

Constitution and Bylaws of the Klickitat County Horse Leaders Council

BYLAWS

Date Adopted_____

Date Revised_____

ARTICLE I

Members

Section 1: Klickitat County Horse Leaders Members

Klickitat County Horse Leader's Council membership shall consist of all officially enrolled youth and Leaders in the Klickitat County Horse Project.

Section 2: Klickitat County Horse Leaders Elections

- A. Elections shall be held on the first meeting in October each year.
- B. All currently enrolled Klickitat County Horse Leaders and horse project members are eligible to vote.
- C. Vacancies may be filled with a simple majority vote of the council.
- D. Each council member shall be entitled to one (1) vote
- E. Any enrolled volunteers and youth members shall be able to vote at the council meeting if they have attended at least three (3) council meetings with the previous twelve (12) months.
- F. Those joining remotely or have called in prior to the meeting stating the reason they cannot attend will be counted as in attendance.

Section 3: Duties of the Klickitat County Horse Leaders Council.

- A. Attend Horse Leaders Council meetings and participate in the activities.
- B. Serve on work groups or task forces as needed.
- C. Develop, promote, find and provide activities, scholarships and programs for the 4-H horse project members.

ARTICLE II

Officers

Section 1: Officers of the Klickitat County Horse Leaders Council

- A. Officers of the council shall be president, vice-president, secretary, and treasurer.
- B. These offices shall comprise the Executive Committee with the addition of the Past President.

Section 2: Election of Officers

- A. Officers will be elected by the Klickitat County Horse Leaders for a one year term at the annual meeting
- B. Nominations will be made from the floor however an organized nominating committee is recommended.
- C. Voting will be done by a paper ballot.
- D. Officers shall serve until their successors have been elected and duly installed.

Section 3: Officer Duties

- A. The president shall preside at all meetings of the Klickitat County Horse Leaders Council, and shall preside at the meetings of the executive committee. The president shall appoint the members of all committees of the Horse Leaders Council. She/he shall sign all documents requiring the president's signature and shall perform all other duties incidental to the office. The president must sign the affiliation agreement with WSU (Washington State University) and any documentation that the Horse Leaders agree to be included in a group exemption letter issued by WSU for the 4-H Youth Development Program by the United States Internal Revenue Service.
- B. The vice-president shall perform the duties of the president in the absence or incapacity of the president. The vice-president shall automatically become president of the Horse Leaders Council upon the resignation of the president. In the event the vice-president becomes president, a new vice-president shall be elected to fill the vacancy.
- C. The secretary shall keep an accurate record of the activities of the Horse Leaders Council and its executive committee, shall issue all notices of the Horse Leaders meetings, shall be responsible for the correspondence of the Horse Leaders Council, shall prepare and keep a listing of all chairs and members of special and standing committees for the current and two previous years, and shall provide the county Extension professionals a copy of all records of the Horse Leaders Council.
- D. The treasurer shall keep an accurate record of all monies allocated to the Horse Leaders Council, shall supervise the disbursement of the funds subject to the direction and approval of the Horse Leaders Council, shall serve as

chair of the finance committee, provide monthly reports and see that an annual audit is completed.

Section 4: Officer Vacancies

- A.** Vacancies occurring in any of the offices due to illness, death or other incapacity to comply with assumed duties shall be filled by election of the Horse Leaders Council members, except in case of president, when the vice-president shall succeed as chair. Such officers shall serve only until the next regular election.
- B.** Vacancies will be declared if an officer misses three (3) consecutive meetings and those vacancies will be filled by a majority vote of the membership.

ARTICLE III

Committees

Section 1: Executive Committee

- A.** The functions of the executive committee shall be to:
 - 1. Perform the essential Horse Leaders Council activities that must be acted upon between meetings of the membership.
 - 2. Formulate and recommend programs and activities of the members of the 4-H Horse Program in consultation with Extension staff and adult volunteer leadership for their consideration and approval.
 - 3. Serve as a planning group

Section 2: Finance and Budget Committee

- A.** The finance and budget committee will determine a yearly budget and present to the Horse Leaders Council for approval.
- B.** Initiate an annual audit
- C.** Determine the needs of fundraising activities and provide leadership if necessary
- D.** The Horse Leaders Council Treasurer shall serve as chair of the finance and budget committee

ARTICLE IV

Meetings

The regularly scheduled meetings of the Horse Leaders Council shall be to conduct the business of the Horse Leaders as outlined under Article II of the Constitution. More specifically the meetings shall be to:

- A. Approve, reject, amend, or refer back to the committee for further study reports from special or standing committees.
- B. Introduce new ideas with requests for the chair to appoint committees to make further studies and report back their recommendations to the Horse Leaders Council.
- C. Evaluate reports of completed activities, projects, or programs and make suggestions for improvement.
- D. Provide Horse Leaders Council information concerning the county, state and national Extension programs helpful to them in their efforts to address identified needs.
- E. Approve and disburse money in support of programs supported by the Horse Leaders Council.
 - 1. Special meetings of the Horse Leaders Council may be called by the president, the executive committee, or upon request of any five members.
 - 2. Reminders shall be sent to all members of the Horse Leaders Council at least one week in advance of all meetings. Reminders shall include the date, time, and place of the meeting.
 - 3. Any enrolled volunteer and youth member shall be able to vote at the Council Meeting if they have attended at least three (3) Council meetings within the previous twelve (12) months.
 - 4. Each council member shall be entitled to one (1) vote.
 - 5. Those joining remotely or have called in prior to the meeting stating the reason they cannot attend will be counted as in attendance.

ARTICLE V

Amendments

Amendments to the Bylaws may be made at any annual, regular or special meeting by a simple majority vote to the members present providing:

- A. A notice of the pending amendment was sent to all members of the Horse Leaders Council at least two weeks and not more than four weeks prior to the meeting.
- B. A quorum of three (3) or more members of the Horse Leaders Council must be present to constitute a meeting.

ARTICLE VI

Parliamentary Authority

Roberts Rules of Order shall govern the proceedings of the Horse Leaders Council not otherwise specified by the Bylaws.

The Bylaws of the Klickitat County Horse Leaders Council were adopted on _____, 2019 at Goldendale, Washington

President of the Klickitat County Horse Leaders Council Date

Secretary of the Klickitat County Horse Leaders Council Date

Reviewed by:

Extension 4-H Professional Date

Constitution and Bylaws of the Klickitat County Horse Leaders Council

CONSTITUTION

Date Adopted_____

Date Revised_____

ARTICLE I

Name

The name of this organization shall be Klickitat County Horse Leaders Council, hereafter referred to as Horse Leaders Council. The principal mailing and physical address shall be PO Box 1217, Goldendale, WA 98620 and 228 W Main Street #210, Goldendale, Washington 98620

ARTICLE II

Structure

Section 1: Introduction

4-H is the largest youth development organization in the United States and has existed for over 100 years. The Horse Leaders Council is a non-profit affiliate of the Washington State University (WSU) Extension 4-H Youth Development Program.

Section 2: Program

The purpose of the Horse Leaders Council, in cooperation with Extension professionals, is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity-the Essential Elements-and to foster educational opportunities tied to the land-grant university knowledge base. These opportunities for Washington state youth are provided regardless of race, sex/gender, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, including disability requiring the use of a trained service animal, and/or genetic information in Klickitat County, Washington.

Section 3: Responsibility

- A. Teaches and mentors youth in the principles of equine care, management and activities.
- B. Plans, executes, and evaluates a well-balanced educational program for 4-H Horse youth with both short and long term goals.

- C. Secures and manages sufficient resources to accomplish the purpose and mission of the Horse Leaders Council.
- D. Develops and maintains a vibrant, active Horse Leaders membership in cooperation with the Extension professional.
- E. Implements 4-H Youth Development Horse Programs, subject to review and approval by a WSU Extension 4-H professional.
- F. Complies with the Internal Revenue Services and Washington State regulations and policies to maintain exempt status as a non-profit charitable educational organization.

ARTICLE III

Funding and Assets

Section 1: Fund Responsibility

The Horse Leaders Council will be responsible for raising sufficient funds to support the educational purpose of the Horse Leaders Council. They will be responsible for managing available funds by:

- A. Preparing an annual budget
- B. Giving direction to acquiring funds
- C. Approving all expenditures from the Horse Leaders Council

Section 2: Distribution of Funds

Horse Leaders Council property and funds are only to be used for the activities and programs of the Horse Leaders Council. None of the funds or property the Horse Leaders Council accrues are to benefit or be distributable to its leaders, officers or other private persons. Only authorized and empowered individuals of the Horse Leaders Council shall be allowed to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes provided in this Agreement.

Section 3: Restricted Activities

No substantial part of the activities of the Horse Leader Council shall be the carrying on of propaganda or otherwise attempting to influence legislation, and Horse Leaders 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.

Notwithstanding any other provision of these articles, the Horse Leaders Council shall not carry on any other activities not permitted to be carried on by Horse Leaders Council

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. Notwithstanding any other provision of these articles, this Horse Leaders Council shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Horse Leaders Council.

Section 4: Disposition of Assets in Event of Dissolution

Upon the dissolution of the Horse Leaders Council, assets shall be distributed to an exempt 501(c)(3) 4-H Affiliate organization with a charitable educational purpose. Unless WSU has notified the Horse Leaders Council otherwise, the 4-H Council for Klickitat County, so long as it has active status as an exempt charitable educational organization pursuant to 501(c)(3) will receive the funds. If no such 4-H Council exists in Klickitat County, the Washington State 4-H Foundation provided it has active status as an exempt charitable educational organization under 501(c)(3) will receive the funds. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Horse Leaders Council is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

ARTICLE IV

Membership

Section 1: Composition

The membership of the Horse Leaders Council shall consist of local volunteer adult leaders and youth (5-19 years of age.) Adults should have interest in Extension education and youth and should represent all geographic and economic groups. Membership of the Horse Leaders Council shall be determined on a nondiscriminatory basis regardless of race, sex/gender, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, including disability requiring the use of a training service animal, and/or genetic information.

Section 2: Number

Horse Leaders Council is open to all youth horse project members, and adult horse leaders in Klickitat County

Section 3: Klickitat County Horse Leaders Elections

A. Elections shall be held on the first meeting in October each year.

- B. All currently enrolled Klickitat County Horse Leaders and horse project members are eligible to vote.
- C. Vacancies may be filled with a simple majority vote of the council.

Section 3: Duties of the Klickitat County Horse Leaders Council.

- A. Attend Horse Leaders Council meetings and participate in the activities.
- B. Serve on work groups or task forces as needed.
- C. Develop, promote, find and provide activities, scholarships and programs for the 4-H horse members.

ARTICLE V

Officers

Section 1: Officers of the Klickitat County Horse Leaders Council

- A. Officers of the council shall be president, vice-president, secretary, and treasurer.
- B. These offices shall comprise the Executive Committee with the addition of the Past President.

Section 2: Election of Officers

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- B. Nominations will be made from the floor however an organized nominating committee is recommended.
- C. Voting will be done by a paper ballot.
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- included in a group exemption letter issued by WSU for the 4-H Youth Development Program by the United States Internal Revenue Service.
- B. The vice-president shall perform the duties of the president in the absence or incapacity of the president. The vice-president shall automatically become president of the Horse Leaders Council upon the resignation of the president. In the event the vice-president becomes president, a new vice-president shall be elected to fill the vacancy.
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 - D. The treasurer shall keep an accurate record of all monies allocated to the Horse Leaders Council, shall supervise the disbursement of the funds subject to the direction and approval of the executive committee, shall serve as chair of the finance committee, provide monthly reports and see that an annual audit is completed.

Section 4: Officer Vacancies

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- B. Vacancies will be declared if an officer misses three consecutive meetings. Vacancies will be filled by a simple majority to vote.
- C. Any enrolled volunteers and youth members shall be able to vote as the Council meeting if they have attended at least three (3) council meetings within the previous (12) month.
- D. Each council member shall be entitled to one (1) vote.
- E. Those joining remotely or having previously called in shall be counted in attendance.

ARTICLE VI

Committees

Section 1: Executive Committee

- A. The functions of the executive committee shall be to:

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3. Serve as a planning group

Section 2: Finance and Budget Committee

- A. The finance and budget committee will determine a yearly budget and present to the Horse Leaders Council for approval.
- B. Initiate an annual audit
- C. Determine the needs of fundraising activities and provide leadership if necessary
- D. The Horse Leaders Council Treasurer shall serve as chair of the finance and budget committee

ARTICLE VII

Meetings

The regularly scheduled meetings of the Horse Leaders Council shall be held on the third Thursday of each month to conduct the business of the Horse Leaders as outlined under Article II of the Constitution. More specifically the meetings shall be to:

- A. Approve, reject, amend, or refer back to the committee for further study reports from special or standing committees.
- B. Introduce new ideas with requests for the chair to appoint committees to make further studies and report back their recommendations to the Horse Leaders Council.
- C. Evaluate reports of completed activities, projects, or programs and make suggestions for improvement.
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 2. Reminders shall be sent to all members of the Horse Leaders Council at least one week in advance of all meetings. Reminders shall include the date, time, and place of the meeting.
 3. Each member shall be entitled to one vote.

ARTICLE VII

Quorum

Three or more members must be present at any regular or special meeting will constitute a quorum.

ARTICLE VIII

Amendments

Amendments to the Bylaws may be made at any annual, regular or special meeting by a simple majority vote to the members present providing:

- A. A notice of the pending amendment was sent to all members of the Horse Leaders Council at least two weeks and not more than four weeks prior to the meeting, and
- B. A quorum of the Horse Leaders Council is present at the meeting.

ARTICLE IX

Parliamentary Authority

Roberts Rules of Order shall govern the proceedings of the Horse Leaders Council not otherwise specified by the Bylaws.

The Bylaws of the Klickitat County Horse Leaders Council were adopted on _____, 2019 at Goldendale, Washington

President of the Klickitat County Horse Leaders Council Date

Secretary of the Klickitat County Horse Leaders Council Date

Reviewed by:

Extension 4-H Professional

Date