

# **By-Laws**

## **Isabella County 4-H Horse Leaders Association**

### **Article I: Name**

The name of the organization shall be the "Isabella County 4-H Horse Leaders Association" (ICHL).  
Established on August 3, 1981.

### **Article II: Object (Purpose)**

#### **The purpose of ICHL shall be:**

1. To provide guidance, leadership, direction, and assistance in developing and conducting a county 4-H youth horse program.
2. To help correlate the county 4-H horse program into the total County Extension program.
3. To correlate and develop the 4-H horse activities at the Isabella County Youth and Farm Fair, county-wide competition and clinics.
4. To continuously evaluate the county 4-H horse program including the effectiveness of the ICHL.
5. To orient leaders, to guide, advise, discuss, and help solve problems.
6. To assist in the orientation of the new 4-H horse leaders.
7. To help find financial support for county 4-H youth horse programs
8. To assist in good public relations for the 4-H youth horse programs.
9. To assist with county leadership development with schools, if requested.
10. To assure that local 4-H horse leaders are informed of ICHL actions.
11. To assume other responsibilities that are determined cooperatively by ICHL, the Isabella County 4-H Program Council and the Isabella County Extension Staff.
12. To work with the Michigan 4-H Guiding Principles

### **Article III: Membership**

#### **Section 1: VOTING MEMBERS:**

- a. Each club registered in the Isabella County 4-H horse project area will be given 2 votes per club.
- b. Ex-officio Members: The Isabella County Extension Staff
- c. The public is encouraged to attend.

### **Article IV: Officers**

#### **Section 1: THE OFFICERS:**

- a. The ICHL officers shall be President, Vice President, Secretary and Treasurer, All officers must be a gold status 4-H leader to take office.

## **Section 2: HOW NOMINATED:**

Nomination forms will be provided in the Fair binders at the start of Fair week and collected at the leader meeting during Fair. To be an accepted form it must have the name of the nominee, office the nominee is running for and the nominee's signature accepting the nomination. A nominee list will be emailed to all clubs prior to the September meeting. Voting to be held at the September meeting with new officers taking office in October.

## **Section 3: HOW ELECTED:**

Officers shall be elected by a majority ballot vote of those ICHL clubs with two votes each and are present at the September meeting. Officers shall take office at the October meeting.

## **Section 4: TERM OF OFFICE:**

Officers shall serve for one year and may be re-elected.

## **Section 5: OFFICER VACANCIES:**

Vacancies shall be filled by A vote of the membership at the next meeting with the exception of the Presidency, where the Vice President assumes the President position.

## **Section 6: DUTIES OF OFFICERS:**

**PRESIDENT:** The President shall preside at all meetings, appoint all standing and special committees, The President shall be an ex-officio member of all committees. Verify attendance status for voting status and club eligibility for Fair. Assemble and provide Fair information binders per club. Attend all Co-Expo and Fair Board meetings

**VICE-PRESIDENT:** The Vice - President shall preside in the absence of the President and assume the presidency in case of vacancy. Be the designated representative to the 4-H Council meetings or appoint a representative to attend.

**SECRETARY:** The Secretary shall:

1. Keep a record of the minutes of all meetings.
2. Keep an attendance record.
3. Keep a current membership record.
4. Conduct correspondence designated by the President.
5. Send a monthly report of ICHL meetings with a meeting agenda and previous meeting minutes to the Isabella County 4-H Program Council, the Isabella County 4-H Extension Office and to all ICHL members within one week of the meeting.
6. Be the second signer on all ICHL bank accounts.

**TREASURER:** The Treasurer shall:

1. Keep records of all funds received and disbursed.
2. Write checks upon presentation of bills and upon ICHL authorization.

3. Give a printed financial report using 4-H Treasure format to each ICHL meeting. Compile and submit year-end financial report to MSU Extension.
4. Receive from the Isabella County MSU Extension office, monies collected which belong to ICHL.
5. Receive any invoices for ICHL.

### **Article V: Meetings**

- Section 1:** There will be monthly meetings annually except for August. Each meeting is to be held on the first Tuesday of the month.
- Section 2:** Special meetings may be called by the President, or by any three ICHL members in collaboration with MSUE Staff with notice to all members.
- Section 3:** A quorum for the purpose of conducting business at a regular meeting shall consist of Half of the eligible clubs having a voting member present.
- Section 4:** Each 4-H club must be represented by a leader, parent, youth member, etc. at 75% of the ICHL monthly meetings for its members to participate in Fair activities. The meetings counted for attendance will be September – June of the current project year. Except for a new club whose starting month will be when the club was formed. Any club unable to fulfill this requirement must have a leaders present their case to the hardship committee prior to July 1<sup>st</sup> of the current year.
- a. Representatives attending meetings are expected to share the information from those meetings with members of their club who are not in attendance.

### **Article VI: Committees**

- Section 1:** Committees shall be appointed at the November meeting. Committees may be composed of club representatives (i.e. Leader, parent, youth member, etc.). The committee shall appoint a Gold Status Leader to chair the committee.
- Section 2:** The President of ICHL shall be notified prior to a scheduled committee meeting.
- Section 3:** All committee decisions shall be presented to ICHL.

### **Article VII: Amendments**

- Section 1:** These by-laws may be amended or revised by a two-thirds vote of all clubs present, who have voting privileges; the proposed amendment having been submitted in writing to the members at least three weeks before being voted upon.
- Section 2:** Rules may be adopted, amended, or repealed by a two-thirds vote of all clubs present at any regular meeting.

### **Article VIII: Disposition of Funds**

In the event the ICHL dissolves, the remaining funds, and equipment will be distributed appropriately by the Isabella County 4-H Office.

### **Article IX: Order of Business**

1. Call meeting to order
2. Pledges
3. Minutes of the previous meeting
4. Reports
  - a. President
  - b. Vice-President
  - c. Treasurer (monthly report, upcoming bills or income)
  - d. Secretary (Correspondence)
  - e. Extension Report
  - f. Teen Horse Leaders
  - g. 4-H Council Representative
  - h. Co-Expo and Fair Board
5. Committee Reports
  - a. Hardship
  - b. Fair
  - c. Proud Equestrian Program
  - d. State 4-H Horse Show
  - e. Twilight Pleasure
  - f. Twilight Speed
  - g. Additional Committee -
6. Unfinished Business
7. New Business
8. Adjournment

### **Article X: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order newly Revised shall govern ICHL in all cases not covered by these by-laws or any special rules of order adopted by ICHL.