

**BY-LAWS  
OF  
Northern District 4-H Horse Advisory Council of Virginia**

**ARTICLE 1- Election of Officers**

**Section 1 – Eligibility**

Only Council members with 1 (one) year of active membership in the Council are eligible to serve as officers. (see Article 3, Section 1, c)

**Section 2 – Election Procedures**

1. Election of the Council Officers shall take place at the February meeting.
2. The Offices that will be required are listed in the Constitution of the Northern District 4-H Horse Advisory Council.
3. There shall be a Nominating Committee of three Council members, appointed by the President. The Nominating Committee shall report its slate of officers at the February meeting for acceptance.
4. Additional nominations will be taken from the floor. After nominations are closed, a vote will be majority rule either taken by the raising of hands or secret ballot whichever is agreed upon by the members of that meeting.
5. The newly elected Officers shall take office the meeting following the election.
6. Officers may forfeit their office if they miss three consecutive meetings.
7. Conduct of an Officer detrimental to the Council could result in the removal from office as voted on by the voting members present via secret ballot.

**Section 3 – Officer Expectations**

1. Officers shall hold office for two years beginning April 1<sup>st</sup> and continue to March 31st of the current 4-H year.
2. If for any reason, an Officer finds he/she is unable to fulfill the duties of their office, then the council will accept their resignation and vote on a new Officer at that or the next scheduled business meeting.
3. Officers are expected to attend 90% (ninety percent) of the regularly scheduled business meetings and comport themselves according to the 4-H Volunteer Standards of Conduct

**ARTICLE 2 – Duties of Officers**

**President** - The President shall prepare an agenda to include future meeting dates, send out the agenda in advance of the meeting to the Council, and preside at all meetings of the Council and be an ex-officio member of all committees except the Nominating Committee. Unless otherwise provided, he/she shall appoint the Chairperson and members of each committee of the Council. The President shall have in mind at ALL times the best interests of the Council.

**Vice-President** - The Vice-President shall perform the duties of the President when the President is absent. The Vice-President shall perform other duties as assigned by the President.

**Secretary** - The Secretary shall keep a record of all the proceedings of the Council and shall keep an accurate roll of all members and take a roll at each meeting. The Secretary shall send copies of the minutes to all Extension Agents and members present at the meeting taken. Also, the Secretary will conduct the correspondence of the Council. Additional duties include updating information on the NDHC website following the VA 4H club and organization website policies and guidelines. This task could be delegated or as deemed necessary the Council can elect a Co-Secretary.

**Treasurer** - The Treasurer shall receive and deposit all monies due to the Council. Also keep clear and accurate bookkeeping records of all transactions and submit a report at each Council meeting and an annual report at the February meeting. The Treasurer shall also have the financial records of the Council audited each year by an Audit Committee appointed by the President. The Treasurer shall be chairman of the Budget Committee and present the budget prepared by the committee to be approved by the Council. The Treasurer is responsible for obtaining a signature card from the bank to allow the President or Treasurer to sign checks for the Council.

## **ARTICLE 3 – Membership**

### **Section 1 – Member Responsibilities**

Each Member must:

1. Complete the 4-H Volunteer Standards of Conduct, Health History Report, and Equine Waiver forms and return them to the 4-H Council or local unit extension office no later than two full months from the date given. Member will not have voting rights until this paperwork is returned.
2. Abide by the Virginia 4-H Volunteer Standards of Conduct. Members unwilling to participate in the Council according to the Virginia 4-H Volunteer Standards of Conduct may be put on probation for 6 (six) months. If at the end of the 6 (six) months probation, the conduct is not improved, the Council may vote to remove the offending member from this Council by majority rule in secret ballot.
3. Regularly attend 50% (fifty percent) of the Council meetings.
4. Share what they have learned in discussion with the Representative Units.
5. Agree to abide by Council agreements as they may arise.
6. Voting members shall lose their privilege to vote when they miss a third consecutive meeting. If an alternative has been designated, in that case will have the vote at that meeting and they have been ahead of time. The Extension Agent will be notified.

## **ARTICLE 4 – Meetings**

### **Section 1 – Dates**

The regular business meetings of the Northern District 4-H Horse Advisory Council will meet the even months of the year on the first Wednesday of the month. The location of the meetings will alternate so as to be accessible to members in all part of the District.

The President may call special meetings of the Council with a minimum advance notice to the membership of at least 7 (seven) days.

### **Section 2 – Quorum**

The council may transact business when there are voting members present from at least four different counties within the Northern District. Voting members must meet membership criteria listed in Article 3 of the Constitution. Majority vote on all things will be by 2/3 (two-thirds) vote.

### **Section 3 – Order of Business**

The following suggested order of business shall be followed at regular Council meetings:

1. Call to Order
2. Pledge of Allegiance
3. 4-H Pledge
4. Introduction of new members or visitors
5. Roll Call
6. Approval of Minutes of the Last Meeting
7. Treasurer's Report
8. Committee Reports
9. Old Business
10. New Business
11. Adjournment

### **Section 4 – Parliamentary Procedure**

*Robert's Rules of Order* shall govern the meetings of the Council. The use of parliamentary procedure is highly recommended as it is a key skill for learning leadership and citizenship.

## **ARTICLE 5 – Fiscal Operations**

### **Section 1 – Dues**

This 4-H Council will not access dues of its members.

### **Section 2- Council Financial Account**

The Northern District 4-H Horse Advisory Council finances will be kept in a local bank account. Two signatures will be on the account, the Council Treasurer and the Council President. To write a check one signature will be required of the two.

### **Section 3 – Other Monetary Matters**

All monetary matters not included in the budget shall be presented in writing to the Council and will be voted on at the next consecutive meeting.

**ARTICLE 6 – Plan of Work**

The Officers shall write and submit to the Council the Annual Program Plan.

**ARTICLE 7 – Committees**

The Standing committees of the Council shall be the following:

1. Budget Committee – shall prepare and submit an annual budget to the Council
2. Northern District 4-H Horse Show Committee – shall plan, implement, and evaluate the District 4-H Horse Shows.
- 3, Northern District Qualifying Clinic Committee – led by the qualifying clinic coordinator the committee shall review and approve applications and provide updates to the Council. .
4. Hippology/Horse Bowl Committee – shall help the Chairman of the contests in any way possible
5. Horse Judging Committee – shall help the Chairman of the contests in any way possible


**ARTICLE 8 – Amendments to the Bylaws**

These By-Laws may be amended by a 2/3 (two-thirds) vote of the eligible voting members present representing at least four different counties within the Northern District at any regular meeting, provided the proposed changes have been presented to the members at least two months prior to the vote.

**SIGNATURES:**

  
COUNCIL PRESIDENT COUNCIL

  
SECRETARY

  
UNIT EXTENSION 4-H AGENT OR  
OTHER STAFF

  
DATE ADOPTED