

BYLAWS OF THE BOX ELDER COUNTY 4-H HORSE COUNCIL

ARTICLE I – NAME OBJECTIVES AND POLICIES

1. The name of this organization shall be:
 - a. The Box Elder County 4-H Horse Council
2. The objectives of the Box Elder County 4-H Horse Council shall be:
 - a. To promote a horse program with emphasis on keeping youth involved in the 4-H program and the horse industry.
 - b. To serve as a decision making body on behalf of 4-H horse clubs in Box Elder County.
 - c. To organize countywide activities to educate members in care, training, and all uses of horses. To aid in improving the abilities of 4-H members and leaders.
 - i. Such activities shall include, but are not limited to:
 1. Horse Shows
 2. Horse Camps
 3. Clinics
 4. Education
 5. Two-Hand
 6. Youth Council
 7. Service Projects
 - d. To set policy and arbitrate disputes on county matters.
 - e. To represent Box Elder County in Regional and State Horse Council issues.
3. The basic policies of the Box Elder County 4-H Horse Council are:
 - a. To provide services to all persons regardless of race, sex, color, religion, national origin or handicap.
 - b. To conduct shows, camps and other activities according to the State 4-H rules and regulations but reserves the right to make changes they deem beneficial to Box Elder County.
 - c. To donate time or money to any program or function that is not detrimental to the 4-H image.

ARTICLE II – MEMBERSHIP, RESPONSIBILITIES AND VOTER PRIVILEGES

1. Membership:
 - a. Member shall consist of the Horse Council, all acting leaders, 4-H members, parents or guardians, 4-H alumni and interested community volunteers.
 - b. A Horse Council, made from officers of the Box Elder County Horse Council and the state representative will oversee all aspects of the Box Elder County Horse Program.
 - c. Members of Horse Council will be voted upon by ballot which will be mailed out to each family registered in the horse program each year during the month of September. Votes will be tallied by the current Horse Council members and announced at the annual 4-H Horse Achievement Night in November.
 - d. All members must participate in fundraisers/Sponsorships to be eligible for year-end awards.
 - i. There will be a \$50 Minimum required by every 4-H exhibitor, but are not limited to just \$50.
2. Out of County 4-H Youth – Youth are required to participate in the county in which they reside. In rare circumstances, exceptions are granted. To request an exemption a member must:

- a. Write a letter to both USU Extension Agents (home county and county where child wishes to enroll). If both Extension Agents agree with the request, the request will be forwarded to the state review committee to make a final ruling. The member will be notified of the decision.
 - b. Exemptions must be requested EVERY YEAR, following the procedures outlined.
 - c. If a 4-H member of the Box Elder County 4-H Horse Program is granted an exemption to participate in another county, he or she may NOT return to Box Elder County 4-H Program for the rest of the year.
3. Responsibilities:
- a. Members of the Horse Council should attend ALL meetings and play an active role in the planning stages of events.
 - b. Members of the Horse Council, Sub-Committees Chairpersons and Co-Chairpersons who do not meet and comply with out-lined responsibilities may be reviewed after a formal complaint has been made to the County Extension Agent.
 - c. Special elections may be called by the President to fill any vacated Horse Council member position. Vacated Committee Chairperson positions will be appointed by the Horse Council.
 - d. Members of the Horse Council should convey messages and news to members who were unable to attend a meeting(s).
 - e. Members may attend Horse Council meetings at any time. Members will notify the Horse Council in advance so an appropriate meeting site can be arranged.
4. Voting:
- a. All families represented at meetings shall have one vote per family. Under special circumstances, such as youth decisions, each youth and/or person present at the meeting shall have one vote.
 - b. Each member of the Horse Council shall have one vote.
 - c. A simple majority of those attending is required for MOST motions to be passed.
 - d. Changes to horse show rules require a two-thirds vote of each family attending the meeting to pass.
 - e. Any changes to the Horse 4-H program are subject to review and approval by the Horse Council.
 - f. The USU County Extension agent may override any decisions if the change is not in compliance with 4-H rules and standards after presenting proof or evidence to the Horse Council.

ARTICLE III –HORSE COUNCIL

1. Membership:
 - a. The officers of the Box Elder County 4-H Horse Program and the USU Box Elder County Extension Agent or staff member make up the Horse Council.
 - b. The officers are President, President-elect, Secretary, Past President, and State Representative
 - c. The President, Vice-President and Secretary of the Junior Horse Council will also serve on the Horse Council.
2. The duties and terms of the officers shall be as follows:
 - a. President:
 - i. Shall be elected to office of President-Elect in previous year. Shall oversee all aspects of the Box Elder County Horse 4-H Program. Will preside over all Horse Council meetings. Will call meetings to order.
 - ii. President must collaborate with Extension Agent or staff member in reserving arenas and Fairgrounds for the year following President's term.
 - iii. All Horse Council members will report directly to the President and all Committee chairs will ultimately report to the President.

- iv. Committees directly under the President are Horse Camp, Fundraising, and Shows. The President shall be an active informed member of these committees.
 - v. The President will attend ALL Horse Council meetings. If unable to attend the President must send a proxy or replacement, this should typically be the President-Elect or another Horse Council officer.
 - vi. The President will become the Past-President member of the Horse Council the year following their tenure as President.
 - vii. Will have one vote on the Horse council.
- b. President-Elect
- i. Shall be elected by Box Elder County Horse Program members & leaders. Will take over as President the following year.
 - ii. Will preside over meeting in the absence of the President. Will act as President's representative at functions where the president is unable to attend.
 - iii. Will report directly to the President.
 - iv. Committees that report directly to the President-Elect are Education and Junior Horse Council. The President-Elect shall be an active informed member of these committees.
 - v. Will attend ALL Horse Council meetings.
 - vi. Will have one vote on the Horse Council.
- c. Secretary:
- i. This shall be a one or two-year term at the discretion of the elected individual. The Secretary will be elected by Box Elder County Horse Program members & leaders.
 - ii. Will take minutes at Executive and Horse Council meetings. Will keep records of all past meetings and maintain files.
 - iii. Will maintain the finances, create a yearly budget, and present the current financial status at each meeting.
 - iv. Will report directly to the President.
 - v. Committee that reports directly to the Secretary is Working Ranch Horse. The Secretary shall be an active informed member.
 - vi. Will attend ALL Horse Council meetings.
 - vii. Will have one vote on the Horse Council.
- d. State Horse Council Representative
- i. Will be elected by Box Elder County Horse Program members & leaders.
 - ii. Will attend all State Horse Council Meetings as our county representative. Will take minutes and report back to the Horse Council
 - iii. Will vote on State Horse Council issues according to the wishes of the majority of county 4-H members and leaders.
 - iv. Will have one vote on the Executive Horse Council.
- e. Past President:
- i. Will be most current past president. Will assume position when President- Elect takes over duties as President.
 - ii. Offer advice at the request of any Horse Council member.
 - iii. Will take responsibilities given by the President and perform them.
 - iv. Will attend ALL Horse Council meetings.
 - v. Will have one vote on the Horse Council.
- f. USU County Extension Agent or staff member
- i. Oversee Horse Program and Horse Council officers, assisting in any way.

- ii. The USU County Extension agent may override any decisions if the change is not in compliance with 4-H rules and standards after presenting proof or evidence to the Horse Council.
 - iii. Shall maintain communication between Utah State University staff and programs and the Horse Council.
3. The duties and terms of the Junior Horse Council shall be:
 - a. Members will be determined by vote during the Horse Achievement Night. Term is one year from that date.
 - b. Duties of the Junior Horse Council are to assist the Horse Council with:
 - c. Planning Horse Camp, Achievement Night, the Spring Party, and Halloween Party
 - d. Creating the Region shirt for members to vote on during Horse Camp
 - e. Creating banners and flyers to advertise the Box Elder 4-H Horse Program
4. Be directly involved in fund-raiser activities

ARTICLE IV – STANDING COMMITTEES

Committee members will assist the Horse Council with completing the following duties:

1. Education Committee
 - a. Advertise the Box Elder 4-H Horse Program
 - b. Locate clinicians to assist with the winter riding program
2. Show Committee
 - a. Arrange volunteers to assist the Horse Council at shows
 - b. Arrange vendors, booths, and food service during the shows
3. Fund-Raiser Committee
 - a. Update the fund-raiser letter for businesses
 - b. Identify possible fund raiser options to present to the Horse Council
 - c. Coordinate distributing fundraiser items and collecting funds.
4. Horse Camp Committee
 - a. Help plan and run horse camp with the help of Jr. Horse Council
 - i. Place it will be held
 - ii. Clinics and activities
5. Awards Committee
 - a. Cost and awards given will be predetermined by the Horse Council budget.
6. Grievance Committee
 - a. Respond to written protests
 - b. Watch for and respond appropriately to abusive behaviors toward horses or other people, exhibitors, and helpers, inside and outside of the arena
 - c. Respond appropriately to safety violations
 - d. Watch for and respond to administration of performance altering drugs, substances or other unapproved methods

ARTICLE V - MEETINGS

1. Horse Council Meetings:
 - a. Horse Council Meeting will be held at the convenience of the Horse Council members and will be advertised on our website, at the indoor arena, and in the county 4-H newsletter when time permits.
 - b. The time and location of the Horse Council Meetings will be determined by the officers.

- c. The purpose of the Horse Council Meetings will be primarily business and planning.
- d. All Horse Council Meetings are open to all members of the Box Elder County -H Horse Program, parents, leaders and volunteers. The Horse Council will be notified in advance about who wishes to attend so arrangements can be made for an appropriate location.

2. Parents Meetings

- a. Parents Meetings will be held monthly starting in January and continuing until State Horse Show.
- b. Horse Council will precede these meetings.
- c. Meetings are designed to keep parents, leaders and children informed of activities and etc going on in the Box Elder County Horse 4-H Program. As well as give non Horse Council members the chance to bring up concerns and ideas to improve the program.
- d. Meetings are to be the third (3rd) Tuesday of every month from January to September
 - i. Time and Place may vary each year

3. Rules Meeting:

- a. Annual Rules Meeting will take place at the March Horse Council meeting.
- b. All changes to By-laws, common practices, schedules and Horse Show Rules must take place at this meeting.
- c. All proposals for changes must be submitted in writing to the Horse Council 15 days prior to the meeting.
- d. Must have approval of Horse Council and Extension Agent or staff member to be taken to vote.
- e. There will be no rule changes outside of the March Rules Meeting.
 - i. The only exceptions are to be made by the Horse Council if a rule is not in working order or if the Council sees the need for change, by a Horse Council unanimous vote.

ARTICLE VI – AMENDMENTS TO THE BY-LAWS

- 1. All amendments or alterations in whole or part toward these By-laws must take place at the March Rules Meeting (refer to Article V, section 2)

ARTICLE VII – BOX ELDER COUNTY HORSE SHOW RULES

The basic rules contained in the Utah State 4-H Horse Show Rule book will be followed. The attached rules are a supplement for use in Box Elder County. Show management, judges or ring stewards have authority to excuse from shows those who refuse to follow these rules.

- 1. Dress Code for Box Elder County Horse Shows- Will promote safe and modest clothing.
 - a. Judged Event-
 - i. Western Hat or Helmet
 - 1. Helmet is required for all events on Horseback. Western Hat may be worn during the Halter/Showmanship Event.
 - ii. White Shirt
 - 1. Must button or snap down the front
 - 2. Must have collar, cuff, and long sleeve
 - iii. Blue or Black Denim Jeans
 - 1. No Chaps- exception: Junior participants may wear chaps during bareback equitation
 - iv. Western Boots
 - v. Western Belt
 - vi. 4-H Patch
 - 1. Placed on upper left sleeve

2. If a patch is not worn, it is a drop in ribbon
- b. Speed Events-same as above except:
 - i. T-shirt or short or long sleeve western shirt allowed in place of white shirt
 - ii. Helmet Required

2. Grievances will be submitted to the Grievance committee before the judge leaves the show grounds. All placings are final when the judge leaves the show grounds.

ARTICLE VIII – HOW REGIONAL AND STATE WINNERS ARE CHOSEN

BOX ELDER COUNTY 4-H QUALIFYING HORSE SHOWS –

1. Go by the Utah State Horsemanship Contest rules (see above).
2. Unsafe horse – if a horse is deemed unsafe by leader or Horse Council the member may substitute a horse. The new horse will have to be shown at two of the Box Elder County 4-H qualifying horse shows in order to qualify for Region/State shows. Cannot go back to unsafe horse unless proven to be safe. A letter must be submitted requesting the substitute.
3. A red ribbon in a horse's tail indicates that the horse may kick. A red ribbon in a horse's mane indicates that the horse may bite. A horse that has the appropriate red ribbons(s) attached, that bites or kicks at an approaching horse, will not be penalized for such actions. Always keep a horses length spacing when approaching an identified horse.
4. Injured or ill horse –4H member may substitute a horse at the county level, but points are not transferable to another horse. A letter must be submitted requesting the substitute. If first project horse has qualified for the Region/State show, and that horse is proven sound by a veterinarian they may use that horse for the show. This will be the horse they will deem as their primary project horse. The horse/rider that qualified for Region/State is the horse/rider that goes.
5. Qualifying Shows – there will be three county qualifying shows, Region team show, and State Individual shows.
 - a. Must attend and complete a minimum of two qualifying shows and turn in an UPDATED AND COMPLETE 4-H horse record book by the announced deadline (typically 2nd county show) in order to qualify for the Region and State Individual shows.
 - b. In the event of a tie, the test score shall be the tie-breaker.
 - i. In the event of a tied test score, test questions will be chosen at random until the tie can be broken
6. Region Team Show – will consist of the top eight in each age group (Juniors, Intermediates, and Seniors) that meets the requirements. Number of exhibitors is determined by the Region.
 - c. Horse must be sound to attend.
 - d. Parent/Leader must immediately inform the Box Elder County 4-H agent if a horse is ill or injured.
 - e. There will be NO SUBSTITUTIONS OF HORSE unless a vet note is received on their business letterhead.
 - f. Region team qualifiers will notify the Horse Council a minimum of one week in advance if they are not able to attend. The alternate will compete in their place. Failure to notify the Horse Council will forfeit their place at the State show, the alternate will compete in their place. The alternate for the Region team will be notified.
 - i. Must compete at Region in order to go to State, except special circumstances that have been approved by the Horse Council in advance.
 1. Special Circumstances may include but are not limited to: injury to horse or rider, and family death or horse death.

- g. If a horse is ill or injured the morning of the Region Show and there is no time to call the alternate then the Region Team for that age group will participate short.
7. State Individual Show – will consist of the top competitors in each age group (Juniors, Intermediates, and Seniors) that meets the requirements. Number of exhibitors to be determined by the State Horse Council.
 - a. Horse must be sound to attend.
 - b. Parent/Leader must notify the Box Elder County 4-H agent immediately of an ill or injured horse. A letter must be submitted stating the illness or injury with a veterinarian stating diagnosis and prognosis.
 - c. There will be NO SUBSTITUTION OF HORSE unless a vet note is received on their business letterhead.
 - d. Alternate for the State Individual 4-H Horse show will be notified. .
 - e. Will still qualify for the county’s State Gift if nonparticipation is result of horses’ or members’ injury.
 - g. All horses going to State 4-H Individual 4-H Horse Show will be sound and will participate in all events.
 8. TWO-HANDED HORSE AND TWO-HANDED STATE INDIVIDUAL SHOW
 1. Our county will follow State 4-H Horsemanship Contest Rules with the exception of the dress code, which will follow the Box Elder County 4-H Horse Show dress code.
 2. Two-handed horse must be registered in the county as a two-handed project horse by July 1st.
 3. Youth must turn in a complete and updated 4-record book by the announced deadline in order to qualify for the State Two- Handed show.
 4. Member must compete in at least two county shows to qualify

ARTICLE IX-RECORD BOOKS AND PORTFOLIOS

1. Recordbooks/ Portfolios will be turned in at the third (3rd) Horse Show by the end of the night. The books have to meet a certain criteria (Blue Ribbon Quality) in order for the contestant to compete at Region or State.
2. The County Horse Council will go through the books when they are turned in to make sure they meet the criteria
 - i. Must be turned in on time in order to be eligible.
3. Recordbooks/ Portfolios that do not meet the criteria will be given back to the contestant with 3-7 days (Days will be chosen by Council) to fix the books to meet the criteria
 - i. If after this the book still does not meet criteria it is up to the Horse Council as to what further action needs to be taken

ARTICLE X- SUBSTITUTING A 4-H HORSE

1. The 4-H Horse Program is designed to emphasize youth development. The horse should be a vehicle that reflects in its actions the knowledge and skills learned by its rider (Utah State Horsemanship Contest Rules 2005, Pg. 2, General 2nd paragraph.)
2. At all 4-H contests, each 4-H member must provide the horse he/she uses. The horse may be leased or borrowed, providing the member has access to the horse at all times during the project year and has major responsibility for its care and maintenance. This does not necessarily include financial support. This rule applies to all four horse disciplines. (Utah State Horsemanship Contest Rules, Pg. 3, General Rules, #2.)

At all State 4-H contests, the limit is one horse per person and one person per horse. Situations requiring a substitution of the project horse should be cleared through the County 4-H Horse Council with input from the county agent. (Utah State Horsemanship Contest Rules, Pg. 3, General Rules #4 [Feb 2012].)

Last time By-laws were Revised and Approved: March 2016