

**Summit County 4-H Saddle Horse Association, Inc.**  
**By-Laws**  
**2011**

Article I

The name of this organization shall be the Summit County 4-H Saddle Horse Association, Inc., and shall serve as the legislative body and consultant subcommittee of The Ohio State University (4-H) Extension Office. Fiscal year will be October 1 to September 30.

Article II

The purpose of the horse program is to help 4-H club members achieve the following:

- 1) Development of leadership, initiative, self-reliance, sportsmanship and other desirable traits of character;
- 2) Experience the pride and responsibility of caring for a horse or pony and receive training in its care, teaching management and related costs;
- 3) Appreciation of horseback riding as a healthy and wholesome recreation;
- 4) Skill in horsemanship, and patience and understanding in handling horses and ponies.
- 5) Knowledge of safety precautions to prevent injuries to themselves, others, and the horses.
- 6) Greater love for animals and a humane attitude toward them.
- 7) Preparation for citizenship responsibilities by working together in groups supporting community horse and non-horse projects and activities.

Article III

The officers shall be a president, vice president, secretary, treasurer, and three (3) trustees. Trustees are to be elected to three-year terms with elections held yearly so that one new trustee is elected every year. To be eligible for an office, the nominee must have been a member in good standing for six (6) months and have completed and passed the 4-H Application and Training Process for Volunteer Selection. The elected officers and trustees will comprise the executive committee. The appropriate committee chair can be called for participation in executive committee decisions.

Article IV

Election of Officers

- 1) The officers shall be elected by ballot at the September meeting each year.
- 2) The president shall appoint a nominating committee consisting of a chairperson and not less than two (2) members at the July meeting.
- 3) The committee will select at least one (1) nominee for the office of president, vice president, secretary, treasurer, and one (1) trustee for the three-year term. The committee will then present the nominees to the membership at the August meeting.
- 4) Additional nominations may be made from the floor at the September meeting.
- 5) Elections will be run and overseen by the trustees. After elections are complete and results finalized and accepted, all ballots will be destroyed.
- 6) Following elections, all previous officers' files, both hard-copy and electronic, shall be turned over to the incoming officers at the October meeting. Incumbent officers will conduct the September meeting and newly-elected officers will take over at the October meeting. Failure to turn over files will result in permanent revocation of membership in the association and may result in prosecution.

Article V

Duties of the Officers and Point Secretaries

- 1) The president shall preside at all meetings of the association and have in mind at all times the best interest of the association. The president shall appoint all chairpersons, the Summit County Agricultural Society (SCAS) liaison, and the point secretary(s). The president shall be an ex-officio member of all committees, except the nominating committee. The president shall fill vacancies for officers and trustees for unexpired terms. The president may not be chairperson of any committee. This is a non-voting position unless there is a tie at which time the president will cast the deciding vote.
- 2) The vice president shall assist the president (including questions regarding *Robert's Rules of Order*) and preside in case of the president's absence. The vice president will be responsible for recording committee meeting dates, monitoring their progress, and reporting the committees' progress at the monthly executive meetings.
- 3) The secretary shall keep a record of all proceedings of the association, act as a correspondent, and keep a correct enrollment and attendance record of all members and clubs. The secretary shall be responsible to report membership status at each monthly meeting. The monthly minutes of the association will accurately record all expenses passed by a majority vote of the membership present at the meeting. In the absence of the president and the vice president, the secretary will preside over the monthly meeting.

- 4) The treasurer will record each deposit in the check ledger accurately and will keep an accurate record of the current balance after each ledger entry. The treasurer will record "paid to" and for what with every ledger entry. The treasurer will record every checking account activity accurately and in a timely fashion into the checking account ledger. Every entry in the check ledger will be complete, accurate, and current. All checks written will have a matching expense invoice and/or receipts. All bank account statements will be reconciled monthly upon receipt and any discrepancies with the bank will be reported at the next regularly scheduled association meeting. The treasurer's monthly report to the association members will reflect the actual activity of the account. The written report will include any and all association accounts and holding(s). The written report will include the sources of deposit(s) and itemized invoice information pertaining to all checks written for that month. The association's financial books shall be made available to the membership at every association meeting. Financial books do not leave the possession of the treasurer. No check will be written without a majority vote of the association members present at the regularly scheduled meeting of the association. In case of emergency as deemed by a majority of the executive committee, the treasurer and/or the trustees may issue a check in the amount of not more than \$250.00 to a single person or business. This expenditure will be reported to the association membership at the next regularly scheduled meeting of the association. No checks will be written of the budgeted amount to any committee or individual. No check will be issued without the proper itemized receipt and request form; the receipts will be attached to the request form immediately prior to the check being written with the check number noted on all receipts and request forms. All bills submitted to the association for reimbursement must be turned in to the treasurer within ninety (90) days of the dated validated on the itemized receipt. All check requests must be submitted prior to the association meeting for disbursement at the association meeting. Two signatures will be required on every check, one being the treasurer and the other being a trustee, or both signatures could be those of trustees. The treasurer and all trustees will have signature cards on file with the association's financial institution. All fundraising monies shall be tallied by the association chairperson, one trustee, and one other SC4-HSHA executive committee member.
- 5) The trustees shall review the association's financial books quarterly in January, April, July and October with semi-annual audits done in April and October. A copy of the semi-annual audits will be provided to the 4-H office and the findings and recommendations will be reported to the association at the subsequent monthly meeting. In an emergency, and based on a majority vote of the executive committee, two trustees, in the absence of the treasurer, may issue a check in the amount of not more than \$250.00 to a single person or business, and such expense will be reported to the association at the next regularly scheduled association meeting. All trustees will have signature cards on file with the association's financial institution prior to having check-signing privileges. The trustees will perform a physical inventory of the equipment that will be completed one (1) time per year and will be reported to the association by April 30<sup>th</sup> of each year. The inventory list will be kept by the treasurer.
- 6) The open show and fair point secretaries will be responsible for participant entries in the computer at Open shows and at the fair and providing the announcer reports. The points secretary and assistant will be responsible for maintaining information by participant at fair and open shows to calculate high point/year-end awards, versatility eligibility, and awards following the rules for calculations as set forth in the association rules. Working with the rotating trophies chairperson, the point secretary and assistant will maintain any additional information needed by participants to ensure compliance with the eligibility requirements. The executive committee must review points prior to awards presentations and before announcing versatility eligibility. The point secretary and assistant will also maintain backup computer disks by year and provide monthly current-year backup computer records to the president as requested. Any and all written records pertaining to duties of the point secretary and assistant must remain in the Saddle Horse building. The open show and fair committees shall have a method of tracking points and information that is reviewed and approved by the executive committee and the fair committee prior to use. Any changes or revisions to this system must be approved.
- 7) Any committee that deals with deciding the outcome of an award may not consist of more than one (1) member from any club. A substitute committee member will be appointed by the president in the case of a conflict of interest. (An applicant from a committee member's 4-H club is a conflict of interest.) In the event of an error after an award has been presented, an identical award will be presented and points will be adjusted to reflect the correct placings, excluding PAS and state qualifying competitions.
  - 7a) Scholarship Selection Committee shall be composed of three (3) people belonging to the Summit County 4-H Saddle Horse Association. There shall be one (1) alternate selected. Selection of committee persons shall be by the executive committee. Persons shall be selected so that there is minimal knowledge of applicants by selection committee members.
- 8) Two (2) people (show chairperson or show committee member and one 4-H advisor) shall tally and record all beginning and ending cash for the entry booth. Any cash removed for expenditures must be immediately logged and kept in the cash box for accurate documentation, recording the date, time received, time removed, purpose of money removal, and the signature of the person who removed it. The time of day and tally of any cash removed

shall be duly noted and recorded by those tallying cash. All funds earned/collected will be turned over within 24 hours to the treasurer following the event for deposit into the association's account.

- 9) All committee chairpersons will prepare a proposed budget to be reviewed and approved by the executive committee. Any purchases that are expected to exceed \$250.00 above the approved budget will require three (3) estimates, if available. Any amount a committee spends above and beyond the approved budget amount will not be reimbursed by the association without approval by the association. The association will at no time permit any of its membership to take a personal loan from the association's funds.
- 10) No member of the organization shall enter into a contract or agreement with any person(s) or organization without review and approval by the executive committee. Any and all contracts or agreements must be reviewed and signed by the president and one (1) trustee prior to returning to the contracting party.

#### Article VI Membership

There shall be a minimum of six (6) members in the association. To become a member, one must be nineteen (19) years of age as of January 1 of the current year. Membership will not be restricted by race, creed, sex, national origin, or handicap.

- 1) For an individual to be a member, he/she must have attended at least six (6) association meetings within twelve (12) consecutive months. Attendance at the monthly meetings will be calculated based on attendance sign-in sheets. Membership status will be available at each regular monthly meeting of the association.
- 2) Any member in good standing for two (10) consecutive years will become a sustaining member. The sustaining member will have all voting rights and will be exempt from the attendance requirements (Article VI, #1 and #3) that must be met by all other members.
- 3) Following the August meeting, the executive committee will review the attendance records. Anyone who has four (4) absences within twelve (12) consecutive months will be placed on probation through April of the following year. The executive committee will then make a decision as to their membership status. If the executive committee deactivates a person's active member status, that person must repeat the membership process to become reactivated (see Article VI, #1).
- 4) Persons serving on committees need not be association members; however, non-members may not be chairpersons. All people serving on committees including executive committee must have completed the Volunteer Orientation through the 4-H office prior to having any interaction with 4-H members.
- 5) Club representation is required at all Saddle Horse monthly meetings, Representation/Attendance does not have to be by club advisor but the person in attendance will act as club representative with the ability to commit the club for activities as required. Failure of club representation for two (2) consecutive meetings will result in written notification to club advisors. After notification, if attendance is still not noted, the club will be assigned extra fair duties such as grounds cleanup or night barn duty. In addition to attendance, active participation in at least one (1) major committee – rules, fair or open show – is required.

#### Article VII

##### Voting Rights (based on active membership status)

For executive committee, those eligible to vote include:

- 1) Anyone who is an active member in good standing will have one (1) vote.
- 2) Each club whose advisors are not members of the association will have one (1) vote. This privilege will only be granted for one (1) year until an advisor can become an association member.
- 3) Ballots must be read and calculated by trustees only.
- 4) Once ballots are collected, voting is closed for calculation and the results are final. In the event of a tie vote, the president will cast the deciding vote.

For monthly association meetings:

- 1) All clubs will have a minimum of one (1) vote. In the event that the club representative is not a member of the organization, the club representative will act as voting member for the club.

#### Article VIII

Meetings shall be called at the discretion of the president and/or the 4-H Extension Office. General membership meetings will be held on the third Thursday of each month but may be cancelled at the discretion of the membership present at the preceding meeting. In case of inclement weather, members should call a member of the executive committee to ascertain the status of the meeting, i.e., postponed, cancelled, to be held.

#### Article IX

The association will not accept gifts, donations, or any kind of arrangements which could affect the judging or grading of a 4-H member.

#### Article X

The association will follow the policies, rules, and regulations set forth by The Ohio State University Extension and the SC4-HSHA.

#### Article XI

Should the Summit County 4-H Saddle Horse Association, Inc., for any reason disband, the funds that are in the treasury at that time will be turned over to The Ohio State University Extension Office for a "Summit County 4-H Saddle Horse Project Scholarship". Scholarship requirements to be set forth have been established by the association.

#### Article XII

A quorum shall consist of a representative from one half (1/2) plus one (1) of the 4-H saddle horse clubs.

#### Article XIII

Any person or persons who will be handling more than \$1,000.00 will be bonded. The bond will be provided by the association and there will be no expense to the bonded person.

#### Article XIV

##### Grievance Board

The president of the association shall appoint the chairperson and the vice chairperson of the Grievance Board. This board will consist of one advisor from each current 4-H club and the members of the executive committee and the fair and open show chairpersons. This board shall function as outlines:

- 1) Only one (1) vote per club represented will be allowed. A quorum of clubs is required.
- 2) All project changes after July 1<sup>st</sup> must be requested in the form of letters from the 4-H member and/or parent/guardian and the advisor or an association member and provided to the Grievance Board chairperson or Grievance Board vice chairperson. If a letter, with supporting documentation if needed, is not provided before the meeting, there is no grievance.
- 3) This board will hear all requests for project changes regarding 4-H projects. All fair paperwork is due by June 1<sup>st</sup>. Projects may be changed up until July 1<sup>st</sup>. Any changes after July 1<sup>st</sup> that are because of injury to horse and/or rider must be substantiated in writing by a veterinarian or a doctor. The injury will not disqualify the rider from eligibility for high point or versatility. Any other project changes after July 1<sup>st</sup>, no matter what the reason, will result in loss of high point and versatility eligibility.
- 4) During the discussion, the 4-Her, his/her parent/guardian and the 4-H advisor must be present for the board to ask questions. Upon completion of questions, the 4-Her and his/her parent/guardian will be dismissed during the closed discussion and vote. Following the vote as to whether to allow the grievance or not, they will be brought back before the Grievance Board to hear the board's final decision. Decisions of the board are final. If the 4-Her and his/her parent/guardian are not present for the grievance meeting, there is no grievance.
- 5) This board will report its decision to the association and notify the parties involved of the action to be taken. The 4-H office will be kept informed.
- 6) Before the deadline for project registration, there will be an open check-in day. The date/time/location will be announced at the April meeting of the association. All organizational advisors from clubs not represented at the meeting will be notified. Fair paperwork should be turned in by the club advisor to the fair committee and checked so there are no mistakes or misunderstandings. Paperwork not turned in by 4-Her to advisor is the responsibility of that 4-Her to assure paperwork gets to the fair committee by deadline.

#### Article XV

##### Protests

All protests concerning any rules or by-laws of the SC4-HSHA or Grievance Board decisions must be made in writing and signed by the party or parties making the protest. A \$100.00 fee must accompany the protest. The fee will be retained by the SC4-HSHA until a hearing is held to discuss the protest by the executive committee and fair chairperson in the case of a fair protest, or by the executive committee and the open show chairperson in case of an open show protest. The protester must be present at the hearing. If the protester is not present, the protest is forfeited and the SC4-HSHA retains the \$100.00 fee and it will be deposited in the association's general fund. If the decision is made in favor of the protester, the fee will be returned to said protester minus any costs involved. If a decision is made in favor of the SC4-HSHA, the association will permanently retain the \$100.00 fee and it will be deposited in the association's general fund.

#### Article XVI

##### Committees

- 1) The following are committees recognized by the association:

Fair  
Open Show  
Rules  
State Qualifier (PAS)  
Maintenance/Grounds/Kitchen  
Ribbons and Trophies  
Judges  
Competitive Trail

Fundraising/Ad Book  
Groom and Clean  
Horse Bowl  
Scholarship  
Project Awards  
Judging Team  
Skill-a-thon  
Hippology

- 2) Every club must have one representative at 75 percent of either fair, open show or rules committee meetings. It is recommended all clubs also have a representative on one other committee. Any club not represented on fair, open show or rules committees will not receive wristbands for advisors for that year's fair.

#### Article XVII

##### Changing of By-Laws or Rules

- 1) By-Laws will be in effect for three (3) year period. After three (3) years, by-laws will be reviewed by the rules committee with recommendations forwarded to the association for approval.
- 2) Recommendations for changes in rules can be made by any member in good standing at any time during the calendar year. Proposed rule changes must be read at three (3) separate association meetings to be approved. Vote for approval will take place after the third (3<sup>rd</sup>) and final reading. Changes to the rules not proposed by the rules committee will not take effect until after the current show season.

#### Article XVIII

*Robert's Rules of Order* (newly revised edition) shall govern meeting of the association except when otherwise noted in this document.

#### Article XIX

Order of business for regular meetings shall be as follows:

- 1) Call to order
- 2) Pledges
- 3) Roll call of clubs
- 4) Secretary's report
- 5) Treasurer's report
- 6) Reports from committees
- 7) Old business
- 8) New business
- 9) Adjournment

#### Article XX

The executive committee reserves the right to remove any 4-Her or animal deemed ineligible to compete for any of the following reasons: safety or health issues; disruptive behavior or violation of the 4-H Code of Conduct.