

MARINETTE COUNTY 4-H HORSE PROJECT CONSTITUTION

ARTICLE I – Name

Marinette County 4-H Horse Project.

ARTICLE II – Purpose

1. To promote and sponsor educational activities and events in horse science for youth.
2. To provide members an opportunity to have their horse projects evaluated at the County Fair.
3. To teach a greater understanding of the horse industry by holding clinics and teaching meetings that enhance the growth and development of youth.
4. To distribute the responsibilities of the Horse Project among all families involved in the Horse Project.
5. To establish rules and govern the compliance of regulations for participation in the Horse Project.
6. To promote sportsmanlike conduct among all youth/adult members and families to ensure enjoyment and safety of equine activities throughout the year.

ARTICLE III – Membership

1. A project member must be in third grade and may continue in 4-H through the next 4-H year following their graduation from high school. Kindergarten, first and second graders are enrolled as Cloverbuds and are not eligible to show live animals. However, educational (non-animal) opportunities may be made available for Cloverbuds.
2. Membership is open to all 4-H members (within grade parameter) enrolled in Marinette County 4-H Horse or Horseless Horse project – regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.
3. Membership shall consist of all youth 4-H members currently enrolled in the Horse or Horseless Horse Project. Enrolled youth members in the Horse or Horseless Horse Project shall constitute the voting body.
4. The following requirements must be met to hold a charter and be recognized as a 4-H club/project in Wisconsin.

*Club Name

*Five or more youth from at least three families

*Adult leadership that has been approved through the Youth Protection Program

*Educational plan which meets the purposes of the 4-H program

*Youth involvement in leadership and decision-making

*Meet on a continuing basis

*Have written operating guidelines, bylaws or constitution approved by members to govern the club.

*Complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. All blanks must be completed. This is submitted to the county UW-Extension office by November 1 annually.

ARTICLE IV – Officers

The youth member officers of this project shall be a president, vice-president, secretary and treasurer.

ARTICLE V – Amendments

The constitution may be amended by a (simple) majority vote of the total membership at any regular meeting (provided notice of such amendments shall have been given at a previous meeting.)

ARTICLE VI – Project Leadership

The project shall be under the direction and guidance of local, certified 4-H Horse Project leader(s). Open to all adults regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status. All adult chaperones, advisors and project leaders are required to participate in the WI 4-H Youth Protection Program.

*Adult Advisors

1. One adult advisor or two adult co-advisors shall be chosen by members to assist member officers with organizing meetings and other duties at the county level.
2. The adult advisors must be adult 4-H Horse Project Leaders who have met all 4-H leader requirements.

ARTICLE VII – Dissolution Clause

Upon dissolution of the Marinette County 4-H Horse Project, any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the 4-H Leaders Association and the county 4-H Youth Development staff.

BY-LAWS

Revised January, 2017

ARTICLE I – Election of Youth Officers and Adult Advisors

1. A candidate shall be nominated by any youth member of the Horse Project or adult leader from the floor.
2. Elections shall be held at the October meeting. All youth members are eligible to vote. Ties for election of office are to be broken by voting again at the next scheduled meeting.
3. Elected officers shall assume their duties at the November meeting. Officers will maintain their voting rights.
4. Duties of the officers shall follow Robert's Rules of Order.
5. All terms shall be for one year.
6. If an officer or advisor cannot fulfill their term, the decision will be made by majority vote to have a current officer or advisor step in for the remainder of the year or hold a vote for a new person to fill the position.

ARTICLE II – Duties of Youth Officers

1. The president shall preside at all project meetings and perform other duties deemed necessary to the office. Create the agenda with the assistance of adult advisor.
2. In the absence of the president the vice-president shall preside. Will coordinate communication.
3. The secretary shall keep minutes of all meetings and submit copies to the UW-Extension office. Keep records of all proceedings of the project.
4. The treasurer shall receive and take care of all money belonging to the project and shall pay bills and keep financial records.

ARTICLE III – Duties of Adult Advisors

Shall assist and support youth officers in planning meetings and educational opportunities and activities, completing the annual charter and helping project members, use best practices of Youth Development.

ARTICLE IV – Regular Meetings

The meetings will be held once a month. Additional meetings may be held as needed throughout the year.

ARTICLE V – Quorum

A quorum of the Horse Project shall consist of those youth members present.

ARTICLE VI – The Club Year

The Wisconsin 4-H membership year is defined as October 1 through September 30 for the purpose of definition in Wisconsin 4-H Policies. 4-H enrollment online is due by November 30. New members may enroll at any time, but must enroll by May 1 in order to exhibit at the county fair.

ARTICLE VII – The Club Fiscal Year

The Wisconsin 4-H fiscal year is defined as July 1 through June 30. The 4-H Horse Project financial books must be rectified annually by June 30. The Annual Financial Report is included in the 4-H Charter Renewal Packet. IRS 990 filing must be completed by November 15 by the county 4-H office.

ARTICLE VIII – Rules of Order

Robert's Rules of Order shall govern the meetings of the project.

ARTICLE IX – Project Reporting

Annually, complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. This is submitted to the county UW Extension office by November 1.

ARTICLE X – Additional Project Policies

Wisconsin 4-H projects must adhere to all Wisconsin 4-H Policies, <http://4h.uwex.edu/about-4-h/policies>

ARTICLE XI – Amendments

Any youth member of the Horse Project may propose an amendment to the Constitution at a general meeting. It will be voted on at the following meeting, after posting and notification to all members in the Horse Project at least 14 days prior to the actual vote. Changes will be made by a majority vote of those members eligible to vote who are present at the Horse Project meeting.

ARTICLE XII – Committees

Committees of the Horse Project shall be structured as youth-adult partnerships and are open to adult volunteer leaders and members within the Horse Project. If no one volunteers, a rotation may be initiated.

The following committees may be formed when needed:

Awards	Project	Pleasure	Gymkhana
Activities	Open Show	Business	Miscellaneous

The responsibilities of the committees when formed are as follows:

- *Appoint a Chairperson
- *Meet any time the committee deems necessary
- *Provide a means for feedback from members on relevancy of materials, events, etc.

ARTICLE XIII – Liability

Neither the officers' board nor the Horse Project membership shall become legally liable for decisions rendered, put into effect, or published; nor for any action taken pertaining to the same.

ARTICLE XIV – Requirements for Fair

1. To show at the Marinette County Fair, youth members must attend at least four monthly Horse Project meetings held during the year of the fair prior to the opening day of the Marinette County Fair.
2. Members in grade 13 or enrolled following their high school graduation are exempt from attending four meetings as long as they have been a Marinette County 4-H member for at least two years prior. Must meet other fair requirements.
3. Each youth member must fill out a participation form stating that his or her Fair project animal(s) has attended one group activity off property prior to the Marinette County Fair.
4. By July 1, youth members must provide a list of horse/pony names to be shown at the Fair. In the rare exception where the animal from the list cannot be shown, the member must submit to the Horse Project Advisor a letter signed by a parent/guardian and veterinarian stating why another animal is to be used. It will then be at the Horse Project Advisor's discretion to allow the change, providing all criteria has been met by the youth member.
5. Member must obtain at least one sponsorship. Members will work to obtain sponsorships as a group.

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