

## BYLAWS

### La Crosse County 4-H Horse and Pony Project

#### ARTICLE I Name

The name of this organization shall be La Crosse County 4-H Horse and Pony Project (hereinafter referred to as "4-H Horse Project").

#### ARTICLE I Purpose

The purpose of the 4-H Horse Project shall be to carry out the Wisconsin 4-H Vision and Mission by:

A. Promoting 4-H Horse Project participation among 4-H youth members; B. Improving, fostering, promoting, and developing 4-H Horse Project educational programming; C. Providing education and leadership training to 4-H Horse Project members; D. Establishing policies; E. Providing financial support for county-wide 4-H Horse Project educational programming; F. Accepting funds for the advancement of 4-H Horse Project youth member educational activities, events or programs; G. Promoting the overall positive youth development philosophy of the 4-H program.

#### ARTICLE III Membership and Voting Membership

##### Membership

Section 1: Membership is open to all youth and adults currently enrolled in the La Crosse County 4-H

Horse Project, in accordance with Wisconsin State 4-H Policies and La Crosse County 4-H Policies.

Section 2: Membership or participation is in no way limited to or prohibited by virtue of a person's race, creed, physical ability, sexual orientation, gender, socioeconomic level, marital status or ethnic origin.

Section 3: Adults enrolled as Horse Project Leaders are mentors and advisors to the membership.

##### Voting

Section 1: All youth and adult leaders that meet the membership requirements.

Section 2: Voting will be conducted by a majority vote of the members present.

Section 3: At least 10 members must be present for business to occur.

#### ARTICLE IV Annual Charter and Organizational Structure

Section 1: The 4-H Horse Project is part of the Wisconsin 4-H program and, specifically, the La Crosse County 4-H program. As such, the policies and guidelines of both Wisconsin 4-H and the La Crosse county 4-H program apply to the 4-H Horse Project.

Section 2: The 4-H Horse Project must hold a 4-H charter and be recognized as a chartered group in La Crosse County, Wisconsin, in accordance with State 4-H policy.

Section 3: The 4-H Horse Project must annually complete the 4-H Charter Renewal Packet which includes critical communication, legal, financial and educational accountability requirements. This is submitted to the county UW-Extension office annually by the due date established by the 4-H Youth

Development Staff. Failure to do so may result in the loss of the 4-H Charter and use of the 4-H Name and Emblem.

Section 4: Youth Member Board: The Youth board shall consist of 9 Youth board members (they cannot serve consecutive terms in the same office except for representatives).

Attendance policy

- The President, Vice-President, Secretary, and Treasurer are required to be at 75% of the meetings.
- The Representatives are required to be at 50% of the meetings.
- Failure to do so will result in a warning e-mail with a follow up phone call. Failure to improve attendance will result in removal from office.
- President-one year term with a tie-breaker vote. (previously was serving as the Vice-President, will become Past President the next year)
- Vice-President- one year term, but 3 years in office (one year as Vice-President, moving into the role of President the following year and then onto Past President; required to be in at least 9th grade but not beyond 11th)
- Treasurer- Two year term (elected in even years)
- Secretary- Two year term (elected in odd years)
- Past President-One year term with no vote-cannot be beyond their 13th grade or the age of 19 (requirement of Wisconsin 4-H)
- 4 Representatives- Drill team, Gymkhana/Gaming, Pleasure, Educational- One year term (multiple terms can be in succession). All representatives, must be in grade 3 or above. All other board members beside the president and past president must be in at least 7th grade.

Section 5: Advisory Committee: The Advisory committee shall consist of 3 Adults with voting privileges

and 1 Adult Treasurer with no voting privilege. Adult Advisors volunteer for the position. The youth board will then discuss and select a "President Advisor" and Treasurer from the Advisory committee.

Advisor terms are each one year (except for Treasurer, which is 2 years and alternates with the Youth Treasurer). Multiple terms can be in succession for each position.

Section 6: Board Elections: Election of board members will occur annually in October. Youth board members are elected and take office in October. Those elected, along with continuing members, will begin preparing the annual calendar for presentation at the next meeting. Any vacancy occurring in these positions will be filled by special election held at a general meeting. Should this still result in vacant positions, the Board will appoint someone to fill that vacancy term.

Section 7: Duties of Youth Board Members:

President

- Shall preside at all regular and special meetings of the 4-H Horse Project.
  
- An ex-officio member of all standing committees.
- Has the authority along with UW-Extension 4-H Youth Development Staff to call a special meeting of the board if a situation is deemed to warrant such a meeting.
- Appoints committees, sets monthly meetings, and prepare meeting agendas along with other board members.

Vice-President

- Should know the duties of the President and preside over meetings in the President's absence.

Secretary

Treasurer

- Keep an accurate record of proceedings of all meetings-recording any elections, appointed committees, financial decisions and other business brought forth before the unit/group/committee.
- Conduct roll call as requested by the president and record attendance.
- Stand and read minutes of the last meeting when called for.
- Make corrections to minutes.
- Read correspondence received and send correspondence as directed.
- Submit articles and information to UW-Extension for the County 4-H newsletter.
- Collect and deposit all funds in the 4-H Horse Project's account, pay bills, submit State and Federal tax reports as required and keep all financial records.
- Help prepare the annual budget

- Submit a monthly detail report to the board members.
  - Stand and read a treasurer's report summary since last meeting when called for.
  - Sign off, along with the adult leader treasurer, on all funds dispersed and on verification of all funds received.
  - Expenditures in excess of \$100 that are not in the budget, must be presented and voted on by the Youth Board prior to spending the money.
  - Will follow 4-H policies as outlined in "Considering Expenditures of over \$500, Capital Equipment and Gifts." (Sept. 2010) Representatives
  - Shall serve as discipline liaisons to the board and represent their discipline at board meetings.
  - Each shall give a report of their discipline at each meeting.
- Section 8: Duties of Advisory Committee.
- Each Advisory Committee Member shall work closely with the youth.
  - They shall attend all general meetings and board meetings.
  - They shall give advice to the youth board as needed.

#### Treasurer

- Work closely with the youth treasurer to collect and deposit all funds in the 4-H Horse Project's account, pay bills, submit State and Federal tax reports as required and keep all financial records.
- Along with the youth treasurer, submit a monthly detail report to the board members.
- Assist the youth treasurer in preparing a treasurer's report summary since the last meeting.
- Sign off, along with the youth treasurer, on all funds dispersed and on verification of all funds received.
- Help the youth treasurer to obtain youth board approval prior to expenditures in excess of \$100.
- Assist the youth treasurer to follow the 4-H policies concerning \$500 or more expenditures.

Section 9: Executive Board: The Board shall consist of the 4-H Horse Project Youth Board and the

Advisory Committee. The UW- Extension 4-H Youth Development Staff serve as ex-officio members

without voting privileges. The duties of the Executive Board shall be:

1. Recommend an annual county 4-H Horse Project calendar of educational programs, events and activities.
2. Transact necessary business in the intervals between general meetings and such other business as may be referred to it.
3. Review and prepare agendas for the general meetings.
4. Create standing and special committees.
5. Prepare and submit to the general meeting an annual budget.

6. Approve routine bills within limits of the budget and make purchases under the budget parameters without prior approval up to limits established by the general membership.
7. The Executive Board may not conduct business without a majority present.
8. All business transacted requires adoption by the majority of the executive board.

#### ARTICLE V Standing Committees

Section 1: The President shall have the authority to appoint committees for any purpose as deemed

Appropriate by the 4-H Horse Project or Executive Board.

Section 2: All Committees must have an adult leader providing oversight.

Section 3: All committees must keep record of their meetings.

Section 4: Each committee chairman must submit to the Executive Board and UW-Extension Office, an

activity plan, which includes a financial report for any program, activity or event.

Section 5: No committee can hold any event, activity, or program without an approved activity plan.

Section 6: After an event, activity, or program, the committee must submit an activity evaluation including financial information within 30 days of the event to the Board and UW-Extension Office.

#### ARTICLE VI Meetings

Meetings of the 4-H Horse Project will be held at least six (6) times per year. Additional meetings may be called by the Executive Youth Board. The purpose of these meetings is to conduct business and provide educational programs. The Youth Board President has the authority along with UW-Extension 4-H Youth Development Staff to call special meetings as they deem appropriate.

#### ARTICLE VII Quorum

A quorum of at least ten (10) members of the 4-H Horse Project shall be required to conduct business.

#### ARTICLE VIII Fiscal Year

The Fiscal year of the 4-H Horse Project shall be from July 1st-June 30th of each year.

#### ARTICLE IX Dissolution Clause

Upon dissolution of the 4-H Horse Project any assets must be turned over to a recognized 4-H

unit/group/committee, with the approval of the 4-H Leaders Association (as appropriate) and the county UW-Extension 4-H Youth Development Staff.

#### ARTICLE X Amendments

The Bylaws shall be amended at any meeting by a majority vote of the members present. Notice must have been given at a previous meeting or through, but not limited to mail, email or website posting on the county UW-Extension website, at least 30 days prior to the vote.