



BOULDER COUNTY 4-H HORSE LEADERS COUNCIL

CONSTITUTION AND BYLAWS

Reviewed 05/2/2022 , approved July 12, 2021 by
HLC

Updated October 2022- Chartering

PREAMBLE

We hereby establish this set of Operating Procedures to be effective, efficient and beneficial to the Extension Staff, 4-H members and Volunteer leaders of Boulder County. This group serves in an advisory capacity to the Boulder County Extension Staff.

The 4-H Horse Leaders Council shall plan and carry out programs under the auspices of Colorado State University Extension, Boulder County 4-H.

ARTICLE I: Name and Objectives

Section 1. The name of this organization shall be the Boulder County 4-H Horse Leaders Council.

Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting education through 4-H club work.

Section 3. The objectives of this organization shall be to provide learning situations for the development

- I. of leadership, responsibility and effective citizenship
- II. to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
- III. to provide information and training in other 4-H activities as members' interest dictate.

Section 4. This council is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 5. No part of the net earnings of this council shall inure to the benefit of, or be distributable to its member, trustees, officers, or other private person, except that this council shall be empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in this constitution.

Section 6. No substantial part of this council's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this council shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 7. Notwithstanding any other provisions of this constitution, this council shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions, to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.



COLORADO STATE UNIVERSITY
EXTENSION

ARTICLE II: Operations/Goals

Section 1. Goals- The goals of this organization shall be a nonprofit organization exclusively for the purpose of promoting education by coordinating 4-H horse activities to obtain the maximum benefit of the horse for developing youth. The youth shall be considered of major significance as Council members approach the various issues of coordinating horse activities.

- a) To review and evaluate Boulder county 4-H horse programs and activities.
- b) To develop and recommend guidelines for the 4-H horse program.
- c) To advise 4-H Extension Agents and staff as to 4-H horse program direction. The 4-H Agents administer the 4-H horse program considering recommendations of the Council. The 4-H Agents make final decisions on program direction and offerings.
 - a. To research and evaluate new horse program ideas and to make recommendations to the 4-H Extension Agents for implementation or changes to the program.
 - b. To serve as a communication link among 4-H horse members, 4-H volunteer leaders, parents and Extension Staff.
 - c. To plan, organize and assist with the overall 4-H horse program and activities for Boulder County.
- d) to provide learning situations for the development of leadership, responsibility and effective citizenship.
- e) to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in the horse project.
- f) to serve as a central organization to study problems and opportunities encountered in 4-H youth activities associated with horses in Boulder County.
- g) to develop and establish rules for unity in educational 4-H horse programs, shows, and activities related to youth development.
- h) to assume a leading role in assisting the promotion of the art of riding and encouraging horsemanship skills.
 - i) to establish rules for 4-H horse show management that will promote the safety and welfare of human and equine participants and an understanding of the role of a show among exhibitors and spectators.
- j) to encourage full understanding of the care and feeding of horses among all who are actively engaged in 4-H horse ownership and use.

Section 2. Funds and banking policy:

- a) Horse Leader Council funds will be kept in an FDIC insured banking account, which will include a checking account to pay expenses and may also include other interest bearing accounts such as savings or certificates of deposits. No HLC funds may be invested in accounts that are uninsured or may lose principal. Funds raised by the HLC should be used for purposes benefiting Boulder County 4-H youth development associated with horses and the HLC should attempt to use those funds during the fiscal year they were raised if possible.
- b) It is requested if dissolution of the council happens, all monies and/or properties of Boulder County 4-H Horse Leaders Council shall be held in trust by the Boulder County 4-H Council for the use of subsequent Boulder County 4-H horse activities.

ARTICLE III: Membership

Section 1. Membership in this organization shall be open to all youth who have reached five years of age and have not reached their 19th birthday as of December 31 of the current 4-H year and /or any enrolled 4-H Volunteer and who reside in the county. Colorado 4-H is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its employment, programs, services and activities, and admissions.

A 4-H Youth Council

Page 2 of 7



delegate, if present, will also be included in voting membership.

Section 2. Each Boulder County 4-H Club will have two votes. At least one leader or attendee representative per club must be present (including by teleconference or web conference) at a Horse Leaders Council meeting in order to vote. The 4-H Youth Council representative will have one vote. Other associated entities such as horse judging, hippology, and horse bowl teams, or other leaders or meeting attendees shall not have a vote.

- a) If only one leader is present, that leader may use one vote.
- b) If two or more leaders from a club are present, the leaders may use both of the club's votes.
- c) If no organizational leader is present, up to two attendees may act as the club's representative(s) but must provide a written statement of delegation from the club's organizational leader in order to use the club's votes.
- d) If no leader or delegated representative is present from a club, the club's votes can not be used.
- e) If the Boulder County Fair Horse Superintendent does not already have a vote as a club representative above, they shall have one vote. (If the Fair Superintendent is the president of HLC, their voting rights follow their president duties.)
- f) HLC president or extension agent may elect to allow a vote via email should the need arise. Email votes shall be tallied per the rules above.

Section 3. A majority of the Council voting members present (a minimum of six people from **three** different clubs) shall constitute a quorum.

Section 4. A motion shall be passed by majority vote.

Section 5. One or more County Extension livestock specialists will be ex-officio member.

Section 6. Resource people may be appointed to the Council by Council members as ex-officio members with no voting power.

Section 7. Two members of a Youth Horse Advisory Council may be ex-officio members.

ARTICLE IV: Officers

Section 1. The officers of the Council shall be President, Vice President, Secretary, Assistant Sec

retary, Treasurer, Representative to state 4-H Horse Advisory Council and Alternates.

Section 2. Officers shall be elected each year at the October meeting by the membership of this Council. Officers shall serve for a term of one year beginning the meeting following elections. These officers shall be filled by members of the Council.

Section 3. The President or Vice President or Secretary or Treasurer or Assistant Secretary shall preside over all meetings of the Council in that order. The presiding officer has no vote except in case of a tie vote; the presiding officer shall decide the matter by his/her vote.

Section 4. The officers of the council shall constitute an executive committee.

Section 5. Should a vacancy occur in any of the above elected positions, that vacancy may be filled by appointment by the president.

Section 6. The president shall have the power to appoint committees and the option to serve on those committees. The president shall serve as the 4-H Horse Fair Superintendent unless he/she designates another person as 4-H Horse Fair Superintendent, subject to approval by the 4-H Horse Council.

Page 3 of 7



Section 7. Officers can be removed for failure to perform their duties or for two unexcused absences. The process will be for the concerned members to contact the 4-H Agent who oversees the Horse Leaders Council and share their concerns of the officer in writing. The 4-H Agent will determine if the volunteer has failed to perform their duties and summarize the concerns in writing on behalf of the Horse Leaders Council. The Horse Leaders Council may then vote to remove the officer and elect a new officer to complete the term or the 4-H Agent may appoint a new officer to complete the term.

ARTICLE V: Duties of Officers

Section 1. Duties of the president are the responsibility of the president and may be delegated as the president deems appropriate. Duties of the president shall be

- a) to preside at all meetings of the Council, enforce the bylaws and exercise supervision over the affairs of the Council,
- b) to serve as 4-H horse fair show superintendent or to appoint a superintendent, and to appoint an assistant superintendent,
- c) to appoint standing and special committees,
- d) to serve as an ex-officio member of each committee,
- e) to attend monthly Fair Board Meetings
- f) to arrange or appoint someone to arrange judges for the Boulder County Fair 4-H Horse Show and Round Robin, and the Leader Season Opener Horse Show,
- g) may serve as, or delegate someone as the Round Robin station manager,
- h) to prepare calendar and 4-H leader coverage for Monday night rideouts,
- i) to arrange clinicians, advertise and run clinics, and
- j) to organize and run tack sale

Section 2. Duties of the vice president shall be

- a) to assist the president,

- b) to perform the duties of the president in the absence of that officer,
- c) to serve as the show manager for the Leader Season Opener Horse Show, and
- d) to prepare the stall layout for fair.

Section 3. Duties of the secretary shall be

- (a) to keep a full and correct record of all proceedings of the council,
- (b) to update the 4-H Horse program rules after review at the October meeting,

Section 4. Duties of the alternate secretary shall be

- (a) to perform the duties of the secretary in the absence of that officer, and
- (b) to coordinate or delegate the work schedule of volunteers for the fair.



Section 5. Duties of the treasurer shall be

- (a) to help prepare a budget for approval by the council,
- (b) to receive, hold and pay out all monies of the council as designated by the adopted budget,
- (c) to keep an accurate record of the receipt and expenditures of all funds,
- (d) to present a financial statement at council meetings,
- (e) to monitor all financial accounts, including Certificates of Deposit and PayPal account,
- (f) to update the horse program donation form,
- (g) to collect the horse program donations, and
- (h) to record and share sponsorship information needed for the horse show premium
- (i) prepare annual financial report for council chartering.

Section 6. Duties of the state horse council representative shall be

- (a) to attend State Horse Advisory Council meetings, and
- (b) to report relevant information to this council.

ARTICLE VI: Meetings

Section 1. A monthly meeting of the Council shall be held year-round. The meeting will be held the first Monday of each month at the Natural Resources Building or online virtual meetings, unless otherwise established by Council (if a holiday, then following Monday).

Section 2. A special meeting of the Council may be called at any time by the President. A majority of the members may demand the call of a special meeting.

Section 3. The meetings shall be open to all who are interested in the 4-H program. These will be

non-voting delegates. If a person wants to make a statement at the Council meeting, they must contact the president prior to the next meeting to be added to the agenda.

ARTICLE VII: Order of Business

Section 1. Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the council's bylaws.

Section 2. The order of business for regular meetings is:

1. Call to Order
2. Roll Call
3. Reception of new members and recognition of guests
4. Minutes of last meeting
5. Funding Requests
6. Reports
7. Unfinished business
8. New business

Page 5 of 7



9. Leaders report
10. Announcements
11. Adjournment

This order of business may be altered for the convenience of a speaker giving the program.

ARTICLE VIII: Fiscal Accountability

This Council shall submit a financial report and all required chartering documents to the Boulder County Extension office each year. The Council fiscal year shall be July 1 - June 30.

ARTICLE IX: Council Dissolution

Upon dissolution, this council's assets including money and equipment, shall become the property of the County 4-H Program for care and disposition; the council or group authorizes Colorado State University Extension and the county Extension agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owned by this organization. A Court of Competent Jurisdiction in which the principal office of the council is located, exclusively for such purposes, as said Court shall determine shall dispose of any such asset not so disposed of.

The last official duty of the council's leader shall be to affect the transfer of council property and to turn over council records to the county Extension agent(s).

ARTICLE X: Amendments

Section 1. The bylaws shall be reviewed by Horse Leaders Council at the May meeting.

Section 2. To amend the bylaws at any other meeting the proposed amendment must be given in writing 60 days prior to a regular meeting.

Section 3. The bylaws may be amended at any meeting by a two-thirds vote of the eligible voting members present. Amendments must not conflict with the basic 4-H philosophy.

Date Accepted and/or amended by the Boulder County 4-H Horse Leaders Council:

Date 10/14/2022

Council President

Kelly L. Thomas

Colorado State University Extension is an equal opportunity provider. | Colorado State University Extension es un proveedor que ofrece igualdad de oportunidades. Colorado State University does not discriminate on the basis of disability and is committed to providing reasonable accommodations. | Colorado State University no discrimina por motivos de discapacidad y se compromete a proporcionar adaptaciones razonables. CSU's Office of Engagement and Extension ensures meaningful access and equal opportunities to participate to individuals whose first language is not English. | Office of Engagement and Extension de CSU garantiza acceso significativo e igualdad de oportunidades para participar a las personas quienes su primer idioma no es el inglés. <https://col.st/OWMJA>

