

Sheboygan County 4-H Horse and Pony Project

By-Laws and Guidelines for Operations

This document contains the following relative to the Sheboygan County 4-H Horse and Pony Project:

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(1) MOTTO

“Developing blue ribbon youth through horses and positive horsemanship.”

(2) MISSION STATEMENT

The mission of the Sheboygan County Horse and Pony Project is to help develop “blue ribbon youth” who will carry with them a lifelong commitment to excellence in all aspects of their lives.

The Sheboygan County 4-H Horse and Pony Project will provide a program that focuses on growth and development of the individual. Emphasis will be given to developing leadership, maturity, and discipline in every aspect of equine science and horsemanship.

(3) BY-LAWS

1. The governing body will be called the SHEBOYGAN COUNTY 4-H HORSE AND PONY PROJECT COMMITTEE, hereafter referred to as the “Committee.”
2. The responsibility of the Committee will be to organize and conduct the Horse and Pony Project countywide meetings, events, and business. The 8 voting members will handle the business of the Sheboygan County 4-H Horse and Pony Project.
3. The Committee consists of the following elected positions:
 - a. Eight (8) voting adult members to include the following offices (must be 18 years or older as of January 1 of the upcoming 4-H year):
 - i. Current Chairperson(s) (1-year term)
 - ii. Past Chairperson(s) (1-year term), (Non voting unless on committee)
 - iii. Chairperson-elect(s) (1 year term-3 years remain on comm)
 - iv. Secretary (1-year term)
 - v. Treasurer (2-year term)
 - vi. Treasurer elect (1-year term)
 - vii. Members at Large, (four) (2-year term)
 - viii. Alternate (two) (1-year term, non voting)
 - b. All youth will be given the opportunity to participate in youth group activities to help determine the direction of the project. Officer positions will be open for nomination for youth 12 and older. An election will be held for the following youth committee officers: President, Vice-President, Secretary.
 - c. All voting will follow rules of Parliamentary Procedure. (Refer to Supplement to 4-H 201 on “How to Conduct a Meeting.”) A quorum of this committee is needed to conduct official business. The quorum of this committee shall be 2/3rds of its total membership.

- d. When an adult Committee member is elected to the position of Chairperson(s) Elect, they are expected to serve three years from that point, as Chairperson(s) Elect, Chairperson(s). In addition, they will be asked to serve in an advisory capacity as Past Chairperson(s). The voting status of the Past Chairperson(s) is determined by their election year. If re-elected in their chair year, they retain voting rights as past-chair. If re-elected in their Chair-Elect year, they may not have voting rights unless this is their first term and they are re-elected.
- e. Three to five adult Members at Large will be elected to the Committee to serve a two-year term. This number will vary, based on the terms served and the Chairperson(s) Elect process, to ensure that the adult representation on the Committee is 8 members.
- f. Adult alternates will be elected for a 1-year term. They will be permitted to vote when any regular member is absent. Alternates may not run for any office EXCEPT Chairperson(s) Elect. Adult alternate years served do not apply to the maximum of 4 consecutive years served.
- g. No adult member is to serve more than 4 consecutive years, with the exception of the Chairperson(s) Elect or Past Chairperson(s) position.
- h. Attendance will be documented by the Secretary at each meeting.
- i. If a situation exists such that any member cannot fulfill his or her obligation to the Horse & Pony Project, the Committee may ask for the resignation of the member.
- j. Three meetings missed by any committee member will prompt a discussion with the chairs. The committee may then ask for the resignation of members.
- k. When a member resigns their position, an alternate will be moved up.

4. Election of Committee members

- a. Nominations for the adult and youth Horse & Pony committee must be submitted by August 15th. Write-ins will be accepted on the actual ballot.
- b. Ballots will be available for all Horse & Pony achieving members and leaders present at the fair. An electronic ballot will be available upon request. {Achieving members are those that have read the handbook & returned the signed project expectations form, and are a member of good standing with the Horse & Pony project and local 4H club}
- c. Absentee Ballots may be obtained from the chairperson(s) and mailed to the UWEX by Labor Day. Ballots to be tabulated and the new committee will be announced by September 30th and go into effect by the October Committee meeting.
- d. Both Incoming and Outgoing Committee members should be present at the October general meeting and may vote for Committee position vacancies.
- e. Term of service for Committee members is from the October meeting of the year of election to the beginning of the following October meeting.

- f. Adult officers will be elected from Committee members at the October general meeting by a simple majority of the Committee (51% of the 5 votes). Officer positions are one year terms except Treasurer which is a 2-year term.

5. Elected Positions – Adult Committee Members

- a. Past Chairperson(s) – The continued involvement of the past Chair is requested, although this is an advisory position and does not carry voting privileges.
- b. Chairperson(s)
 - i. Plan and organize agenda for Committee meetings.
 - ii. Preside over general Committee meetings.
 - iii. Delegate responsibility of Committee business and oversee completion thereof.
 - iv. Act as ex-officio member of all sub-committees.
 - v. Chair the County Fair Committee.
 - vi. Coordinate annual project calendar for publication with the Handbook
 - vii. Preside over Handbook Committee (which consists of all Committee members)
 - viii. Cast tie-breaking votes. In the case of co-chairperson(s) one co-chair must be designated with voting rights.
 - ix. Shall submit Cloverleaf Crier Announcements by required deadlines.
- c. Chairperson-elect(s)
 - i. Assist Chairperson(s) with responsibilities as required.
 - ii. Become familiar with the role of Chairperson(s).
 - iii. Serve an additional two years, one as Committee Chairperson(s) and one year as Past Chairperson(s)
 - iv. In the absence of Chairperson(s), Chairperson-elect(s) will preside.
- d. Secretary -
 - i. Take attendance and minutes at all Committee meetings and distribute minutes to Committee members for approval.
 - ii. Correspond as directed by the Committee.
- e. Treasurer
 - i. Deposit all funds into appropriate banking institutions.
 - ii. Collect, record, and process funds for clinics, meetings, shows, and all ongoing projects. Keep a current record of all financial disbursements.
 - iii. Record sponsorship donations per club.
 - iv. Maintain a change box for all Sheboygan County 4-H Horse and Pony Project shows and other activities requiring available funds.
 - v. Present Committee with written report on current status of funds at each regular monthly Committee meeting. From the 1st to the end of month.
 - vi. Present Treasurer's books and records to the UW Extension Office for audit in July and distribute an annual financial statement to the Committee.
 - vii. Adhere to guidelines for this position as outlined below:
 - 1. Non-budgeted Expenses under \$50 may be paid at the discretion of the Treasurer; amounts over \$50 and up to \$100 can be approved by the treasurer and chairs. All other expenses must be pre-approved by the Committee expenses paid within budget guidelines

2. All reimbursements will be made with documented receipts only.
 3. Bills incurred by the Sheboygan County 4-H Horse and Pony Project will be paid in a timely manner.
 4. The Committee will not cover interest on any credit card charges.
 5. Shall prepare a budget to include Educational Team and Drill Teams by November Committee Meeting. Budget prepared by committee representatives.
- f. Treasurer Elect
- i. Will work with the treasurer to learn methods and software associated with this position.
 - ii. Will assist the treasurer in preparing a budget for the upcoming year.
- g. Members at Large
- i. Attend all regular monthly Committee meetings, providing input and casting a vote where appropriate.
 - ii. Contribute time and talents to advance the Mission Statement of the Sheboygan County 4-H Horse & Pony Project.
- h. WI State 4-H Horse Association Representative
- i. No Voting privileges unless an elected committee member.
 - ii. Yearly election unless holding office on state board
- i. WI State 4-H Horse Association Youth Representative
- i. No Voting privileges unless an elected committee member.
 - ii. Yearly election unless holding office on state board.

(4) GUIDELINES FOR OPERATIONS

1. Subcommittees
 - a. The Committee will set up subcommittees when necessary, securing a chair for each.
 - b. Subcommittee chairs may be asked to report to the Committee on a regular basis and certainly on a need-to-know basis.
 - c. Subcommittee members do not need to be Committee members.
 - d. The Committee has set up several standing subcommittees. When additional standing subcommittees are formed, they should conform to the guidelines of existing subcommittees, which are:
 - i. **Attendance and Volunteer Hours Role**
 1. Ensure copies of attendance sheets are available at each activity for members to sign-in for meeting attendance or volunteer hour(s) credit.
 2. Collect attendance sheets after each event. Send a copy via mail, email or fax to UW-Extension and other appropriate individuals within a couple of days of the event.
 3. Keep the original copy of the attendance sheet.
 4. Complete and maintain the meeting attendance and/or volunteer hour(s) spreadsheet throughout the project year.
 5. UW-Extension will complete and maintain a separate spreadsheet which will be updated

on the 4-H Horse & Pony website.

6. Receive and answer phone calls from members and parents regarding sign-in sheets (i.e. forgetting to sign-in, couldn't find sign-in sheets, couldn't find credit on webpage, etc.)
7. For individuals who may have issues or concerns with meeting attendance, refer the issue to the next committee meeting.

ii. Nominating Committee

1. The chairperson(s) of this subcommittee will be appointed by committee.
2. The purpose of this subcommittee is to contact members and adults interested in serving on the Committee. It is encouraged that nominees be obtained from throughout the county and various equine areas. Interested persons must submit nomination forms to the Chairperson of the Nominating Committee by August 15th. Submitting a photograph is recommended.

iii. Exceptions Advisory Committee

1. The Exceptions Advisory Committee will review issues and concerns regarding exceptions that should be considered by the entire committee. They will thoroughly review the issues brought to them and reach a consensus on a recommendation to propose to the committee of the whole at their next meeting or a special meeting.

iv. Awards & Scholarship Committee

1. The purpose of this subcommittee will be to evaluate all award nominations and vote on nominations received. This will be completed by 2 weeks prior to the start of the fair.
2. This subcommittee will consist of adult members only. A minimum of 5 adult subcommittee members must be present to conduct a vote. Only 1 member of a family may serve on this Subcommittee.
3. A member may not participate if their child/horse is under consideration in the narrowing-down process.

v. Show Committee

1. This subcommittee will be set up at the November meeting for countywide horse shows which include, but are not limited to, the Inspiration Series Pleasure & Speed Shows. This does not include county fair.
2. The purpose of these committees is to organize and coordinate each show, including obtaining judges, securing sponsors, and in general, handling all functions of each show.
3. All advertising requests for these shows will be given to the Chairperson(s) for review and advertisement placement.
4. All showbills will be submitted to the Horse & Pony committee for approval prior to publication.

vi. Safety Certification Committee

1. This subcommittee will provide detailed safety standard test procedures that members and their horse must pass before attending the fair.
2. The subcommittee will designate which leaders are able to administer the safety certification test.

vii. County Fair Committee

1. This subcommittee will include all Committee members.
2. This subcommittee will be chaired by the Committee Chairperson(s). All members of the Committee must approve decisions recommended by this subcommittee.
3. The purpose of this committee is to organize and coordinate the 4-H Horse and Pony Project at the County Fair, including, but not limited to:
 - a. Grounds control
 - b. Ring Stewards
 - c. Walk/Trot arena setup
 - d. Arena supervision
 - e. Tent & Stall assignments/locations
 - f. Ribbons and master list
 - g. Fair program
 - h. Fair folders
 - i. Water for the arena and barns
 - j. Horse trailer parking
 - k. Overnight patrols
 - l. Announcers
 - m. In and out gates
 - n. Fair passes and parking
 - o. Fair check-in
 - p. Judges' cards

viii. State Horse Show Subcommittee

1. The Chairperson(s) of this committee will be the county's contact person at the State 4-H Horse Expo for all needed business during the Show and will be available (or delegate availability) during the State Expo. Other responsibilities include:
 - a. Prepare State Expo packets for distribution.
 - b. Disperse information at the State Expo meeting about new rules, correct entry procedures, sponsorships, volunteering for State Expo, bringing photos for State Expo plaques, and all other applicable information for State Expo participants.
Volunteer opportunities:
 - i. Take State Expo plaques to State Expo.
 - ii. Variety of State Expo volunteer positions.
 - c. Coordinate collection and processing of State Expo entries.

ix. Awards Committee

1. The Awards Committee will record all 4-H project awards throughout the year.
2. The Awards Committee will organize, coordinate, and acquire award items including, but not limited to:
 - a. Receiving award applications by August 1st.
 - b. Reviewing applications with Committee, picking award winners before County Fair
 - c. Notifying previous year's winners to return trophies prior to mandatory

meetings.

- d. Taking trophies to engrave new winners' names and make any repairs.
- e. Obtaining records to determine outstanding and perfect attendance awards.
- f. Determining awards for graduating members and ordering the plaques.
- g. Obtaining judges for stall barn awards, calculating points, determining placings (Fair Committee).
- h. Ordering pins and certificates for attendance winners.
- i. Ordering drill team and educational ribbons for County Fair.
- j. Ordering Horseless Horse Coach ribbons for the County Fair.
- k. Ordering Chairperson(s) Gift.
- l. Post annual award winners in the arena office.
- m. Complete State Sportsmanship Application and letter or delegate, to be completed by State deadline.

2. The Committee will also have several Resource Leaders/Committee's to head up (not necessarily chairing) the following areas:

- a. Arena Improvements Committee
- b. County Representative to the SE District(State Representative)
- c. County Youth Representative to the SE District(State Representative)
- d. Fundraising
- e. Education/Quiz Bowl/Horse Judging/Model Horse/Photography
- f. Educational Arenas & Clinics
- g. English Drill Team
- h. First Year Members/Horseless Horse
- i. Project Representative to the Sheboygan County 4-H Leaders Assn.
- j. Western Drill Team
- k. Youth Advisors - One returning and one new each year to be elected.

(5) ATTACHMENTS TO GUIDELINES

1. Guidelines for Award Donations

- a. Any person interested in donating a year-end award to the Sheboygan County Horse and Pony Project will submit a request to the Committee. This request will be forwarded to the awards subcommittee, which will render a recommendation back to the Committee based on the following criteria:
 - i. Each award should be designed with different criteria than any previously established awards
 - ii. Award donation nominations must provide the following information:
 1. Name and history of award
 2. Purpose of award
 3. Target recipients
 4. Binding rules or policies for the award, such as designating how points are accumulated, criteria for determining award recipient, which competitive events are eligible to count toward award, age of intended recipients, whether a horse/rider combination is to be an issue, or any other pertinent criteria.
 5. Length of time award will be supported by donors (five year minimum).
 6. Donor contact information (name, address, phone)
 7. Donors must agree to fund the original award cost plus engraving and maintenance for the pledged term. Total projected cost will be paid upon approval of award by the Committee.
 8. The award subcommittee reserves the right to limit the size or style of donated awards.

2. Maintenance of Established Award

- a. This policy applies to all previously existing awards.
- b. The awards subcommittee will contact the current trophy sponsor (if available) to see if they would like to fund a new trophy.
- c. If a replacement trophy is needed before the original sponsor's donation term is past, the Committee will be responsible for the replacement of the trophy.
- d. Awards subcommittee may recommend retiring of trophies due to lack of applicants or lack of sponsorship before the first meeting of members.