

## **Van Buren County 4-H Horse Council**

### **By-Laws**

#### **Article I. Membership and Purpose**

- Section 1. Membership on the Van Buren County 4-H Horse Council is open to any registered 4-H adult or teen active in the 4-H horse/pony project in Van Buren County without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, family status, and veteran status.
- Section 2. Purpose of this association- To support fun and educational activities for 4-H members of Van Buren County in the area of horse and pony.  
Philosophy of this association-
- a. 4-H leaders share common goals of teaching life skills, building self-esteem for youth and making sure that competition doesn't become the only reason for our program.
  - b. The attitudes of good sportsmanship and caring about others, goes through every part of the program.
  - c. Part of our responsibility as the 4-H Horse Council is to require good sportsmanship from our club members, parents, fellow leaders and ourselves as well as to help build strong healthy youth.
  - d. Youth develop positive relationships with adults and peers.
  - e. Youth are physically and emotionally safe.
  - f. Youth are actively engaged in their own development.
  - g. Youth are considered participants rather than recipients in the learning process.
  - h. Youth develop skills that help them succeed.
  - i. Youth recognize, understand and appreciate multiculturalism.
  - j. Youth grow and contribute as active citizens through service and leadership.

#### **Article II. Elected Officers**

- Section 1. The elected officers shall be: president, vice president, secretary, and treasurer
- Section 2. Officers shall be elected by the Horse Council at the October meeting and shall assume office at the close of the election.
- Section 3. Elected officer vacancies shall be filled by nomination and majority vote of eligible voting members present.
- Section 4. The president shall preside at all Van Buren County 4-H Horse Council meetings.
- Section 5. The vice-president shall preside at meetings in the absence of the president. In the event of a vacancy in the office of president, the vice president shall succeed to that office for the balance of the term.

- Section 6. The secretary shall keep records of attendance and minutes of meetings, handle all correspondence, and be the custodian of all official records of the club.
- Section 7. The treasurer shall handle all receipts and, with the approval of the Horse Council, shall make all disbursements for the Horse Council. The treasurer shall keep accurate records of all financial transactions of the Horse Council. A treasurer's report shall be presented at each Horse Council meeting with the financial institution's most current statements showing all Horse Council accounts. At the end of the term of office, the treasurer shall present the books to the elected officers for audit.
- Section 8. All bills to be paid shall be presented to the treasurer for approval by Horse Council.
- Section 9. The president, vice-president and treasurer shall be listed on all financial institution accounts for the Van Buren County 4-H Horse Council. All transfers, withdrawals or checks written on these accounts shall require two signatures. These signatures shall be 2 of the following: president, vice president or treasurer.
- Section 10. An audit will be performed annually and presented at the October meeting.

### **Article III. Voting Rights and Terms of office**

- Section 1. General membership shall have the right to vote at regular business meetings.
- Section 2. Ex-officio members without voting rights  
. Extension 4-H representative
- Section 3. Term of office for president, vice president, secretary and treasurer shall be two years. Election for president and secretary in odd years and vice president and treasurer in even years.
- Section 4. There shall be no term limits for elected officers
- Section 5. Elected officers who miss three regularly scheduled meetings in a year, unexcused, will be replaced.

### **Article IV. Meetings**

- Section 1. The Horse Council shall meet bi-monthly on the first Wednesday of even months at 7:00 p.m.
- Section 2. Special meetings may be called by the president, the Extension 4-H representative or by two elected officers. Notification of special meetings shall be given to all elected officers.
- Section 3. The annual meeting shall be held during the month of October.

## **Article V. Quorum**

Official business may be conducted when president or vice president and secretary or treasurer are present. There must be at least 5 members present which can include the elected officers.

## **Article VI. Amendment to by-laws**

Amendments may be made at any Horse Council meeting and shall require a two-thirds (2/3) vote of the Horse Council eligible voting membership present for approval. Notification must be given to general membership no less than two weeks prior to the vote.

## **Article VII. Dissolution**

In the event of the Van Buren County 4-H Horse Council disbanding, all funds and property of the association will be turned over to the Van Buren 4-H Leaders' Association and held in a line item for equine.

## **Article VIII. Order of business**

1. Call to order
2. Minutes of previous meeting
3. Treasurer's report
4. Bills and correspondence
5. Officer and/or committee reports
6. Unfinished business
7. New business
8. Adjournment

Approved December 5, 2001

Proposed February 5, 2014

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Proposed May 3, 2017

Accepted July 7, 2017

Proposed March 2018

Accepted April 11, 2018