

**WAUSHARA COUNTY 4-H HORSE ASSOCIATION
BY-LAWS**

Article 1: Name and Purpose

- A. Name. The name of this organization shall be the Waushara County 4-H Horse Association.
- B. Purpose. The Waushara County 4-H Horse Association shall:
 - 1. Provide educational and pertinent learning experiences for youth using the horse as a tool.
 - 2. Provide opportunities for registered volunteer 4-H leaders to work with youth in the development of life skills, horsemanship abilities and horse knowledge.
 - 3. Assist in whatever worthwhile projects its members deem necessary.
 - 4. Raise funds to help support Association sponsored activities.
 - 5. Work with other organizations for the betterment of the community.
- C. Membership. The Waushara County 4-H Horse Association is open to all 4-H members and registered leaders signed up for the 4-H Horse, Horseless Horse or Exploring projects. No person shall on the grounds of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, marital or parental status, pregnancy, veteran's status, non-job related conviction record or qualified disability be denied the benefits of, or be subjected to discrimination under any aspect of the Waushara County 4-H Horse Association, including But not limited to, all programs and activities. Membership may be terminated for cause. You must sign up to become a member of the Association by the designated deadline.
- D. Upon dissolution of this Association, any assets remaining shall be conveyed to the Waushara County 4-H Leader's Association, Inc.

Article II: Structure

- A. Meetings.
 - 1. Date. The Association shall meet on the second Monday of the month unless members notified otherwise. The Board may call a special meeting of the Association as necessary
 - 2. Procedure. The rules contained in Robert's Rules of Order, Modern Edition, shall govern the proceedings in all cases to which they are applicable and in which they are not inconsistent with these bylaws.
- B. Officers and Mentors.
 - 1. Youth Officers. The following offices shall be filled by youth members: President, Vice President, Secretary, Treasurer and Reporter.
 - 2. Adult Mentors: A minimum of three (3) adults shall be elected to serve as mentors. One mentor shall serve as the advisor to the treasurer and have their name placed on the bank account signature card in addition to the youth treasurer.
 - 3. Term. All officers and mentors shall hold office for a period of one year and may be reelected. Officers and mentors shall assume duties immediately after the election.
- C. Elections.
 - 1. When held. Election of officers and mentors shall be held annually at the regular October meeting of the Association.
 - 2. Procedure. Nominations will be accepted from the floor during the election meeting. A

majority of member present shall elect each officer and mentor. No person shall be elected to be an officer or mentor if not present during the meeting unless they accept the nomination in writing or verbally prior to or during the meeting.

3. Qualifications. To be eligible to be nominated to be a youth officer, the youth must have been a member of the Horse Association for one year and attended 50% of the business meetings during the previous year. Nominees must be in seventh grade or above for the offices of president, vice president, secretary and treasurer. Nominees for reporter must be in fifth grade or above. To be eligible to be an adult mentor, the individual must become a registered 4-H volunteer leader during the current project year if they are not such at the time of election.

III. Executive Board

A. Definition. The Waushara County 4-H Horse Association Executive Board shall consist of the elected youth and adult mentors.

B. Meetings. Meetings of the Executive Board shall be held annually, and more often if needed, at the request of two board members (including mentors) and/or the 4-H Youth Development Agent.

IV. Duties of Officers and Mentors

A. The President shall:

1. develop an agenda with the 4-H Youth Development Agent or adult mentor for each meeting.
2. conduct each monthly meeting
3. appoint committees necessary for the administration of the Association's business
4. prepare correspondence regarding meetings as needed.

B. The Vice President shall:

1. perform the duties of the president in his/her absence

C. The Secretary shall:

1. keep an attendance record and accurate minutes of all meetings
2. send a copy of the minutes to the President and UW-Extension office after each monthly meeting
3. prepare a newsletter or news articles for the Clover Clipper as needed
4. Prepare and send thank you notes to guest speakers as necessary

D. The Treasurer shall:

1. provide leadership for developing a budget
2. keep an accurate record of all receipts and expenses
3. pay all bills approved by the association/board
4. have the records audited on an annual basis
5. maintain a membership data base

E. The reporter shall:

1. write a report of any clinics, social events or meetings after they occur and send it to the local newspaper as soon as possible

F. The adult mentors shall:

1. regularly attend board and association meetings
2. assist with the management of the meetings
3. provide guidance to officers as needed

4. ensure all records are completed
5. serve as an advisor to committees established (role shared by the mentors with a minimum of one being on each committee formed.)

Article V: Changes in Bylaws and Policies

Proposed changes in Horse Association policies (eg-membership rules) and bylaws may be approved only upon a majority vote of those members present at a meeting of the Association membership.

Approved November 2005