

# **Adams County Horse Committee Constitution and By-Laws Amended 2020**

## **Article I - Name and Objectives**

Section 1: Name - The name of this organization shall be the Adams County 4-H Horse Committee.

Section 2: This shall be a nonprofit organization exclusively for the purpose of promoting education through 4-H committee work.

Section 3: The objectives of this organization shall be:

- I. To provide learning situations for the development of leadership, responsibility and effective citizenship.
- II. To provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
- III. To provide information and training in other 4-H activities as members' interest dictate.

Section 4: This committee is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 5: No part of the net earnings of this committee shall inure to the benefit of, or be distributable to its member, trustees, officers, or other private person, except that this committee shall be empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in this constitution.

Section 6: No substantial part of this committee's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this committee shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 7: Notwithstanding any other provisions of this constitution, this committee shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions, to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## **Article II - Guiding Principles**

## Section 1: Purpose

- I. Promote, plan, coordinate and execute educational activities embracing traditional and current equine industry philosophies for the youth and adults in the 4-H horse program and community.
- II. To plan, promote and conduct county wide educational horse activities.
- III. To cooperate with the agencies of the USDA and Colorado State University Extension in the accomplishment of our goals.
- IV. To lend assistance and be of help to anyone in the 4-H horse project.
- V. To adopt and adhere to the current editions of the Colorado 4-H Horse Rule Book and Colorado 4-H Horse Project Manual. The committee reserves the right to amend or adopt additional rules for the safety of the program and the members.

## Section 2: Values

- I. **Children first:** Committee members will put children first and focus on safety and programming that will benefit all children in the horse program.
- II. **Respect:** Committee members will treat each other with respect in all situations.
- III. **Open and Honest:** Committee members will be open and honest with each other.
- IV. **Collaborative mindset:** Committee members will work together, respecting and valuing all opinions.
- V. **Dedication:** Committee members will work hard, be engaged, follow through with commitments, and willingly train others.

## **Article III - Membership, Voting Right and Attendance**

### Section I: Membership:

- I. Membership shall be open to any leader, junior leader, 4-H member, parent, or other interested person.

### Section 2: Attendance:

- I. To be an eligible meeting which counts toward voting rights, it must be attended in entirety, from call-to-order to adjournment.
- II. Teleconferencing arrangements may be considered with advance notice of the meeting and an executive committee member's approval.

### Section 3: Voting Rights:

- I. A 4-H Horse committee member will attain voting rights after attending and completing three consecutive meetings. (eligible to vote at fourth meeting)
- II. A member will lose his or her voting rights if he or she misses three consecutive meetings.
- III. To be reinstated as a voting member, he or she must attend three consecutive meetings.
- IV. Each Adams County 4-H Club will be allowed to vote after a club representative has been present for 3 consecutive meetings (eligible to vote at the fourth meeting).
  - A. A leader or member or parent will be selected and agreed upon by each club to represent them. The representative does not have to be the same person at every Horse Committee meeting, representation will be recorded and tracked for each club. The representative must declare their role as a club representative at the beginning of the meeting.
  - B. A person may vote only as a representative or as a voting member, no one will have two votes.
  - C. Chairperson(s) do(es) not have voting rights unless there is a tie.
- V. Members who fail to adopt and follow the Values as outlined in Article 2, Section 2 will lose voting rights. The executive committee will have final decision in revoking voting rights.
- VI. Quorum: Two officers of the executive committee and three voting members.

## **Article IV - Officers and Elections**

### Section 1: Officers

- I. The officers shall consist of:
  - A. Chairperson(s)
    1. To be a Fair Superintendent.
    2. To conduct Horse Committee meetings.
    3. To assist in county 4-H Horse activities.
    4. To see that level testing days are scheduled and held for the county.
    5. To oversee sub-committee activities.
    6. To attend and assist with running all ADCO Fair Horse Shows. Assist with ADCO Open Horse Show Series as needed.

- B. One or Two Vice or Co-Vice Chairpersons
    - 1. To attend and assist with running all ADCO Fair Horse Shows. Assist with ADCO Open Horse Show Series as needed
    - 2. To conduct 4-H Horse Committee meetings in the absence of the Chairperson.
    - 3. To assist as needed in county 4-H Horse activities.
  - C. Secretary
    - 1. To take, type and distribute the minutes and attendance.
    - 2. To attend and assist with running all ADCO Fair Horse Shows. Assist with ADCO Open Horse Show Series as needed.
    - 3. To keep records of all the ADCO Horse show and documentation.
  - D. Treasurer
    - 1. To collect and distribute monies and submit a monthly financial report.
    - 2. To attend and assist with running all ADCO Fair Horse Shows. Assist with ADCO Open Horse Show Series as needed.
    - 3. To develop a yearly budget.
  - E. Reporter
    - 1. To report activities of committee to the public through email, newsletters, and social media and flyers/advertising.
  - F. Educator
    - 1. Organize clinics and arrange for clinicians and oversee written tests.
    - 2. To seek out and facilitate 3!!Y other educational opportunities
- II. Election of Officers:
- A. Election of officers will be held yearly for Vice or Co-Vice Chairperson, Secretary, Treasurer, Reporter, and Educator.
  - B. Election of the Chairperson will be held every two years.
  - C. If the chairperson is replaced, he or she will serve in an advisory capacity.
  - D. Prior to election, all Nominees will be provided a listing of job responsibilities and expectations.

## **Article V - 4-H Leaders and Duties**

Section 1: Clubs and Committees of Colorado 4-H involve 4-H Leaders who may assume different duties based on the needs of their group. Descriptions of 4-H Leaders and their typical roles are described in Sections 2-4.

Section 2: Adult 4-H leaders of the committee shall be

- I. at least one screened, approved, enrolled committee chair leader is required and as many other approved leaders as are needed to carry out specific responsibilities
- II. any and all signers on 4-H money accounts must be screened, approved 4-H Leaders ID approved by the county Extension agent.

Section 3: Duties of the committee/club leader shall be

- I. to be responsible for the overall year's program of the committee,
- II. to work with other adult leaders and the committee's youth executive committee to see that the committee's program and activities are well-planned and executed.
- III. to work closely with county Extension agents to provide positive youth development educational programs, and
- IV. to prepare an annual charter application and all required chartering documents to submit annually to the county Extension office.

Section 4: Duties of the project, activity, and sub-committee leaders shall be

- I. to be responsible for planning and directing activities and programs in their specific area,
- II. to work closely with committee leaders to coordinate their projects with other committee activities, and ID to use junior leaders to assist them in their areas.

#### ARTICLE VI: Committees and Duties

Section 1: Sub- committees may be appointed by the executive committee, and/or the committee leader at the beginning of the committee year and shall not exceed one year.

Section 2: Sub-committees may be named as the need arises.

### **ARTICLE VII: Meetings**

Section 1:

- I. General meetings will be held on the 1st Tuesday of each month, except August when there is no meeting.

- II. Election of officers will be held at the November meeting.
- III. There will be an annual Executive Board meeting in October to review and audit the complete financial records and complete minutes from the previous year.
- IV. The Horse Committee calendar year will be October 1 through September 30 to mirror the 4-H calendar.

Section 2: Special meetings may be called by the chairperson(s) and/or sub-committee chairs.

### **ARTICLE VIII: Order of Business**

Section 1: Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the committee's bylaws.

Section 2: The order of business for regular meetings is:

- I. Sign in
- II. Call to Order
- III. Pledges
- IV. Reception of new members and recognition of guests
- V. Minutes of last meeting
- VI. Reports from treasurer and sub-committees
- VII. Unfinished business
- VIII. New business
- IX. Announcements
- X. Final roll call and adjournment

This order of business may be altered for the convenience of a speaker giving the program.

#### **ARTICLE IX: Fiscal Accountability**

The ADCO Horse Committee shall submit a financial report and all required chartering documents to the county Extension office each year. The chm fiscal year shall be July 1-June 30.

#### **ARTICLE X: Committee Dissolution**

Upon dissolution, this committee's assets including money and equipment, shall become the property of the County 4-H Program for care and disposition; the club or group authorizes Colorado State University Extension and the county Extension agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and

assets acquired by and or owned by this organization. Any such asset not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the country in which the principal office of the club is located, exclusively for such purposes, as said Court shall determine. The last official duty of the club's leader shall be to affect the transfer of club property and to turn over club records to the county Extension agent(s).

### **ARTICLE XI: Recommendation to Agent**

The balance remaining shall first go to the Adams County 4-H Hippology Team and secondarily to the Adams County 4-H Programs Committee.

### **ARTICLE XII: Amendments**

Section I: These bylaws may be amended at any regular meeting of the committee by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the committee in writing and filed with the secretary at the previous meeting of the committee. Amendments must not conflict with the basic 4-H philosophy.

Date Accepted and/or amended by the local Adams County 4-H Horse Committee:

Date \_\_\_\_\_

Chair Co-Chair \_\_\_\_\_

Secretary Treasurer \_\_\_\_\_