

**Article I. Name**

Section 1 The name of the organization shall be the Jefferson County 4-H Horse and Pony Project. From this point on it shall be referred to as JCHP.

**Article II. Purpose**

Section 1 The purpose of JCHP in cooperation with the Jefferson County 4-H Youth Development Educator or Extension representative is to plan, promote and implement quality educational programs in the area of horse science for Jefferson County 4-H youth and leaders.

Section 2 The JCHP Committee (from this point on referred to as Committee) shall oversee the operation of the JCHP 4-H Horse & Pony Project and assist in the development of horse science educational activities that will enhance the growth and development of youth. To do this the Committee shall oversee Sub-Committees.

- a. To stimulate interest in and promote youth programs with horses.
- b. To promote, sponsor and/or implement educational activities and events in horse science for youth.
- c. To provide and/or encourage horse science and youth development education for certified volunteer leaders.
- d. To ensure and enhance the safety and enjoyment of JCHP youth.
- e. To serve as a leadership and organizational Committee providing a forum for enrolled youth and certified leaders in the Horse and Pony Project.
- f. To run Countywide Project meetings encouraging project wide youth involvement and ensuring compliance with Wisconsin 4-H Youth Development Policy and legal use of the 4-H Clover.
- g. To accept, generate and disburse funds on behalf of JCHP through approved Fundraisers and donations.

Section 3 JCHP is a non-profit education organization. Any funds received by JCHP shall be used for carrying out its purposes and shall not accrue to the benefit of individual members. As a non-profit organization JCHP uses funds to purchase and maintain supplies, equipment, and services for use by the project and its membership as a whole.

**Article III. Membership**

Section 1 Membership is open to all enrolled JCHP members and active enrolled adult volunteers who are certified through the Extension 4-H Youth Development Program, have read and signed the required Wisconsin 4-H Volunteer Behavior Agreement, and have completed the annual enrollment process.

- As Committee members complete their reenrollment they are expected to print and include in their records a copy of their Behavior Agreement.
- The Chair of JCHP shall be allowed access to these lists through the Extension Office.
- All adults working with youth must be certified leaders, or directly supervised by same.

Section 2 Membership is open to all persons regardless of age, race, color, creed or religion, national origin, ancestry, gender, sexual orientation, marital or parental status, pregnancy, veteran's status, arrest or non-program related conviction record, qualified disability or *socioeconomic* level. All 4-H clubs must comply with federal and state *nondiscrimination* laws, including title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the American Disabilities Act.

Section 3 Members must be in compliance with Wisconsin 4-H Youth Development Policies, Jefferson County 4-H Leaders Association Constitution and By-Laws, the WI State 4-H Horse Association By-Laws, the WI State 4-H Association rules, JCHP Constitution & By-

Laws and the most current JCHP Handbook. Committee shall annually review these documents to insure no discrepancies exist.

Section 4 Membership in JCHP will be terminated immediately upon separation as an enrolled member or Certified Leader within Jefferson County, whether separated voluntarily or involuntarily.

#### **Article IV. Committee**

- Section 1 The Committee shall consist of 6 elected adults along with an appointed Treasurer. Adult members of the committee must be JCHP members as defined in Article III, a minimum of two (2) and a maximum of eight (8) elected youth members 6th grade and up, and the current Equine Ambassador. No more than two adult Committee members may be from the same 4-H Club. No more than half (1/2) the elected youth may be from the same 4-H Club. All Adult Committee members must be certified leaders prior to election.
- To encourage and empower youth involvement it is intended that the Committee consist of a majority of active youth, and that the youth run majority of project meetings.
  - All first time elected JCHP Committee members shall attend Officer Training, it is recommended that all officers attend Officer Training.
- Section 2 The treasurer be appointed each year by the Committee at the May meeting, and announced at the May Countywide Project meeting.
- Section 3 The Jefferson County 4-H Youth Development Educator shall serve as advisor(s) to JCHP with no voting power, as will any elected district representative to the Wisconsin State 4-H Horse Association.
- Section 4 Committee members may be nominated by a nominating committee appointed by the chair and from the floor during the May and June Countywide Project meetings. Voting shall be done by individual written ballot by the membership as defined in Article III, Section 1, during the June Countywide Project meeting. Youth Development Educator, 4-H Youth Program Assistant, and/or their designee(s) are responsible for tallying, recording and maintaining count of the votes.
- Section 5 Terms of office shall run from September to August with the August Committee meeting acting as the transition meeting with both returning and retiring members.
- Section 6 Terms of Adult Committee members shall be two (2) years with Youth Committee member's term being one (1) year.
- Section 7 There will be three (3) adult Committee members elected each year, with the other three (3) adult members finishing the balance of their two-year term.
- Section 8 Adult Committee members shall be allowed to serve two (2) consecutive terms. Youth shall be allowed to serve an unlimited number of consecutive terms as they have limited years of eligibility.
- Section 9 Committee members are expected to regularly attend Committee and monthly meetings. Absence from 3 consecutive, or a total of 5 regularly scheduled meetings in a JCHP Calendar year, may be cause for removal from the Committee.
- Section 10 When vacancies occur whether by separation, resignation, death or otherwise, the position will be offered 1st to next highest vote getter; if there is a club conflict it will move to next, etc.; if a tie the decision will be made by a majority vote of the Committee to complete the unexpired term of office at the next regularly scheduled meeting. These do not count as terms as defined in Article IV, Section 5.

- Section 11 The elected youth members of the Committee, the current Equine Ambassador, and the adult members of the Committee shall have one (1) vote each.
- Voting shall be done by simple majority vote unless otherwise moved
  - Voting shall be recorded in minutes of scheduled or specially called meetings
  - Voting shall be done in person during a meeting or through email communication in special circumstances. Electronic votes require a quorum.
- Section 12 Committee members who do not comply with the purpose of JCHP as stated in the Constitution, or who violate the Wisconsin 4-H Volunteer Behavior agreement may be removed from office.

#### **Article V. Committee Positions**

- Section 1 Adult positions shall consist of Chair, Vice-Chair, Secretary, Treasurer, Reporter and At Large. Each adult shall have a minimum of 1, maximum of 2, youth working with them.
- Section 2 Youth shall be encouraged to express interest in the position that most interests them, and be elected to one.
- Section 3 Each position with the exception of Treasurer (adult and youth) shall be filled by election during the transitional meeting as defined in Article II Section 4.
- Section 4 Voting on positions shall be done by members of both incoming and outgoing Committees. Each JCHP Committee member (incoming or outgoing) shall have 1 vote.
- Section 5 Committee members are to chair no less than 1, and no more than 3 Sub-Committees
- Section 6 Committee members are to serve on no more than 5 Sub-Committees.
- Section 7 Each Committee member shall receive during the transitional meeting the records maintained for their position from the outgoing Committee member.

#### **Article VI. Committee Position Duties**

- Section 1 Committee members are responsible for updating and maintaining the records for their position and passing them *onto* the next person during the transitional meeting.
- Section 2 The Chair shall preside at all Committee and special meetings of JCHP, and assist youth chair with Countywide meetings; shall work with the Committee and use the operational calendar to set the agenda for all meetings, and perform such other duties as usually attached to the office.
- The youth chair is expected to preside at Countywide meetings with the assistance (as needed) of the adult Committee member.
  - The Chair shall be the Chair of the Fair Sub-Committee
- Section 3 The Vice-Chair shall assume the duties of the Chair when the latter is absent or for other reasons unable to act.
- The youth vice-chair is expected to fulfill the duties of their office at all Countywide meetings with assistance (as needed) of the adult Committee member.
- Section 4 The Secretary shall keep an accurate record of the proceedings of all JCHP Committee and special meetings, assist youth with doing same at Countywide Project meetings, and send minutes of meetings to Extension, members of the Committee, and to Reporter for posting to JCHP.org within 15 working days after the meeting. As soon as possible after the meeting is the recommendation.
- The youth secretary is expected to fulfill the duties of their office at all Countywide meetings with assistance (as needed) of the adult Committee member.
  - Following the above time frame, and having some printed copies available at the next meeting, minutes should be able to be approved without the need to read them aloud.
  - Shall receive and report correspondence.
- Section 5 The Treasurer shall take charge of all money taken in by JCHP; keep accurate up-to-date records of all monies received and paid out; pay bills only as authorized by JCHP and/or the Committee; prepare a monthly financial statement for review by JCHP;
- Shall present bills for approval

- Shall receive expense reimbursement forms and bring to Committee
- Shall disburse funds as directed by the Committee
- Shall work with youth treasurer to present financial reports at Countywide Project meeting
- Shall chair the budget Sub-Committee to prepare and submit budget for approval at Committee and Countywide Project meetings.
- Shall prepare, or have prepared as approved by the Committee, all necessary County, State and Federal reports, returns and forms legally required.
- Shall annually prepare and submit financial reports with Extension Educator or Extension representative.
- Shall complete annual renewal of JCHP Insurance policy.
- Shall coordinate with Chair to ensure all checks issued have both signatures.
- The youth treasurer is expected to fulfill the duties of their office at all Countywide meetings with assistance (as needed) of the adult Committee member. Youth treasurer not sign checks.

Section 6 The Reporter shall report activities and pertinent information to the Extension office for newsletters and to other publications as desired or directed.

- The youth reporter is expected to fulfill the duties of their office at all Countywide meetings with assistance (as needed) of the adult Committee member.

Section 7 The At Large member shall maintain inventory list and location of items owned by JCHP in coordination with the Chair.

- If a Sub-Committee exists for this purpose, the At Large member shall sit as chair.

#### **Article VII – Sub-Committees**

Section 1 Sub-Committee chairs can be JCHP Committee members or certified Adult JCHP volunteers.

Section 2 Committee members are to serve on no more than 5 Sub-Committees.

Section 3 Sub-Committees shall include but not be limited to:

**Education** (spring workshop;; Poster Speech Demo; Horseless Horse; May Judging Contest; Hippology; Monday Night Lessons;)

**Administration** (Budget, Charter, Constitution, Forms, Bylaws and Standing Rules)

**Event** (Open Show, and State Shows)

**Fundraising** (Tack Sale, Cheese Sale, and Directory) and

**Program** (Ambassador, Banquet, and Scholarship).

Section 5 Sub-Committees are responsible for managing the sub-committee section of the JCHP approved budget.

Section 6 Sub-Committees shall consist of 3 or more members (one certified adult leader), with at least one member being a Committee member, and one member being a youth.

Section 7 Sub-Committees shall report to the Committee monthly on any activity, per the organizational calendar.

Section 8 Sub-Committee recommendations require final approval of the JCHP Committee.

Section 9 Sub-Committee activities fall under, and are overseen by the Committee.

#### **Article VIII. Calendar/ Fiscal / Operational Year**

Section 1 The and fiscal year of JCHP shall begin on July 1 and terminate June 30.

Section 2 State Expo and Gymkhana qualifying begins after the 3rd Friday in June and continues until the 3rd Friday in June the following year.

Section 3 Point calendar year is July 1 to June 30.

Section 4 JCHP shall follow the organizational calendar and planning documents placing the appropriate Sub-Committee reports on the agenda for Committee and Countywide Project meetings.

**Article IX.**

**Meetings**

- Section 1 JCHP shall hold Countywide Project meetings in September, August (at the banquet), October, January, February, March, April, May, and June on the third Tuesday of the month at the County Fair Park.). The annual banquet will be held in August. Date of banquet to be determined annually according to the organizational calendar and Fair Park availability.
- Section 2 Youth are to run the Countywide Project meetings with adult Committee members available to assist and encourage as needed.
- Section 3 At Countywide Project meetings Youth Committee members shall be in front with adult Committee members off to the side and available to assist if needed.
- Section 4 Committee members shall be introduced at each Countywide Project meeting.
- Section 5 Committee meetings shall be held the first Thursday of each month beginning at 7:00 p.m. at the Extension Facilities and end by 9 pm.
- Section 6 Special and Emergency Committee meetings may be called by the Committee as necessary.
- Section 7 Robert's Rules of Order shall govern meetings of the Project.
- Section 8 Any *cancellation* or change to regularly scheduled meeting (other than weather) must be approved and announced at the prior Committee and Countywide Project meeting. Cancellations due to weather will be broadcast.

**Article X.**

**Funds**

- Section 1 All funds raised or acquired by project members in the name of JCHP, as a result of their being members, shall be used to further the purpose of the entire project, as determined by the Committee.
- Section 2 All funds are to be taken to the Extension office to be held for the Treasurer, and deposited into the project checking account, to be disbursed with Committee approval.
- Section 3 The Treasurer shall prepare and present an annual budget to the Committee and after Committee approval to the project as a whole for final approval.
- Section 4 After budget approval the Treasurer is authorized to make disbursements.
- Section 5 The Committee is authorized to allocate up to and not more than \$100 of non-budgeted funds per budget line without approval from the membership. All appropriate requests, which exceed \$100, must be brought before the membership for a vote.
- Section 6 Scholarship funds are covered as a line item in the annual budget.
- Section 7 In the event of dissolution, any assets of JCHP will be split between the Jefferson County 4-H Leaders' Association and the WI State 4-H Horse Association, to be used for the benefit of the horse science project members, as selected by the affirmative vote of the majority of the membership entitled to vote.
- Prior to dissolution, current youth members with outstanding points shall have them paid out in full.

**Article XI.**

**Amendments**

- Section 1 The Constitution and By-Laws may be amended at any regularly scheduled JCHP meeting by a quorum and a two-thirds majority vote of the members present. Proposed amendments must be presented at a Countywide Project meeting and approved at the following Countywide Project meeting.

**Article XII.**

**Quorum**

- Section 1 A simple majority for transaction of business of the Committee shall consist of a majority of the total membership of the Committee present & voting (Minimum of 5 Committee members).

**Article XIII. Disputes**

- Section 1 In the case of a dispute, JCHP follows the WI State 4-H Horse Association rules or WI State Expo rules. Copies are available from the Extension Office - Jefferson County and Committee Chair.
- Committee shall annually review these documents to insure no discrepancies exist.

Approved at the JCHP Committee Meeting October 14, 2021.

DRAFT