

Waukesha County Horse Project

BYLAWS

NAME:

The name of this association shall be **Waukesha County 4-H Horse Association, Inc. (WC4HHA)**. This corporation shall be without stock and not for profit. Upon dissolution of WC4HHA, all assets not requiring distribution for discharge of liabilities shall be distributed for exclusively charitable and educational purposes.

PURPOSE:

The purpose of the Waukesha County 4-H Horse Association, Inc. is to provide a working organization of volunteers to serve as a united body for the betterment of the 4-H Horsemanship Project in Waukesha County, Wisconsin. This group is a source of information and guidance to 4-H members, parents, and leaders. This is accomplished by organizing learning opportunities about horse care and showing through clinics, speakers, demonstrations, and audio-visual resources in cooperation with the Extension - Waukesha County.

WC4HHA MEMBERSHIP:

Membership to the Waukesha County 4-H Horse Association shall consist of Youth 4-H Members, Parents, Horse Project Leaders, Adult Volunteers, and any person interested in horses and horse activities. Any interested parties are invited to attend the monthly WC4HHA project meetings as an approved member/volunteer/leader or as a guest.

In order to be considered approved as an Adult Volunteer for the WC4HHA, Adult Volunteers must apply on-line and complete all required 4-H Volunteer Screening and Training as defined by the WI 4-H program.

Voting abilities and committee leadership will be afforded to registered Youth Members and to Adult Volunteers who have completed the 4-H Volunteer Screening and Training and received notification that they have been Approved for the WI 4-H program. Adult Volunteers for the horse project can choose their role as an Activity/Event Volunteer, Adult Advisor/Chaperone, Club Leader, Committee Volunteer, or Project Leader.

It is the responsibility of the active 4-H Youth Member and the Adult Volunteer to remain in good standing with 4-H program requirements and maintain the code of conduct standards.

Membership Dues

- Fees will be charged for specific activities or events as needed (eg. circuit shows)

Meetings

- Annual Mandatory Meeting will be held in the first quarter of each calendar year.
- Annual Awards Meeting/Dinner will be held every Fall.
- Monthly WC4HHA Meetings
 - WC4HHA meetings will be the second Tuesday of every month within Waukesha County at a location directed by the members. Meetings will be held in person and/or virtually via Zoom.
 - Special meetings may be called at the request of the President.

- A quorum of at least 25% (eg. 5) of the Adult WC4HHA Voting Members will be required at a meeting in order to vote and conduct business.
- Guests attending WC4HHA meetings are not eligible to vote on motions presented at the meeting.
- All members will be notified of meeting dates and time.

WC4HHA OFFICERS:

The officers of the WC4HHA include the President, Vice-President, Secretary, and Treasurer. Officers will be elected by the registered Youth Members and the Approved Adult Volunteer members of the WC4HHA every Fall, no later than the October meeting. All officer nominees must be Approved Volunteer members.

- **President:**
 - plans & presides at all meetings of the WC4HHA
 - facilitates communication to county 4-H office and outside groups through mass emails
 - supervises all business affairs of the WC4HHA
 - coordinates completion of WI State 4-H Horse Show entries during annual County Fair
 - coordinates mandatory annual county project meeting
 - serves as active resource to incoming new president
- **Vice-President:**
 - attends all meetings and performs all business affairs in absence of President
 - serves as liaison to all the WC4HHA committee chairs
- **Secretary:**
 - records and maintains all meeting minutes of the WC4HHA
 - emails monthly meeting agenda & past minutes to members
 - coordinates meeting room reservations and schedules virtual meetings
 - coordinates annual review of WC4HHA Bylaws
 - maintains WC4HHA archives (documents, photos, thank you notes, etc)
 - sends out other written or electronic communication as designated
- **Treasurer:**
 - maintains all financial records for each fiscal year (July 1– June 30)
 - collects all fees, makes deposits, and disburses funds for all WC4HHA activities
 - manage check book
 - bring cash box & check book to all activities as needed
 - creates profit/loss report for monthly meetings
 - manages tax exempt and non-profit status
 - maintains required insurance for circuit and open shows, clinics and other events
 - provide regular financial status updates at WC4HHA meetings

Elections will be conducted by written or verbal ballot. Meetings will use Robert's Rules of Order as needed to complete business.

Every attempt will be made to stagger terms of elected officers in order to assist with maintaining the business of WC4HHA (eg. President & Secretary one year followed by Vice-President & Treasurer the next year). Officer terms will be 2 years.

Any Officer may resign by giving written notice to the President (or Vice-President if President is resigning). The resignation shall take effect at the time either specified in the notice or at the time received by the President. Any Officer vacancy occurring during the current term may be filled through an affirmative vote by the majority of the

eligible voting members of the WC4HHA during the following monthly WC4HHA meeting or during a special meeting called by the WC4HHA President.

YOUTH BOARD

Any registered Youth Member may join the Youth Board. The Youth Board members may meet separately during the WC4HHA meetings in order to discuss and organize various works and make recommendations to the WC4HHA. The Youth Board will hold annual elections for President, Vice-President, Treasurer and Secretary.

Youth Board members coordinate youth board information presentations and recruit new members at annual horse project mandatory meeting. They coordinate and execute the county fair mandatory meeting and fun show, State 4 H Expo mandatory meeting, stall decoration theme and t-shirts, along with an annual review of 4-H Horse Project Youth member Code of Conduct.

Youth Board Adult Mentor will help the Youth Board Members as follows: Observe meetings, Make comments and suggestions as needed, Bring in an adult perspective; Monitor discussion (stay on task); Model conflict resolution as needed; Help with basic formal structure; Suggest tasks or jobs for each board member role, as needed.

COMMITTEES:

The WC4HHA will designate committees or individuals to organize, lead and conduct various activities to support the WC4HHA. Committee chairmanships will be volunteer positions, to be determined in the fall of each year and will be limited to those Youth Members and Adult Volunteers that have been fully approved.

Committees:

- Youth Board
- Events/Clinics Committee
- Public Recruitment/Social Media Committee
- Awards Committee – includes coordinating all year end awards & ordering new stall plaques as needed.
- Equine Ambassador Committee
- Sportsmanship Committee
- Education/Hippology/Horse Bowl
- Webmaster
- Volunteer Coordinator
- Tack Sale Committee
- Judges Committee – includes securing judges for circuit shows and submitting names of judges to the county fair office

Additional committees/work groups will be created as needed.

All WC4HHA Adult Volunteers are encouraged to chair and/or serve on various committees. Committee members may include other WC4HHA members.

DONATIONS:

Donations of any kind (monetary or material) to the WC4HHA will be evaluated during the WC4HHA monthly meetings. Decisions regarding acceptance and use of any donations will be made by the eligible voting members.

COMMUNICATION:

Communication for the WC4HHA-will occur in the following ways:

- WC4HHA website
- Email
- Social Media

BYLAWS REVISION:

- Bylaws will be reviewed annually by the WC4HHA (every Fall).
- Proposed amendments to the bylaws may be submitted at any time to the President.
- Approval of amendments to the bylaws shall require a two-thirds majority of the voting members of the WC4HHA.

Revised – 1974, 1979, November 1981, July 1990, October 2010, November 2012, October 2014, October 2015, March 2016, Oct 2016, Oct 2017, May 2018, October 2018, November, 2019, October 2020, October 2021, October 2022, October 2023, October 2025