



Wisconsin 4-H  
Community  
Clubs

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# Walworth County Horse & Pony Project Executive Committee Bylaws

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December, 2018

## Article I. Name

The name of this 4-H Club or Group shall be Walworth County Horse & Pony Project Executive Committee.

## Article II. Purpose

The purposes of the Walworth County Horse & Pony Executive Committee are:

- To assist youth project members in developing equine-related skills through participation in equine recreational activities.
- To stimulate interest in and promote equine-related youth programs.
- To plan, promote, and implement educational programs in equine science, equine recreational activities, and equine safety procedures for Walworth County Horse & Pony Project youth.
- To coordinate the Walworth County Fair Junior Department Horse & Pony Show (and 4-H qualifying show).
- To provide equine-related youth and adult leadership opportunities.
- To ensure project compliance with all county, state, and national 4-H policies, state and federal equine laws, and annual Wisconsin 4-H Club/Group Chartering requirements.

(a) The Horse & Pony Executive Committee consists of...

- Four adult members (See Attachment A)
  - the Walworth County Fair Junior Horse & Pony Superintendent (Fair Board appointed, no term limit, dedicated to the Horse & Pony Project as a whole)
  - One Walworth County Fair Board appointed adult (no term limit, dedicated to the Horse & Pony Project as a whole)
  - One at-large screened 4-H adult volunteer serving as "adult secretary" (2-year term elected in even years, dedicated to the Horse & Pony Project as a whole)
  - One at-large screened 4-H adult volunteer serving as "adult treasurer" (2-year term elected in odd years, dedicated to the Horse & Pony Project as a whole)
- Seven youth reps (See Attachment A)
  - Youth Rep, Western Performance (2 year term, elected in even years)
  - Youth Rep, English Performance (2 year term, elected in even years)

- Youth Rep, Drill Team (2 year term, elected in even years)
- Youth Rep, Speed (2 year term, elected in odd years)
- Youth Rep, Driving (2 year term, elected in odd years)
- Youth Rep, Horseless Horse ( 2 year term, elected in odd years)
- Youth Rep, Equine Education (2 year term, elected in odd years)
- **Seven** non-voting Walworth County 4-H Key Leaders, each representative of the specific discipline to which they have been accepted by the Walworth County 4-H Senior Leaders' Association:
  - Western Performance (3 year term, first open for application in the fall of 2019 and every three years thereafter)
  - English Performance (3 year term, first open for application in the fall of 2020 and every three years thereafter)
  - Drill Team (3 year term, first open for application in the fall of 2019 and every three years thereafter)
  - Speed (3 year term, first open for application in the fall of 2018 and every three years thereafter)
  - Driving (3 year term, first open for application in the fall of 2020 and every three years thereafter)
  - Horseless Horse (3 year term, first open for application in the fall of 2020 and every three years thereafter)
  - Equine Education (3 year term, first open for application in the fall of 2018 and every three years thereafter)

Refer to *Attachment A*.

#### **Horse & Pony Leadership Position Eligibility Guidelines**

- (b) Youth leadership positions are open Horse & Pony Project members, grades 8+, who are eligible to show/participate in the Walworth County Fair Junior Department Horse & Pony Show in their elected disciplines during both years of their service period. Adult leadership positions are open to individuals who are at least 21 years old by 1/1 of the program year elected and screened or committed to immediately becoming screened Walworth County 4-H volunteers. 4-H Horse & Pony Key Leaders must be at least 18 years of age (at the time of enrollment) and may not also be youth members. They must also be screened or committed to immediately becoming screened Walworth County 4-H volunteers. Within these parameters, leadership positions are open to youth and adults regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital, or parental status.

#### **Expressing Interest in Horse & Pony Leadership Positions**

- (c) Individuals may express interest in Youth Rep, Adult-at-Large, and Key Leader roles between mid-July and mid-September by completing a "Horse & Pony Leadership Statement of Interest" form and submitting it to the UW-Extension office by the date and time designated by them. These

"Statements of Interest" will be shared via the UW-Extension website for reference during voting if more than one candidate steps forward and voting is required.

### **Election Procedures for Leadership Roles**

- (d) Youth Rep positions will be determined through electronic voting coordinated and monitored by the UW-Extension office whenever multiple candidates for a position step forward. Walworth County Fair Junior Horse & Pony exhibitors from the most recent fair will be invited to vote for each of the disciplines in which they competed. For Drill Team, those youth who actively participated in practices throughout the year (as evidenced by the sign-in sheets collected by the Drill Team Key Leader) will be invited to vote for Drill Team Youth Rep. All Junior Horse & Pony exhibitors will be invited to vote for Equine Ed Youth Rep. Youth candidates receiving the most votes in a particular discipline will be appointed to the corresponding Youth Rep position. Youth Reps cannot serve in more than one discipline at a time.
- (e) Adult-at-Large positions will also be voted upon using electronic voting coordinated and monitored by the UW-Extension office when multiple candidates step forward for a position. The following households may vote at the rate of one vote per household: 1) those Walworth County Junior Horse & Pony exhibitors who exhibited at the most recent fair, and 2) current, enrolled, and screened Walworth County 4-H Horse Project leaders.
- (f) An electronic vote will also be taken for Key Leader positions when multiple candidates step forward. As with Youth Rep positions, only those Walworth County Junior Horse & Pony exhibitors from the most recent fair will be invited to vote for each of the disciplines in which they competed. Drill Team participants from the most recent program year will vote for Drill Team Key Leader. All Junior Horse & Pony exhibitors will be invited to vote for Equine Ed Key Leader. Voting results, along with the content of the candidates' Key Leader Applications, will be shared with the Walworth County Senior Leaders' Association who will ultimately determine which individual will be appointed to each discipline role through a vote at their regularly scheduled September Association meeting. The Senior Leaders' Association may or may not appoint the individual receiving the most votes for a discipline. Their decision is to be based on the combination of the vote and the content of the Key Leader Applications submitted.

### **Post-Election Procedures for Leadership**

- (g) Newly elected/appointed leadership will be formally announced at the Walworth County Horse & Pony Project banquet in October.
- (h) All newly elected/appointed leadership will formally assume their roles on November 1 following their election/appointment.
- (i) Executive Committee members who relinquish their positions by a letter to the Committee or by missing three or more business meetings may be replaced (for the duration of the term) by a 2/3 vote of the remaining Committee members. Replacement must be discussed with and approved by the UW-Extension staff prior to the open Committee position being offered to a new individual. In the case of Key Leader positions, approval for a replacement is needed from the Walworth County Senior Leaders' Association. In the case of the Fair Board appointed positions, the Fair Board will

determine if replacement is warranted and provide new appointees if deemed appropriate.

### **Article III. Parliamentary Authority**

Robert's Rules of Order shall govern the meetings of this Committee.

### **Article IV. Amendments**

A simple majority of the Executive Committee membership may amend these bylaws, provided previous notice is given to the membership -or- 2/3 majority vote of the total membership at any regular scheduled meeting.

### **Article V. Officers**

(a) The officers of this Committee shall be:

- Youth President
- Youth Vice-president
- Youth Secretary
- Youth Treasurer
- Youth Historian
- Adult Secretary (Works in partnership with the Youth Secretary)
- Adult Treasurer (Works in partnership with the Youth Treasurer)

#### **Election of Officers**

- (b) The officers shall be elected by ballot at a regular November meeting of the 4-H Horse & Pony Executive Committee.
- (c) Youth offices are one-year terms. Adult offices are two-year terms.
- (d) All Youth Reps, Adults-at-Large, and the Fair Board appointed adults are eligible to vote.
- (e) Youth Reps may run for any office in which they are interested. They may be nominated by someone else, or they may nominate themselves.
- (f) Ties for election of office are to be broken by the Junior Horse & Pony Fair Superintendent.
- (g) Should any officer be unable to fulfill their role, either at their own request, or due to their replacement as the result of 3+ missed meetings, that officer may be replaced at any regular business meeting with a 2/3 vote of the remaining Committee membership.

#### **Duties of Officers**

- (h) President (Youth)

- Shall preside at all Committee & County Horse & Pony meetings, with the assistance (as needed of the Junior Horse & Pony Superintendent and Fair Board Appointed Adult-at-Large.
  - Prepare and distribute H & P Executive Committee meeting agendas.
  - Facilitate a yearly review of these bylaws.
  - Collaborate with the treasurers to complete the annual 4-H Chartering paperwork.
- (i) Vice President (Youth)**
- Preside over meetings in the absence of the President.
  - Know the duties of the President.
  - Work closely with the President, Key Leaders, and all other H & P Executive Committee members on all project activities.
- (j) Secretary (Youth)**
- Keep an accurate record of all proceedings of the Committee.
  - Submit a copy of the Committee meeting minutes to the UW-Extension office.
  - Record attendance.
  - Distribute minutes from the last meeting. Make corrections to minutes as requested by Committee members.
  - Work in partnership with the adult Secretary.
- (k) Treasurer (Youth)**
- Receive and take care of all money belonging to the club; keep an accurate record of all money received and paid.
  - Deposit money at the bank, write checks requested, and pay bills authorized by the Committee.
  - Give reports of money received, bills paid, and amount on hand at each Committee meeting.
  - Coordinate an end-of-fiscal-year audit with appropriate volunteers as it applies to the financial portion of the 4-H Chartering paperwork.
  - Prepare an annual budget for Committee approval.
  - Be fiscally accountable to the UW-Extension office.
- (l) Historian (Youth)**
- Serve as public relations officer for the Committee.
  - Prepare media reports of Walworth County Horse & Pony Project activities and send them to local papers as appropriate.
  - Update and maintain social media platforms.
- (m) Adult Secretary (See attachment A.)**
- Assist youth secretary and teach proper minute taking.
  - Assist youth in facilitating Committee meetings.
  - Represent the whole H & P Project when voting.

- (n) Adult Treasurer (See attachment A.)**
  - Assist youth treasurer and teach proper book keeping in compliance with best practices recommended and required by Wisconsin 4-H and the Walworth County UW-Extension staff.
  - Assist youth in facilitating Committee meetings.
  - Represent the whole H & P Project when voting.
  
- (o) Fair Board Appointed Adult-at-Large**
  - Assist youth in facilitating Committee meetings.
  - Assist Junior Horse & Pony Superintendent in carrying out his/her duties.
  - Organize project paperwork.
  - Supervise social media accounts.
  
- (p) Junior Horse & Pony Superintendent**
  - Appointed by the Fair Board as final decision maker before the Board on all fair-related matters.
  - Provides input on educational activities as they pertain to the fair and fairground's use.
  - Assist youth in facilitating Committee meetings.
  
- (q) Key Leaders (See Attachment A.)**

## ***Article VI. Dissolution Clause***

Upon dissolution of this Committee, any assets must be turned over to the Walworth County Senior Leaders' Association or other approved 4-H club/unit/group, with the approval of the county 4-H/Positive Youth Development staff consistent with Wisconsin 4-H Youth Development approved financial practices and policy.

## ***Article VII. Meetings***

- (a)** The regular meetings of the Horse & Pony Executive Committee will be held monthly at a time and location determined by the officers and communicated by email and social media.
- (b)** A majority of the enrolled Executive Committee members will constitute a quorum. A quorum must be present when business is transacted.

## **Article VIII. Committee Organization**

- (a) The Wisconsin 4-H program year is defined as October 1 – September 30 for the purpose of definition in Wisconsin 4-H Policies. In an effort to provide seamless leadership that supports this structure, this Committee's work will follow a November 1-October 31 year, with new leadership assuming their roles as of November 1 each year.
- (b) The Wisconsin 4-H fiscal year is defined as July 1 – June 30. Thus, this Committee's fiscal year will be July 1-June 30.
- (c) The H & P Executive Committee's financial books must be audited annually to meet Annual 4-H Charter Renewal Packet expectations.

## **Article IX. Additional Committee Policies and Standing Rules**

### **(a) Meeting/practice expectations of Horse & Pony Project participants**

Horse & Pony Project participants wishing to exhibit equine in the Walworth County Junior Horse & Pony Department Show (and state 4-H qualifying show) must annually participate in...

One Project Orientation meeting

**AND**

One or more educational meetings (approved or hosted by the Equine Ed discipline)

**AND**

To participate in Speed classes...

- Three or more speed clinics

To participate in Western and/or English Performance classes...

- Three clinics per discipline (Western Performance & English Performance) with at least two per discipline having been held at the fairgrounds

OR two or more clinics of both disciplines with at least one of each being held at the fairgrounds.

To participate in Driving classes...

- Three or more driving clinics

To participate in Horseless Horse classes...

- Three or more clinics in their discipline

### **(b) Hardship Policy**

To apply for hardship, a youth member/parent/guardian must contact the Junior Horse & Pony Superintendent and request a hearing. Depending on the time, the Horse & Pony Executive Committee will hear the hardship request at the beginning of a regular meeting, or a special meeting will be called to ensure that deadlines are met. In no case will more than 15 days pass between the time of the request and the meeting. The youth member, with parent/guardian, or owner (in the case of a managerial animal), will come to the meeting and present their request for

hardship along with a veterinarian's certificate and all other necessary information pertinent to the request. A safety concern may be addressed as a hardship when the youth member presents the request, with parent/guardian, or owner (in the case of a managerial animal), along with a written statement by the respective Walworth County Horse & Pony Project Discipline Key Leader. The youth member may or may not be asked questions by the Executive Committee. After the presentation, those requesting the hardship will be excused so the Executive Committee can discuss and vote on the request. The youth member will be notified of the decision within 48 hours of the meeting date. The animal that is "hard-shipped" may not be exhibited for that project year. If the hardship is requested, reviewed, or approved after the Walworth County Fair add/drop date for fair tags deadline, the replacement animal will not be eligible for Grand or Reserve Grand Champion premium money or competing at the State 4-H Horse Show. The Executive Committee will decide all hardship applications by a simple majority vote on ballots. At least seven (7) Executive Committee members must be present for the vote to be official. Executive Committee decisions are final.

**(c) Required Paperwork to be Submitted by Horse & Pony Project Participants**  
**To be eligible to participate in clinics and show at the Walworth County Junior Horse & Pony Department Show (and state 4-H qualifying show), Horse & Pony project members must annually submit...**

- A completed Walworth County Horse & Pony Project Fair Eligibility Record
- A signed Walworth County 4-H Horse & Pony Code of Conduct Form
- A signed Agreement of Risk form
- Registration and insurance fees to be determined annually by the Horse & Pony Executive Committee
- A completed Identification Form for each horse or pony they wish to be eligible for show (including two color photos—one of each side of the animal, including face)
- A negative Coggins test for each horse they wish to be eligible for show

**Review and Approvals**

Review by 4-H Youth Development Staff (Date & Signature) Janel Heidelmeier 3/13/19  
 Date Approved by Membership 12/18/18

Required Signatures

President Matthew Potro Date 1/9/19  
 Secretary Kidilly Muren Date 1/9/19



## ***Attachment A***

### **Horse & Pony Executive Committee Youth Rep Description:**

- Regularly participate in Horse & Pony Executive Committee meetings
- Represent your discipline on the committee--sharing discipline needs, concerns, ideas, etc.
- Fulfill duties of officer position (if you are elected to one)
- Work side by side with Key Leader of your represented area by maintaining regular, on-going communication and attending discipline practices and events
- Communicate committee decisions to member-families of your discipline
- Serve as role models for youth peers

### **Horse & Pony Executive Committee Adult Member Description:**

- Regularly participate in Horse & Pony Executive Committee meetings
- Assist Youth Reps in facilitating youth-run meetings which embrace the ideals and best practices of Wisconsin 4-H Clubs/Groups
- Act and vote with the best interests of the entire program (all disciplines and the youth they serve) in mind
- Work side-by-side with the youth officer of your title (secretary or treasurer) to appropriately and effectively maintain records and practices in compliance with Wisconsin 4-H Club/Group policies
- Support the efforts of the Discipline Key Leaders and the overall working relationships between these individuals and their corresponding Youth Reps
- Collaborate with Youth Reps and Key Leaders to establish and maintain effective communication lines with project leaders, supporters, and member-families

### **4-H H & P Key Leader Description:**

Walworth County Horse & Pony Project Key Leaders serve as adults-in-charge for their assigned project area disciplines: Western Performance, English Performance, Speed, Horseless Horse, Equine Education, Driving, and Drill Team. One Key Leader is appointed to each discipline for the purpose of planning for, coordinating, conducting, and supporting educational and recreational project meetings and trainings for youth members which are in keeping with county, state, and national 4-H program standards.

The Key Leader ensures a safe, caring, and engaging environment in which member instruction and learning can occur and may involve any number of volunteers in the various roles to be carried

out to that end. Horse & Pony Project Key Leaders help facilitate county fair judging activities related to their disciplines in cooperation with the members of the Horse & Pony Executive Committee. Further, they are the designated contact persons for members, parents, other leaders, and UWEX Staff when it comes to discipline-related educational activities, AND they work in partnership with their elected discipline Youth Rep to communicate needs (financial and otherwise), achievements, and concerns to the Horse & Pony Executive Committee on a regular basis.

**Committee Membership:** Discipline Key Leaders are *ex officio* members of the Horse & Pony Executive Committee. Though they have no voting rights on the Executive Committee, they are expected to attend committee meetings regularly and support/mentor their elected voting youth rep.

**Educational Responsibilities:**

- Plan, coordinate, and conduct safe, fun, and engaging educational project meetings and clinics for youth members. This includes planning and promoting practice information, recruiting clinicians, providing structure and guidance to members of varying ages and experience levels at practices, recognizing member accomplishments, etc.
- Mentor the elected corresponding Youth Rep and collaborate to identify needs, achievements, and concerns that should be discussed at Horse & Pony Executive Committee meetings; this includes developing a budget and maintaining financial records and receipts to submit to the Executive Committee treasurers.
- Assist with discipline-related activities during county fair judging and other special events.
- Regularly attend 4-H Horse & Pony Executive Committee meetings.
- Assist in coordinating county involvement in district and state level project activities as appropriate.
- Serve as the primary contact person for information related to the discipline.
- Work with the committee and the UWEX staff to ensure rules and procedures are followed.
- Work with the Junior Horse & Pony Superintendent to make recommendations for changes to the *Walworth County Fair Premium Book* and judging procedures in a timely manner.