Secretary to review proposed by-law and rule book changes.
 - Committee meetings may be held to take proposals and prepare them for voting and implementation at the State Western Horse Show Meeting.

h) Judge-at-Large Assistant

- (1) The Judge-at-Large Assistant helps the Judge-at-Large with all of their duties and will shadow the Judge-at-Large throughout the show and while making decisions.
- (2) The Judge-at-Large Assistant is tasked with learning and understanding all interpretations of the Utah 4-H Western Horse Rule Book.
- (3) Understand all proposed rule changes and aid in evaluating and preparing proposals to be voted on.
- (4) Communicate with the Utah 4-H State Office and State Horse council to maintain the judge's list and collect judge's reviews from county and show officials.
- (5) The Judge-at-Large assistant is available to replace or act on behalf of the Judge-at-Large in case of absence.

i) Agent-at-Large

- (1) The Agent-at-Large attends all horse council meetings and works with the Utah 4-H State Western Horse Council as a member of the Officers team.
- (2) Serve as a liaison between local horse councils, volunteers, sponsors, and others, and the Utah 4-H Western Horse Council and State Office staff.

j) State 4-H Agriculture and Animal Science Specialist

- (1) The primary role of the State 4-H Agriculture and Animal Science Specialist is to promote positive youth development within the Utah 4-H Horse Program as a whole.
- (2) Responsible for providing continued support, guidance, and direction to the State 4-H Western Horse Council and seeking advice and insight from members of the council on matters pertaining to the Utah 4-H Horse Program.

- (3) Serve as liaison to County Extension Agents, State 4-H Horse Council President, and USU Administration.
- (4) Coordinate updates and publishing of the Utah State 4-H Horse Show Rule Book, websites, and other educational materials
- (5) Coordinate the update and publishing and/or acquisition of 4-H horse project manuals and material.

Article III. Meetings

1. The Utah State 4-H Western Horse Council Meetings should include a minimum of 3 in-person meetings annually. Additional meetings or teleconferences may be held as deemed necessary. These meetings typically coincide with Utah 4-H Leadermete, Utah 4-H State Contests, and the Utah 4-H State Western Horse Show.
 - a) The meeting held at the State Western Show shall be a general meeting where proposals for changes to the by-laws and rule book are voted on, and officer elections occur.
 - b) The purpose of the Utah State 4-H Western Horse Council meetings shall be primarily business.
 - c) A 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) All Utah State Horse Council meetings shall be governed by Robert's Rules of Order.
 - e) All Utah State 4-H Horse Council meetings are open to all members of the 4-H program
 - i. Members in attendance are welcome to address the Council, make suggestions, file complaints or simply listen.

Article IV. Financing

1. Financing of the Utah State 4-H Western Horse Council will follow all official policies and procedures as mandated by Utah State University.
2. Funding for the Utah State 4-H Horse Council will come from registration at the State Western Horse Show, fundraising in accordance of Utah State University Policy, sponsors, and donations.
3. Monies will be spent primarily in supporting the Utah 4-H Horse Program.
4. Funding of all activities and proposed budgets requires approval from a simple majority of the Utah State 4-H Western Horse Council.

5. The Utah State 4-H Western Horse Council Treasurer will aid in budgeting current funds.

Article V. Miscellaneous

1. These by-laws may be amended, repealed, or altered in whole or in part by a majority vote at the Utah 4-H State Western Horse Show council meeting.
2. If a formal, written, complaint is made against a Utah State 4-H Western Horse Council member, the Utah State 4-H Western Horse Council shall form a grievance committee and decide if and what action should be taken against such person.