

West Central Regional 4-H Horse Committee

Constitution

1. NAME

The name of the organization shall be: West Central Regional 4-H Horse Committee. Referred to as “the Committee”.

2. OBJECTIVE/PURPOSE

- a. To promote horsemanship, sportsmanship and citizenship.
- b. To organize and host the West Central 4-H Regional Horse Show
- c. To organize workshops and clinics for 4-H leaders and members.
- d. To provide support to the provincial equine programs and events.

3. MEMBERSHIP

- a. All 4-H clubs in the West Central 4-H Region with horse projects, while in good standing, shall be members of the West Central Regional 4-H Horse Committee.
- b. To be a member in good standing, a club must have:
 - i. Fully paid all Regional and District 4-H dues.
 - ii. Each club must have representation at a minimum of 2 of 4 of the Committee meetings. Meetings are held in January, February, April and June each year. If a club does not have representation at 2 of 4 meetings during the current calendar year based on attendance, a warning will be issued. Failure to attend 2 of 3 meetings the following year, prior to the Regional Horse Show will result in the club losing the privilege of participating in the show.
 - iii. For new clubs being formed or clubs with newly formed horse projects, these minimum requirements will be based on the number of meetings left in the year, from the date of club registration.
- c. Each club is entitled to 2 vote(s).
- d. President only votes in the event of a tie.
- e. Executive members not representing a club have one (1) vote.

4. PARTICIPATION IN REGIONAL SPONSORED HORSE EVENTS

- a. A club must be “in good standing” in order that their 4-H members may participate in any Regional 4-H horse organized activity, such as but not limited to the “Regional 4-H Horse Show”, workshops and/or clinics, etc.
- b. Clubs participating in the Regional Horse Show are expected to assume a duty or assist in a Regional Horse Show sub-committee.
- c. West Central Regional 4-H Horse Show(s) are to be conducted in accordance with current West Central Regional 4-H Horse Show Rules and Regulations.

5. EXECUTIVE

- a. The Executive of the West Central Regional 4-H Horse Committee shall consist of a President, Vice-President, Secretary, Treasurer, Show Secretary, Emergency Preparedness Coordinator (EPC) and PEAC (4-H Provincial Equine Advisory Committee) representatives.

- b. The Executive shall be elected at the January meeting, with the elections of President and Treasurer to occur in alternating years with the Secretary and Vice-President. The term of office shall be held for two year terms. If an executive member is unable to fulfill a two year term, the position will be filled at the completion of one (1) year.
- c. Show Secretary shall be elected annually when determining show duties.
- d. The Emergency Preparedness (EPP) Coordinator will be elected annually.
- e. Two Provincial Equine Advisory Committee (PEAC) representatives are elected for two year terms with the election of one, each year.
- f. Notice of Executive elected should be sent immediately to the Regional 4-H Specialist.

6. DUTIES OF THE EXECUTIVE

- a. The Executive shall be included in all email communication.
- b. Administer policies and enforce any rulings approved by the Committee as a whole.
- c. To make decisions in specific instances, when it is not practical to call a meeting of the full Committee.
 - i. At the Regional Horse Show, 5 of 8 Executive in attendance at the in person meeting will constitute quorum. The meeting notes will be recorded and circulated.
 - ii. If a decision is necessary outside of the Horse Show or regular meeting, the decision will be made by email.
- d. Any two Executive members shall have the power to authorize the approved budgeted expenditures on behalf of the Committee, for the purpose of furthering the objectives of the committee.
- e. The Executive shall notify, in writing, any club that becomes in danger of not fulfilling the minimum attendance requirement. This notice will be sent to the club contact person.
- f. The Executive shall notify, in writing any club that does not fulfill their assigned and volunteer duties at the Regional Horse Show. A fine of \$100 will be assessed for each duty missed. These fines must be paid before any members from that club may enter any subsequent Regional Horse Shows.
- g. The Executive will ensure that all new clubs with Horse projects or any existing clubs with a new Horse project in the West Central Region receive a copy of the West Central Regional 4-H Horse Committee Constitution and the West Central Regional 4-H Horse Show Rules.
- h. The Executive will appoint a subcommittee (three (3) people and the 4-H Specialist for the West Central 4-H Region) to review the Constitution and propose any amendments to the membership by email at least two weeks prior to the January meeting, at which time the proposed amended constitution will be voted on. The constitution shall be reviewed a minimum of every three years.

President:

- Conduct orderly and efficient meetings according to parliamentary procedure.
- Prepare an agenda before each meeting, in consultation with the Committee Secretary and Show Secretary

Vice President

- In the absence of the President, perform the duties and exercise the powers of the President
- Assist the President as required
- If the President resigns, the Vice President will automatically be named as President.

Secretary:

- Work with the President and Show Secretary to prepare the meeting agenda.
- Receive, read and file all correspondence received.
- Record the minutes of each meeting and send to the 4-H Specialist for the West Central 4-H Region within 10 days, for filing and distribution.
- Circulate an attendance sheet at each meeting.

Treasurer:

- Keep accurate, up to date record of income and expenses.
- Provide a financial report at each meeting
- Receive and pay invoices in a timely manner
- Prepare year-end financial summary and submit to the Committee.
- Prepare a budget for presentation at the January meeting.
- The financial summary and receipts are to be filed at the Regional 4-H office, Stettler once the statement has been reviewed.

Show Secretary:

- Prepare and receive show entry forms and fees
- Works with the Committee to choose patterns for the various classes
- Ensures all paperwork is prepared and ready for the show
- Tabulates the Club Spirit and Stall Display results

4-H Provincial Equine Advisory Committee (PEAC) Representative(s)

- Represent the West Central Regional 4-H Horse Committee and clubs at PEAC meetings
- Reports to the Regional Horse Committee and relays concerns to PEAC
- Prepares a report to the West Central Regional 4-H Council

Emergency Preparedness Coordinator (EPC)

- The EPC serves as the main contact for the committee in the event of an emergency. The EPC is responsible for making decisions and following the steps outlined in the Emergency Preparedness Plan (EPP).
- Appoints two (2) members to the committee
- Works with the appointed members, 4-H Specialist for the West Central Region to annually review and update the Emergency Preparedness Plan.

7. MEETINGS

- a. The Annual General Meeting of the Committee shall be held in January, at a time and place specified by the Executive.
- b. A minimum of four (4) meetings per year will be scheduled.

8. VOTING

- a. Each club is entitled to two (2) votes.
- b. Voting on routine matters shall be done by show of hands, unless any objection is voiced.
- c. A majority vote with more than half of the votes cast, is required to pass a motion or elect someone to an executive position.
- d. The president may only vote in the case of a tie or when the vote is conducted by secret ballot
- e. Any motion that has been passed, will not be revisited for a period of 12 months. The only exception will be a procedural or safety concern.

9. QUORUM

- a. Quorum for meetings is 51% of the registered clubs in the West Central 4-H Region and the attendance of either the President or Vice-President, shall constitute a quorum for transaction of business.

10. AMENDMENTS

- a. The constitution shall be reviewed a minimum of every three years.
- b. To amend the constitution, it shall be necessary for the Executive to give notice of the proposed amendment(s) to the membership by email at least two weeks prior to the January meeting, at which time the proposed amended constitution will be voted on.
- c. A two-thirds majority vote of the current membership of the Committee in attendance shall be necessary to amend the constitution.
- d. The amended constitution will come into effect immediately after adoption.

11. FINANCIAL

- a. The financial year shall be January 1 to December 31st.
- b. The President will not have signing authority.
- c. Three Executive members, the Vice President, the Treasurer and the Show Secretary, will have signing authority for issuing cheques. Two (2) of three (3) of the designated Executive, will sign all cheques.
- d. No signing authority shall be from the same family or club.
- e. The Treasurer shall present to the Executive, a detailed year-end financial statement of receipts and expenditures at least one (1) week prior to the January meeting.
- f. The financial statement shall be reviewed by a sub-committee from clubs in attendance.
- g. Proposed budget will be presented for review at the January meeting.

12. DISSOLUTION

Upon the dissolution of the Committee, the Executive shall, after paying or making provisions for the payment of all liabilities of the Committee, dispose of all the assets of the Committee and forward all the remaining funds to be held in trust with the West Central Regional 4-H Council.