
Operational Guidelines of the Winnebago County 4-H Horse & Pony Project

Article I-Name

The name of this organization shall be the Winnebago County 4-H Horse & Pony Project.

Article II-Purpose

The purpose of the Winnebago County 4-H Horse & Pony Project shall be to provide education in horse project areas, to promote 4-H activities, and to provide fellowship to its members.

Article III-Members

Section 1. Membership

- A. Youth who are currently enrolled in any Winnebago County 4-H Horse & Pony related projects shall be members.
- B. Adult Winnebago County 4-H Horse & Pony related project leaders shall be members.
- C. Membership in this organization shall be open to all persons regardless of race, color, creed, religion, sex, national origin, disability, age, ancestry, sexual orientation, pregnancy, marital or parental status.

Section 2. Voting Eligibility

- A. 4-H youth leaders and adult leaders in Horse & Pony related projects shall be eligible to vote at project meetings.

Section 3. Dues

- A. No dues shall be required for membership in this organization.

Article IV-Advisory Board

Section 1. Purpose of Advisory Board

- A. The purpose of the Advisory Board shall be to conduct the activities and business of the Winnebago County 4-H Horse & Pony projects in accordance with the projects members' wishes.
- B. The Operational Guidelines of the Winnebago County 4-H Horse & Pony project shall be reviewed at the first Advisory Board meeting after the October election.

Section 2. Advisory Board Membership

- A. The Advisory Board shall consist of sixteen elected members comprised of eight youth (minimum 7th grade as of October 1st of the current project year) and eight adults.
- B. All elected board members shall have full voting rights.
- C. Quorum for board meetings shall consist of 9 members.
- D. Any Advisory Board member can be removed from the board and replaced by appointment after being absent for 3 consecutive advisory board meetings.
- E. No elected Advisory Board member shall be eligible to serve more than four (4) consecutive terms.
- F. All current 4-H adult leaders are eligible for the board and must remain a 4-H leader throughout their board term.

Section 3. Advisory Board Elections

- A. Nominations for Advisory Board positions shall be accepted from the floor of the general project meeting during the September and October meetings. Nominated members must personally accept the nomination by speaking to a current Board member or accepting it at the general meeting.
- B. Eight open board positions shall be elected annually to a two-year term. Elections will take place in the month of October. Board positions begin following the adjournment of the meeting in which they are elected.

- C. No more than two immediate family members shall hold positions on the Advisory Board at any one time.
- D. No elected Advisory Board member shall be eligible to serve more than four consecutive two year terms.
- E. In the event of two or more open positions on the board, the vacancies shall be filled by a vote at the next regular project meeting.

Section 4. Advisory Board Meetings

- A. Advisory Board meetings shall be held as determined by the chair(s) of the Winnebago County 4-H Horse & Pony Project.
- B. Advisory Board meetings shall be open to all members of the project.

Article V-Officers

Section 1. Officers

- A. The elected officers of the Winnebago County 4-H Horse & Pony Project shall be an adult chair, a youth chair, an adult vice-chair, a youth vice-chair, an adult secretary, a youth secretary, an adult treasurer, and a youth treasurer.

Section 2. Duties of Officers

- A. Adult and youth chair. The chairs shall preside at the meetings of the Winnebago County 4-H Horse & Pony Project and shall serve as chairs of the Advisory Board. The chairs shall be ex-officio members of all committees.
- B. Adult and youth vice-chair. The vice-chairs shall assume the duties of the chairs in the absence of the chairs, and shall serve as assistant to the chairs in their efforts for the good of the organization. The vice-chairs shall chair meetings of the Advisory Board in the absence of the chairs, and shall assume the office of chair in the event the chairs can no longer fulfill their duties.
- C. Adult and youth secretary. The secretaries shall be responsible for keeping accurate meeting minutes of the organization and shall submit a copy to the UW-Extension Office. The secretaries shall have other duties as prescribed by the Advisory Board or by standing rule.
- D. Adult and youth treasurer. The treasurers shall be responsible for receipt and deposit of financial contributions and income into accounts, as the organization shall direct. The treasurers shall keep accurate records of monies received and expended and shall make a financial report at project meetings. Further, the treasurers shall work with the 4-H Leaders Association treasurer to follow prescribed financial accounting practices. The treasurers shall submit a yearly budget for adoption by the project.

Section 3. Elections

- A. A majority vote of the Advisory Board shall elect Advisory Board Officers.
- B. Election of Advisory Board officers shall be held at the meeting following the Advisory Board elections.

Section 4. Terms of Office

- A. Elected Advisory Board officers shall serve a term of one (1) year or until their successors are elected.
- B. No elected officer shall be eligible to serve more than four (4) consecutive terms in the same office.

Section 5. Vacancies in Office

- A. Any Advisory Board officer shall be removed from office after being absent from three (3) consecutive Advisory Board Meetings.
- B. The Advisory Board shall elect a replacement for any officer vacancy by majority vote.

Article VI-Meetings

Section 1. Project Meetings

- A. Winnebago County 4-H Horse & Pony Project meetings shall be held monthly with the exception of August and December. A schedule will be published in November for the next year. Special meetings shall be held at the discretion of the Advisory Board and all project members will be notified.

Section 2. Quorum

- A. A quorum for regular meetings and any special meetings for the membership shall be 10% of the total voting membership.

Section 3. Motions

- A. Any motion affecting policy and/or financial decisions (not previously approved in the yearly budget) shall be proposed at a monthly meeting and voted upon at the next scheduled meeting.

Article VII-Committees

Section 1. Standing Committees

- A. Committees shall be established by the Advisory Board or by the general membership as deemed necessary by the Advisory Board.
- B. Committees shall be on a voluntary basis.
- C. Committees shall be responsible to provide minutes of committee meetings to the secretaries.

Article VIII-Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order and the Constitution & By-laws of The Winnebago County 4-H Leaders Association, Inc. shall govern the Winnebago County 4-H Horse & Pony Project in all cases in which they are applicable and in which they are not inconsistent with these operational guidelines and any special rules of order the organization may adopt.

Article IX-Amendment of Operational Guidelines

Section 1. Amendments

These Operational Guidelines may be amended by a two-thirds vote at any project meeting, provided that written notice of the proposed amendment(s) shall have been given to the membership at least 30 days prior to the meeting. The notice shall include the complete text of the proposed amendment(s).

Section 2. Effective date of amendments

Amendments to these Operational Guidelines shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.

Article X-Dissolution

Upon the dissolution of the Winnebago County 4-H Horse & Pony Project, any designated assets remaining shall be conveyed to the Winnebago County 4-H Leaders' Association.