

Idaho 4-H Youth Horse Council Bylaws

(Adopted: September 22, 2016)

Article I

Name:

Section I. The name of this organization shall be Idaho 4-H Youth Horse Council (I4-HYHC).

Article II

Purpose:

The Idaho 4-H Youth Horse Council serves in an advisory capacity to the University of Idaho 4-H Youth Development program. Their purpose is to assist in identifying potential educational activities and resources, collaborate with University of Idaho Extension 4-H personnel in conducting and evaluating equine-related events (i.e. Idaho Horsemanship Award, State 4-H Horse Contests) and serving as advocates for positive youth development within the Idaho 4-H Horse program.

Article III

Membership:

Section 1. Membership of the Council shall consist of:

- a. Two (2) voting adult 4-H volunteers from each of the four (4) Extension 4-H Districts, elected from within their district. Each district may select one (1) adult 4-H volunteer alternate to represent and vote for them, but only if one of their primary adult 4-H representatives is unable to attend that meeting.
- b. One (1) voting teen youth 4-H member from each of the four (4) Extension 4-H Districts, elected from within their district.
- c. One (1) voting University of Idaho Extension representative from each of the four (4) Extension 4-H Districts, as appointed by their District Director.
- d. One (1) ex-officio University of Idaho 4-H Youth Development Office representative, as appointed by the Idaho 4-H Program Director.

Section 2. The four (4) Extension 4-H Districts are comprised of the following counties:

- a. Northern – Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai/Shoshone, Latah, Lewis & Nez Perce.
- b. Southern II – Ada, Adams, Canyon, Elmore, Gem/Boise, Owyhee, Payette, Valley & Washington.
- c. Southern III - Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka & Twin Falls.
- d. Eastern – Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Oneida, Power & Teton.

- Section 3. Council membership shall run from the start of one Fall annual I4-HYHC meeting until the start of the next Fall annual meeting. New members assume their roles effective with the Call to Order of each annual meeting.
- Section 4. Adult 4-H volunteer representatives shall serve two-year staggered terms (one starting in odd-numbered years, the other in even-numbered years). Youth representatives shall serve one-year terms. Extension representatives shall serve two-year terms. No representative shall serve more than two full consecutive terms; after which they are ineligible to serve again for at least one year.
- Section 5. Membership in I4-HYHC is voluntary; a member may resign by written notice to the president at any time.
- Section 6. A representative may be dropped from I4-HYHC membership after a reasonable lack of interest and participation. Any such action should only be taken following a discussion by I4-HYHC membership regarding all facets of the situation.
- Section 7. Council vacancies will be filled by the respective entity that elected or appointed that representative, for the remainder of the term being vacated.
- Section 8. The Council may select one (1) member to represent them on the Idaho Horse Council.

Article IV

Meetings:

- Section 1. The Council's annual meeting shall be held each Fall, with a second meeting in the Spring. Meetings shall be scheduled at a time, location and manner most acceptable to the membership.
- Section 2. A special meeting of the Council may be called at any time by the President, Secretary, or upon written request by a majority of the membership.
- Section 3. A majority present of I4-HYHC members, with representation from least two (2) of the Extension 4-H Districts shall constitute a quorum.
- Section 4. Each voting Council member is entitled to one vote and must vote in person. For meetings held via technology (video, telephone, etc.), members may vote as if they are in person.
- Section 5. Roberts Rules of Order, Newly Revised shall govern all meetings.

Article V

Officers:

- Section 1. The I4-HYHC officers shall consist of the President, Vice-President, Secretary and Treasurer, all of whom are members of the executive committee. The University of Idaho 4-H Youth Development Office representative and

Immediate Past President will be an ex-officio members of the Executive Committee.

- Section 2. The President and Vice-President shall serve a one-year term. The Secretary and Treasurer serve two-year terms. The Secretary is elected in odd years and Treasurer is elected in even years.
- a. Any officer may succeed themselves one time but after serving two terms in office, they are not be eligible to serve in that same office again for at least one (1) year.
 - b. If no one is willing to run for an office, the President can appoint someone to fill the term.

Section 3. There shall be at least two (2) or more candidates nominated for election to the office of President.

Section 4. Officers shall be elected at the annual Fall meeting from among those members who have voting rights. If the 4-H district elects their representatives after the annual Fall meeting and a representative who was elected as an officer is not selected by the district for the current year, that office will be vacated.

Section 5. For any office vacated, a special vote will be taken of the membership. This vote may take place in person, by mail, or by technology (i.e. e-mail).

Section 6. The Vice-President (unless serving as presiding officer), Secretary and Treasurer will have full voting rights as District representatives. In the case of a tie vote, the presiding officer shall cast the deciding vote.

Article VI

Duties of Officers:

Section 1. The President shall preside at all I4-HYHC meetings. They and the University of Idaho 4-H Youth Development Office representative shall appoint I4-HYHC committees as necessary to advance the Idaho 4-H Horse program; both shall be ex-officio members of these committees. The President is responsible for sending out meeting reminders to the District Representatives, written district reports, the treasurer's report, current minutes, other requests or new business items that are due, one month prior to the meetings.

Section 2. The Vice President shall preside at meetings in the absence of the President. They will chair the by-laws committee, and perform or assist with other duties as assigned by the President.

Section 3. The Secretary shall keep an accurate record of all I4-HYHC meetings, relative correspondence and membership rosters. Minutes from each meeting must be sent to the University of Idaho 4-H Youth Development representative within 15 days after that meeting is held.

Section 4. The Treasurer shall be accountable for accurately tracking and reporting all I4-HYHC funds and related financial activities. They will provide all

documentation needed for the Budget/Audit and Finance committee to conduct an annual audit. A complete audit report and financial summary must be submitted to the University of Idaho 4-H Youth Development Office representative by November 1st and also presented to the I4-HYHC members at the next scheduled meeting.

Only the President, Vice-President, Secretary and Treasurer are authorized to sign I4-HYHC checks; all checks shall require two signatures. All I4-HYHC funds shall be deposited in such bank, trust company or other financial institution as selected by the Executive Committee.

Section 5. The Immediate Past President shall chair the nominating committee and present a slate of officers at the annual meeting.

Article VII

Standing Committees:

- Section 1. The President shall appoint I4-HYHC members to the following standing committees. The designated committee chair shall serve as a liaison between the committee and the I4-HYHC, reporting any committee activity at I4-HYHC meetings.
- a. Nominating Committee-will present a slate of officers at the annual meeting. At least one (1) representative from each of the four (4) Extension 4-H Districts, and the immediate Past President shall constitute the nominating committee; the immediate past president shall chair the committee. The committee will identify an individual to tabulate the ballots and inform the members of the election results.
 - b. By-laws Committee-will review the by-laws bi-annually, presenting any proposed changes by September 1st to the University of Idaho Extension 4-H Youth Development representative. The bylaws committee shall consist of at least one (1) representative from each of the four (4) Extension 4-H Districts, the Vice President, and University of Idaho Extension 4-H Youth Development Office representative (ex-officio). The Vice President shall chair the committee.
 - c. Budget/Audit and Finance Committee-will conduct an annual audit of I4-HYHC financial records. The President shall appoint this committee, to include the President, Treasurer, one (1) additional I4-HYHC representative, and the University of Idaho Extension 4-H Youth Development Office representative. This committee shall prepare an audit report, annual financial summary and proposed budget for consideration of the entire membership. A complete audit report and financial summary must be submitted to the University of Idaho 4-H Youth Development Office representative by November 1st.
 - d. I4-HYHC State Horse Contests- conducted by a committee under the guidance of the University of Idaho Extension 4-H District representative whose respective district is hosting the event. They shall work with the University of Idaho Extension 4-H Youth Development Office representative to select dates, prepare the contest booklet, and any other

duties as needed to conduct the contest. The committee shall provide update reports at I4-HYHC meetings and submit a formal written report within 30 days after the event to the University of Idaho Extension 4-H Youth Development Office representative.

Article VIII

Amendments:

The bylaws may be amended at the annual Fall meeting by a two-thirds vote of the members present. To amend the bylaws, notice of the proposed amendments must be given to the members at least seven (7) days prior to the annual meeting.

Enactment:

These revised bylaws were adopted September 22, 2016 -meeting via video conference

Other revisions: October 1, 1992 in Twin Falls, Idaho
 November 5, 2008 in Boise, Idaho
 November 6, 2011 in Burley, Idaho
 March 11, 2013 (via videoconference)

Charter Member List

July 25, 1972

Dr. E. M. Sullivan, St. Maries
Mrs. James Renshaw, Kooskia
Mrs. Jean Jesser, Kimberly
Mrs. Wm Johannsen, Gooding
Ralph Crawford, Payette
Bill Sterling, Blackfoot
Kwen Griffeth, Preston
Mrs. Clarence Teter, Nampa
Jay Ney, Agent, Lewiston
George Hamilton, Agent, Dubois
Wayne Cole, Agent, Burley
John Henry, Agent, Caldwell
Morris Hemstrom, Livestock Specialist, Moscow