

# **Constitution and Bylaws**

## **Preamble**

This Constitution and Bylaws, is provided to enhance the effectiveness of the 4-H Horse and Pony Program in each county. The State 4-H Horse and Pony Advisory Committee (“Committee”), was formed to advise and assist in the development of the Indiana 4-H Horse and Pony program through the State 4-H and Youth Development Department and the Cooperative Extension Service. This Constitution and Bylaws, embodies the self-governing principles of the American democracy. It guarantees to the 4-H members and their parents the opportunity to participate in the leadership and development of the Indiana Horse and Pony Program. It is the policy of the Committee that all persons shall have equal opportunity and access to its programs and activities without regard to race, religion, color, sex, or national origin.

## **Article I**

### **Name and Address**

The Indiana State 4-H Horse and Pony Advisory Committee  
c/o State 4-H and Youth Development Department  
Purdue University  
1161 Agriculture Administration Building  
West Lafayette, IN 47907-1161

## **Article II**

### **Authority and Purpose**

#### **A. Authority**

The Committee has only such authority as is given to it by the Constitution and Bylaws. It does not have inherent powers.

#### **B. Purposes**

1. To advise, guide and help provide an educational 4-H Horse and Pony Program within the State of Indiana.
2. To continually assist the Cooperative Extension Service, and the Indiana State Fair Board with the development of rules, policies and procedures governing the 4-H Horse and Pony Program.
3. To promote and market 4-H Horse and Pony opportunities and activities.
4. To serve as the official advisory board for the 4-H Horse and Pony Program in Indiana.

5. To represent and serve people who are interested in the advancement of an educational program for youth in the 4-H Horse and Pony Program in the State of Indiana.

### **Article III**

#### **Committee Membership**

The Committee shall consist of the following persons:

A. Area Directors

Indiana is divided into ten (10) entities known as Extension Areas. One Area Director shall be elected from each of the 10 Indiana Cooperative Extension Service Areas. The Director shall be an adult volunteer. The Area Director shall serve on the Committee and have voting rights.

B. Extension Educators

The Director of Extension shall appoint one Extension Educator, on an annual basis, from each of the 10 Extension Areas. The Extension Educators are accountable for the Area Horse and Pony Program, shall serve as the program coordinators for the respective Area 4-H Horse and Pony Committees, and shall on the Committee and have voting rights.

C. Past President

The most recent past President, who is not holding any office, with the Committee.

D. Officers- Youth Advisory Committee

The current officers (President, Vice-President, 2 nd Vice President, and Secretary ) will serve on the Committee and have full voting rights.

E. Ex-officio members

Representatives of the following entities shall serve on the Committee (no voting rights).

1. Two Purdue-based representatives of the Purdue Cooperative Extension Service (4-H and Youth Development Specialist and Animal Sciences Department Horse Specialist)
2. Respective Indiana State Fair Board Director and their first assistant for horses
3. State Fair 4-H Horse and Pony Show manager(s)
4. A representative from Purdue's School of Veterinary Medicine

5. A representative from the Indiana Horse Council, Inc.
6. Others deemed necessary by the Committee to conduct the business of this organization.

F. An absent member of the Committee may, by permission or request, be duly represented at a Committee meeting by a proxy named by the respective Area Committee in writing.

G. Vacancies shall be filled by appointment of the respective Area Committee or, in the case of Extension Educators, by the Director's office, to complete the term.

## **Article IV**

### **Duties of Members**

#### **A. Area Directors**

1. Regular attendance at State meetings
2. Assist in planning and conducting statewide activities (e.g. Indiana State Fair and Hoosier Horse Fair)
3. Coordinate Area activities, including contests, shows and training clinics, with the Area Extension Educators and Area Committee
4. Hold Area meetings to discuss and implement the latest developments in the Horse and Pony Program, as proposed or recommended by the Committee
5. Establish communication links among the Committee, County Extension Offices, and other Area 4-H Horse and Pony Committee members

#### **B. Extension Educators**

1. Shall be accountable to the Extension Director for 4-H Horse and Pony Program management within the Area
2. Shall be accountable to the Area 4-H Horse and Pony Committee for distributing Area Committee minutes and for necessary service of the Committee and their programs and activities
3. Shall provide to county representatives the name, address, and telephone number (and e-mail), where the Area Directors and Chairs of the Area's Standing Committees can be reached for assistance
4. Assist counties to implement 4-H Horse and Pony Programs and train leaders where necessary

#### **C. Past President**

The past President shall act in an advisory capacity to the Committee.

#### **D. Ex-officio**

1. Serve as liaison between the Committee and their respective organizations
2. Provide information and counsel to the Committee relative to the positive growth and development of the statewide 4-H Horse and Pony Program.

## Article V

### **Meetings of Members**

- A. One regular meeting shall be held in the Fall, with at least one additional meeting being held in the Spring.
- B. Appropriate meeting notices will be prepared by the Secretary and mailed to the State 4-H and Youth Development Department at least 30 days prior to each meeting, and distributed, by the Department, to the Committee.
- C. To conduct official business of the Committee, a quorum consisting of 1/3 of the voting members of the Committee must be present. Members are expected to attend all meetings during their term of membership. In the case of accident or illness, it is the member's responsibility to notify a proxy (see qualifications under Article III) representative.
- D. Minutes taken by the Secretary will be mailed to the State 4-H and Youth Development Department within 30 days following the meeting, and distributed, by the Department, to the Committee.
- E. In all matters not covered by its Constitution and Bylaws, Roberts Rules of Order shall govern this organization.

## Article VI

### **Officers, Duties, Terms**

The offices of this organization shall consist of an elected President, Vice President, and Secretary. The term of office is one year. Officers may be reelected for successive terms.

#### A. President

- 1. Shall preside at all meetings of the Committee, and is subject to the general control of the Committee
- 2. Shall vote only in the case of a tie
- 3. Shall supervise all affairs of the Committee and shall perform all of the usual duties of the chief executive officer of an organization
- 4. Shall act as a representative of the organization to outside persons or to other organized bodies whenever necessary.

#### B. Vice President

- 1. Shall preside during the absence of the President, or whenever it is necessary for the President to leave the chair.
- 2. Shall become president upon the death, resignation, or permanent incapacity of the President.

3. Shall have all the powers, duties, privileges and responsibilities of the President while acting in that role.

C. Secretary

1. Shall take accurate notes of whatever business comes before the Committee and from these notes shall prepare minutes, which shall be the official record of the proceedings of the organization
2. Shall call the meeting to order in the absence of the presiding officers
3. Shall preserve all records of the organization, except those specifically assigned to the custody of others
4. Shall prepare a roll of members and call it when necessary

## **Article VII**

### **Elections**

A. Officers

1. Election of officers shall be conducted by the Committee during their Fall meeting.
2. Open nominations will be accepted from the floor at the Fall meeting from any Committee member.
3. Nominees must be named from the elected volunteer Area Directors.
4. The election of officers will be determined by a plurality of votes cast at the meeting.
5. The term of office shall begin at the close of the Fall Committee meeting.

B. Area Directors

1. One Area Director, an adult volunteer, shall represent each of the ten recognized Indiana Cooperative Extension Service geographic Areas.
2. Each Extension Area Committee shall meet and elect Area Directors, and submit the Area Directors names, in writing, to the State 4-H/Youth Specialist, not less than 30 days prior to the Fall Committee meeting.
3. The Area Extension Educator shall call for a meeting of representatives from counties within the Area for the purpose of electing the Area Director for a two year term. Beginning in 2000, even numbered Areas (2, 6, 8, 10) shall elect Area Directors in even years. Beginning in 2001, odd numbered Areas (1,3,5,7,9,11) will elect Area Directors in odd years. Thereafter, election of Area Directors will be held every other year. The term of office for an Area Director begins at the end of the fall meeting. An Area Director may be elected to successive terms.
4. Each area shall hold an annual meeting early in the Fall, as this will provide county representatives an opportunity to express opinions which the Area Directors may present to the Committee during the Fall meeting.

## **Article VIII**

### **Standing Committees**

- A. Hoosier Horse Fair and Exposition  
Coordinate and conduct youth events at the annual Hoosier Horse Fair and Exposition in conjunction with the 4-H/Youth Development Office and the Indiana Horse Council, Inc.
- B. Indiana State Fair and Rules  
Assists in planning and coordinating the Indiana State Fair 4-H Horse and Pony show, and updating of the Indiana 4-H Horse and Pony Handbook
- C. Youth Education  
Coordinates youth educational programming, including, but not limited to, horsemanship camp, workshops, judging and other competitive events
- D. Adult Education  
Coordinates adult education programs, including, but not limited to, Leadership Training and Judges Training
- E. Executive Committee  
Consists of the officers, past President of the Committee, as well as the 4-H Youth Horse Specialist and Animal Sciences Horse Specialist. In case of an emergency, when there would not be time to call a Committee meeting, the Executive Committee may make a decision. The meeting and decision should then be reported to the Committee and recorded in the Committee's minutes.
- F. Youth Advisory Committee  
To consist of two elected youth from each of the 10 Extension Areas. The Youth Advisory Committee will meet no less than twice per year to discuss, assist, and advise with education horse and pony activities throughout the state. The Youth Executive Committee will report to the State 4-H Horse and Pony Advisory Committee at the annual meetings.

## **Article IX**

### **Amendments**

Amendments to the Constitution may be made by a 2/3-majority vote of the voting members present at any regularly scheduled annual meeting, or specially called meeting of the Committee; provided written notice of the proposed amendment has been sent to the membership at least ten (10) days prior to the meeting.