

Fall 2019

Dunn County Youth Equine Project Constitution and Bylaws

Constitution

Article 1. Name

Dunn County Youth Equine Project

Article 2. Objective

To promote horsemanship: the art of riding, training, caring, and mastering the horse

To promote sportsmanship: the courteous treatment of others and graceful acceptance of results

To promote interest in horses and the equine industry

Article 3. Membership

Members and parents of active members enrolled in a Dunn County Youth organization may be a member of the Dunn County Youth Equine Project and participate in all its activities.

Article 4. Government

Section 1. An adult/youth advisory board will be formed and will consist of a minimum of three parents whose children are members of the project and a minimum of two youth who are members. Members are volunteers and open to anyone who wishes to serve on the board.

Section 2. An adult/youth advisory board will be appointed to moderate and to assist the youth president in establishing the agendas for the monthly Youth equine Project meeting. Any adult on the board may, when requested, assist in moderating the monthly Youth Equine Project.

Section 3. A liaison officer will be elected as the communicator between the Youth Equine Project and the UW Extension Director

Section 4. Operating procedures will be established by majority vote of youth members

Section 5. Youth officer: Please refer to by-laws, Article 1

Article 1. Officers

The officers of this project shall be a president, Vice-president, secretary, treasurer, and sunshine. The age requirement for the president will be a student in 8th grade or above. All other officer positions are 6th grade and above. The terms of office will be one year.

Article 2. Election of Officers

Section 1. New officers will be voted in and take office immediately at the December meeting.

Section 2. Anyone who meets the minimum requirements may be nominated or self-nominate.

Section 3. All nominees will be expected to stand in front of the membership, give their name, age, grade and what 4-H club they belong to, and a short summary of why they should be nominated for the office they are interested in.

Section 4. Officers will be selected by ballot or show of hands

Section 5. Ties for elections will be broken by a coin toss

Section 6. Officers (other than the president) who cannot fulfill their terms will be replaced. Nominees will be asked for from the membership at the next available meeting and elected by a majority show of hands

Section 7. If the president cannot fulfill his/her term, the vice president will become the new president and an election as outlined in article 2, Section 6 will take place for the vice president's office

Section 8. Officers are eligible for two consecutive terms in the same Office

Article 3. Duties of Officers

- A. President: the president shall preside at all Youth Equine Project meetings and establish an agenda for all meetings.
- B. Vice-President: shall perform duties by the president and in the absence of the president, the vice president shall preside
- C. Secretary: the secretary shall take minutes of all proceedings of the club and submit a copy to the 4-H extension office, conduct correspondence as determined by the president and give the secretary report at each monthly meeting.
- D. Treasurer: the treasurer shall accept all monies on behalf of the Youth Equine Project. The treasurer shall disburse funds upon order of the president and approval by a majority of the adult/youth advisory board. The treasurer shall keep an accurate record of all money received and disbursed in conjunction with a bank designated by the board of directors and/or horse project members. At the conclusion of his/her term, the treasurer in conjunction with the adult/advisory board will perform an audit of all books. The treasurer will give the treasurer's report at each monthly meeting.
- E. Sunshine: the sunshine officer shall reach out to potential new members and make them feel welcome and answer any questions any members may have. The sunshine officer will provide "good will" actions to the members of the club.

Article 4. Meetings

Section 1. Monthly meetings from October through September will generally be held on the fourth Monday of the month at the community Services Building. May through August meetings may be substituted by ride nights, clinics, horse shows, etc.... some exceptions may be made but will be voted on by members at the previous meeting.

Section 2. There will be a minimum of 6 non-mounted meetings each year.

Section 3. Special meetings may be called by the president or secretary upon the request of a majority of members of the adult/youth advisory board.

Section 4. Communications related to the Youth Equine Project may be made by email or other documented means during the course of the year for business issues that are time sensitive and will follow current by-laws.

Article 5. Parliamentary Procedure

Section 1. Robert's Rules of Order shall govern all meetings of the project.

Section 2. A quorum for transaction of financial business outside the scope of normal operating expenses shall consist of at least two officers and a simple majority of the active membership with a minimum of seven active member votes that are not officers. These votes can be made by e-mail.

Article 6. Committees

Section 1. Committees may be formed as needed

Section 2. Every committee will be headed by an adult chair, have at least 2 members with one member being a 4-H youth. Each committee will select a chairperson by majority of hand vote. committees are expected to meet a minimum of once a month and report monthly at the Youth Equine Project meeting.

Section 3. Each committee member is expected to complete the term.

Section 4. Each family must serve on at least one committee.

Section 5. The chair will give a monthly report on its committee at each Youth Equine Project meeting.

Article 7. Amendments

Proposed amendments of the by-laws may be brought forth to the adult/youth advisory board with written or email notice of pending amendment given to all active members.