



Dear Youth and Parent/Guardian:

Please read the revised Bay County 4-H Horse Advisory Council Bylaws for the 2009-2010 program year. The Council, horse leaders, and 4-H staff would like you to be aware of the rules that are in place to provide safe, educational opportunities for Bay County youth .

**Please sign, date, and return this form to MSU Extension - Bay County by May 15, 2010. Be sure to keep this latest version of the bylaws in your files.**

Additional copies of these bylaws can be found at [www.baycounty-mi.gov/msue/4-H](http://www.baycounty-mi.gov/msue/4-H).

If there are any questions, contact your 4-H club organizational leader or MSU Extension - Bay County at (989) 895-4026.

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I have read, understand, and agree to abide by the rules that are stated in the Bay County 4-H Horse Advisory Council Bylaws for the program year 2009-2010.

\_\_\_\_\_  
4-H Member Name (Please print)

\_\_\_\_\_  
4-H Member Signature

\_\_\_\_\_  
Parent/ Guardian Name (Please print)

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

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# Bay County 4-H Horse Advisory Council Bylaws

Drafted: September 2008

Adopted: November 2008

Revised and accepted 2-4-10

There will be no exceptions to these bylaws unless approved by the 4-H Horse Advisory Council and the 4-H Extension educator or another designated MSU Extension - Bay County representative.

## Establishment and Name

The establishment of this committee was by official business of the Bay County 4-H Advisory Council. The name of this sub-committee of the 4-H Advisory Council shall be "Bay County 4-H Horse Advisory Council." In this document the 4-H Horse Advisory Council may also be known as Horse Council or Council.

## Objectives of the Bay County 4-H Horse Advisory Council

1. To establish rules, policies, and procedures necessary to govern any Bay County 4-H sanctioned horse activities.
2. To promote participation in the 4-H horse program by youth and adults.
3. To keep members and their parents informed about the rules, policies, procedures and opportunities, etc., which affect the operations of local 4-H horse clubs.
4. To provide a forum for information and ideas to be shared *between* all 4-H horse club members and leaders.
5. To work together with the Bay County Fair Board and the Bay County Buildings and Grounds Department, to continuously improve the horse facilities at the Bay County Fairgrounds.
6. Develop leadership initiative, sportsmanship, and other characteristics.
7. To experience the responsibility of owning a horse or pony and to learn overall care, feed management, and health maintenance of the animal.
8. Develop an appreciation for horseback riding as a healthy activity, form of recreational fun, and, as well as, an appreciation for animals.

9. Learn skills in horsemanship and an understanding of the business of breeding, raising, and training horses.
10. Provide members with the knowledge of safety precautions to prevent accident or injury to themselves, others, and their mounts.
11. Promote a greater respect for animals and a great attitude toward them.
12. Allow youth/adults the opportunity to explore citizenship responsibilities through working in groups and supporting community projects and activities.

## **Membership**

The Bay County 4-H Horse Advisory Council is made up of youth and adults registered in horse projects in the Bay County 4-H Youth program. The Bay County 4-H Extension educator will act as an ex-officio member of this council. These persons shall remain members on the Horse Advisory Council as long as they are recognized participants with the Bay County 4-H program. The members and advisors of each club with horse projects shall abide by the rules, policies, and procedures for the Bay County 4-H Horse Program, the *Michigan State University 4-H Horse and Ponies Rules* book for 4-H Horse Shows, and the bylaws of the Bay County 4-H Horse Advisory Council. All these said people will have voting privileges at each monthly meeting. The *Michigan 4-H Horse and Ponies Rule* book is stated throughout this document as 4-H show rules.

## **Meeting Schedule**

The Bay County 4-H Horse Advisory Council will meet the first Thursday of every month from February through November at 6:30 p.m. Special meetings may be called by the President with a one (1) week notification provided to organizational leaders of each 4-H club. This communication will be by postal mail. All meetings will be held at the Canteen Building at the Bay County Fairgrounds unless otherwise communicated.

## **Attendance**

Attendance at normal monthly Council meetings will be recorded by MSU Extension. The secretary will initial by each name after meetings.

1. Participation in at least **one** monthly meeting and at least **three** Horse Council/Fair Board activities by every member is required to show in any 4-H shows at the Bay County Fair. Youth may substitute an activity with an additional meeting if they are unable to complete all three activities. Cloverbuds are exempt from this rule.

2. One of the three activities must be a Horse Council sponsored activity such as, Shaggy Spring Fling, wreath fundraiser, etc.
3. One activity completed during the Bay County Fair and Youth Exposition may count for the following year.
4. All activities must be at least 2 hours to count.
5. Parents and leaders may not complete an activity for a youth.
6. Pre-and-post fair clean-up is mandatory by all youth. A representative from a club can assist youth.

### **Voting Process**

Any normal business and/or major policy decisions will be decided by majority vote of those in attendance. When an emergency meeting is called, the head organizational advisor from each club will be notified. It will be the responsibility of the head organizational advisor to notify all other advisors and members of their club of the emergency meeting.

### **Order of Business**

The meetings of this Council will function under *Robert's Rules of Order* and work through the following agenda:

1. Call to Order
2. Pledges
3. Sign-in Sheet/Role Call
4. Public Input
5. Secretary's Report
6. Treasurer's Report
7. Additions to Agenda
8. Correspondence
9. Committee Reports
10. Old Business
11. New Business
12. Superintendent Comments
13. Extension Comments
14. Adjournment

## **Council Dissolution and Fund Distribution**

In the event this Council is dissolved, any remaining funds, after all debts have been paid, shall be donated to the 4-H Advisory Council.

## **Policies Pertaining to Members**

The following are 4-H rules pertaining to the Bay County Fair and Youth Exposition, and any other 4-H Horse Advisory Council sponsored event. Members exhibiting at these events are responsible for knowing about and following rules stated within these bylaws.

1. Members must be enrolled in the 4-H Horse program by April 1 of the current calendar year to participate in Fair. Organizational leaders will complete enrollment information and turn it into MSU Extension - Bay County by the April 1 deadline. Parents are strongly encouraged to contact or visit MSU Extension - Bay County to confirm that their child is registered by April 1.
2. All members, Cloverbuds, and adults must follow all rules stated in the *Michigan 4-H Horse and Ponies Rule* book.
3. All members participating in a club, county, or state sponsored activity who is caught in the act of theft or vandalism; caught with drugs or alcohol; caught cheating or who is involved in other such offenses; their parents shall immediately be contacted and have the option of picking up their child or the child being sent home, at their expense, as determined by the staff or people responsible for the activity. If the offense warrants it, the offender may be turned over to the proper authorities.
4. No abusive language or disrespectful action will be tolerated in the ring, barns, or anywhere on the fairgrounds. The superintendent, club leader, and the MSU Extension educator will handle any behavior problems or complaints.
5. During horse shows a certain-stated amount of time will be allowed for each class to enter the ring. On the last call, the class will be closed. Entry to the class is at the judge's discretion when the gate is closed.
6. No excessive whipping or spurring to any animal is allowed.
7. Cloverbuds will participate in 4-H sponsored events non-competitively.
8. Cloverbuds entering the show ring must wear a helmet.

9. Pre-and-post fair clean-up is mandatory by all youth. A representative from a club can assist youth.

### **Policies Pertaining to Animals**

1. All animals must meet all U.S.D.A. (United State Department of Agriculture) and Michigan Department of Agriculture testing requirements prior to admission in the horse barn or any Horse Council sponsored events. Exhibitors must present a **copy/and or original** of proof of negative Coggins test prior to barn entry and/or show exhibition.
2. Should an animal become ill, lame, or die prior to judging, the member may obtain permission from the Horse Council superintendent to substitute another animal during Fair. The Horse Council superintendent will notify the MSU Extension 4-H staff of the change.
3. Animals are to arrive at the time designated by the Horse Council superintendent. The Horse Council superintendent will set time on Saturday, Sunday, and Monday to check-in horses. Check the *Clover Chatter* for the exact times. The superintendent will honor reasonable requests to check-in horses at a different time. Any exhibits removed from the Fairgrounds before the designated release as stated by the Horse Council superintendent, without the permission of the Horse Council superintendent, will result in the revocation of premiums.
4. No animals may be washed inside or outside of the horse barn **except** at the designated wash racks.
5. Hay bags are optional, but if used they must be hung in a safe manner. The bottom of the hay bag must not be lower than the point of shoulders.
6. All animals housed in the horse barn must be fed and watered on a regular basis. Failure to do so will result in a warning from the superintendent.
7. All exhibit spaces, alleyways, stalls, pens, and animals must be kept clean at all times.
8. All animals may be tied outside only to the tie rail provided in the wash racks. No animals may be tied to ANY fences on the grounds.
9. If overcrowding occurs in the barn the following steps will be initiated as needed:
  - A. Open horses will not be stabled with 4-H youth clubs.
  - B. Ask for additional space from the open superintendent.
  - C. Delete tack stalls.
  - D. Any remaining stall space will be given to non-Bay County 4-H members, as a first come, first-serve basis.
  - E. The 4-H superintendent will decide on additional steps.

10. For the safety of your horse and passing spectators stall doors shall be closed at all times, except when entering and exiting the stall.

### **Barn Inspection**

1. Stall safety check will be done on Monday morning. with marked items being made safe by Tuesday.
2. 4-H stalls will be inspected periodically and individuals will be contacted when necessary.
3. You will have three (3) warnings with the third (3) warning being directed to the club leader. At this time if not properly taken care of you will be asked to remove your horse from the grounds until further notice.
4. All clubs will sign up for the information booth, at their time they will make sure the barn is clean and has no debris in the way of the public coming through the barn.

### **Bylaw Changes**

Bylaw changes, corrections, and/or additions shall be adopted with a vote of members present at the meeting. A committee must be formed to discuss changes to be made. The proposal is to be presented in writing and distributed at the first meeting. The vote will occur at the following meeting.

### **Officers**

All officers will be elected by nominations from the Bay County 4-H Horse Advisory Council membership at the October meeting.

1. The executive committee of the Horse Advisory Council will consist of: president, vice-president, secretary, and treasurer.
2. The teen executive committee of the Horse Advisory Council will consist of: jr. president, jr. vice-president, jr. secretary, jr. treasurer, and two teen representatives.
3. All officers will be elected by ballot at the October Horse Advisory Council meeting. In the case of a tie the current president will flip a coin to determine the winner.
4. The terms of each office will be as follows: (this includes teen officers as well)

President:	One (1) year term
Vice-president:	One (1) year term
Secretary:	One (1) year term

Treasurer: One (1) year term

5. The terms of office will start at the November Horse Council meeting. Teen officers will begin leading meetings at the February Horse Council meeting. After the February meeting the teen and adult executive committee will rotate the meetings they lead.
6. If any executive officer has three (3) unexcused absences they will be exited from their position.
7. If a vacancy occurs in the executive committee, a special election will be held to elect an officer to fill the term of the vacant office.

## **Specific Duties of Adult and Junior Officers**

### **President**

- Presiding over all meetings of the 4-H Horse Advisory Council.
- Nominate any subcommittees of the 4-H Horse Advisory Council.
- Work with MSU Extension - Bay County to create monthly agendas.
- Be a representative of the youth involved in the horse projects in Bay County.
- Serve as a role model for officers and members.

### **Vice President**

- Will act as aide to the president.
- Representing the president when he or she is unavailable.
- Serves as a role model for members.
- Supplies sign-up sheets and oversees that clubs report for shift duty during Fair.

### **Secretary**

- Keeps accurate records at all meetings of the Horse Advisory Council.
- Conducts correspondence as decided by the Horse Advisory Council.
- Works with MSU Extension - Bay County to assure reports are available at meetings.
- Serves as role models for members.
- Keeps track of attendance sheet after meetings by initialing by every name.

### **Treasurer**

- Receives all monies of the Horse Advisory Council.
- Keeps an accurate record of all receipts and expenditures.
- Manages day to day financial transactions.
- Presents a financial report at every meeting.
- Works with MSU Extension - Bay County to assure reports are available at meetings.
- Records and pays bills/reimbursements.
- Deposits/withdraws funds.

- Records accrued interest.
- Serves as a role model to members.

### **Teen Representative**

- Offer support to other junior officers.
- Step in when another officer is unable to attend meetings.
- Act as a role model for other members.
- Work with executive board to plan Horse Council events, such as Shaggy Spring Fling and the wreath fundraiser.

### **Horse Show Governance**

The Bay County 4-H Horse Advisory Council shall govern all Bay County 4-H sanctioned shows including all Bay County 4-H Fair shows. All Bay County 4-H horse shows will be ran in accordance with the 4-H show rules.

### **State 4-H Horse Show Guidelines**

1. The member must be a registered 4-H Member by April 1 of the current calendar year.
2. A letter of intent and a current years Coggins test must be on file in the MSU Extension - Bay County office no later than April 1 in order to be considered for the State 4-H Horse Show. Also stated as State 4-H Horse Show.
3. A State 4-H Horse Show committee will be selected each year to tabulate points, take entries and post points at the two designated qualifying shows.
4. Two shows will be designated each year as state qualifying shows.
5. All of those members sending in letters of intent and Coggins test by the April 1 deadline shall be chosen as delegates if we have fewer qualifiers than our delegated quota. (Example: If we have 10 letters of intent on file by April 1, and our delegate quota is 15, all ten of the members that sent in letters and Coggins will be our Bay County delegates. There would be no need for qualifying shows, should this happen.)
6. The project animal used to qualify at the two (2) state show, and the qualifying shows must be the state show entry. No substitutions will be allowed.
7. Classes required for qualifying horses for State 4-H Horse Show are fitting and showing, equitation, and one other performance class.

8. Classes required for qualifying ponies for State 4-H Horse Show are fitting and showing, and one other performance class.
9. The optional performance class selected by the entrant must be the same at both qualifying shows.
10. Bay County entrants will be so designated by a special marking on their exhibitor number.
11. Members attempting to qualify for the State 4-H Horse Show will have two (2) separate entry forms. One for their regular classes and one for the State 4-H Horse Show entry.
12. Bay County entries will be placed through 7<sup>th</sup> place.
13. The equitation class for the Gymkhana entrants will consist of the same pattern designated in the flag race equitation class at the Bay County Fair. Only those entrants designating a speed class as their other performance class may use this class as their equitation class. They must not make a change of equipment.
14. There will be a special fitting and showing class for the Gymkhana exhibitors. It will consist of junior fitting and showing and senior fitting and showing. The entrant must have designated the pattern equitation class and a speed class for their other performance class in order to use this class to qualify for the State 4-H Horse Show. (This class should be held at least two classes before the speed event start but no more that four classes before the speed events start.)
15. Delegates will be selected by total number of points accumulated at the two qualifying shows.