

Lincoln County 4-H Horse Project Bylaws

Article I. Name

The name of this 4-H Club or Group shall be the Lincoln County 4-H Horse Project. There in after referred to as the LCHP.

Article II. Purpose

The LCHP was formed by volunteers interested in supporting 4-H Horse project activities countywide. The LCHP serves as a group that is willing to provide expertise, leadership and support participation of youth and adults working with horses. LCHP will serve as the planning and coordinating group for countywide 4-H Horse project activities, events and the 4-H Horse show at the fair. Learning about horses and having fun together is what the group is all about!

Article III. Membership

Section 3.01 Membership is open to and includes all currently enrolled Lincoln County 4-H horse project members, adult leaders, and parents or guardians of said members, regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Section 3.02 The following are requirements to hold a 4-H charter and be recognized as a 4-H Club or chartered Group/Committee in Lincoln County, Wisconsin:

- (a) Club or Group/Committee name
- (b) Five or more youth from at least three families
- (c) Adult leadership that has been approved through the Youth Protection Program
- (d) Educational plan which meets the purposes of the 4-H program
- (e) Youth involvement in leadership and decision-making
- (f) Meet on a continuing basis
- (g) Have written operating guidelines, bylaws or constitution approved by members to govern the club or group/committee
- (h) Successfully complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. All blanks must be completed and

submitted to the county UW-Extension office annually no later than the due date set by the 4-H Youth Development Educator.

- (i) Must comply with all Wisconsin 4-H Youth Development Policies (<http://4h.uwex.edu/about-4-h/policies/>), 4-H National Headquarters policies, (http://www.national4-hheadquarters.gov/library/4h_polregs.htm), and all federal and state laws.

Article IV. Parliamentary Authority

Robert's Rules of Order shall govern the meetings of the club.

Article V. Amendments

The bylaws may be amended by a majority vote at any regular meeting provided there is a minimum of 10% of youth project members and parents/guardians present. Written notice of proposed amendments must be given to the membership two weeks prior to this meeting.

Article VI. Officers

Section 6.01 The officers of the LCHP shall be as follows and may not serve more than two consecutive terms in any officer position or any combination of officer positions:

Adult President	Youth President
Adult Vice President	Youth Vice President
Adult Secretary	Youth Secretary
Adult Treasurer	Youth Treasurer

Section 6.02 Qualification for officers include:

- Adult officers must be an enrolled 4-H volunteer leader and have completed the Youth Protection Program.
- Youth Officers must be an enrolled 4-H member, at least 12 years of age or 6th grade or over, and must have been enrolled in the 4-H horse project for at least 2 years.
- Adult/Youth Officer positions may not be held by immediate family members (i.e. parent/guardian and her/his child cannot be President and Youth President). No more than two officers from an immediate family may serve at the same time.
- Officer terms will be two years except for the first year where staggered terms will be implemented. The first year terms will be staggered as follows:
 - President -- 1 year term
 - Youth President -- 2 year term

- Vice President -- 2 year term
- Youth Vice President -- 1 year term
- Secretary-- 1 year term
- Youth Secretary -- 2 year term
- Treasurer -- 2 year term
- Youth Treasurer -- 1 year term
- Officers will begin their term in December with the month of November being utilized for transitioning roles.
- All officers (except the Adult President) have voting rights. The Adult President will only vote in a tie situation. The only exception to this is for the election of officers where the Adult President may vote.

Section 6.03 Election of Officers

- (a) Nomination for officer positions shall be made from the floor. Nominee shall agree or have indicated by proxy a willingness to serve prior if unable to attend.
- (b) The officers shall be elected by ballot at the October meeting designated for this purpose.
- (c) All 4-H horse project members, adult leaders and one parent or legal guardian per family may vote at all meetings. A parent or guardian who is also a project leader may only vote once. This will be the practice for all votes that occur at regular meetings.
- (d) Ties for election of office are to be broken by drawing a name.
- (e) A vacancy occurring will be filled through an appointment by the current officers to carry out an unexpired term.
- (f) Any officer who misses 3 or more meetings per year, unless there are extenuating circumstances, will be ineligible to serve the rest of their term.

Section 6.04 Duties of Officers

Adult President and Youth President

1. The President shall preside at all meetings of the LCHP and any officer meetings, and shall provide the usual duties of a presiding officer.
2. The President shall act as the parliamentarian unless he/she calls on someone else.
3. The President, as lead of the group, shall use discretion in expressing personal opinions.
4. The President shall keep in close contact with the UW-Extension 4-H Youth Development Staff.
5. The President shall know the constitution and bylaws or where to find the article in discussion.
6. The President shall submit an outline of the meeting agenda to the UW-Extension office for distribution at least 3 weeks prior to the meetings.

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7. The President shall start the meeting on time and try to end on time.
8. The President and the UW-Extension Staff may act on project business which in their judgment would not require a special officer meeting or where time warrants such action.
9. The President shall appoint committees necessary for the administration of the association's (LCHP) business.
10. The Adult President shall be responsible for mentoring, teaching, and working together with the Youth President to carry out their duties.
11. The Youth President shall be responsible for helping the Adult President in any way he/she can or as requested by the Adult President.

Adult Vice President and Youth Vice President

1. The Vice President shall be ready to preside in the absence of the President or when called to the chair by the President.
2. The Vice President shall be in close contact with the President so as to support him/her in every way.
3. The Vice President shall know the constitution and bylaws or where to find the article in discussion.
4. The Vice President shall be informed on parliamentary procedure.
5. The Vice President shall attend all meetings of the LCHP and the officers.
6. The Vice President shall keep in close contact with the UW-Extension 4-H Youth Development Staff.
7. The Vice President shall carry out and follow all other duties specified in the bylaws.
8. The Vice President shall be responsible for keeping a current, up-to-date, inventory list of all materials owned by the LCHP and where they are stored. This will include keeping track of the traveling barn award.
9. The Vice President will stay in contact and work with committees to carry out their duties.
10. The Adult Vice President shall be responsible for mentoring, teaching, and working together with the Youth Vice President to carry out their duties.
11. The Youth Vice President shall be responsible for helping the Adult Vice President in any way he/she can or as requested by the Adult Vice President.

Adult Secretary and Youth Secretary

1. The Secretary shall record minutes of all meetings of the LCHP and officers. All motions, passed or failed, must be recorded.
2. The Secretary shall handle correspondence for LCHP at their direction or that of the President, or UW-Extension 4-H Youth Development Staff.
3. The Youth Secretary shall be responsible for keeping a record of attendance from each meeting. The Adult Secretary will do this in their absence.
4. The Secretary shall submit a typed copy of the minutes to all officers and the UW-Extension office within 1 week of the meeting. The secretary shall be responsible for obtaining copies of said minutes and to make them available to members at the following LCHP meeting.
5. The Secretary shall be knowledgeable of the content of prior meeting minutes and the constitution and bylaws.
6. The Secretary shall carry out and follow all other duties specified in the bylaws.
7. The Adult Secretary shall be responsible for mentoring, teaching, and working together with the Youth Secretary to carry out their duties.
8. The Youth Secretary shall be responsible for helping the Adult Secretary in any way he/she can or as requested by the Adult Secretary.

Adult Treasurer and Youth Treasurer

1. The Treasurer shall pay bills authorized per action at LCHP meetings or by the President.
 2. The Treasurer shall deposit all money received in designated accounts promptly.
 3. The Treasurer shall enter all transactions in an accounting system set up by LCHP.
 4. The Treasurer shall report expenditures and all bank balances and provide actual receipts and banks statements at each LCHP meeting or whenever called for by any officer. The Treasurer shall prepare and submit a written/typed monthly report/ledger to be distributed to all officers and members at each meeting.
 5. The Treasurer shall balance and reconcile accounts with bank statements.
 6. The Treasurer shall check with the UW-Extension office frequently for deposits which they may have received and for bills which must be paid.
 7. The Treasurer shall balance the books and prepare a financial statement at year's end for review and budget preparation. The Treasurer will prepare a yearly budget proposal with input from other officers for approval at the January meeting.
 8. The Treasurer shall attend all meetings of the LCHP and officers.
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9. The Treasurer shall carry out and follow all other duties specified in the bylaws.
10. Both the signature of the Adult and the Youth Treasurer will be required on all funds dispersed or withdrawn. All expenditures must be approved at an LCHP meeting.
11. An annual audit will be performed in October by a qualified individual that will be appointed by majority vote of officers and/or members. (Qualified individual meaning—someone with accounting or financial experience.)
12. It shall be the duty of the Treasurer to keep detailed comparison records of past income/expenses of all events including, but not limited to, fund raisers (profitable or not), fair show (expenses), fair barn (expenses), ribbons (expenses), to be used as a guide for future events, purchases, etc. The records shall be available at each meeting and/or upon request.
13. The Treasurer shall be responsible for mentoring, teaching, and working together with the Youth Treasurer to carry out their duties.
14. The Youth Treasurer shall be responsible for helping the Adult Treasurer in any way he/she can or as requested by the Adult Treasurer.

Article VII. Club or Group/Committee Volunteer Leadership

Section 7.01 The 4-H Group shall be under the direction of Youth Leadership working in partnership with local adult volunteer leader(s).

- (a) Volunteer leadership is open to all adults regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.
- (b) All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program prior to becoming a 4-H Volunteer.
- (c) There shall be such volunteer assistant leaders, volunteer project leaders and volunteer youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the club program.

Article VIII. Dissolution Clause

Upon dissolution of LCHP any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the county 4-H Youth Development Educator consistent with Wisconsin 4-H Youth Development approved financial practices and policy.

Article IX. Meetings

Section 9.01 Regular Meetings

- (a) The regular meetings of LCHP will be held on the 3rd Monday of each month except December (No meeting in December normally unless otherwise announced), at 7 p.m. This could be subject to change at the LCHP officer's discretion.
- (b) Location of meeting will be announced at least 2 weeks in advance.
- (c) The LCHP Officers have the authority to hold an officer meeting to conduct business on behalf of LCHP that requires immediate action prior to the next meeting.

Section 9.02 Quorum

10% of youth project members and parents/guardians will constitute a quorum. A quorum must be present when business is transacted.

Article X. Club Organization

Section 10.01 Club Planning Year

- (a) The 4-H year is continuous and should be consistent with the county 4-H Leaders Association annual year.
- (b) The Wisconsin 4-H membership year is defined as October 1 – September 30 for the purpose of definition in Wisconsin 4-H Policies.
- (c) The LCHP 4-H year shall run from October 1 through September 30.

Section 10.02 Club Fiscal Year

- (a) The Wisconsin 4-H fiscal year is defined as July 1 – June 30.
- (b) The 4-H club financial books must be audited annually to meet Annual Charter Renewal Packet expectations.

Article XI. Additional Club Policies and Standing Rules

Section 11.01 The club policies and standing rules contained within this article are subject to amendment or suspension by a majority vote at any regularly scheduled meeting in which a quorum is present.

- (a) Youth are required to attend the mandatory LCHP Fair Horse Exhibitor meeting usually held in June to exhibit in the Lincoln County Fair Jr. Horse Department Show.

Review and Approvals

Review by 4-H Youth Development Staff (Date and Signature) D. [Signature] 3/1/17

Date Approved by Membership February 20, 2017

Required Signatures:

[Signature: Danielle Schultz]
Adult President

March 20, 2017
Date

[Signature: Maura Woodall]
Youth President

3/24/2017
Date

[Signature: Jane Schultz]
Adult Secretary

3-20-2017
Date

[Signature: Elizabeth Leonard]
Youth Secretary

3-20-17
Date