

## 2022 BYLAWS OF THE GENESEE COUNTY 4-H HORSE LEADERS ASSOCIATION

### Article I. NAME AND PURPOSE

- A. The name of this organization shall be Genesee County 4-H Horse Leaders Association, abbreviated as GCHLA.
- B. The purpose of this organization is to promote and educate youth and adults in the 4-H Pledge, the Michigan 4-H guiding principles, sportsmanship, horse knowledge, horsemanship and community service/responsibility.
- C. MSU Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.

### Article II. MEETING

Meetings of the GCHLA will be held monthly on the first and/or third Tuesday of the month at 6:30pm or as designated by the Adult and Youth presidents. Special meetings can be requested by any member and must be submitted to the Executive Board in writing. The Adult president must give a one-week notice for a special meeting and both the Adult and Youth Presidents shall collaborate on an agenda for such special meetings. All meetings will be conducted with parliamentary procedure based on Robert's Rules of Order.

### Article III. CHANGING BYLAWS, SHOW RULES & SHOWBILLS

Show Rules and Showbills, if shows continue, will be reviewed in September, typically on a Saturday or Sunday. Suggested changes and show date suggestions will be shared with all members at least two weeks prior to the Showbill meeting, to provide time for feedback and questions from members. Bylaws will be reviewed at least annually by the GCHLA at the November meeting and posted. The members and Genesee County 4-H program coordinator will review the bylaws prior to this meeting and make recommendations to other members. Bylaws will be voted on at the December Members meeting by a majority of voting members present.

### Article IV. MEMBERSHIP & VOTING

- A. Motions shall be passed if the youth members present are unanimously in favor. If the vote is not unanimous, each club's youth that is present and in good standings shall vote. In order to vote, a club must meet the following criteria:
  - a. Has all club enrollment and appropriate paperwork turned in, membership paid, and approved by MSUE
  - b. Has had a representative attend 6 of the 11 Members Meetings September through August. This time will start while the club's paperwork is being processed.
  - c. Has at least one adult and one youth member volunteer to participate in a committee.
- B. After a motion is called to a youth vote, a simple majority carries the vote.
- C. Ties shall be broken by a vote of the Youth Executive Board present. The youth president cannot vote as a representative of their club during a club vote and shall only vote in the case of a tie. Exception for the youth president will be made if they are the only youth representative for their club present.
- D. The mission and goals of the association will be reviewed annually and updated as deemed appropriate by the membership.
- E. Anyone is welcome to attend any meeting or committee meetings of the GCHLA.

### Article V. ELECTION & OFFICERS

- A. Nominations for the GCHLA the Executive Board positions should be submitted in writing by text or email to a current board member, two weeks in advance of the September Members meeting. Election of GCHLA officers will be held at the beginning of the September Members Meeting and will take effect once volunteer status is complete. This meeting will serve as an orientation for new board members. All officers will serve for one year. All youth officers must be 10-19 years of age when they are elected. Parents/Grandparents cannot serve within the same position on the executive committee with their children/grandchildren. It is the responsibility of the adult officers to work with their youth counterpart to determine appropriate leadership roles at regularly scheduled meetings.
- B. Officers are expected to be present at 9 of the 11 Leaders meetings and give notice when they are unable to attend. Communication with the board is expected through email or phone. Three missed meetings without contacting other board members will cause loss of elected position and a new officer will be elected at the next Members Meeting.

D. Officers:

1. Youth President –

Shall preside at all monthly Members Meetings in cooperation with the Adult President. He/she shall lead the pledges at all meetings. He/she will develop and set a meeting agenda with the Adult President. He/she will serve as a coordinator for youth related activities throughout the calendar year, in conjunction with the Youth Executive Board members, mentored by the Adult Executive Board.

2. Adult President –

Shall preside at all monthly Members Meetings in cooperation with the Youth President. He/she shall serve as a mentor and advisor to the Youth President and Youth Executive Board. He/she shall reserve show dates, get insurance information to Parks in conjunction with Youth Educator, secure website domain, and secure continued payment of Weebly website by the spring due date. In conjunction with the Executive Board, he/she shall be responsible for the mission and goals of the organization and committees whose function is to support the growth and development of our youth in accordance with 4-H guiding principles.

3. Youth Vice President –

Shall preside at all monthly Members Meetings where the Youth President is absent, and shall serve as Youth President if that person is unable to complete their duties or fulfill their term. He/she shall work with the Adult Vice President to further membership and growth of GCHLA programs.

4. Adult Vice President –

Shall serve as a mentor and advisor to the Youth Vice President. He/she shall serve as the Adult President should the President be unable to fulfill his/her duties either due to temporary absence or resignation from the position. The Adult Vice President shall work with the Advertising and Marketing Committee to further membership development and provide Executive Board oversight to that committee's mission and goals.

5. Youth Secretary –

Shall take attendance by roll call at all monthly Members Meetings and executive committee meetings. He/she shall record the meeting minutes in the absence of the Adult Secretary.

6. Adult Secretary –

Shall serve as mentor and advisor to the Youth Secretary. He/she shall record minutes, distribute minutes through email, and at Members Meetings. He/she shall keep minutes for special meetings and provide open communication of issues raised at general and special meetings to the Genesee County 4-H program coordinator and communicates Extension Office responses back to the Association.

7. Webmaster – Youth and/or Adult

This role can be shared by up to two people. Position is to upload forms & files to keep current the gchla4h.com website. Approved files will be sent to the Webmaster to be uploaded. A training time will be offered if needed.

8. Youth Treasurer –

Shall assist the Adult Treasurer in financial documentation as needed. He/she shall work with the Youth Executive board to develop and implement a budget for planned activities and reconcile costs and receipts for these events with the Adult Treasurer.

9. Adult Treasurer –

Shall collect and distribute all GCHLA monies. He/she shall serve as a mentor and advisor to the Youth Treasurer. He/she shall be responsible that the appropriate tax paperwork is done annually. He/she shall propose an annual budget for approval and provide monthly reconciliation of budget compliance. He/she shall monitor and handle nonsufficient funds (NSF), including the charging of a \$40 fee to cover association costs. He/she shall maintain all financial reimbursement records and coordinate all reimbursement activities. He/she shall be responsible for updating current year insurance on GCHLA property.

10. Fair Superintendent –

Shall propose a budget and perform all activities that pertain to the 4-H Fair Horse Show, should the aforementioned show occur. Will designate a stand-in when they are not present on the fairgrounds.

D. No officer shall receive any salary or payment for services performed for the benefit of the GCHLA.

E. Vacancy of any officer position will be filled by election at the following GCHLA Members Meeting with exception of President, which will be filled by the vice-president, adult or youth.

F. In the event of an injury/accident at a GCHLA event, the incident will be reported to the 4-H Program Coordinator within 6 hours by the Adult President. Appropriate incident reports will be filled out at the place of business where the incident occurred when applicable.

G. All executive board members should be present throughout GCHLA shows and assist with coordination of clean up at the end of the show, or have a designee if unable to attend.

#### Article VI. COMMITTEES

A. Committee membership is based on members volunteering for the position. The Committee Membership roster will be available at the October meeting for member sign up. The Executive Board will review all committee rosters and recommend additions or changes as needed.

B. Committee Meetings are open to all 4-H members and volunteers.

C. Committees will have a youth and adult co-chair.

Committees shall be as follows:

1. Cloverbud: Shall plan all activities that pertain to the age group of 5-7 years. Shall review all existing rules and provide education on state Cloverbud rules to members. Shall coordinate distribution of Cloverbud project books, prizes, awards and a stick horse building date & location.

2. Education/Fun/Team Events: Shall develop workshops, trainings, and presentations to improve skills of 4-H members and volunteers throughout the year. Shall develop recreational activities throughout the year. This may include: trail rides, holiday parties, fun classes at shows, joint club meetings, and other activities.

3. Show: Shall be responsible for registration, points, and job assignments. Shall be responsible for coordinating the date and setting the agenda of the Fall Show meeting. Within that meeting, discussion will be based around the next year's show dates (dates may be reserved up to 3 years in advance with Genesee County Parks), showbills, and guidelines. GCHLA will sponsor two persons from the show committee to attend the 4-H horse show judges' and horse show manager's conference, if members are interested. Positions appointed within this committee shall be:

a. Judge Coordinator – Shall arrange for judges and alternate judges for each show including obtaining signed contracts, and send patterns to judges created by the Show Pattern Committee. If unable to greet the judge the day of the show, shall assign another person to greet the judge.

b. Trailer Manager – Shall oversee the storage of the trailer and organize trailer contents. An inventory of all items owned by the GCHLA will be itemized annually and will be posted with the Extension office and to the GCHLA membership no later than the September meeting.

c. Office Manager – Shall store and organize all office supplies. Shall supervise the potential paid position and or volunteers in the show office. Assist in keeping consistent use of receipts and or ledgers to be used at the shows. Assist with creation of shows on show computer program. An inventory of all items owned by the GCHLA will be itemized annually and will be posted with the Extension Office and to the GCHLA membership no later than the September members meeting”

d. Barn and Camping Manager – Shall manage stalls and barn use. Shall turn off barn lights at the end of each show day. Shall manage the use of campsites at the shows.

4. Awards: Shall organize and store the awards for all events including ordering of ribbons, trophies, highpoint awards, and revolving trophy replacement plaques.

5. Advertising and Marketing: Shall place show advertising in appropriate publications. Shall work to promote the GCHLA and future membership growth.

6. Show Pattern Committee: Shall develop showmanship, equitation, jumping, and trail patterns and make sure they are designed appropriately for age groups. Patterns shall be turned in to the Executive Board no later than the April Members meeting. Patterns to be posted on-line at our website & at the show office on day of show.

7. Sportsmanship: Shall conduct activities at GCHLA meetings and events to encourage and promote sportsmanship. This will include tallying votes of sportsmanship from the shows for sportsmanship award at Achievement Days.

8. Fundraising Committee: Shall present current fundraising information at Members Meetings. Shall follow through with submitting appropriate paperwork needed for all fundraising activities. Shall assist with coordination of person's responsible for each fundraiser. Shall appoint a Sponsor Book Coordinator to collect ads from members and coordinate printing of books and t-shirts.

9. Grounds and Maintenance Committee: Shall coordinate improvements to the show grounds at the Fair/Agricultural Society site and Cummings Center with 4-H members. Per Parks request, communications with the Parks and Recreation staff will go through the 4-H Adult President.

## Article VII. RULES

GCHLA will follow the Michigan 4-H Horse & Pony Project Show Rules & Regulations.

## Article VIII. AVENUE FOR CONFLICT RESOLUTION

A. Person(s) having the conflict documents and signs the conflict and takes it to their club leader.

B. The club leader will take the conflict to the GCHLA President, and at this point the conflict will become confidential.

C. The President will call an Executive Board meeting which will include both the adult and youth (if appropriate) board members, and a decision will be made.

D. The President will give the decision in writing to the leaders of the clubs involved and the MSUE 4H Program Coordinator. The executive Board's decision shall be final unless revised or vetoed by MSUE in accordance with Article IX Restrictions.

E. The leader(s) of the club(s) involved will relay the decision to the parties involved.

F. The conflict will be resolved in a timely manner and handled respectfully.

## Article IX.RESTRICTIONS

Veto Power –Any decision passed by the GCHLA that is in conflict with the policies or practices of the Genesee County 4-H program or MSU Extension may be revised or vetoed by the 4-H Council or 4-H Staff. The veto will be put into writing within two weeks and submitted to the Association President.

## Article X. DISSOLUTION

In the event of the Genesee County 4-H Horse Leaders Association disbanding, all funds and property of the GCHLA will be turned over to the 4-H Genesee County Endowment Association.

Proposed November 2, 2021

Accepted –

December 7, 2021