

CONSTITUTION AND BY-LAWS OF THE JACKSON COUNTY 4-H HORSE COMMITTEE

Section A: Name and Purpose

Article 1: The name of the organization shall be the Jackson County 4-H Horse Committee and shall function as an accessory committee to the Jackson County 4-H Extension Educator.

Article 2: The objectives of this committee shall be:

1. To work cooperatively with the County 4-H Extension Educator in supporting the 4-H Horse Program
2. To develop and conduct educational programs pertaining to 4-H Horse projects
3. To promote and support the youth involved in the Jackson County 4-H Horse program in all areas of the county.

Section B: Membership

Article 1: 12 members of the 4-H Horse Committee (may or may not) be registered 4-H Advisors with a 4-H Club. Members may include any approved Jackson County 4-H volunteer with an interest in promoting the 4-H Horse program.

4 members will be selected to fulfill a 3-year term on the committee with (4) new members selected each year on a staggered schedule.

Nominations for new members must be received into the Extension Office no later than September 30th of the current year. Terms will begin on February 1st.

Article 2: To remain a member in good standing, members must attend a minimum of 6 meetings. Up to 3 meetings can be replaced with an additional committee activity at the discretion of the executive committee. Active participation and attendance are expected. If unable to attend, it is the member's responsibility to find out what they missed.

Article 4: Excused absences include job, illness, and family. Members need to call in to the Extension Office, officers or utilize the texting line by the meeting time.

Article 5: Up to three youth representatives will be elected each year with preference given to two youth per school. Youth representatives do not have voting rights.

Section C: Voting Procedures

Article 1: All business of the 4-H Horse Committee and ALL financial transactions must be presented before the committee at a scheduled monthly meeting for approval by the members. Limited business may be conducted by utilizing group texting, including financial transactions less than \$100.

Article 2: Each member of the 4-H Horse Committee will have one vote.

Article 3: A member of the 4-H Horse Committee must be present to vote.

Article 4: Senior Fairboard may have a representative attend the Horse Committee Meetings.

Section D: Officers

Article 1: The officers of the 4-H Horse Committee shall be President, Vice-President, Secretary and Treasurer and Media Relations.

Article 2: The election of the Executive Committee will be as follows:

A. Officers will be elected on an annual basis.

B. Nominations for officers will be accepted at the September meeting.

C. Elections of officers will be conducted at the regular October meeting.

D. Terms of office will begin January 1st and will conclude on December 31st of that year.

Article 3: If family members are elected to an office that entitles check signing; only one family member may be authorized to sign checks.

Section E. Lifetime Membership

Article 1: The 4-H Horse Committee may grant lifetime membership to persons who have given at least 20 years of service to the Jackson County 4-H Horse Committee as a volunteer and must be a member in good standing. Nominations for lifetime membership may be offered at any regular committee meeting. A majority vote of the committee shall be required to approve the nomination.

Section F. Changes to the Constitution and By-Laws

Article 1: Any amendments to the Constitution or By-Laws of the Jackson County 4-H Horse Committee must be proposed at two regular meetings. At the third consecutive meeting that it is proposed, it may be voted on.

Article 2: Approval of an amendment to the Constitution or By-Laws will require a 2/3 affirmative vote of the members present.

Section G. By-Laws

Article 1: The duties of the officers shall be:

President: Shall preside at all meetings of the committee and have in mind at all times the interest of the horse committee and the 4-H youth involved. He/she will be responsible for enforcing the constitution and by-laws. The President may not cast a vote on any motion unless it is to break a tie

Vice President: Shall perform all duties of the President in his/her absence. He/she will be responsible for coordinating all of the horse committee activities including horse shows and other activities.

Secretary/Media Relations: Shall keep a record of all proceedings of the committee and will submit a copy of the minutes to the County Extension Office for distribution to all 4-H Horse Committee members. Will share information with 4-H Horse Clubs, members and advisors.

Treasurer: Shall receive and take care of all money belonging to the 4-H Horse Committee, and upon approval of the 4-H Horse Committee shall pay all bills owed by the committee. The treasurer shall keep an accurate record of all receipts and expenditures and shall distribute a monthly balance sheet detailing all financial transactions from the previous month to the committee at each meeting. The treasurer's records must be submitted to the County Extension Office in October for an audit. All checks issued by the 4-H Horse Committee must have two signatures. The president, vice president, secretary and treasurer are all authorized to sign checks. If family members are elected to an office that entitles check signing; only one family member may be authorized to sign checks.

All officers are expected to be present at all meetings if at all possible. A copy of all documentation (minutes/financial records) should be submitted to the Extension Office by December 31st of each year.

Article 2: An Audit Committee shall consist of three persons, one to be a representative of the Extension Office along with two outside volunteers selected by the Extension Educator. A written report shall be presented at the January Annual meeting.

A Budget Committee shall consist of the President, Treasurer, Extension Educator and other interested committee members. This committee will meet to develop a budget to be presented and approved at the January meeting each year.

Article 3: Sub committees for special purposes may be appointed by the president at any time.

Article 4: The Jackson County 4-H Horse Committee shall conduct regular monthly meetings from February to October to be set annually following the election of officers.

Article 5: Robert's Rules of Order shall govern the meetings of the Jackson County 4-H Horse Committee. It shall require a majority of voting members to constitute a quorum and to conduct business.

Article 6: As a volunteer in the Jackson County 4-H program, one should strive to always perform in an adult and professional manner; a manner which serves as a positive and educational example to all 4-H youth involved with the Jackson County 4-H Horse Program. All Horse Committee members will sign and uphold the Ohio 4-H Standards of Behavior and will abide to these standards including but not limited to:

- Clean language
- Patience

- Well-mannered
- Respect for all youth and adults involved
- Attendance at meetings
- Performs duties as assigned
- Appropriate Dress (Dress in a manner that positively represents 4-H)
- It is the member's responsibility to contact the Extension office or other member(s) to keep themselves informed of committee actions and future activities if a meeting is missed.

If a member of the 4-H Horse Committee cannot maintain these ideals, they should not affiliate themselves with the 4-H program or the 4-H Horse Committee.

If a member of the 4-H Horse Committee is seen as a serious and continued offender of the above code of conduct, they will be asked to step down from the 4-H Horse Committee. If a member feels that these standards have been violated they should submit their concern in writing to the 4-H Extension Educator. The President and the Extension Educator will review all pertinent facts and a mediation meeting will be held by the 4-H Horse Committee president and Extension Educator with the grieved parties.

Approved: November 2022
President: Samantha Simpson
Vice-President: Brittany Gregory

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