

**CONSTITUTION AND BYLAWS OF THE
Grant-Adams County 4-H Horse Committee**

CONSTITUTION

Date Adopted 4/13/2017

Date Revised

ARTICLE I

Name

The name of this organization shall be the Grant-Adams County 4-H Horse Committee, hereafter referred to as **4-H Club**. The principle location of the **4-H Club** is 1525 E Wheeler Rd Moses Lake, WA 98837.

ARTICLE II

Section 1: Purpose

The 4-H Club is a non-profit affiliate of the 4-H Youth Development Education Program of Washington State University Extension. 4-H is the largest youth development organization in the United States and has existed for over 100 years. The purpose of the 4-H Club will be to provide experiential education for Washington state youth by providing, in cooperation with Extension professionals, informal educational youth in Grant-Adams County Washington without regard to race, color, sex, religion, age, national origin, sexual orientation, or disability.

Section 2: Mission

The mission of the 4-H Youth Development program is to assist youth and volunteer staff, through informal education, to acquire knowledge, develop life skills, and values that enable them to become increasingly self-directing, productive, contributing citizens.

Section 3: Responsibility

The responsibility of the 4-H Club is to operate as a qualified nonprofit entity which does the following:

- A. Teaches and mentors youth in the principles of The Horse Project and its program guidelines.
- B. Plans, executes, and evaluates a well-balanced educational program for 4-H youth with both short and long term-goals.

- C. Promotes volunteer leadership development and empower adult and teen volunteers in the 4-H program.
- D. If needed, secures and manages sufficient resources to accomplish the purpose and mission of the 4-H Club.
- E. Serves as a link between the 4-H Youth Development Program and the county 4-H professional, Fair Board, youth serving groups, schools, community agencies, and the public.
- F. Develops and maintains a vibrant, active Club membership in cooperation with 4-H Extension professional(s).
- G. Publicizes the objectives and philosophy of the 4-H Youth Development Program and serves as an advocate for youth.
- H. Implements national, state and local 4-H policies, subject to review and approval by Washington State University Extension 4-H professional
- I. Complies with the Internal Revenue Services and Washington State regulations and policies to maintain its exempt status as a non-profit charitable educational organization.

ARTICLE III Funding and Assets

The 4-H Club is responsible to raise sufficient funds to support the educational mission of the 4-H Club. The 4-H Club is also responsible to manage its available funds by:

- Preparing an annual budget.
- Giving direction to acquiring private funds.
- Approving all expenditures from the 4-H Club budget.

4-H Club property and funds will be used only for the activities and programs of the 4-H Club. None of the funds or property the 4-H Club will accrue to the benefit of, or be distributable to its Members, Leaders, officers, or other private persons, except those of the 4-H Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes provided in this Agreement. No substantial part of the activities of the 4-H Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the 4-H Club 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 4-H Club shall not carry on any other activities not permitted to be carried on

- a) by a 4-H Club 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, and
- b) Notwithstanding any other provision of these articles, this 4-H Club 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 4-H Club.

Disposition of Assets in Event of Dissolution: Upon the dissolution of the 4-H Club, assets shall be distributed to an exempt 501(c)(3) 4-H Affiliate organization with a charitable educational purpose. Unless Washington State University has notified the 4-H Club otherwise, the 4-H Council for Grant-Adams County, so long as it has active status as an-exempt charitable educational organization under 501(c)(3), will receive the funds. If no such Council exists in Grant-Adams County, funds will be accepted by the Washington State 4-H Foundation provided it has active status as an exempt charitable educational organization under 501(c)(3). 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 4-H Club 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 purposes.

ARTICLE IV Use of 4-H Name and Emblem

Section 1

All uses of the 4-H name or emblem shall be consistent with the educational purposes, character-building objectives and dignity of the 4-H organization and the United States Department of Agriculture.

Section 2

The 4-H name and emblem shall not be used if it exploits or might be construed to exploit the 4-H movement. This will hold true in the case of locally originated contests and awards; money-raising activities; printed materials; supplies to be sold or provided without charge; and advertisements.

Section 3

By act of Congress, the Secretary of Agriculture, United States Department of Agriculture, is the final authority of authorization for the use of the name and emblem of 4-H work. State and local 4-H organizations shall operate within that authorization.

Section 4

Local plans for the use of the 4-H name and emblem shall be cleared with WSU Extension.

ARTICLE V

Membership

Section 1: Composition

The membership shall consist of local volunteer adult leaders and youth (5-19 years of age). Sponsors, and other community leaders, and school, church, and civic officials may serve in support roles to the Club. Adults should have interest in

Extension education and youth, and should represent all geographic and economic groups. Membership on the 4-H Club shall be determined on a nondiscriminatory basis without regard to race, color, or national origin.

Section 2: Number

The size of the 4-H Club shall be determined by a consensus of the youth and adult leadership of the club.

Section 3: Term of Office

Term of office will be one year for youth officers.

Section 4: Vacancy

A vacancy will be declared if a member misses three consecutive meetings without requesting to be excused. Vacancies may be filled by a simple majority vote of the Club youth members.

Section 5: Role of 4-H Professionals

The 4-H professional shall interpret local program needs, University and Extension policies, and state-wide programs and schedules, and shall have final oversight of the 4-H Club. Additionally, the 4-H professional shall have signature oversight authority on all 4-H Club financial and investment accounts.

ARTICLE VI Officers

Section 1: Officers

The current officers of the 4-H Club shall be the President, Vice-president, Secretary, and treasurer.

Section 2: Term of Office

The officers shall be elected at a predetermined annual meeting for a term of one year. Officers may be elected for a second term, but will not be eligible to serve more than two consecutive years.

ARTICLE VII Executive Committee

The current officers of the 4-H Club and the immediate past president shall make up the executive committee.

ARTICLE VIII Meetings

- A. An annual meeting of the 4-H Club shall be held on the 2nd Thursday of November. Whenever such day falls on a legal holiday, the meeting shall be held on the next succeeding week at the same hour.

- B. Monthly meetings of the 4-H Club shall be held as established by the executive committee. Project or committee meetings may be held more frequently as needed to conduct educational activities.

ARTICLE IX Committees

Committees deemed necessary by the 4-H Club shall be appointed by the President. The members of all standing committees shall serve for a period of one year, such period to be concurrent with the fiscal year of the 4-H Club. Ad hoc committee members shall serve in accordance with the charge to that committee.

The project or standing committee's role and functions shall be determined, written down, and passed on to appropriate chairpersons. It is recommended that specific job descriptions be made available for each committee chairperson.

ARTICLE X Quorum

5 or more members present at any regular or special meeting will constitute a quorum.

ARTICLE XI Amendments

Amendments to the constitution may be made at any annual, regular, or special meeting by a two-thirds majority vote of the member's present providing:

- A. A notice of the pending amendments was sent to all members of the 4-H Club at least two weeks and not more than four weeks prior to the meeting, and
- B. A quorum of the 4-H Club is present at the meeting.

ARTICLE XII Parliamentary Authority

Roberts Rules of Order shall govern the proceedings of the 4-H Club, not otherwise specified in the Constitution.

The Constitution of the Grant-Adams County 4-H Horse Committee 4-H Club was adopted on 4/13/2017 at The Moses Lake County Fair Grounds.

Approved:

Shannon Purdy
President of the 4-H Club -

4/13/2017

Date

Maria Howe
Secretary of the 4-H Club
Reviewed by:

4-13-17
Date

Jeannie Keihn
Extension 4-H Professional -

4-13-2017
Date

BYLAWS of the Grant-Adams County 4-H Horse Committee 4-H CLUB

Date Adopted 4/13/2017

Date Revised _____

ARTICLE I Members Section 1: Club Members

Club membership shall consist of all officially enrolled youth in the Grant-Adams County 4-H (Horse).

Section 2: Club Elections

- A. Elections shall be held 2nd Thursday of November (specify a time prior to the beginning of the term of office).
- B. All currently enrolled 4-H members are eligible to vote.
- C. Vacancies may be filled with a simple majority vote of the 4-H Club.

Section 3: Duties of the Club Members

- A. Attend Club meetings and participate in the activities.
- B. Study and analyze the concerns of youth and assess the goals of youth and their families.

- C. Understand 4-H as the Youth Development Program that offers a variety of delivery modes (school enrichment, out-of-school programs, clubs, etc.)
- D. Serve on work groups or task forces as needed.
- E. Make contacts with businesses, organizations, and individuals on behalf of the 4-H youth program.
- F. Attend various 4-H and youth functions to evaluate the benefits and results.
- G. Look for communities and groups of individuals not being served. Help establish 4-H with those target groups.

ARTICLE II Officers

Section 1: Officers of the Club

Officers of the Club shall be president, vice-president, secretary, and treasurer.

Section 2: Election of Officers

- A. Officers will be elected by the Club 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 4-H Club, and shall chair and preside at the meetings of the executive committee. The president shall appoint the members of all committees of the Club. She/he shall sign all documents requiring the president's signature and shall perform all other duties incidental to the office.
- 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 4-H Club upon the resignation of the president. In the event the vice-president becomes the 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 Club and its executive committee, shall issue all notices of the Club meetings, shall be responsible for the correspondence of the Club, 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 Club.
- D. The treasurer shall keep an accurate record of all monies allocated to the Club, shall supervise the disbursement of the funds subject to the direction and approval of the executive committee, and shall serve as chair of the finance committee.

Section 4: Officer Vacancies

Vacancies occurring in any of the offices due to illness, death, or other incapacity to comply with assumed duties shall be filled by election by Club members except in case of president, when the vice-president shall succeed the chair. Such officers shall serve only until the next regular election.

ARTICLE III Committees

Section 1: Executive Committee

- A. The functions of the Executive Committee shall be to:
- Perform the essential 4-H Club activities that must be acted upon between meetings of the membership.
 - Formulate and recommend programs and activities to the members of the Club in consultation with Extension staff, for their consideration approval.
 - Identify and help formulate other committees necessary to further the purposes and functions of the Club.
 - Serve as liaison with other groups and to the total Extension program.
 - Serve as a planning group.
- B. The executive committee in consultation with adult volunteer leadership will formulate the agenda and have it sent to the members prior to all regular and special meetings.
- C. A majority of the executive committee members must be present to constitute a quorum for the transacting of business.

Section 2: Finance and Budget Committee

- A. The finance and budget committee will oversee the financial condition of the Club and determine a yearly budget accordingly. Specific functions to include:
- Report the financial condition and financial results of the operations of the Club.
 - Prepare a balance sheet and regular statement of financial activities.
 - Initiate an annual audit.
 - Determine the need of fundraising activities and provide leadership if necessary.
- B. The Club treasurer will serve as chair of the finance and budget committee.

Section 3: Public Relations Committee

The public relations committee shall:

- A. Inform the public about 4-H through various media.
- B. Develop community support for the 4-H program.

- C. Get more people involved and increase membership in 4-H.
- D. Assist all other committees in the Club with their public relations needs.
- E. Assume responsibility for activities that promote the overall 4-H program.

Section 4: Program and Activity Committees

Specific program and activity committee will be formed to plan, execute, and evaluate components of the 4-H Club. Duties will be specified in committee job descriptions.

ARTICLE IV Meetings

The regularly scheduled meetings of the Club shall be to conduct the business of the Club 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 Club.
- C. Evaluate reports of completed activities, projects, or programs and make suggestions for improvement.
- D. Provide Club members information concerning the county, district, 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 Club.
 - Special meetings of the Club may be called by the president, adult volunteer, the executive committee, or upon request of any five members.
 - Written notice shall be sent to all members of the Club at least one week in advance of all meetings. Notice shall include the date, time, and place of the meeting.
 - Each member shall be entitled to one vote.

ARTICLE V Amendments

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

- A. A notice of the pending amendment was sent to all members of the Club at least two weeks and not more than four weeks prior to the meeting, and

B. A quorum of the Club is present at the meeting.

ARTICLE VI Parliamentary Authority

(Refer to EM4875, Parliamentary Procedure Made Easier, for simple parliamentary procedure.)

Roberts Rules of Order shall govern the proceedings of the Council not otherwise specified in the Bylaws.

The Bylaws of the Grant-Adams County 4-H Horse Committee were adopted on

4/13/2017 (date) at Grant County Fair Grounds (location.)

Approved:

Shannon Purdy
President of the 4-H Club

4-13-17
Date

Maria Horne
Secretary of the 4-H Club

4-13-17
Date

Reviewed by:

Geannie Keen
Extension Professional-

4-13-2017
Date