

JEFFERSON COUNTY 4-H HORSE & PONY PROJECT

CONSTITUTION AND BY-LAWS

Article I – Name

Section 1 – The name of the organization shall be the Jefferson County 4-H Horse and Pony Project.

Article II – Purpose

Section 1 – To plan, promote and implement educational programs in the area of horse science for Jefferson County youth and their leaders.

Section 2 – To assist in the development of educational activities in horse science that will enhance the growth and development of youth.

Section 3 - To stimulate interest in and promote youth programs with horses.

Section 4 – To promote, sponsor and/or implement educational activities and events in horse science for youth.

Section 5 – To provide and/ or encourage horse science and youth development education for certified volunteer leaders.

Section 6 – To ensure and enhance the safety and enjoyment of the Jefferson County Horse & Pony Project youth.

Section 7 – The Horse & Pony Project shall be non-profit in nature.

Section 8 – The Horse & Pony Project will function as an independent sub-committee of the Jefferson County 4-H Leaders Association.

Article III – Membership

Section 1 – Membership is open to all persons regardless of age, race, color, creed or religion, national origin, ancestry, gender, sexual orientation, marital or parental status, pregnancy, veteran's status, qualified disability or social economic level. All 4-H clubs must comply with federal and state non-discrimination laws, including title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the American Disabilities Act.

Section 2 – All enrolled Jefferson County 4-H Horse & Pony Project members, certified Project leaders and parents constitutes the membership.

Section 3 - Members and leaders must be in compliance with the Wisconsin 4-H Youth Development Policies, Jefferson County 4-H **Leaders Association** Constitution and By-Laws, **the WI State 4-H Horse Association By-Laws**, **the WI State 4-H Association rules**, **Horse and Pony Project Constitution & By-Laws** and the **annual Horse and Pony Project Handbook**.

Article IV – Committee

Section 1 – The committee shall consist of the elected officers, who are enrolled, certified 4-H leaders, a minimum of two (2) and a maximum of six (6) elected youth members **9th grade** and up, and the current Equine Ambassador. The County Youth Development Agent **or 4-H Youth Program Assistant** will serve in a non-voting (ex-officio) advisory capacity, as will the elected district representative to the Wisconsin State 4-H Horse Association. **All committee members must be certified leaders by January 1st of their**

term unless they are filling a vacant position after that date. In that instance, they shall be certified within two (2) months of their appointment.

Section 2 – The committee shall be elected at the October meeting. Committee members shall be nominated by a nominating committee appointed by the chair and from the floor. Voting shall be done by ballot by currently enrolled Horse & Pony Project youth members during the October County-wide meeting. UW-Extension Youth Development Agent and/or 4-H Youth Program Assistant are responsible for tallying the votes. Terms of office shall run from November 1 through October 31. Incoming and outgoing committee members will plan and run the November Banquet.

Section 3 – Terms of the committee shall be for two (2) years with the youth members' term being one (1) year.

Section 4 – There will be three (3) adult committee members elected each year, with the other three (3) members finishing the balance of their two year term.

Section 5 – Committee members shall be allowed to serve a maximum of two (2) consecutive terms.

Section 6 – Committee members are to regularly attend committee and monthly meetings. Unexcused absences from more than three (3) meetings will be cause for removal from the committee.

Section 7 – The committee is empowered to fill vacancies and unexpired terms of committee members.

Section 8 – The elected youth members of the committee, the current Equine Ambassador, and the adult members shall have one (1) vote each.

Section 9 – The Superintendant is part of the whole Horse and Pony Committee as defined in Article XII as decisions require a quorum. The Chair of the Horse and Pony Committee, shall represent the Committee as the Superintendant for the purpose of the County Fair Committee.

Article V – Officers

Section 1 – Officers shall consist of Chair, Vice-Chair, Secretary, Treasurer, Reporter and a General Committee member, who shall be selected by the committee within thirty (30) days of the October elections.

Article VI – Officers' Duties

Section 1 – The Chair shall preside at all regular and special meetings and perform such duties as usually attached to the office.

Section 2 – The Vice-Chair shall assume the duties of the Chair when the latter is absent or for other reasons unable to act.

Section 3 – The Secretary shall record minutes of all monthly meetings and handle correspondence.

Section 4 – The Treasurer shall receive and disburse funds and present financial reports at the Project's monthly meeting. The treasurer will also make information available that is necessary for audit and for preparing a budget.

Section 5 – The Reporter shall report activities and pertinent information to the county for newsletters and other publications as desired **and maintain the website.**

Article VII – Sub-Committees

Section 1 – Sub-committees, deemed necessary by the Committee, shall be appointed by the Chair.

Section 2 – The responsibilities of sub-committees shall be determined by the Committee.

Section 3 – Sub-committees shall consist of 3 or more members (one certified adult leader), with at least one member a committee member, who will report back to the H&P project committee monthly on any activity. Any sub-committee recommendations require final approval of the H&P committee.

Article VIII – Calendar Year

Section 1 – The calendar year of this Project shall begin on November 1 and terminate October 31 of each Project year.

Section 2 – Fair qualifying begins after fair week and continues to the **Monday before fair week.**

Section 3 – Point calendar year is August 1 through July 31.

Article IX – Meetings

Section 1 – The 4-H Horse and Pony Project shall hold meetings monthly on the third Tuesday of the month at the County Fair Park. (Exception: December and July there are no meetings). The November meeting is the awards banquet. **Date of banquet to be determined.**

Section 2 – Committee meetings shall be held the second Thursday of each month beginning at 7:00 p.m. at the UW-Extension Facilities.

Section 3 – Emergency meetings may be called by the Committee as necessary.

Section 4 – Robert’s Rules of Order shall govern meetings of the Project.

Article X – Funds

Section 1 – All funds raised or acquired by project members in the name of the Jefferson County Horse and Pony Project, as a result of their being members, shall be used to further the purpose of the entire project, as determined by the Committee. All funds are to be turned over to the Treasurer and deposited into the project checkbook, to be disbursed with committee approval

Section 2 – The Project committee shall prepare and present an annual budget. Items not covered in the budget may be brought to the project committee for motion, consideration and approval prior to the expenditure.

Section 3 – Scholarship funds are covered in Appendix A and as a line item in the annual budget.

Section 4 – In the event of dissolution, any assets of the Project will be given to the Jefferson County 4-H Leader’s Association to be used for the benefit of the horse science Project members.

Article XI – Amendments

Section 1 – The Constitution and By-Laws may be amended by a majority vote of the committee. **Proposed amendments must have been presented at a previous county-wide Horse & Pony Project meeting.**

Article XII – Quorum

Section 1 – A simple majority for transaction of business of the Committee shall consist of a majority of the total membership of the Committee present & voting (Minimum of 4 committee members).

Article XIII – Disputes

Section 1 – In the case of a dispute, the Jefferson County 4-H Horse & Pony Project follows the **WI State Expo and WI State 4-H Horse Association rules and Jefferson County Leader’s Association Disciplinary Review Process.** Copies are available from the UW-Extension Office -Jefferson County and the Committee Chair.

Nancy Ruehle – Chair

LeAnn Kissner – Vice Chair

Proposed **January 2008** to the entire project with committee approval