

CONSTITUTION AND BYLAWS
FOR THE
TANANA DISTRICT 4-H HORSE COUNCIL

ARTICLE I. NAME

1. The name of the organization shall be the Tanana District 4-H Horse Council. This council is a standing committee of the Tanana District 4-H Volunteer Leaders Council.
2. The Tanana District Horse Council receives correspondence at the UAF Cooperative Extension Service Tanana District Office located at 724 27th Ave #2, Fairbanks, AK 99701.

ARTICLE II. PURPOSE

1. To promote, develop and strengthen Extension youth development and adult volunteer training with horse projects in the Tanana Valley 4-H District
2. To coordinate Tanana Valley 4-H District horse events and activities
3. To improve lines of communication among horse leaders, members of horse clubs, and agents and/or program assistants in the Tanana Valley 4-H District youth program
4. To plan and determine policies for the 4-H Club work with horses with the Extension Youth Agent acting as an advisor
5. To assist in the planning of leadership programs pertaining to horses and horsemanship
6. To establish and promote mutually helpful exchanges of information among 4-H horse leaders
7. To encourage a uniform high standard of achievement in the 4-H program
8. To develop an annual budget to provide guidelines in creating and dissipating funds.
 - a. Sufficient funds shall be maintained in the budget so that there is a carry-over balance each year, of not less than \$100, to serve as startup capital for the new year.

ARTICLE III. MEMBERSHIP

1. Membership shall include all enrolled District leaders of horse clubs and enrolled 4H youth members of 4H horse clubs. A leader is any community district, assistant, resource or project leader of a horse club.
2. The Alaska Cooperative Extension staff members shall act as advisors to the Tanana Valley District 4-H Horse Council ex-officio, without a vote.
3. No person shall be excluded from membership because of race, creed, sex, color, national origin, or handicap.
4. All 4H youth and adults associated with 4H horse clubs are welcome at Tanana District 4-H Horse Council meetings and may give input during these meetings.
5. The voting membership of the council shall consist of any current 4H member of age 13 or older who has attended 3 meetings in the previous year.

ARTICLE IV. MEETINGS

1. The Tanana District 4-H Horse Council will hold a minimum of 7 meetings each year. The meetings will be monthly from October to May, but may occasionally be cancelled if a meeting is not needed. Summer Horse Council meetings may be scheduled to facilitate the smooth operation of shows and events.
2. Business may be transacted at official monthly meetings or officially called special meetings. A quorum must be present to take any official action.
3. Special meetings of the Tanana District 4-H Horse Council or executive committee may be called by the President, Extension Agent or executive board. A quorum must be present to take any official action.
4. A quorum shall consist of three officers plus any members present.
5. Meetings shall be conducted according to the latest Robert's Rules of Order when they are not inconsistent with these bylaws.

ARTICLE V. COMMITTEES

1. Committees and their duties and/or responsibilities shall be appointed by the President with approval of the Council.
2. The executive committee shall consist of the President, Vice-President, Secretary, Treasurer and State Horse Development Council Representative. All committee meetings shall be open to all 4-H horse council members, youth, parents, and interested adults.

ARTICLE VI. OFFICERS AND DUTIES

1. Officers shall be President, Vice-President, Secretary, Treasurer, and State Horse Development Council Representative.
2. Officers shall be elected from a list of candidates selected by the horse project members. Nominations for officers will be accepted at the Tanana Valley State Fair in August. Election of officers shall be done at the October Horse Council meeting. Candidates need to have at least a two-vote margin-to be elected.
3. The President with approval of the Extension Youth Agent and the Tanana District 4-H Horse Council shall appoint a State Horse Development Council Representative.
4. The President shall appoint a Horse Council member to serve as a representative to the Tanana District 4-H Volunteer Leaders Council.
5. The term of office shall be two years. An officer may not serve more than two consecutive terms for the same office. President and Secretary shall be elected on even years. Vice President and Treasurer shall be elected on odd years. The executive committee may appoint members of the Council to fill vacancies in the offices.
6. Officers shall assume office upon election or appointment and shall serve until successors are duly elected, as prescribed in VI; 2.
7. Duties of the Officers and Council Representatives shall be:

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- a. President: preside over meetings, plan agendas, and appoint committees and representatives.
- b. Vice President: preside in President's absence
- c. Secretary: record and post minutes, send meeting reminders, and handle all correspondence
- d. Treasurer: handle Horse Council financial transactions and bank account, give monthly accounting at meetings
- e. The Tanana District State Horse Development Council representative shall participate in State Horse Development Council audios and 4-H Horse curriculum development and review. The representative will report to the Tanana District 4- H Horse Council
- f. The Tanana District 4-H Horse Council Representative shall attend the Tanana District 4- H Volunteer Leaders Council meetings and report to the Horse Council.
- g. Two youth representatives shall be included as active voting members of the Horse Council. The youth representatives must be 15 years of age or older with the primary duty of providing input to the horse council from the 4H youth whom are active 4H project members. The two representatives must be from different clubs. If more than two representatives are interested in running, they will be voted on by the youth members. The term of youth representative positions are one year in length, with a maximum of two consecutive terms.

ARTICLE VII. AMENDMENTS

1. These bylaws can be amended at any regular meeting of the Tanana District 4-H Horse Council by a two-thirds vote. Any proposed amendments or changes in the bylaws shall appear in a special mailing at least fifteen (15) days prior to action on the proposed amendments by the Council.

ARTICLE VIII. DISSOLUTION OF THE TANANA DISTRICT 4-H HORSE COUNCIL

1. If and only if the Tanana District 4-H Horse Council is dissolved, disbanded, or becomes inactive for not less than one year, all funds, assets, and properties of the Tanana District 4-H Horse Council shall be donated to either the Alaska 4-H Foundation, in order to further Alaska 4-H, or donated to the Tanana District 4-H Volunteer Leaders Council, or the State 4-H Volunteer Leaders Council, to be used for scholarships or other educational needs. The funds, assets, and properties raised in the name of the Tanana District 4-H Horse Council cannot be divided among group members.
2. Allocation of funds, assets, and properties shall be decided through a two-thirds vote of the Tanana District 4-H Horse Council, unless Council meetings and executive committees have become inactive. If inactive, the Alaska Cooperative Extension Agent, in consultation with Alaska Cooperative Extension administration, shall decide allocation of funds, assets, and properties from the three choices listed in VII; 1.