

STANISLAUS COUNTY 4-H
Horse Project Leaders Group Bylaws and Protocol

Revised: November 2008

PURPOSE: The Stanislaus County 4-H Horse Project Leaders Group is a sub-unit of the Stanislaus County 4-H Club Council which coordinates business and activities for the county level 4-H horse program. It functions much like a Board of Directors for a non-profit organization: business is discussed, actions are voted upon, minutes of the meetings are recorded and there is no monetary compensation for its services. All horse project leaders and interested parents and members are encouraged to participate.

In compliance with State and Federal Laws, and University of California policy, the Stanislaus County 4-H Horse Project Leaders Group shall not discriminate in any of its programs on the basis of race, religion, color, national origin, sex, marital status, sexual orientation, age, veterans status, medical condition, disabilities, or citizenship with its limits imposed by law or University of California policy.

ARTICLE I: This Board shall have a Chair, Vice Chair, Secretary and Treasurer elected annually. There is no limit on non-consecutive terms. Each Board member shall serve a one year term.

ARTICLE II: Each 4-H Club with a horse project is considered a member of the 4-H Horse Project Leaders Group and shall be represented by one or more leaders. A QUORUM consists of 1/2 of the total eligible clubs. A quorum is necessary to make decisions.
Each 4-H club with a Horse project, and each county horse resource will have one vote per project for any, and all changes (11/2008).

ARTICLE III: The function of the Horse Project Leaders Group shall include:

1. Establishing policy and ensuring that policy is carried out as written.
2. Establishing committees to focus on a particular aspect of the program.

ARTICLE IV: All 4-H Horse Project Leaders Group's monetary transactions shall be processed by the Treasurer and reviewed by the Stanislaus County 4-H Leaders Council using one checking account. Other accounts may be established as deemed necessary by the Executive Committee and approved by the Stanislaus County 4-H Leaders Council.

ARTICLE V: The 4-H Horse Project Leaders Group shall support two mandatory committees, Executive and Fair; two optional committees, Achievement Day and Benefit Horse Show and any other optional committees as deemed necessary by the 4-H Horse Project Leaders Group.
Only leaders in good standing may serve on committees, and hold a position on the board (11/2008).

EXECUTIVE COMMITTEE: works in conjunction with Leaders Council; has the power to formulate sub-committees as deemed necessary consisting of Chair, Vice Chair, Secretary and Treasurer.

1. The Chair:
 - a) Presides over all meetings.
 - b) Ensures that the meetings move along in an orderly & timely manner.
 - c) Guides the meeting objectively.
 - d) Appoints committees and committee chairpersons.
 - e) Encourages all members & leaders to participate in the meeting.

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- f) Outlines meetings in advance and consults with other leaders.
 - g) Considers all members' & leaders' points of view.
2. The Vice Chair:
- a) Act as Chair to preside over meetings in the absence of the Chair.
 - b) Serve on committees.
 - c) Assist other members & leaders as needed.
3. The Secretary:
- a) Record the minutes of all meetings.
 - b) Keep record of attendance.
 - c) Maintain all correspondence.
4. The Treasurer:
- a) Receive, deposit, disburse and keep a complete and accurate accounting of all monies received by the Horse Group.
 - b) Prepare and present an up-to-date financial report at each Horse Project Leaders group meeting, and at least every three (3) months at the 4-H Club Council.
 - c) Secure authorization by Horse Project Group at regular or special meeting for all disbursements of funds.
 - d) Be responsible for compliance with all regulations of the California Cooperative Extension, the Internal Revenue Service, the State Franchise Tax Board, and the State Compensation Insurance Fund.
 - e) Have accounts and records ready for audit at the close of the Stanislaus County 4-H Fiscal Year, at the end of April and August.
 - f) Be the chairperson of the budget committee and shall remain on the budget committee one (1) year after their term of office expires.
 - g) Treasurer's signature, together with that of the chairperson, vice chair, secretary, or designated alternate shall appear on all checks issued by the Horse Project Group. Accessible with three designated people and Council Treasurer.
 - h) All money collected in the 4-H program for horse project use, no matter how it is raised, must pass through the club treasurer's books (policy 15C).
 - i) If the Horse Project Leaders Group disbands, the club funds are held in trust in the 4-H Club Council treasury for a maximum period of three (3) years. If the Horse Project Leaders Group does not reform, funds go into the 4-H Club Council general fund.
 - j) The Horse Project Group will adhere to all rules and policies that pertain to 4-H Club Council and individual clubs when it comes to the handling of money.
 - k) Reimbursement forms must be submitted prior to payment.
 - l) Treasurer's report must be submitted to the Treasurer of Club Council monthly.

RESOURCE COMMITTEE: Shall consist of the current and past chairpersons and the Resource Leader. The role of this committee is to handle grievances; handle unusual problems and circumstances.

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FAIR COMMITTEE:

1. Recommendations
2. Assistance in preparation
3. Work with F.F.A. Advisors and Horse Show Superintendent
4. Western/English/Gymkhana Classes
5. Showmanship
6. Awards/Recognitions
7. Outstanding Exhibitor
8. Clean Barn Judging
9. Educational Displays

ACHIEVEMENT DAY COMMITTEE: Works to organize and present this annual event and reports to Executive Committee.

1. Material to be tested
 - a. Riding
 - b. Grooming
 - c. Written test
 - d. Demonstration
2. Review the appropriateness of current testing, judges & test scorers qualifications.
3. Review of current standards in distinguishing levels.
4. Encourage club participation.
5. Awards/Recognitions

BENEFIT HORSE SHOW COMMITTEE:

1. Classes offered--appropriateness
2. Rules & Standards--outside sources
3. Awards/Recognitions
4. Eligibility of the riders
5. Location of show
6. Facility accessibility; i.e. food/seating/parking/rest rooms/condition of arena.