

Rules of Governance

January, 2006

ARTICLE I Name and Purpose

Section A: Name

The name of this organization shall be the **District # _** 4-H Horse Management Team hereinafter referred to as the "Team."

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 Team 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 **District # _** 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 District # _ 4-H Horse Management Team

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

1. Provide county Team membership an opportunity to develop leadership skills.
2. Share in the coordination of the total District Cooperative Extension Program - that is to include working with Agriculture, Home Economics, and Community Development programs as well as the various councils and advisory groups that may be associated with them.
3. Establish annual and long-range objectives for the 4-H program in the District, including a plan of work for the Team.
4. Share with Extension Staff, the responsibility of securing, educating and recognizing the following kinds of volunteer leaders.
 - a. organizational leaders
 - b. project leaders
 - c. activity leaders
 - d. support leaders
5. Secure and administer funds to be used in the furtherance of 4-H programs approved by the Team.
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 District 4-H program, in cooperation with designated Extension Staff members.
8. Promote a positive image of 4-H, which would result in maximum participation of youth and adults.
9. Work with Extension Service providing adequate communication for all involved in 4-H and the general public.
10. Provide required representation to the State 4-H Horse Advisory Council.

- b. Each member of the Team may have a designated alternate who can attend in that member' s absence.
3. A District Contact Agent, designated by the District Director, shall be a non-voting member of the Team.

Section B: Number

There shall be no more than 2 x (the # of counties in the district) voting members comprising the total Team membership.

Section C: Voting Rights

1. Each adult Team 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 county 4-H council. The County 4-H Council, by majority vote, shall have the power to replace their member (s) on the Team according to Youth Protection/Risk Management Guidelines.
2. The District Director, in consultation with the Team, will govern the term of membership of the District 4-H Contact Agent, who is assigned to the Team.
3. Each county within the District shall select their members and notify the Team no later than August 31st of each year. Each county shall provide the Team with the names, complete mailing addresses, and telephone numbers of its members.

ARTICLE VI
Officers

Section A: Officers

The elected officers of the 4-H Team shall be the Chairman, Vice-Chairman, Secretary, Assistant Secretary and Treasurer.

Section B: Term of Office

The Elected Officers shall be elected at the annual meeting in September for a term of one (1) year. That term shall begin in September, immediately after the election, and run to the next election in September. Elected Officers may be elected for an additional term, subject to the officer' s continuing eligibility to be an elected member of the Team, but will not in any event be eligible to serve more than two (2) consecutive years. If there are no other possible volunteers for an Officer position,

this term may extend to three (3) consecutive years. Thereafter, permission would be needed and approved by the State 4-H Horse Program office.

Section C: Method of Electing Officers

1. The Team 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 annual meeting in September.
3. The tenure for Elected Officers shall be in compliance with ARTICLE VI, Section B of the Rules of Governance.
4. Elected Officers shall retain their membership on the Team such that service as an Elected Officer shall neither lengthen nor shorten the time during which such Elected Officer shall be eligible to serve as a member of the Team.

Section D: Duties

1. The chairman shall be the chief executive officer of the Team. This person shall preside at all meetings of the Team 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 Team. This person shall sign all documents requiring his/her signature and shall perform all other duties incidental to his/her office.
2. The vice-chairman shall perform the duties of the chairman in the absence or incapacity of the chairman. The vice-chairman shall automatically become chairman of the Team upon the resignation or death of the chairman. In the event the vice-chairman becomes the chairman, a new vice-chairman shall be appointed to fill the vacancy.
3. The secretary shall keep an accurate record of the activities of the Team and its Executive Committee, shall issue all notices of the Team meeting (in conjunction with the District Contact Agent), shall be responsible for the correspondence of the Team, 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 Team upon their request.
4. The assistant secretary shall perform the duties of the secretary in the absence or incapacity of the secretary. The assistant secretary shall automatically become secretary of the Team upon resignation or death of the secretary. In the event the assistant secretary becomes the secretary, a new

assistant secretary shall be appointed by the chairman to fill the assistant secretary position until the regular election of Team officers.

5. The treasurer shall have custody and keep an accurate record of all monies and securities of the Team; shall supervise the collection, deposit and disbursement of the funds subject to the direction and approval of the Executive Committee; serve as a member of the Finance Committee and have the books in order for audit. The treasurer may or may not be bonded, as determined by the Team. This person shall be responsible for seeing that all necessary State and IRS forms required by law are filed.

Section E: Compensation

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

Section F: Unexpired Terms of Office

The chairman, subject to the approval of the Executive Committee, shall be authorized to appoint a person to fulfill the unexpired term of office of vice-chairman, secretary, assistant secretary, or treasurer caused by said officers inability, either by death, disability, resignation or otherwise, to fulfill his elected term of office.

ARTICLE VII The Executive Committee

Section A: Composition

The Executive Committee shall be composed of all officers, the immediate past-chairperson, and two additional members. These members will be determined by the Team. The District Contact Agent designated by the District Director, responsible for serving the Team, will serve as a non-voting member.

Section B: Functions

The functions of the Executive Committee shall be:

1. To perform the essential Team activities that must be acted upon between meetings of the membership.
2. To formulate and recommend programs and activities to the members of the Team for their consideration and approval.
3. To identify and help formulate other committees necessary to further the purpose and functions of the Team.

4. To carry on such other business as may be delegated to it by the Team 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, and upon call by the chairman.
2. A majority of the Executive Committee members must be present to constitute a quorum for transacting business.

ARTICLE VIII Fiscal Year

4-H Fiscal Year

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

ARTICLE IX Meetings

Section A: Annual Meetings

1. The annual meeting of the Team membership shall be held during September. The date and time to be determined by the individual District Team.
2. The annual meeting of the Team shall include the following:
 - a. Annual report of Standing Committees
 - b. Election of Officers
 - c. Election of delegates to State 4-H Horse Advisory Council

Section B: Regular Meetings

1. Regular meetings of the Team shall be held at an interval appropriate for each individual District, providing that there is no conflict with a holiday.
2. The regular meetings of the Team shall be for the purposes of carrying out the role of the Team as outlined under ARTICLE II. More specifically, at the regular meetings the Team shall take such actions as may be necessary to advance the following goals:
 - a. To approve, reject, amend or refer back to the committee for further study, reports from special standing committees.

- b. To introduce new ideas with requests for the chairman to appoint committees to make further studies and report back their recommendations to the Team.
 - c. To evaluate reports of completed activities, projects or programs and make suggestions for improvements.
 - d. To provide Team members information concerning the county, district and state 4-H programs, helpful to them in their work with youth.
 - e. To provide 4-H members and leaders an opportunity to acquaint the Team membership with the total aspect of the 4-H program, etc.
3. Written notice shall be sent to all members of the Team at least five (5) days in advance of all meetings, giving the date, time and place of the meeting.
 4. Special meetings of the Team may be called by the chairman, Executive Committee, District Contact, or upon request of any five (5) Team members.
 5. Fifty-one percent (51%) of the active members must be present at a regular or special meeting to constitute a quorum for the transaction of business.
 6. Each member shall be entitled to one (1) vote.

ARTICLE X Committees

Section A: Standing Committees

Standing committees deemed necessary by the Executive Committee and/or Team shall be appointed by the chairman with advice from the extension agent(s), 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 Team membership. All committees serve at the pleasure of the chairman. Standing committees include, but are not limited to: Nominating; Finance; Long Range Planning; Budget; Promotions; Public Relations; Recognition and Awards; Horse Camps; Qualifying Horse Shows; Western Division; Contest Division; Hunter Division; Walking/Racking Division; English Division; Drill Teams; Horse Judging; Hippology; Horse Bowl; Public Speaking; Individual Demonstrations; Team Demonstrations; Art (Kit); Art (non-Kit); Equipment; Clothing; Photography Single; Photography Series.

Section B: Nominating Committee Duties

The Nominating Committee shall:

1. Nominate officers in accordance with Article VI - Section C:1 of these Rules of Governance.

2. Nominate delegates and alternates to serve on State 4-H Horse Advisory Committee as per their term of membership.
3. Nominate delegates, as required, to serve on State 4-H Council as per their term of membership.

ARTICLE XI
District Contact Agent' s Role with Team

The District Contact (4-H) Agent represents the Cooperative Extension Service in the District as the professional assisting in the development and implementation of a 4-H educational program for youth. The agent 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 District Contact Agent includes:

1. Providing advisory leadership to the 4-H Team
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 total Extension Program
7. Providing a permanent record-keeping system of all volunteer leaders and youth involved in the 4-H 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 Team in:
 - a. planning Team 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 Team
 - f. creating publicity for and promoting the 4-H 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 Team meetings

ARTICLE XII Fees

Dues or fees may or may not be required of members or counties at the discretion of the Team. Each former area may provide seed monies to start the work and cover responsibilities of the team as determined by each individual district.

ARTICLE XIII Amendments

Proposed amendments to these Rules of Governance may be made at any annual, regular or special meeting by two-thirds of those members present and voting, providing the proposed amendment was submitted, in writing, to the membership at least ten (10) days prior to the date of the meeting. The approved amendments will be submitted in writing to the State Horse Advisory Council at least thirty (30) days prior to the date of the November Council meeting. Adoption of the amendment to the Rules of Governance will be subject to approval of the Animal Sciences Committee.

ARTICLE XIV Parliamentary Authority

Robert' s Rules of Order shall govern the proceedings of the Team not otherwise specified in the Rules of Governance.

ARTICLE XV Delegates Elected by the Team

Section A: Special Delegates To Other Extension Advisory Groups

The Team shall elect delegates to serve as District representatives to the following:

1. Each district shall elect three (3) delegates to the State 4-H Horse Advisory Council. One teen delegate will be elected from the Team. One adult delegate will be elected from the Team. One adult delegate, who may be a county member or an at-large Team member, will be elected.

Section B: Term of Office

Delegates shall be elected at the annual meeting of the Team in September, and shall begin their term of office immediately.

1. Adult delegates to the State 4-H Horse Advisory Council shall serve for a term of two (2) years, and may not succeed themselves as members of their respective Team. Teen delegates to the State 4-H Horse Advisory Council shall serve for a term of one (1) year and may not succeed themselves as representatives of their respective Team. Initially, the Team shall select one (1) adult and one (1) teen representative to serve a one (1) year term, and one (1) adult to serve a two (2) year term, thereby assuring continuity of representation. Thereafter, each representative shall begin his or her term at the fall meeting of the Team in September.

Section C: Method of Election

1. There shall be a nominating committee appointed by the chairman. This committee shall recommend at least one (1) individual as a candidate for each delegate position, after having acquainted the nominee with the responsibilities of the position and securing their willingness to serve.
2. Additional nominations may be made from the floor.
3. The delegates shall be elected at the annual meeting.
4. The tenure for delegates shall be in compliance with Article XV, Section B of the Rules of Governance.

Section D: Duties

1. Delegates to the State 4-H Horse Advisory Council shall attend all duly called meetings of the Council, and shall officially represent the wishes and philosophy of the majority of the Team. Delegates shall attend such Team meetings as are considered necessary by the Executive Committee to report the activities of the State 4-H Horse Advisory Council.

Section E: Compensation

1. Elected and appointed delegates of the State 4-H Horse Advisory Council shall not receive any compensation for service to the Council. Expenses incurred by delegates in carrying out their official duties may be reimbursed if the Executive committee or the Team gives prior authorization.

Section F: Unexpired Terms of Office

1. The chairman, subject to the approval of the Executive Committee, shall be authorized to appoint a person to fulfill the unexpired term of office of any

delegate identified under Article XV, Section A, caused by said delegate' s inability, either by death, disability, resignation or otherwise, to fulfill his/her term of office.

2. In any case, the newly appointed delegate will become eligible for re-election by the **District #** _ Horse Management Team only if he/she has filled the unexpired term for a period of one (1) year or less.

DATE APPROVED (AMENDED): _____