

4H Middlesex County Horse Advisory Council

By-Laws

Date of By-laws Adoption by Advisory Council: October 18th, 2004

Name of Extension Educator: Wendy Marcks

Advisory County: Middlesex, Massachusetts

Article I.

NAME:

The name of this organization shall be Middlesex County Massachusetts 4-H Program Horse Advisory Council, (hereafter, referred to as the Middlesex County 4-H Horse Advisory Council, Or otherwise known as HAC) The Middlesex County 4-H Horse Advisory Council shall be responsible to the UMass Extension 4-H Program Director who will designate a local Educator(s) to act in a program oversight capacity.

Article II.

PURPOSE:

Section 1. The purpose of this 4-H Advisory Council is to advise, advocate and assist in the planning, promotion, development, implementation, execution and evaluation of 4-H horse programs in collaboration with the UMass Extension Educator in order to meet the needs and educational interests of 4-H youth in Middlesex County.

Section 2. The 4-H Horse Advisory Council is a non-profit advisory group. Its activities will be conducted so that financial reward will not accrue to any individual members of the 4-H Council. All funds raised or otherwise accumulated will be used in furtherance of approved UMASS Extension 4-H activities for the benefit of the youth and volunteers of Middlesex County.

Article III.

MEMBERSHIP:

Section 1. 4-H Horse Advisory Council membership is open to any person affiliated with that locality or a resident of Middlesex County, to representatives of other youth serving agency representatives and/or collaborators from other counties interested in 4-H, regardless of age, race, color, creed, sexual orientation, national origin, and religion, in compliance with the Civil Rights Act and UMass Equal Opportunity policies.

Section 2. The UMass Extension Educator(s) of the 4-H Program and other 4-H Horse Advisory Council members shall nominate a slate of new members to the Horse Advisory Council at any time, after a formal call for new council member volunteers and application opportunities have been circulated widely throughout the county. New general members will be elected by a two-thirds vote of the 4-H Horse Advisory Council membership at any regularly scheduled meeting. County horse club council representatives do not require voting on, since every County horse club automatically has one seat/vote per club on the council. Voting members include 4-H teen /young adult members, provided that they do not vote in legally or financially binding issues if they re under the age of 18, as well as other elected adult volunteer representatives. The UMass Extension Educator will serve as an ex officio (non-voting) member.

Section 3 Membership in the 4-H Horse Advisory Council shall at the least be open to include a representative from each of the horse clubs in Middlesex County, including youth and three at-large members and in addition, any honorary members (non-voting). Where possible, the Horse Advisory Council membership should represent the total geographic area and racial demographics of the towns in which there are 4-H programs. Attendance at 4-H Horse Advisory Council meetings is open to the general public without participation in the proceedings. Anyone who is a 4-H member, agency partner or collaborator, or screened volunteer can serve on committees. In addition, it is recommended that an associate board member training program (ex officio) be set up to train future member(s) of the board.

Section 4. Membership of the 4-H Horse Advisory Council, including their Executive Committee, must be inclusive of the participants of the various 4-H delivery methods including, but not limited to clubs, camps, other youth-serving organizations, schools, out-of-school programs and other core 4-H programs (e.g.: fair, etc) and youth. 4-H Advisory Councils, where possible, must reflect the racial and geographic diversity of the people in that county and membership should be drawn from the following four constituencies:

- a.) 50% club leaders, core 4-H programs (fair, camps, etc),
- b.) 25% youth as “4-H Advisory Members in Training” (16 – 21 years of age), including at least one non-club member such as a youth from another agency or an after-school program.
- c.) 25% external collaborators or at large appointees from youth serving organizations or community members with professional skills (accounting, educational, after-school programs, law, local or state government, etc.) Every reasonable effort needs to be made to add three external members. In a case where no such candidates come forth after repeated and documented efforts on the part of the Advisory Council members and Extension Educator(s), the three slots may be filled by other 4-H volunteers on a temporary basis, while an active search for such external members continues.

All 4-H Advisory Council members will be authorized after completing the 4-H volunteer screening process, including CORI checks.

Section 5. New 4-H Horse Advisory Council members (e.g.: general membership) are to be approved by the 4-H Horse Advisory Council, and the local UMass Extension Educator.

Section 6. General Membership in the 4-H Horse Advisory Council will be limited to a 3-year term, (as marked from the original date of the member’s arrival on the 4-H Horse Advisory Council), except for horse clubs which have NO term limit. Horse clubs always have an open seat on the council, although the person representing the club may change year to year. The general member must be off the Council for one year before being re-elected to the Council, but may continue to serve on committees and sub-committees.

Section 7. Members of the 4-H Horse Advisory Council must fulfill the mandatory requirements of the 4-H volunteer application process. Violations of the Volunteer or Board Volunteer Code of Conduct will be grounds for dismissal. In cases of such violations, the UMass Extension Educator will recommend dismissal to the Program Director and will also file an Incident Report to document the situation leading to the dismissal. Members may also be dismissed if they have missed three consecutive meetings per year without prior notification of their absence to the Extension Educator’s office and the 4-H Horse Advisory Council Secretary a/o President.

No member of the 4-H Horse Advisory Council can act on their own, in the name of the Council. Horse Advisory Council members may be voted in or out of office; there may be a re-call of those elected if determined prudent by two-thirds of the Advisory Council membership.

Section 8. Any volunteer, including 4-H Horse Advisory Council members and Executive Officers, can be relieved of specified duties by a UMass Extension Educator when it is shown through an established investigation process (as described below in Article III, Section 9) that the volunteer:

- a.) Emotionally or physically harms a young person or another adult;
- b.) Deliberately does not follow 4-H Program policies and procedures;
- c.) Fails to fully complete a volunteer application process or to fully provide requested information on the application process, including CORI checks;
- d.) Exhibits poor performance, bad judgment, or breaks confidentiality;
- e.) Exhibits inappropriate conduct during 4-H Horse Advisory Council meetings, when interacting with youth, or with the general public (including verbal or physical violence, sexual harassment, or discrimination according to Civil Rights law);
- f.) Misuses funds, commits a felony or engages in a repetitive pattern of misdemeanor violations;
- g.) Violates the 4-H Volunteer or Board Volunteer Code of Conduct.

Section 9. When a complaint arises concerning a 4-H Horse Advisory Council member, the local Educator will review the incident(s) using, where applicable, the Incident Report mechanism. If deemed necessary, a dismissal letter may be written at this time in consultation with the 4-H Director and Extension’s Compliance and Liaison Unit. The volunteer may request a meeting to review the situation with the local

UMass Extension Educator, Director and where appropriate, the Compliance and Liaison staff. During this time the volunteer will have the opportunity to present his/her views on the situation. This information will be presented to the 4-H Director, who will render a final decision regarding removal from the volunteer position.

Section 10. Any member may resign from the 4-H Horse Advisory Council by notifying the Secretary and/or President in writing.

[**Section 11.** The County Fair Horseshow Chairperson shall be a permanent voting position on the horse council. The coaches for the Middlesex County Horse Judging, Horse Bowl & Hippology Teams shall have ONE voting seat representing all coaches. These positions as council members shall be in addition to club membership and the three at large members. If a position is held by a horse club member, that club shall be entitled to have another member of their club represent them for voting on the council. The term of these positions on the council shall have no expiration.

Article IV.

OFFICERS

Section 1. The 4-H Horse Advisory Council Executive Committee shall be elected by the members of the Advisory, and consist of four elected members to include the President, Vice-President, Treasurer and Secretary. No person will hold office if she/he is not a voting member and no member will hold more than one office at a time. Officers may not hold office for more than 3 consecutive years, and must be off the board for one year before being re-elected to the Board, except in the case where the officer is from a horse club, the one year off does not apply. In special cases where no new candidate for Secretary or Treasurer comes forward, the 4-H Horse Advisory Council Executive Committee may vote to extend the term of office for that officer until a replacement is found, the search for a replacement not exceeding more than a one year period of time.[In the case where the President(Chairperson) is from a county horse club, that club shall be entitled to have an additional member represent their club on the council with voting privileges.]

Section 2. The members shall elect the Executive Committee annually to take office and serve a 1 year term or until their successors have been elected and qualified.

Section 3. Within 30 days of the election, the president shall name the members of the standing committees referred to in Article X, when such committees are warranted.

Section 4. In the event of a vacancy on the Executive Committee, the remaining members of the 4-H Horse Advisory Council, by majority vote, may appoint a new or current member as a replacement to serve until the next Annual Meeting. Any new member(s) will only be approved upon completion of the volunteer application process, including CORI checks. The term of service will commence with the date of their election by two thirds of the 4-H Horse Advisory Council membership at the annual meeting.

Article V.

DUTIES OF OFFICERS:

President: It shall be the duty of the President to maintain a good working relationship with the appointed UMass Extension Educator and to promote positive collaborative working relationships among 4-H Horse Advisory Council members. The President shall be responsible for facilitating meetings in a timely and business-like manner and will perform all other acts and duties usually required of a presiding office, with the ultimate goal to benefit youth and 4-H programs. The President with guidance and direction from the Council members will prepare the annual projected budget for the upcoming year including a fundraising plan by October 30th of the current year. The budget will be submitted by copies to the Council for approval at the annual meeting. The final budget for the upcoming year will then be submitted to the County Extension Educator, by the Treasurer. The President will work with the UMass Extension Educator to establish agendas for each meeting, and the Educator will arrange to send out the agenda one week in advance of any given meeting, when such a timeline is realistic given other demands in the local UMass 4-H office.

Vice President: It shall be the duty of the Vice President to perform the duties of the president when for any reason he/she is unable to do so.

Secretary: It shall be the duty of the Secretary to attend all meetings and to keep a record of the same, to take care of correspondence, votes, resolves, membership, and perform further duties as specified by the 4-H Horse Advisory Council. The Secretary shall prepare the minutes of each regular or special meeting and submit the same to the appointed UMass Extension Educator for the Middlesex County record within two weeks after the meeting. The UMass Extension Educator will review, and send out minutes promptly to the Advisory Council members. It is the duty of the Secretary to communicate regularly with the UMass Extension Educator as to absences of Advisory Council members and to other issues of which the Educator should be aware.

Treasurer: The Treasurer will maintain financial records and annually submit a financial report, consistent with financial record keeping policies of UMass Extension, to the UMass Extension Educator. Three weeks prior to the Annual Meeting held in October by the 30th of the month, the annual report shall be submitted to the local 4-H UMass Extension office and within two weeks mailed out to members. The Annual Financial Report along with any financial records for the year, including but not limited to; bank statements, expenditures and tax forms will be due by November 30th to the Extension Educator for review and storage. The Treasurer will file state and federal tax forms, if applicable, in a timely manner as required by law. The treasurer will maintain a copy of the approved annual budget for the record, and make available such if requested to do so. Quarterly reports will be due on January 30th, April 30th and June 30th. All of these reports will be submitted to the Extension Educator.

It shall be the duty of the Treasurer to receive all monies due or paid to the 4-H Horse Advisory Council and deposit such monies and pay out such funds as directed by the 4-H Horse Advisory Council. The Treasurer shall make a detailed and full report, including copies to share at each meeting, of the finances of the 4-H Horse Advisory Council. The Treasurer shall hold all monies in a proper account under the name: Middlesex County 4-H Horse Advisory Council. The Treasurer shall maintain records so that they are available for inspection at any time, with such records audited annually prior to the annual meeting by the auditing committee, the members are appointed by the 4-H Horse Advisory Council President.

Article VI. DUTIES OF ADVISORY COUNCIL MEMBERS:

Section 1. 4-H Horse Advisory Council members will meet at specified times listed under Article VII.

Section 2. 4-H Horse Advisory Council members are required to attend regular meetings and a majority of special meetings called in any one year. If members cannot attend because of reasons that are satisfactory to the 4-H Horse Advisory Council, they may be excused in advance of the meeting by contacting the UMass Extension Educator and the 4-H Horse Advisory Council Secretary or President. A member not fulfilling these requirements may be replaced at the next Annual Meeting or if annual meetings are not held, at the next scheduled meeting of the Council.

Article VII. MEETINGS:

Section 1. The 4-H Horse Advisory Council shall meet a minimum of 10 times per year. These regular meetings will be posted in advance in the county newsletter and in prior minutes and as meetings are open to the general public, news must also be posted to a public news outlet.

Section 2. Special meetings may be convened by request of the President or UMass Extension Educator(s) at any time with proper and timely notification given to all members.

Section 3. 50% of the voting members of the 4-H Horse Advisory Council shall constitute a quorum, including youth "4-H Horse Advisory Members in Training" on those issues on which they have voting rights. All major decisions requiring votes at regular meetings can only take place with a quorum present.

Section 4. The Annual Meeting shall be held in October by the 31st of the month, at the end of the fiscal year. Election of officers, approval of the current years' Annual Financial Report and the Projected Budget for the upcoming year shall take place at this meeting. The fiscal year for the council shall run from November 1st to October 31st.

Section 5. Roberts Rules of Order (revised) shall be the parliamentary procedure guide for the 4-H Advisory Council unless the membership waives this method for open discussion.

Section 6. The officers of this organization shall perform the duties prescribed for them according to the usual parliamentary procedures. In cases of emergency, the Executive Committee shall have the authority to take action. The Executive Committee shall be comprised of the officers and an UMass Extension 4-H (non-voting) staff person.

Article VIII. NON-PROFIT ORGANIZATION:

Section 1. The 4-H Horse Advisory Council is a non-profit organization authorized by the University of Massachusetts. Any funds received by the organization for carrying out its purpose shall not accrue to the benefit of the individual members of the 4-H Horse Advisory Council. A charter authorizing each 4-H club should be issued and a copy held in the local UMass Extension 4-H Program office.

Section 2. All funds raised or otherwise accrued by the 4-H Horse Advisory Council will be used in support of UMass Extension approved 4-H programs that benefit the youth of Middlesex County in the state of Massachusetts.

Section 3. The 4-H Horse Advisory Council, as an organizational unit chartered under the non-profit status of 4-H and USDA's authorizing agent, University of Massachusetts Extension, shall apply for and receive an Employee Identification Number (EIN) from the IRS.

Article IX. AMENDMENTS:

Section 1. These bylaws may be recommended for addition or amendment at any meeting by a two-thirds quorum of 4-H Horse Advisory Council membership present. Two weeks notice must be provided and all members of the 4-H Horse Advisory Council must be notified of any proposed changes to be made in the by-laws at least 10 days prior to the time of meeting.

Section 2. No substantive changes to the by-laws are allowed that alter the 4-H Horse Advisory Council's overall management structure, membership and financial reporting requirements. Any such proposed changes should be discussed with UMass Extension Educator who will, if appropriate, then consult with the 4-H Program Director as to a decision.

Article X. COMMITTEES

Standing Committees:

Section 1. The Nominating Committee to be appointed annually by the President will consist of up to four members and will present a slate of officers annually, and will, where possible, represent the diversity of the community and constituencies specified in Article III, Section 3.

Section 2. The Executive Committee shall consist of the officers of the council, namely the President, Vice President, Secretary, Treasurer and a 4-H Extension Educator.

Section 3. The Auditing Committee will be appointed by the President if an outside firm is not utilized.

Section 4. The Event Committee shall consist of individuals approved by the council and UMass Extension Educator after proper screening and CORI check, for the coaches of the Horse judging, Horse bowl and Hippology teams, and the Annual Father's Day horseshow chairperson. These individuals will also be responsible for the running of the individual competitions. The term of these positions shall have no expiration, however the individual at any time with notification of such to the council may resign, **or** the council upon taking a proper vote of such may remove an individual.

Optional Sub Committees:

Section 4. The Fundraising sub-committee shall consist of up to four members to plan and implement any fundraising efforts throughout the year. Membership is not limited to 4-H Horse Advisory Council members. 4-H volunteers are welcome to participate.

Section 5. The Planning and Finance sub-committee shall consist of up to four 4-H Horse Advisory Council members including the Treasurer and an UMass Extension Educator. It will assist in preparing and

presenting the budget, financial statements for meetings, annual report, award scholarships, camperships and other monetary awards and maintain fiscal accountability in accordance with UMass Extension 4-H policies.

Section 6. The Recognition and Awards sub-committee shall consist of up to four members with a minimum of one member who is a 4-H Horse Advisory Council member, to plan and implement an annual awards and recognition program for 4-H members and volunteers.

Section 7. Other committees may be formed at the discretion of the 4-H Horse Advisory Council as needed.

Section 8. It is understood that various committees will perform much of the work of the 4-H Horse Advisory Council. Each committee will choose its own chair, who is responsible to report to the entire 4-H Horse Advisory Council. Unless otherwise designated, committee members may be other than 4-H Horse Advisory Council members. The UMass Extension Educator(s) involved in any 4-H committee work will be an ex-officio member(s) of all committees.

Article XI.

DISSOLUTION:

Section 2. The officers of the Middlesex County 4-H Horse Advisory Council are directed, in case of dissolution of the organization, to assign all assets of their 4-H Horse Advisory Council to a special account earmarked for said county and to be used only by said county at the UMASS Extension 4-H Program at the University of Massachusetts, Amherst, or as assigned to the Massachusetts 4-H Foundation for the purpose of youth development within said county if so earmarked by the 4-H Horse Advisory Council membership.

Article XII.

APPROVAL:

The following council members approved and adopted this document according to the by-laws contained here in, on October , 2004.