Fillmore County 4-H Horse Project Development Committee By-laws

I. Name of Organization
   A. The name of the organization shall be the Fillmore County 4-H Horse Project Development Committee, herein referred to as “the PDC.”

II. Mission Statement
   A. To provide guidance and support for making the county 4-H horse project, as well as, State and National activities meaningful and rewarding growth and learning experiences for project members, project leaders and parents.

III. Goals
   A. To develop leadership abilities build character, confidence and assume citizenship responsibilities.
   B. To experience the pride of owning a horse or pony and being responsible for its care and management.
   C. To develop an appreciation of horseback riding as a healthy, fun, and social form of recreation.
   D. To learn skills in horsemanship and to understand the business of breeding, raising, and training horses.
   E. To increase knowledge of safety precautions needed to prevent injury to yourself, others, and their mounts.
   F. To promote greater love for animals and a humane attitude toward them.
   G. To support community horse projects and activities through teamwork, cooperation and collaboration.
   H. To teach good sportsmanship in a friendly, competitive atmosphere.
   I. To provide the opportunity to reach your full potential through participation and goal setting.

IV. Principal Responsibility
   A. Program Planning and Evaluation
      1. Assess, plan, implement and evaluate the overall PDC in Fillmore and recommend the action needed to improve learning opportunities for project members, leaders, and parents (includes project meetings, records, judging, and bowl teams etc.) Develop and support plans for implementation.
      2. Where appropriate, make recommendations for change to the county or state 4-H horse project development committees.
   B. Promotion and Recruitment
      1. Promote the project and its related learning opportunities to current and potential PDC members, parents and leaders.
      2. Stay informed on the current enrollment figures for the horse project in the county as well as rules, deadlines, and planned project learning experiences in which members and leaders can participate.
      3. Be willing and prepared to talk to others interested in the Fillmore County PDC and encourage involvement.
      4. Assist clubs in recruiting horse project leaders if needed.
   C. Project Learning
      1. Initiate and/or support learning opportunities for both project members and project leaders (plan, arrange, teach etc.).
      2. Identify and publicize learning resources for the horse project (people, businesses, educational materials, other programs, etc.).
3. Encourage inter-club cooperation where appropriate to foster project learning among members.
4. Encourage Youth Leaders to be mentors to the younger, inexperienced horse project members.

D. County Fair
1. Advise county extension staff in making policy decisions regarding rules of exhibitor and animal eligibility, entry, and showing at county fair.
2. Make recommendations for show judges.
3. Serve as a pool of volunteers for county fair superintendents (adults) and assistants (youth leaders).
4. Help conduct the horse show, as needed and available. Recruit additional help if necessary.
5. Evaluate the county fair horse show and make recommendations for improvement for next year.

V. Membership
A. Membership of the PDC is voluntary, and may include 4-H youth of youth leader age and 4-H adults, as well as other interested adults not otherwise involved as 4-H parents.
B. Serving on the PDC allows an individual a vote on the proposals brought forward to the committee.
C. Individuals interested in becoming a committee member may contact the County 4-H Program Coordinator, or a current member of the committee.
D. Members shall recruit and invite individuals to serve on the committee.

VI. Meetings
A. The Annual Meeting will be held in November.
B. The PDC is required to hold at least 6 meetings each year.
C. The calendar for the upcoming year will be set by the chairs prior to the Annual Meeting and approved at the Annual Meeting.
D. All PDC meetings must be held in a public place.
E. Business will be conducted under the guidelines of Robert’s Rules of Order.

VII. Quorum
A. A quorum will require a minimum of 5 members with at least 3 members being youth.

VIII. Officers
A. Youth Chair
   1. Will serve in conjunction with an Adult Chair for one year.
   2. Must not be a member of the same immediate family as the Adult Chair.
   3. Must have completed 6th grade
   4. Duties of the Youth Chair
      a. Preside over PDC meetings
      b. Coordinate and oversee the work of committees
      c. Serve to make decisions and advise Extension staff at Extension staff’s request.
      d. Is not a voting member of the PDC.

B. Adult Chair
   1. Will serve in conjunction with a Youth Chair for one year.
   2. Must not be a member of the same immediate family as the Youth Chair.
   3. Duties of the Adult Chair
      a. Preside over PDC meetings in the absence of the Youth Chair
b. Assist the Youth Chair in coordinating the work of committees

c. Serve to make decisions and advise Extension staff at Extension staff’s request

d. Is not a voting member of the PDC

C. Youth Vice Chair
   1. Work closely with Youth Chair, to learn their responsibilities.
   2. Preside over PDC meetings in absence of Youth Chair.
   3. Assist any other officer positions as needed.
   4. Serve to make decisions and advise Extension staff at Extension staff’s request.

D. Adult Vice Chair
   1. Work closely with Adult Chair, to learn responsibilities.
   2. Will serve in conjunction with Youth Vice-Chair.
   3. Must not be a member of the same immediate family as Youth Vice-Chair.
   4. Preside over PDC meetings in absence of Adult and Youth Chairs.
   5. Assist any other officer position as requested.
   6. Serve to make decisions and advice Extension staff at Extension staff’s request.

E. Youth Secretary
   1. Will serve in conjunction with an Adult Secretary
   2. Will hold primary secretary responsibilities, with the Adult Secretary providing support if needed
   3. Must have completed 6th grade
   4. Duties of the Youth Secretary
      a. Take accurate role of those present at all PDC meetings
      b. Take accurate minutes of proceedings at PDC meetings
      c. Read minutes at PDC meetings
      d. Read correspondence to the PDC
      e. Send official correspondence from the PDC
      f. Keep a copy of all minutes and attendance at PDC meetings for the entire year
      g. Serve to make decisions and advise Extension staff at Extension staff’s request

F. Adult Secretary
   1. Will serve in conjunction with a Youth Secretary
   2. Duties of the Adult Secretary
      a. Take accurate role and minutes at PDC meetings in the absence of the Youth Secretary
      b. Provide support and guidance to the Youth Secretary when needed
      c. Serve to make decisions and advise Extension staff at Extension staff’s request

G. Youth Treasurer
   1. Will serve in conjunction with an Adult Treasurer
   2. Will hold primary treasurer responsibilities, with the Adult Treasurer providing support if needed
   3. Must have completed 6th grade
   4. Duties of the Youth Treasurer
      a. Keep an accurate record of income and expenditures of the horse project account
b. Report balances, receipts and expenditures at PDC meetings

c. Keep a copy of all monthly balances, receipts and expenditures for the entire year

d. Serve to make decisions and advise Extension staff at Extension staff’s request

H. Adult Treasurer
1. Will serve in conjunction with a Youth Treasurer
2. Duties of the Adult Treasurer
   a. Assist the Youth Treasurer in the recording of income and expenditures of the horse project account
   b. Report balances, receipts and expenditures at PDC meetings when the Youth Treasurer is absent
   c. Serve to make decision and advise Extension staff at Extension staff’s request

I. Youth Historian/Reporter
1. Will serve in conjunction with Adult Historian/Reporter
2. There shall be two youth who serve in the roles of Historian/Reporter
3. Duties will be to keep a visual and verbal record of the events of the 4-H Horse Project through a variety of media. These can include photographs, web pages, video productions, or any form of media they choose. Record and report on PDC and 4-H Horse Project activities and accomplishments throughout the year. Publicity will be primarily through the use of weekly newspapers and radio programs, but may include a variety of media
4. Must have completed 6th grade
5. May be asked to make decisions and advise Extension staff at Extension staff’s request

J. Adult Historian/Reporter
1. Will serve in conjunction with the Youth Historians/Reporters
2. Duties will be to provide support, ideas and assistance to the Historians/Reporters
3. May be asked to make decisions and advise Extension staff at Extension staff’s request

K. Length of Officer Term
1. All officer positions will be open to nominations each year at the Annual Meeting.
2. Election of officers will be held at the Annual Meeting.
3. The newly elected officers will officially begin their term at the conclusion of the Annual Meeting.

L. Election of Officers
1. Officers are elected at the Annual Meeting.
2. The candidate receiving the highest number of votes will be elected to that office.
3. All Fillmore County 4-H Horse PDC members may vote.
4. Nominations will be made by applying with the Extension Office or taken from the floor.
5. All voting in elections will be done on written ballots.
6. Youth officer positions will be elected first, with the adult positions being filled after all the elections for youth positions have been finished.

M. Removal from Office
1. In the event of a violation of the 4-H Code of Conduct, Fillmore County 4-H Horse Project Development Committee By-Laws, abuse of power, or neglect of duty, an officer may be removed from office at a special meeting called for that purpose.

2. The officer in question will have an opportunity to respond to concerns and questions and explain their position both in writing and in person.

3. A written ballot vote will be taken at the meeting. A ¾ vote is required to remove an officer from office.

4. In the event that an officer is removed, or an officer chooses not to fulfill their term, a special election will be held at the next regularly scheduled PDC meeting to fill the remaining term of that office.

VII. Committees
   A. The regular standing committees for the PDC will require an adult chair, assisted by a youth member.
   B. Each committee will be responsible for their assigned tasks and to report their work at regular PDC meetings.
   C. Committees have the power to make recommendations to the PDC in the form of a motion.
   D. The regular standing committees are:
      1. Fundraising
         i. Get and give ideas for fundraising
         ii. Organize fundraisers
         iii. Promote fundraisers iv. Keep accurate records of funds and turn funds and records and any other materials in to the PDC treasurer.
      2. Clinics
         i. Organize schedules and clinicians ii. Adult chair is responsible for ensuring supervision at each clinic iii. Ensure safety checks are completed, coggins papers are collected and attendance is taken. Turn all information into the Extension Office.
      3. Horseless Horse/Horse Related
         i. Promote, coach, and encourage participation. ii. Is responsible for display area, scheduling and judging
      4. Banquet
         i. Organize place, date, time and agenda ii. Points sheets, Hours in the Saddle, nominations and awards.
      5. County Fair
         i. See Section IV Part D
      6. Bylaw Review
         i. The Bylaw Review Committee will be responsible for reviewing the Bylaws each year and making recommendations for changes to the PDC.
         ii. Bylaw changes can also be proposed by any PDC member.
         iii. Proposed bylaw changes must be submitted in writing to the Extension Office 60 days prior to the Annual Meeting. The Extension Office must
make these proposals available to all PDC members 45 days prior to the Annual Meeting.

iv. Bylaw changes can only be made at the Annual Meeting. A 2/3 vote on a written ballot will be required to change the bylaws. E. Other ad hoc committees may be formed by the PDC as needed.

9/29/2011
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