BYLAWS
Pima County 4-H Horse Advisory Board
A non-profit organization under the laws of the State of Arizona

Article I – Name The name of the organization shall be "Pima County 4-H Horse Advisory Board" also known as "HAB"
The HAB shall consist of 5 (five) Officers and Board of Directors made up of the 11 Coordinators and Youth Board of 3 (three.)

Article II – Object

The object of this Organization shall be:

Manage the assets of the Pima County Horse Projects.

Organize and manage the countywide 4-H Horse activities.
To act a liaison to other Horse related organizations in Pima County.

To enforce all rules as set forth in the Pima County 4-H Horse Handbook also known as the "Rulebook"

To be responsible for the operation of Point Shows as set out in the Pima County 4-H Horse Handbook.

Article III – Policy

This organization shall be non-profit, non-partisan, non-sectarian and governed under the guidelines of the Pima County University of Arizona Extension Programs.

Article IV - Standing Rules

The advisory board shall abide by the Standing Rules of the Association. These rules and guidelines are spelled out in the Pima County 4-H Horse Handbook.

Article V – Fiscal Year

The 4-H Calendar year begins on July 1st, and ends on June 30th of the following year. However, the fiscal year will be Oct. 1st through Sept. 30th of the following year for bookkeeping reporting purposes.

Article VI – Meetings

A. Regularly Scheduled Meetings of the HAB: Meetings are to be held on the first Monday of every month unless otherwise directed. Location to be dictated by the HAB.

B: Special / Emergency Meetings: The President/Director shall be the one person who may call a Special or Emergency meeting of the HAB. These meetings include but are not limited to changing of horses on individual registration for point shows and any other decisions needed to be made by the HAB. If the President/Director is not available or not willing to call a special meeting of the HAB then a 2/3 vote of HAB is required to call a Special Meeting.

Special Meetings are also not limited to attendance in person by the HAB. These meetings can be called upon by e-mail or telephone. Identity verifications will be required in any e-mail votes. Board Members must advise HAB if others are allowed to access their e-mail accounts.

B. There will be at least 10 mandatory meetings held in any one calendar year of the HAB. These meetings will be scheduled by the President of the HAB. Officer or Board members who miss more than 2 meetings in a calendar year are subject to replacement by the discretion of the board.

Article VII – Voting Credentials

In order to have a meeting requiring decisions to be made by vote, there must be a Quorum of the HAB in attendance at said meeting.

A Quorum under these bylaws will consist of 2/3 of the entire HAB to be in attendance if voting on the Rulebook or the Bylaws. Majority vote of present HAB members rules in these decisions. A Quorum to conduct everyday business will be 49% of all Board members present with a 2/3 majority required to approve the vote. Any agenda item that requires a vote must be on the agenda that is distributed to all Board members at least 24 hours prior to the meeting. If it was not on the agenda the issue may be discussed but not voted on until all members of the Board are made aware of the issue.

Article VIII – Members

A member in good standing should be between the ages of 9 and 19 years old. Good Standing shall include being a registered member within a recognized club of the Pima County 4-H Horse Project by January 15th in current Fiscal Year. Junior members are those who have not reached their 14th birthday before January 1 of the club year. Senior members are those who have reached their 14th birthday, but not their 19th birthday, before January 1st of the club year. Adult volunteers in good standing and enrolled in the Horse Project should be certified by the Pima County 4-H Extension Center by January 15th of said Fiscal Year

Article IX – Officers

A. President/Director: The Director shall:

1. Call and preside at all meeting of the Board of Directors.
2. Is one of three persons authorized to sign checks.
3. Perform such other duties as may be prescribed in these Bylaws, or requested by Board of Directors of Horse Advisory Board.
4. The Director shall have one (1) vote on the board.
5. The term of office for the President shall be Two (2) years with no limit of consecutive years.

B. Vice President: The Vice-President shall:

1. Act as an aide to the President.
2. Assume the duties of the President in his/her absence or in the event of a vacancy in the office.
3. Aid the President with Parliamentary procedures at meetings.
4. The Vice President shall have one (1) vote on the HAB.
5. The term of office for the Vice President shall be Two (2) years with no limit of consecutive years.
6. Verify credentials of sitting Officers and Directors every year. Must notify the HAB immediately with any problems to this rule when or if they arise.

C. Secretary: The Secretary shall:

1. Supervise the maintenance of accurate records of all HAB business including minutes of the HAB meetings.
2. Keep records of special meetings and voting credentials.
3. Shall advise the Youth Board of Condolence and Thank you cards to be sent out to volunteers and others who help in our 4-H programs and keep records of such.
4. The Secretary shall have one (1) vote on the board.
7. The term of office for the Secretary shall be Two (2) year with no limit of consecutive years.

D. Show Secretary: The Show Secretary shall:

1. Keep records of Mastership Testing, Horse Handling Testing, and Horse Judging Testing for members in Pima County 4-H Horse Projects.
2. To determine members who have met requirements to move up to next

level of disciplines, and to keep records of same.

3. Accept and organize paperwork for all Point Shows.
4. The Show Secretary shall have one (1) vote on the board.
5. The term of office for the Show Secretary shall be Two (2) years with no limits of consecutive years.

E. Treasurer: The Treasurer shall:

1. Be the chief financial officer of the HAB.
2. Supervise the maintenance of all HAB accounting and financial reports, and present all financial statements required, in accordance with generally accepted accounting principles.
3. Is one of three persons authorized to sign checks.
4. Serve as Chairman of the Finance Committee.
5. Prepare and present budgets. Responsible to stay within the approved budgets throughout the calendar year.
6. Have the responsibility of filling out proper tax reports for year end Federal Tax Filing (Form 990)
7. The Treasurer shall have one (1) vote on the board.
8. The term of office for the Treasurer shall be Two (2) years with no limit of consecutive years.

Article X– Board of Directors

Board of Directors: The Board of Directors shall be;

1. Made up of eleven(11) adult 4-H Project Certified Volunteers, and three (3) Senior Youth Members in good standing. The term for these directors shall be 2 (two) years for Adult members and 1 (one) year for Youth members, with no limit of consecutive years.
2. The eleven (11) Adult Board members shall be the Coordinators for each Discipline or as described in Article XIII.
3. Board of Director cannot be coordinator for more than one position at any
   1. one time.

Each Board of Director shall have one (1) vote on the Horse Advisory Board.

Article XI – Election of Officers and Board of Directors

Qualifications for Office: To be eligible to hold an HAB office:

1. Must be Certified Volunteer with 4-H.
2. Must be able to hold responsibility of attending meetings as set out by HAB.
3. Must have knowledge of Pima County Horse 4-H

A. Application of Candidates: Applications from candidates for office shall be made in writing to the HAB to review for compliance with these Bylaws in accordance with procedures adopted by the HAB.

B. Election of Officers: The President, Vice-President, Secretary, Show Secretary, and Treasurer shall be elected by a majority of votes cast by Adult and Senior Youth members at Fair Workday. These will be a 2-year term. Must be member in good standing to cast ballot.

C. Under no circumstances will any member be allowed to re-cast their vote after ballot has been cast and placed into a secure voting box.

D. There will be no discussion of/with any nominees at polling place where ballots are cast. Members will register to vote upon arriving at polling place and are expected to cast their ballots immediately following registration.

Election of Board of Directors: The ballot for Board of Directors shall be voted on by Adult members in good standing. These will be a 2 year term.

Election of Youth Board Members: The ballot for Youth Board members shall be voted on by the Youth Members in good standing. These terms will be for 1 year.

Mail in Vote: Members/Volunteers in good standing will be allowed mail in votes post marked by 1 week (7 days) of official vote.

Article XII – Vacancies of Office

Vacancies of any of the HAB positions shall be appointed by the President/Director for the completion of the term of that office. If the position is a newly elected officer and their term is longer than the fiscal year to date a majority vote of the HAB will be required to replace said board member. In short, if the position needing replacement's term is longer than the current fiscal year, there will need to be a vote for the replacement.

Article XIII– Coordinators / Board of Directors

Coordinators for the different disciplines shall be made up of Certified Volunteers elected by the Adult certified members in good standing and shall have the following responsibilities

A. **Judging Coordinator**: The Judging Coordinator shall;

Coordinate judging clinics throughout the 4-H year as per the "Rulebook". Submit a budget for upcoming year to Treasurer. Attend HAB meetings required to facilitate and manage their committee.

Shall have 1 (one) vote on the HAB

B.**Horse Handling Coordinator**: The Horse Handling Coordinator shall;

Coordinate Horse Handling Clinics through out the 4-H year as per the "Rulebook".

Submit a budget for upcoming year to Treasurer. Attend HAB meetings required to facilitate and manage their committee

Administer and coordinate the Horse Handling physical test to be given as per the Rulebook.

Shall have 1 (one) vote on the HAB.

C. **Ranch Horse Coordinator:** The Ranch Horse Coordinator shall;

Manage and coordinate activities through out the fiscal year and for Point Shows pertaining to this discipline.

Submit a budget for upcoming year to Treasurer. Attend HAB meetings required to facilitate and manage their committee

Shall have 1 (one) vote on the HAB

D. **Mastership Coordinator**: The Mastership Coordinator shall;

Administer and coordinate the Mastership written tests given as per the Rulebook.

Submit a budget for upcoming year to Treasurer. Attend HAB meetings required to facilitate and manage their committee.

Shall have 1 (one) vote on the HAB

E. **Continuing Education Coordinator**: The Continuing Education Coordinator shall;

Administer and coordinate duties as set forth in "Rulebook**"**. Update and keep current the "Rulebook" , Leaders Book, and Bylaws of the HAB.

Submit a budget for upcoming year to Treasurer. Attend HAB meetings required to facilitate and manage their committee.

Administer, coordinate, and promote nominating and voting for officers and directors at year end party. Responsible for verification of credentials of all

nominees for all office and director positions.

Shall have 1 (one) vote on the HAB

F. **Herdsmanship Coordinator**: The Herdsmanship Coordinator shall;

Coordinate stall assignments in the Barn at Point Shows, and to organize the herdsmanship educational displays as per the Rulebook".

Submit a budget as necessary for upcoming year to Treasurer. Attend HAB meetings required to facilitate and manage their committee.

Shall have 1 (one) vote on the HAB

G. English Coordinator:

Manage and coordinate activities throughout the fiscal year and for Point Shows pertaining to this discipline

Submit a budget for upcoming year to Treasurer. Attend HAB meetings required to facilitate and manage their committee.

Shall have 1 (one) vote on the HAB

H. Roping Coordinator:

Manage and coordinate activities throughout the fiscal year and for Point Shows pertaining to this discipline

Submit a budget for upcoming year to Treasurer. Attend HAB meetings required to facilitate and manage their committee.

Shall have 1 (one) vote on the HAB

I. Western Coordinator:

Manage and coordinate activities through out the fiscal year and for Point Shows pertaining to this discipline

Submit a budget for upcoming year to Treasurer. Attend HAB meetings required to facilitate and manage their committee.

Shall have 1 (one) vote on the HAB

J. **Gymkhana Coordinator** :

Manage and coordinate activities throughout the fiscal year and for Point Shows pertaining to this discipline

Submit a budget for upcoming year to Treasurer. Attend HAB meetings

required to facilitate and manage their committee.

Shall have 1 (one) vote on the HAB.

K. Ranch Sorting Coordinator:

Manage and coordinate activities throughout the fiscal year and for Point Shows pertaining to this discipline

Submit a budget for upcoming year to Treasurer. Attend HAB meetings required to facilitate and manage their committee.

Shall have 1 (one) vote on the HAB

ADDENDUM I

A. Committee Chairmen: The President of the Horse Advisory Board has the right to appoint people for these positions. The HAB has the right to vote to have any such person removed by normal voting procedures of the Board. These Committee Chairs shall have no voting rights on the HAB

(1) **Drill Team Chairman:**

Manage and coordinate activities throughout the fiscal year and for Point Shows pertaining to this discipline

Submit a budget for upcoming year to Treasurer. Attend HAB meetings required to facilitate and manage their committee and make regular reports to the President of the HAB of their progress and activities.

(2) **Team Grooming Chairman**: The Team Grooming Chairman shall;

Administer and coordinate the Team Grooming competition to show the ability of

(1) the team to groom, fit, and show a horse in showmanship as per the Rulebook.

Submit a budget for upcoming year to Treasurer. Attend HAB meetings required to facilitate and manage their committee and make regular reports to the President of the HAB of their progress and activities.

(3) **Awards Chairman:**

The awards committee will be responsible for attaining ribbons, trophies, prizes, buckles, horsemanship shirts, and jackets as deemed necessary for the 4-H year. They will submit a budget for the upcoming year to the Treasurer. If a

representative is an unable to attend the HAB meetings, a report will be filed with the President before the meeting.

(4) **Horse Camp Chairman:**

Horse Camp Chairman shall;

Shall coordinate summer horse camp and activities related to said camp. Submit a budget for upcoming year to Treasurer. Attend the HAB meetings that are necessary to facilitate and manage their committee

Be one of three signers on the HAB checking account to facilitate expenses during horse camp

B. In reference to the HAB and it's managing of all of Pima County 4-H Horse activities, any board member can request the removal or resignation of any board member for malfeasance of their duties on this Board. Must be approved by regular HAB voting procedures.

A. Approved January 9, 2012

ADDENDUM II

A. In the event the HAB should be dissolved, all monies in the HAB accounts will be passed to the Executive Council or the governing board holding monies for project's restricted accounts to be used for the Horse Project only. In the event the Horse Project no longer exists, said money will be added to the scholarships fund.

Approved August 4, 2012

Addendum III

Procedure for Electronic Motion/Vote

1. A member of the Board submits an issue including all documents and information required to the President.

2. The President has 48 hours to pass this along to the entire Board, with a call for a motion within 24 hours.

3. If no motion is made within the 24 hours, the issue dies.

4. If a motion is received, it will be passed along for a second to be made within 24 hours.

5. If there is no second made within the 24 hours, the issue dies.

6. If a second is received, the President will notify the membership and open discussion for 72 hours. All discussion will be amongst all members. If it is sent only to the President, it will be forwarded to all. This time frame will be shortened only if the motion is time sensitive.

7. At the end of the discussion time, the President will commence the voting time for 48 hours. Votes will be sent individually to the President. At the end of the voting time, the number of votes submitted will be counted. If the number is equal to or greater than a quorum of the Board, the votes will be tabulated. If there is not a quorum the voting period may be extended by 24 hours by the President. After that time if there is still no quorum, the motion dies.

8. Within 24 hours of the end of the voting period, if valid, the results will be announced by the President with a tally.

9. The minutes of the special meeting will be recorded and approved at the next meeting.

Approved February 4, 2013

Current version of Bylaws was approved on August 25, 2015