

# By-Laws of the Weber County 4-H Horse Program

Adopted March 2016

## Article 1: NAME, LOCATION, OBJECTIVE

**Section 1: NAME:** The name of this organization shall be:  
Weber County 4-H Horse Council

**Section 2: LOCATION:** The principal place of business of the Weber County 4-H Horse Council shall be:

Utah State University Extension Building, Weber County  
1181 North Fairgrounds Drive  
Ogden, UT 84404

- A. Weber County 4-H Horse program shall cover the area of Weber County in the State of Utah.

## Section 3: OBJECTIVES

- A. To represent and serve people who are interested in the advancement of an educational program for youth in the 4-H Horse and Pony project. To advise, guide, and help provide such educational 4-H Horse and Pony projects within Weber County of the State of Utah.
- B. To encourage project members to practice leadership, decision making, life skills, communication, and record-keeping skills, through cooperative interest in horses, leadership, sportsmanship, horsemanship, and fun.
- C. To promote and stimulate interest in the Weber County 4-H Horse and Pony project by encouraging participation in the 4-H program by sponsoring and/or encouraging 4-H horse shows, pleasure riding, participation in horse-related educational contests, and by educating the public about the qualities of the 4-H Horse and Pony project.
- D. To provide services to all persons regardless of race, color, religion, sex, national origin, age, disability, or sexual orientation.

## Article 2: MEMBERSHIP, VOTING

### Section 1: MEMBERSHIP

- A. Adult Leader – Any adult who is a registered 4-H leader in the Weber County 4-H Horse and Pony project and is in good standing.
  - 1. Leaders must be officially registered with Weber County 4-H, which requires complete application, interview, background screening, and attendance at New Leader Orientation.
  - 2. A recommended ratio is one adult for every ten youth.
  - 3. Volunteer leaders may be put on probation as determined by the Weber County 4-H Agent/Educator.
  - 4. A leader may not be a leader of a 4-H horse club in another county simultaneously.
- B. Adult – Any adult who has a youth registered in the Weber County 4-H Horse and Pony project and is in good standing.
- C. Youth – Any youth that lives in Weber County and is registered in the Weber County 4-H Horse and Pony project and is in good standing.

D. Out of County 4-H Youth – Youth are required to participate in the county in which they reside. In rare circumstances, exceptions are granted. To request an exemption a member must:

1. Write a letter to both USU Extension Agent/Educators (home county and county where child wishes to enroll). If both Extension Agent/Educators agree with the request, the request will be forwarded to the state review committee to make a final ruling. The member will be notified of the decision.
2. Exemptions must be requested EVERY YEAR, following the procedures outlined.
3. If a 4-H member of the Weber County 4-H Horse and Pony project is granted an exemption to participate in another county, he or she may NOT return to Weber County 4-H Program for the rest of the year.

## **Section 2: MEMBERSHIP RESPONSIBILITIES –**

- A. All members must abide by the rules and regulations and assist in promoting the Weber County 4-H Horse Council's objectives regarding the Weber County 4-H Horse and Pony project.
- B. All dues and fees must be paid in full and up-to-date.
- C. Dues will be \$15.00 (\$5 to 4-H / \$10 to 4-H Horse Council) per registered 4-H youth in the Weber County 4-H Horse and Pony project (enrollment, insurance, etc.).
- D. Youth may only enroll in one 4-H horse club of the same discipline (western, English, two-handed, and working ranch horse).
- E. All project members and their parent/guardian must read By-laws and Utah State 4-H horse project rules.
- F. Members must submit a complete and updated portfolio by the deadline announced to get credit for the 4-H year.
- G. HELMETS: During 4-H horse shows, each exhibitor is required to wear a properly fitted, ASTM/SEI approved, horse-riding helmet (with harness fastened properly under chin) prior to entering the show arena or practice arena (mounted). Riders without helmets will not be allowed to enter the event arena and will be disqualified from their class. Helmets are strongly encouraged at all times (practices, club activities, trail rides, etc.).

## **Section 3: MEMBERSHIP INFORMATION**

- A. Newsletter and emails will be emailed to all registered members, leaders, volunteers and parents.

## **Section 4: WEBER COUNTY 4-H HORSE AND PONY PROJECT CLUB**

- A. Weber County 4-H Horse and Pony project club shall be defined as:
  1. Having at least five registered 4-H Horse and Pony project youth.
  2. Clubs can exist with less than five members but they will not have a vote at 4-H Horse Council. Exceptions may be made at the Agent/Educator's discretion.
  3. MUST BE ACTIVE IN 4-H as determined by the 4-H leader and Agent/Educator.
  4. You may register as a family 4-H club.

## **Section 5: VOTING, QUORUM**

- A. Each registered Weber County 4-H Horse and Pony project club is entitled to ONE (1) vote.
  1. Designated adult volunteer of the Weber County 4-H Horse and Pony project club will cast the vote for the club.
  2. If the club adult volunteer is unable to attend the meeting, he or she may have an adult vote in his or her absence.

- a. NOTIFICATION from the 4-H club adult volunteer to the 4-H office is necessary prior to the meeting, to disclose who will represent and vote for the volunteer's club.
- B. Simple majority of eligible voting clubs shall constitute a quorum.
- C. The USU Extension Agent/Educator over the 4-H Horse Program may override decisions by the 4-H Horse Council, which are not in harmony with the State 4-H Rules and Regulations.

**Article 3: OFFICERS**

**Section 1: OFFICERS**

- A. The officers for Horse Council shall be: Presiding Officer, Secretary, Treasurer, and County Representative.

**Section 2: ELECTIONS**

- A. Elections/Appointments will occur at the January Horse Council meeting.
- B. Any Weber County horse club leader/volunteer in good standing may be appointed / elected for an officer position.
- C. Should an officer be unable to fulfill the duties of his or her office, the presiding officer will appoint a replacement for the remainder of the 4-H year.

**Section 3: DUTIES AND RESPONSIBILITIES**

- A. Presiding Officer:
  - 1. The Weber County 4-H Extension Agent/Educator will prepare the agenda and preside over the horse council meetings.
  - 2. Agent/Educator may appoint a member of the Weber County 4-H Horse Council to act in their absence.
- B. Secretary:
  - 1. This is an appointed position for a two-year term.
  - 2. The secretary for the Weber County 4-H Council records minutes and provides a sign-in sheet.
  - 3. The presiding officer may appoint a member of the Weber County 4-H Horse Council in to take minutes in the secretary's absence.
  - 4. Mailing of minutes – after approval of the minutes by the 4-H Extension Agent/Educator, the minutes will then be given to the Weber County 4-H administrative assistant to mail (e-mail) to members. Minutes must be submitted to Agent/Educator within two weeks of meeting.
- C. Treasurer:
  - 1. This is an appointed position for a two-year term.
  - 2. The treasurer will serve as the chair of the Finance Committee.
  - 3. The treasurer maintains the financial records (including bills, receipts, statements, and check authorizations), reconciles checking account, and pays expenses for the Horse Council.
  - 4. Check authorization requires two council member signatures authorizing the check. Check authorization records are included in the audited records.
  - 5. The treasurer will provide a written statement detailing all expenses and income since the prior meeting.
  - 6. The treasurer submits all financial records to the USU Extension Office at the end of the calendar year to be audited.
- D. County Representative:
  - 1. This is an elected two-year term.
  - 2. The duties of the county representative are:
    - a. Attend all State 4-H Horse Council meetings.
    - b. Take accurate minutes at the State 4-H Horse Council meetings and share information the following meeting.

- c. To vote the voice of the Weber County 4-H Horse Council.
- d. This position carries no other authority unless assigned by the Weber County 4-H Horse Council.

**Article 4: WEBER COUNTY 4-H HORSE COUNCIL MEETINGS**

- A. General meetings will be held on the first Thursday of January, April, July, and October. Additional meetings may be called at the 4-H Agent/Educator discretion.
- B. Although informal in style, the meeting will follow Robert's Rules of Order.
- C. The purpose of the Weber County 4-H Horse Council meetings shall be primarily to conduct business for the Weber County 4-H Horse and Pony project.
- D. A quorum shall consist of a simple majority of eligible voting clubs present at the meeting. In a situation where there is an emergency, the 4-H Extension Agent/Educator may declare a quorum with unanimous support of those present.
- E. Clubs with less than five registered 4-H Horse and Pony project youth carry no official vote.
- F. Agenda for the Weber County 4-H Horse Council shall be:
  - 1. Call to order by Weber County 4-H Agent/Educator or representative..
  - 2. Introduction of guests
  - 3. Review prior month's minutes
  - 4. Committee reports
  - 5. Old Business
  - 6. New Business
  - 7. Adjourn
- G. To add items to the agenda, notify the 4-H Extension Agent/Educator 2 days in advance of the meeting.
- H. All Weber County 4-H Horse Council meetings are open to all members of the 4-H program. They are welcome to address the council, make suggestions, file complaint, or simply listen.

**Article 5: STANDING COMMITTEES**

**Section 1: FINANCE COMMITTEE**

- A. The finance committee members will be appointed at the January meeting and serve for a one-year term.
- B. The finance committee will include the treasurer, Weber County 4-H Extension Agent/Educator, and three council members.
- C. This committee is responsible for overseeing of the Council's funds and coordination of fundraising efforts.
- D. The following are the standard fees associated with the Weber County 4-H Horse Program.
  - 1. Judges payment
    - a. In the event a show is cancelled and an out of town judge has already traveled to Weber County, the judge's payment will be paid.
  - 2. Horse Show Arena fees
  - 3. Horse program awards
  - 4. Miscellaneous i.e. Fiesta, Nationals, etc.
- E. Funds will be held in a designated account and managed by the Weber County 4-H Horse Council Finance Committee.
- F. Funds will consist of dues, private donations, and fundraisers.
- G. Funds will be used for the 4-H Horse and Pony program only.

**Section 2: AWARDS COMMITTEE**

- A. The awards committee will be appointed at the January meeting and serve for a one-year term.
- B. The awards committee will consist of the committee chair and two members of the Weber County 4-H Horse Council. Award ideas will be brought to the Weber County 4-H Horse Council for approval and vote by July. The Finance Committee will predetermine the Awards Committee budget for each year.
- C. The committee's responsibilities will include, but are not limited to
  - 1. Write awards script and assign 4-H Horse Ambassadors/Teen Leaders to key roles. Awards script will be presented to the Agent/Educator at least 3 weeks prior to Awards night.
  - 2. Tally scores for all divisions, tests and organize ranks. Committee will submit rank information to 4-H office for certificate printing.
  - 3. Set up and preside over 4-H Horse Awards Night
- D. The following awards will be provided:
  - 1. Awards for the State Individual Horse Show – five qualifiers in each age group (unless otherwise stipulated by the State 4-H Horse Council) and those who qualified due to other circumstances, including provisional state qualifiers who meet county guidelines.
  - 2. Awards for the Region team – eight participants in each age group.
  - 3. Awards for the top scoring Weber member in the State English Show in the Cricket, Grasshopper, Pre-Novice, Beginning Novice, and Novice divisions.
  - 4. Awards for the junior, intermediate and senior members who earn the highest average score in Weber County 4-H two handed shows.
  - 5. Awards for the junior, intermediate and senior members who earn the highest cumulative score in Weber County 4-H working ranch horse gatherings.
  - 6. Awards for Weber County 4-H Horse Achievement Scorecard (see scorecard).
  - 7. Awards for the cumulative test scores in junior, intermediate, and senior division. Calculated as the high three test scores from any official county 4-H horse show.
  - 8. Rank advancement awards.
  - 9. DEMONSTRATION: The top winner in each age division
  - 10. TEAM DEMONSTRATION; The top winner in each age division
  - 11. PUBLIC SPEAKING: The top winner in each age division

### **Section 3: FUNDRAISER/SPONSOR COMMITTEE**

- A. The Fund Raising committee will be under the direction of the 4-H Agent/Educator and Treasurer. The committee will consist of a chair and co-chair. Responsibilities will include.
  - 1. Identification of appropriate fund raising opportunities to support the operation of the Western Horse Program.
  - 2. Coordinate and plan the details of the fundraiser
  - 3. Solicit donations and volunteer support of the event

### **Section 4: SHOW COMMITTEE**

- A. The Show Committee will be under the direction of the 4-H Agent/Educator.
- B. The Show Committee Chairman will be assigned by the 4-H Agent/Educator.
- C. The show committee will consist of the appointed Chairman and two people from the Weber County 4-H Horse Council.
- D. If the three previously chosen members are not available, they may have any other adult leader/volunteer member fill in. The 4-H Extension Agent/Educator should be notified of any substitutions to the show committee.
- E. The committee's responsibilities will include:

1. Ensure that the show operates safely and efficiently. This may include adjustments to the show order, arena assignments, judge's rotation, raking, watering, etc. The committee will operate in a manner ensuring safety and fairness foremost of their concerns.
2. Make decisions regarding cancelling a show due to inclement weather or arena conditions. Under normal conditions, the decision to cancel a show will not be made until the morning of the show.
  - a. If the weather is questionable, call (801) 399-8209 to check the status of the show. If a show is cancelled, a voice recording will be posted by 6:30 a.m.
3. Schedule five Western Shows
4. Solicit volunteers to assist with set up for the show events.
5. Select impartial judges for the five County horse shows.
6. Assign ring stewards to each judge and provide information and instruction to the judges when they arrive at the shows.
  - a. Ring steward should not be a parent/leader with a child in that class.

### **Section 5: REGISTER - POINT COMMITTEE**

- A. The register/point committee will be under the direction of the Weber County 4-H Agent/Educator. The committee's responsibilities will include:
  1. To accurately register and collect all entry fees from each Weber County 4-H Horse and Pony project member at each Weber County 4-H qualifying horse show.
  2. Correct tests.
  3. Check all judges score sheets with the arena steward's paper.
  4. In case of discrepancy verify with judge final ribbon awarded.
  5. Record all points from test and events in the computer and on the Individual Horse Show qualifying chart.
  6. Post all judges' score and timed events sheets and at the end of each qualifying show, post cumulative scores at the show grounds.
  7. Make sure that all corrections are done in a proper and timely manner.
    - a. It shall be the responsibility of the Weber County 4-H Horse and Pony project member to check their points.
    - b. If there is an error found, the project member will fill out a paper stating what is in error and take it to the register desk, sign, and date it. The register will evaluate the error and determine what action if any is necessary. The register will then note on the paper what action was taken. All corrections need to be done immediately and initialed by the register.
    - c. At the conclusion of the qualifying horse show there will be a thirty minute time for any other point corrections. After that **ALL POINTS WILL STAND AS RECORDED. NO CHANGES AFTER THE SHOW HAS CONCLUDED.**
- B. Tests
  1. Any horse project member (regardless of discipline) is eligible to take the tests at county horse shows (during the official test period) even if he or she is not competing at the show. Proper show attire required (see Dress Code).
  2. Project members may go over their scored tests between the judged and speed events. **NO** test may leave the designated area.

### **Section 6. GRIEVANCE COMMITTEE**

- A. A grievance committee of three people will be assigned to each show. The committee will consist of the appointed Chairman and two people from the Weber County 4-H Horse Council. When presented a grievance they will:

1. Receive grievance letter with \$25 cash in a timely manner (within 15 minutes on disputed issue).
  2. Read grievance and listen to both sides.
  3. Committee member may not vote in any grievance that he/she initiated or that involves a member of their club.
  4. A committee member may ask to be removed from a decision if they feel a conflict of interest may be involved.
  5. No judged event placing will be altered except by judge.
  6. No cameras, video, camcorders will be accepted to substantiate a grievance.
- B. State 4-H Horse Show Rule Book and the Weber County Horse Council Rules will be used. Preference will be given to county rules.

#### **Section 7. JUDGED/SPEED EVENTS COMMITTEE**

A. The judged/speed events committee will consist of the appointed chairman and two people from the Weber County 4-H Horse Council. The committee's responsibilities will include:

1. Ensure all needed equipment will be available.
2. Solicit volunteers to assist with the show events i.e. timers, gates

#### **Section 7: Youth Council**

- A. The youth council will be under the direction of the 4-H Agent/Educator.
- B. Plan appropriate educational activities and service projects.
- C. Involve Youth Council in Horse Council meetings.
- D. Assist Youth Council in presenting ideas and direction to the Horse Council to assure the Horse Program meets the needs and interest of the 4-H youth.

#### **Section 8. EDUCATION COMMITTEE**

- A. The education committee will be under the direction of the 4-H Agent/Educator.
- B. The education committee will consist of Weber County 4-H Horse Council members. The committee's responsibilities will include:
  - 1..Schedule seminars, clinics, etc. for all Weber County 4-H Horse and Pony project members and/or public.
  2. Events will include Horse bowl, horse judging, hippology, horse public speaking, and horse demonstrations.