

# Waukesha County Horse Project

## **BYLAWS**

### **NAME:**

The name of this association shall be **Waukesha County 4-H Horse Association, Inc.** (WC4HHA). This corporation shall be without stock and not for profit. Upon dissolution of WC4HHA, all assets not requiring distribution for discharge of liabilities shall be distributed for exclusively charitable and educational purpose.

### **PURPOSE:**

The purpose of the Waukesha County 4-H Horse Association, Inc. is to provide a working organization of volunteers to serve as a united body for the betterment of the 4-H Horsemanship project in Waukesha County, Wisconsin. This group is a source of information and guidance to 4-H members, parents, and leaders. This is accomplished by organizing learning opportunities about horse care and showing through clinics, speakers, demonstrations, and audio-visual resources in cooperation with the Waukesha County U.W. Extension Service.

### **MEMBERSHIP:**

Membership shall consist of 4-H members, parents, 4-H leaders, and any person interested in horses and horse activities.

#### Membership Dues

- Membership Dues are \$25 per youth member.
- Fees will be charged for specific activities or events as needed (eg. circuit shows)

#### Meetings

- The annual mandatory meeting will be held in the first quarter of each calendar year.
- The annual Awards meeting/dinner will be held every Fall.
- All members will be notified of meeting dates and time.

### **BOARD OF DIRECTORS:**

WC4HHA shall conduct business through the annual election of the Board of Directors (BOD).

#### Membership

- The BOD shall include members with representatives from 4-H horse project leaders, parents, 4-H youth members, and/or persons interested in horse and horse activities. These members will be either nominated or may volunteer at either the annual awards meeting or mandatory meeting of the WC4HHA. Other members may volunteer to join the BOD as interested throughout the year.

- BOD members are encouraged to serve for a minimum of two years which can then be renewed by a majority vote of the members. Any vacancy occurring in the BOD during the current term of membership, may be filled by the affirmative vote of the majority of the BOD.
- BOD members are to become VOLT (Volunteer Orientation & Leadership Training or its successor) certified through the Waukesha County 4-H Program at some time during their membership.

#### Officers

- The officers of the BOD will include the President, Vice-President, Secretary, and Treasurer.
- Officers will be elected annually by the members of the BOD every Fall, no later than the October meeting.
  - President:
    - plans & presides at all meetings of the BOD
    - facilitates communication to county 4-H office and outside groups through mass emails
    - supervises all business affairs of the WC4HHA
    - coordinates completion of WI State 4-H Horse Show entries during annual County Fair
    - coordinates mandatory annual county project meeting
    - serves as active resource to incoming new president
  - Vice-President:
    - attends all meetings and performs all business affairs in absence of President
    - serves as liaison to all the WC4HHA committee chairs
  - Secretary:
    - records and maintains all meeting minutes of the BOD
    - emails monthly meeting agenda & past minutes to members
    - coordinates meeting room reservations and schedules virtual meetings
    - coordinates annual BOD review of WC4HHA Bylaws
    - maintains WC4HHA archives (documents, photos, thank you notes, etc)
    - sends out other written or electronic communication as designated
  - Treasurer:
    - maintains all financial records for each fiscal year (July 1– June 30)
    - collects all fees, makes deposits, and disburses funds for all WC4HHA activities
    - manage check book
    - bring cash box & check book to all activities as needed
    - creates profit/loss report for monthly meetings
    - manages tax exempt and non-profit status

- maintains required insurance for circuit and open shows, clinics and other events
- provide regular financial status updates at BOD meetings
- Elections will be conducted by written or verbal ballot. Meetings will use Robert's Rules of Order as needed to complete business.
- Every attempt will be made to stagger terms of elected officers in order to assist with maintaining the business of WC4HHA (eg. President & Secretary one year followed by Vice-President & Treasurer the next year). Officer terms will be 2 years.
- Any officer may resign by giving written notice to the President. The resignation shall take effect at the time either specified in the notice or at the time received by the President.
- The Youth members of the BOD may meet separately during the BOD meetings in order to discuss and organize various works and make recommendations to the BOD. The Youth BOD will hold annual elections for President, Vice-President, Treasurer and Secretary. Youth BOD members coordinate youth board information presentations and recruit new members at annual horse project mandatory meeting. They coordinate and execute the county fair mandatory meeting and fun show, State 4 H Expo mandatory meeting, stall decoration theme and t-shirts, along with an annual review of 4-H Horse Project Youth member Code of Conduct.
- Youth Board Mentor: Observe meetings, Make comments and suggestions when stuck, Bring in an adult perspective; Monitor discussion (stay on task); Model conflict resolution as needed; Help with basic formal structure; Suggest tasks or jobs for each board member role, as needed.

#### Committees

- The BOD will designate committees or individuals to organize and conduct various activities of the WC4HHA. These may consist of:
  - Barn
  - Clinic/Events Committee
  - Education/Hippology/Horse Bowl
  - Tack Sale Committee
  - Judges Committee – includes securing judges for circuit shows and submitting names of judges to the county fair office
  - Awards Committee – includes coordinating all year end awards & ordering new stall plaques as needed.
  - Equine Ambassador Committee
  - Livestock Committee Representative
  - Fair Planning Committee
  - Publicity Committee

- Show Office
- Forms Coordinator/Committee
- Volunteer Coordinator
- Webmaster
- Additional committees/work groups will be created as needed.
- BOD members will chair and/or serve on various committees. Committee members may include other WC4HHA members. All BOD members will serve on at least one committee.

#### Meetings

- BOD meetings will be the first Tuesday of every month within Waukesha County at a location directed by the members. Meetings will be held in person and/or virtually via Zoom.
- Special meetings may be called at the request of the President.
- A quorum of at least 25% (eg. 5) of the Adult BOD voting members will be required at a meeting in order to vote and conduct business.
- Guests attending BOD meetings are not eligible to vote on motions presented at the meeting.

#### **DONATIONS:**

Donations of any kind (monetary or material) to the WC4HHA will be evaluated by the BOD. Decisions regarding acceptance and use of any donations will be made by the BOD.

#### **COMMUNICATION:**

Communication for the WC4HHA and BOD will occur in the following ways:

- WC4HHA website
- Email
- Social Media

#### **BYLAWS REVISION:**

- Bylaws will be reviewed annually by the BOD (every Fall).
- Proposed amendments to the bylaws may be submitted at any time to the President.
- Approval of amendments to the bylaws shall require a two-thirds majority of the voting members of the BOD.

Revised – 1974, 1979, November 1981, July 1990, October 2010, November 2012, October 2014, October 2015, March 2016, Oct 2016, Oct 2017, May 2018, October 2018, November, 2019, October 2020, October 2021, October 2022