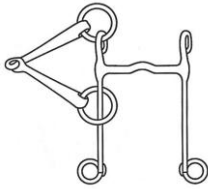


Kentucky State 4-H Horse Advisory Council By-Laws



ARTICLE I Name and Purpose

Last revision February 2012.

Section A: Name

The name of this organization shall be the Kentucky 4-H Horse Advisory Council hereinafter referred to as the "Council."

Section B: Purpose

The objectives of the *Kentucky 4-H Horse Program* are to provide opportunities for 4-H members to:

1. Develop leadership, initiative, self-reliance, sportsmanship and other desirable traits of character.
2. Experience the pride of managing a horse, pony or other equine, and being responsible for its well-being.
3. Develop an appreciation for horseback riding as a healthy and wholesome form of recreation.
4. Enhance horsemanship skills and knowledge as well as understanding the business of breeding, raising and training horses.
5. Increase knowledge of basic safety precautions in order to prevent injury to themselves, their mounts, and others.
6. Promote a greater appreciation for animals and a humane attitude toward them.
7. Be better prepared for citizenship responsibilities through working in groups and supporting horse projects and activities.

The purpose of the Council shall be to work with the Kentucky Cooperative Extension Service, University of Kentucky College of Agriculture, Kentucky State University, United States Department of Agriculture, State 4-H Department and the County Extension Staff in planning, promoting, developing, implementing and evaluating a 4-H program designed to strengthen, improve and expand the educational services available to all boys and girls in Kentucky 4-H who want to experience the personal growth and improvement that can be attained through participation in 4-H.

Educational programs of the Kentucky Cooperative Extension Service serve all people regardless of race, color, sex, religion, handicap, or national origin.

ARTICLE II
Role of Kentucky 4-H Horse Advisory Council

The Advisory Council, in cooperation with County Extension Staffs and in the attainment of the above purposes, shall:

1. Provide Council membership an opportunity to develop leadership skills.
2. Share in the coordination of the total 4-H Horse Program - that is to include working with the State 4-H Horse Show, Contest, and Judging Contest.
3. Establish annual and long-range objectives for the 4-H Horse program in the State, including a plan of work for the Council.
4. Secure and administer funds to be used in the furtherance of 4-H Horse programs approved by the Council.
6. Assist in determining educational program content and establish priorities, which will result in maximum participation, without regard to sex, socioeconomic status, place of residence, race, color or national origin.
7. Assist in determining guidelines for the operation of the State 4-H Horse program, in cooperation with designated Extension Faculty and Staff members. This is done by considering proposals submitted by individual District 4-H Horse Management Teams.
8. Promote a positive image of the 4-H Horse Program, which would result in maximum participation of youth and adults.
9. Work with Extension Service providing adequate communication for all involved in 4-H Horse Program and the general public.
10. Review committee reports and take appropriate action, if necessary.

ARTICLE III
Council Membership

Section A: Composition

1. Membership on the Council shall be determined on a non-discriminatory basis without regard to race, color, sex, religion, handicap, national origin or age. The Council shall be comprised of Adults and Teens (identified collectively as the membership). The membership should adequately represent Districts within the geographic area, economic groups and minority races.
2. Member selection process:
 - a. Each of the 7 District 4-H Horse Management Teams within the state of Kentucky shall select three (3) representatives to serve on the Council as voting members. Two (2) shall be adult volunteer leaders, in good standing. One shall be a teen, in good standing, at least fourteen (14) years of age on January 1 of the calendar year selected.
 - 1.) The term, "in good standing," is to be determined by the Council according to the Youth Protection/Risk Management Guidelines.
 - 2.) In case a teen of this age is not available, a younger teen may be selected.
 - b. Each member of the Council may have a designated alternate who can attend in that member's absence.

Section B: Number

There shall be no more than 21 voting members comprising the total Council membership. Voting members must be elected by the District they represent. The Equine Extension Specialist and Associate shall be ex officio members who interpret program needs, University policies and statewide programs, strategic plans, and counsel and advise the Council.

Section C: Voting Rights

1. Each adult Council member shall have one (1) vote. Each teen member shall have one (1) vote.

Section D: Term of Membership

1. The term of membership for Teen and Adult members is limitless. Members shall be appointed by their respective District 4-H Horse Management Team. The District 4-H Horse Management Team, by majority vote, shall have the power to replace their member (s) on the Council according to Youth Protection/Risk Management Guidelines.

ARTICLE IV Officers

Section A: Officers

The elected officers of the 4-H Council shall be the President, Vice-President, Secretary, and Youth Representative.

Section B: Term of Office

The Elected Officers shall be elected at the semi-annual meeting in the fall for a term of two (2) years, with the exception of the youth representative, who shall serve for a term of one year. That term shall begin the day of the semi-annual spring meeting. Elected Officers may be elected for an additional term, subject to the officer's continuing eligibility to be an elected member of the Council, but will not in any event be eligible to serve more than two (2) consecutive terms at their current position of President, Vice-President, Secretary, or Youth Representative. Only voting delegates present during the Council meeting will be eligible to be elected.

Section C: Method of Electing Officers

1. The Council shall recommend one (1) person as a candidate for each office after having acquainted each nominee with the responsibilities of the office and securing each nominee's willingness to serve.
2. The Elected Officers shall be elected at the semi-annual meeting in the fall. The term will begin and end on the day of the semi-annual spring meeting. If new officers have been elected at the fall meeting then both the incumbent officers and the newly elected officers will be required to attend the Animal Sciences 4-H Review Committee meeting which occurs between the fall and spring semi-annual meetings.
3. The tenure for Elected Officers shall be in compliance with ARTICLE VI, Section B of the By-Laws.
4. Vacancies occurring in any of the offices due to extended illness, death, emergency, or other incapacity to comply with assumed duties or qualification requirements shall be filled by a special Council election, except in the case of the president, in which case the vice-president shall succeed the president as noted in Article IV, Section D2. Such officers shall serve only until the next election.

Section D: Duties

5. The president shall be the chief executive officer of the Council. This person shall preside at all meetings of the Council and shall be chairperson and preside at the meetings of the Executive Committee. This person shall appoint the members of all committees with the approval of the Executive Committee and shall be an ex-officio member of all committees of the Council. This person shall sign all documents requiring his/her signature and shall perform all other duties incidental to his/her office. In addition, the president shall attend the Animal Sciences 4-H Review Committee meeting to discuss all approved rule changes voted by the Council.
6. The vice-president shall perform the duties of the president in the absence or incapacity of the president. In the event that the vice-president becomes the president, a new vice-president shall be elected to fill the vacancy at the next regularly scheduled Council meeting.
7. The secretary shall keep an accurate record of the activities of the Council and its Executive Committee, shall issue all notices of the Council meeting (in conjunction with the Extension Specialist/Associate), shall be responsible for the correspondence of the Council, shall prepare and keep a list of all chairpersons and members of special and standing committees for the current and two (2) previous years and shall provide the District and/or County Extension Offices a copy of all records of the Council upon their request.

Section E: Compensation

Elected officers of the Council shall not receive any compensation for service to the Council. Expenses incurred by officers and/or Council members in carrying out duties or responsibilities of the Council may be reimbursed if the Executive Committee gives prior authorization.

ARTICLE V The Executive Committee

Section A: Composition

The Executive Committee shall be composed of all elected officers. The Extension Specialist and/or Associate, responsible for serving the Council, will serve as a non-voting member(s).

Section B: Functions

The functions of the Executive Committee shall be:

1. Plan an annual Council program of work.

2. Assist the Council membership in setting goals.
3. Develop the agenda for each Council meeting.
4. Perform essential activities and make decisions that must be acted on between Council meetings.
5. Formulate and recommend programs and activities to Council members for their consideration and subsequent approval.
6. Identify and help formulate other committees necessary to further the purposes and functions of the Council.
7. Carry on such other business as may be brought forward by the Council's membership.

Section C: Meetings of the Executive Committee

1. The Executive Committee may meet prior to regular meetings to formulate the agenda for the regular meetings.
2. The Executive Committee may meet for the purpose of transacting important, time-sensitive or emergency business as called by the president or Extension Specialist/Associate.
3. A majority of the Executive Committee members must be present to constitute a quorum for transacting business.

ARTICLE VI
Program Year

4-H Program Year

The 4-H program year of the Council shall be from September 1 to August 31, inclusive.

ARTICLE VII
Meetings

Section A: Semi-Annual Meetings

1. The spring semi-annual meeting of the Council membership shall be held in February or March, and the fall semi-annual meeting shall be held in October or November. The date and time will be determined by the individual Council membership.
2. The semi-annual meeting of the Council shall include the following:
 - a) Delegate assignments for the current year
 - b) Review committee reports
 - c) Consider proposals submitted by individual District 4-H Horse Management Teams
3. Written notice shall be sent to all District Contact Agents at least five (5) days in advance of all meetings, giving the date, time and place of the meeting.

4. Special meetings of the Council may be called by the president, Executive Committee, or Extension Specialist/Associate, or upon request of any five (5) Council members.
5. Fifty percent (50%) plus one (1) person of the active members must be present at a regular or special meeting to constitute a quorum for the transaction of business.
6. Each voting member shall be entitled to one (1) vote.
7. The president shall vote only in the case of a tie.

ARTICLE VIII Committees

Section A: Committees

Committees deemed necessary by the Executive Committee and/or Council shall be appointed by the president with advice from the Extension Specialist/Associate, and serve in accordance with the charge given this committee. Appropriate staff members may be designated to serve as a resource person to all committees. The membership of these committees need not be limited to Council membership. All committees serve at the pleasure of the president. Committees are formed to complete a specific task, then dissolve when this task has been accomplished.

Section B: Officers

Each committee shall have a chairperson, vice-chairperson, and a secretary. The vice-chairperson shall succeed the chairperson.

Section C: Membership

The chairperson and the vice-chairperson must be Council members. Other committee members need not to be Council members.

ARTICLE IX Extension Specialist and Associates' Role with Council

The Extension Specialist and Associate represent the Cooperative Extension Service in the State as the professional assisting in the development and implementation of a 4-H educational program for youth. The Specialist/Associate is charged with the management of the 4-H program including the development, organization and implementation of educational delivery systems such as school clubs, project groups, community clubs, special interest groups, etc., to result in the maximum participation of youth and adults. More specifically, the role of the Extension Specialist/Associate includes:

1. Providing advisory leadership to the 4-H Advisory Council
2. Providing advisory leadership to individuals in carrying out their roles
3. Developing organizational patterns and delivery systems essential to successful programs
4. Developing a system and programs to promote maximum growth in leadership skills
5. Providing direction with committees
6. Providing leadership in coordination with the youth development component of the 4-H Horse Program.
7. Providing a permanent record-keeping system of all volunteer leaders and youth involved in the 4-H Horse Program.
8. Ensuring that the program is educationally sound and consistent with the objective of the State 4-H Core Curriculum.
9. Working with the 4-H Advisory Council in:
 - a. planning Council meeting business, education and program development
 - b. appointment of committees
 - c. providing for rotation of committee assignment
 - d. supporting membership attendance
 - e. developing plan of work for the Council
 - f. creating publicity for and promoting the 4-H Horse Program
 - g. establishing and maintaining effective organization of Executive Committee
 - h. establishing and maintaining a permanent record keeping system of all minutes of regular and Executive Council meetings

ARTICLE X Amendments

Proposed amendments to these By-Laws may be made at any semi-annual, regular or special meeting by two-thirds of those members present and voting, providing the proposed amendment was submitted, in writing (or email), to the membership at least ten (10) days prior to the date of the meeting. Adoption of the amendment to the By-Laws will be subject to approval of the Animal Sciences 4-H Review Committee.

ARTICLE XI
Parliamentary Authority

Robert's Rules of Order shall govern the proceedings of the Council not otherwise specified in the By-Laws.