

Adams County 4H Horse Committee  
Constitution and By-Laws  
Amended 2013

Article I – Name and Objectives

- Section 1: Name - The name of this organization shall be the Adams County 4-H Horse Committee.
- Section 2: Purpose - 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.
- Section 3: 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.
- Section 4: This shall be a nonprofit organization exclusively for the purpose of promoting education through 4-H committee work.
- Section 5: 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.
  - IV. To plan, promote and conduct county wide educational horse activities.
  - V. To cooperate with the agencies of the USDA and Colorado State University Extension in the accomplishment of our goals.
  - VI. To lend assistance and be of help to anyone in the 4-H horse project.
  - VII. 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 6: 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 7: 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 8: 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 9: 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 – Membership, Voting Right and Attendance

### Section 1: Membership:

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. One representative from every Adams County 4-H club will be allowed to vote.
  - A. A leader or member or parent will be selected and agreed upon by each club to represent them.
  - 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 Section 2 will lose voting rights. The executive committee will have final decision in revoking voting rights.

## Article III – 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 all 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.

##### B. One or Two Vice or Co-Vice Chairpersons

1. To manage ADCO Horse Shows other than Fair.
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 all ADCO Horse Shows and Fair and assist with running the shows.
3. To keep records of all the ADCO Horse show and Fair points.

##### D. Treasurer

1. To collect and distribute monies and submit a monthly financial report.
2. To attend all ADCO Horse Shows and Fair and assist with running the shows.
3. To develop a yearly budget.

#### VI. The 4-H Horse Committee Executive Board will consist of: Chairperson(s), Vice or Co-Vice Chairpersons, Secretary, and Treasurer.

#### II. Election of Officers:

- A. Election of officers will be held yearly for Vice or Co-Vice Chairperson, Secretary, and Treasurer.
- 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.

## Article IV – Leaders and Duties

### Section 1: Adult leaders of the committee shall be

- I. at least one screened, approved, enrolled committee/organizational leader and as many other approved leaders as are needed to carry out specific responsibilities, and
- II. approved by the county Extension agent.

Section 2: Duties of the committee 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 3: 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
- III. to use junior leaders to assist them in their areas.

#### ARTICLE V: 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 VI: Meetings

Section 1:

- I. General meetings will be held on the 1<sup>st</sup> Tuesday of each month, except August when there is no meeting.
- II. Election of officers will be held at the October 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.
- III. 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 VII: 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:

1. Sign in
2. Call to Order
3. Pledges
4. Reception of new members and recognition of guests
5. Minutes of last meeting
6. Reports from treasurer and sub-committees
7. Unfinished business
8. New business
9. Announcements
10. Final roll call and adjournment

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

## ARTICLE VIII: Fiscal Accountability

The 4-H committee/group shall submit a financial report and all required chartering documents to the county Extension office each year. The committee fiscal year shall be July 1-June 30.

## ARTICLE IX: Committee Dissolution

Section 1: This Council may be dissolved at any time at the discretion of the 4-H Extension Agent. Upon dissolution, this committee's assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government for a public purpose. 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 committee is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 2: The balance remaining shall first go to the Adams County 4-H Hippology Team and secondarily to the Adams County 4-H Programs Committee.

Section 3: The last official duty of the committee's leader shall be to affect the transfer of committee property and to turn over committee records to the county Extension agent.

ARTICLE X: Amendments

Section 1: 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.

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Date Accepted and/or amended by the local \_\_\_\_\_ 4-H  
Committee:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee President

\_\_\_\_\_  
Committee Leader