

CONSTITUTION AND BYLAWS OF THE King County 4-H Horse Board

CONSTITUTION

Date Adopted 9/21/2019

Date Revised 10/1/2022

ARTICLE I

Name

The name of this organization shall be the King County 4-H Horse Board, hereafter referred to as Horse Board. The principle location of the Horse Board is 29233 Kent Black Diamond Rd SE Kent, WA 98042.

ARTICLE II

Section 1: Purpose

The 4-H Club is a non-profit affiliate of the 4-H Youth Development Education Program of Washington State University Extension. 4-H is the largest youth development organization in the United States and has existed for over 100 years. The purpose of the Horse Board will be to provide experiential education for Washington state youth by providing, in cooperation with Extension professionals, informal educational youth in King County Washington without regard to race, color, sex, religion, age, national origin, sexual orientation, or disability.

Section 2: Mission

The mission of the 4-H Youth Development program is to assist youth and volunteer staff, through informal education, to acquire knowledge, and develop life skills and values that enable them to become increasingly self-directing, productive, contributing citizens.

Section 3: Responsibility

The responsibility of the Horse Board is to operate as a qualified non-profit entity which does the following:

- A. Teaches and mentors youth in the principles of equine care and activities
- B. Plans, executes, and evaluates a well-balanced educational program for 4-H youth with both short- and term-goals.
- C. Promotes volunteer leadership development and empower adult and teen volunteers in the 4-H program.
- D. Secures and manages sufficient resources to accomplish the purpose and mission of the Horse Board.
- E. Serves as a link between the 4-H Youth Development Program and the county 4-H professional, Fair Board, youth serving groups, schools, community agencies, and the public.
- F. Develops and maintains a vibrant, active Board membership in cooperation with the Extension professional(s).

- G. Publicizes the objectives and philosophy of the 4-H Youth Development Program and serves as an advocate for youth.
- H. Implements 4-H policy, subject to review and approval by Washington State University Extension 4-H professional
- I. Complies with the Internal Revenue Services and Washington State regulations and policies to maintain its exempt status as a non-profit charitable educational organization.

ARTICLE III Funding and Assets

The Horse Board is responsible to raise sufficient funds to support the educational mission of the Horse Board. The Horse Board is also responsible to manage its available funds by:

- Preparing an annual budget.
- Giving direction to acquiring private funds.
- Approving all expenditures from the Horse Board budget.

Horse Board property and funds will be used only for the activities and programs of the Horse Board. None of the funds or property the Horse Board will accrue to the benefit of, or be distributable to its Members, Leaders, officers, or other private persons, except those of the Horse Board shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes provided in this Agreement. No substantial part of the activities of the Horse Board shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Horse Board shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Horse Board shall not carry on any other activities not permitted to be carried on (a) by a Horse Board exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, and (b) Notwithstanding any other provision of these articles, this Horse Board shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Horse Board.

Disposition of Assets in Event of Dissolution: Upon the dissolution of the Horse Board, assets shall be distributed to an exempt 501(c)(3) 4-H Affiliate organization with a charitable educational purpose. Unless Washington State University has notified the 4-H Club otherwise, the 4-H Council for King County, so long as it has active status as an exempt charitable educational organization pursuant to 501(c)(3) will receive the funds. If no such Council exists in King County, to the Washington State 4-H Foundation provided it has active status as an exempt charitable educational organization under 501(c)(3). Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Horse Board is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV Membership

Section 1: Composition

The membership shall consist of local volunteer adult leaders and youth (5-19 years of age). Sponsors, and other community leaders, and school, church, and civic officials may serve in support roles to the Board. Adults should have interest in Extension education and youth, and should represent all geographic and economic groups. Participation in the Horse Board shall be determined on a nondiscriminatory basis without regard to race, color, or national origin.

Section 2: Number

The size of the Horse Board shall be determined by the number of 4-H Horse Leaders, Project Chairs, Fair Superintends, Youth Representatives and Adult 4-H Enrolled Volunteers interested in attending Board meetings.

Section 3: Term of Office

Term of office will be two year for officers or until officer wishes to step down, or until an adult volunteer declares and interest in running for the position after the two year term of incumbent has been completed.

Section 4: Vacancy

Vacancies may be filled by a simple majority vote of the 4-H Horse Club Leaders. One vote per club.

Section 5: Role of 4-H Professionals

The 4-H professional shall interpret local program needs, University and Extension policies, and state-wide programs and schedules, and shall have final oversight of the Horse Board. Additionally, the 4-H professional shall have signature oversight authority on all Horse Board financial and investment accounts.

ARTICLE V Officers

Section 1: Officers

The current officers of the Horse Board shall be the president, vice-president, secretary, treasurer and fair superintendents.

Section 2: Term of Office

The officers shall be elected at a predetermined annual meeting for a term of two year. Officers may be elected for additional terms. Term of office will be two year for officers or until officer wishes to step down, or until an adult volunteer declares and interest in running for the position after the two year term of incumbent has been completed.

ARTICLE VI

Executive Committee

The current officers of the Horse Board and the immediate past president (for one year only) shall make up the executive committee.

ARTICLE VII Meetings

- A. A monthly meeting of the Horse Board shall be held on the third Thursday of every month. Whenever such day falls on a legal holiday, the meeting shall be held on the next succeeding Thursday at the same hour.
- B. Additional optional monthly business meetings of the Horse Board shall be held as established by the executive committee. Project meetings may be held more frequently as needed to conduct educational activities.

ARTICLE VII Committees

Committees deemed necessary by the Horse Board shall be appointed by the president. The members of all standing committee can be composed of volunteer or members enrolled in the current 4-H year. Committees are over seen by the Vice President.

ARTICLE VIII Quorum

A two-thirds majority or more of clubs/leaders are present at any regular or special meeting will constitute a quorum. If a club is represented by more than one volunteer, only the club leader or a single volunteer is eligible to vote.

ARTICLE IX Amendments

Amendments to the constitution may be made at any annual, regular, or special meeting by a two-thirds majority vote of the Leaders present providing:

- A. A notice of the pending amendments was sent to all members of the Horse Board at least two weeks and not more than four weeks prior to the meeting, and
- B. A quorum of the Horse Board is present at the meeting.

ARTICLE X
Parliamentary Authority

Roberts Rules of Order shall govern the proceedings of the Club, not otherwise specified in the Constitution.

The Constitution of the King County Horse Board was adopted on [date] at [location].

Approved:

Sheilla Hagedorn
President of the Horse Board

10/1/2022
Date

Brigette Schaffarzick
Secretary of the Horse Board

10/1/2022
Date

Reviewed by:

Extension 4-H Professional

BYLAWS of the King County **Horse Board**

Date Adopted 9/21/2019

Date Revised 10/1/82022

**ARTICLE I
Members**

Section 1: Board Members

Board membership shall consist of all officially enrolled leaders in the King County Horse 4-H Program.

Section 2: Club Elections

- A. Elections shall be held in October.
- B. All currently enrolled 4-H Leaders are eligible to vote. Only 1 vote per club.
- C. Vacancies may be filled with a simple majority vote of the Board.

Section 3: Duties of the Board Members and Officers

- A. Attend Board meetings and participate in the activities.
- B. Study and analyze the concerns of youth and assess the goals of youth and their families.
- C. Understand 4-H as the Youth Development Program that offers a variety of delivery modes (school enrichment, out-of-school programs, clubs, etc.)
- D. Serve on work groups or task forces as needed.
- E. Make contacts with businesses, organizations, and individuals on behalf of the 4-H youth program.
- F. Attend various 4-H and youth functions to evaluate the benefits and results.
- G. Look for communities and groups of individuals not being served. Help establish 4-H with those target groups.
- H. Volunteer during the course of the 4-H year to support the activities and fundraisers that comprise the King County 4-H Horse program.

ARTICLE II

Officers

Section 1: Officers of the Club

Officers of the Council shall be president, vice-president, secretary, treasurer and fair superintendents.

Section 2: Election of Officers

- A. Officers will be elected by the Club for a two-year term at the annual meeting. Term of office will be two year for officers or until officer wishes to step down, or until an adult volunteer declares and interest in running for the position after the two year term of incumbent has been completed.
- B. Nominations will be made from the floor or an organized nominating committee is recommended.
- C. Voting will be done by a paper ballot.
- D. Officers shall serve until their successors have been elected and duly installed.

Section 3: Officer Duties

- A. The President shall preside at all meetings of the Board, and shall chair and preside at the meetings of the executive committee. The president can appoint the members of all committees of the Board. She/he shall sign all documents requiring the president's signature and shall perform all other duties incidental to the office. The President and the Horse Board Leaders must sign the affiliation agreement with Washington State University and any documentation that the Horse Board agrees to be included in a group exemption letter issued to Washington State University for 4-H by the United States Internal Revenue Service.
 - a. The president will formulate the agenda for monthly horse board meetings.
- B. The vice-president shall perform the duties of the president in the absence or incapacity of the president. The vice-president shall automatically become president of the Club upon the resignation of the president. In the event the vice-president becomes the president, a new vice-president shall be elected to fill the vacancy. The vice-president shall preside over all committees, the rules proposals, update documents accordingly and address infractions, such as but not limited unsatisfactory complaints, rules violations and proper procedures.
- C. The secretary shall keep an accurate record of the activities of the Board and its executive committee, shall issue all notices of the Board meetings, shall be responsible for the correspondence of the Board, shall prepare and keep a listing of all chairs and members of special and standing committees for the current and two previous years, Also current names of leaders in attendance at horse board

meetings and Executive board meetings and shall provide the county Extension professionals a copy of all records of the Board.

- D. The treasurer shall keep an accurate record of all monies allocated to the Board, shall supervise the disbursement of the funds subject to the direction and approval of the executive committee, and shall serve as chair of the finance committee.

Section 4: Officer Vacancies

Vacancies occurring in any of the offices due to illness, death, or other incapacity to comply with assumed duties shall be filled as appointed by the president and voted on by executive board members except in case of president, when the vice-president shall succeed the chair. Such officers shall serve only until the original term is up.

ARTICLE III Committees

Section 1: Executive Committee

- A. The functions of the Executive Committee shall be to:
- Perform the essential Board activities that must be acted upon between meetings of the membership.
 - Formulate and recommend programs and activities to the members of the Board in consultation with Extension staff, adult club volunteer(s) leadership for their consideration approval.
 - Identify and help formulate other committees necessary to further the purposes and functions of the Board.
 - Serve as liaison with other groups and to the total Extension program.
 - Serve as a planning group.
- B. A majority of the executive committee members must be present to constitute a quorum for the transacting of business.

Section 2: Finance and Budget Committee

- A. The finance and budget committee will oversee the financial condition of the Board and determine a yearly budget accordingly. Specific functions to include:
- Report the financial condition and financial results of the operations of the Board.
 - Prepare a balance sheet and regular statement of financial activities.
 - Initiate an annual audit.
 - Determine the need of fundraising activities and provide leadership if necessary.
- 1 B. The Board treasurer will serve as chair of the finance and budget committee.

Section 4: Program and Activity Committees

Specific program and activity committee will be formed to plan, execute, and evaluate components of the Horse Board. Duties will be specified in committee job descriptions.

ARTICLE IV Meetings

The regularly scheduled meetings of the Board shall be to conduct the business of the Board as outlined under Article II of the Constitution. More specifically the meetings shall be to:

- A. Approve, reject, amend, or refer back to the committee for further study reports from special or standing committees.
- B. Introduce new ideas with requests for the chair to appoint committees to make further studies and report back their recommendations to the Board.
- C. Evaluate reports of completed activities, projects, or programs and make suggestions for improvement.
- D. Provide Board members information concerning the county, district, state and national Extension programs helpful to them in their efforts to address identified needs.
- E. Approve and disburse money in support of programs supported by the Board.
 - Special meetings of the Board may be called by the president, executive committee, or upon request of any five members.
 - Written notice shall be sent to all members of the Board at least one week in advance of all meetings. Notice shall include the date, time, and place of the meeting.
 - Each Leader shall be entitled to one vote.

ARTICLE V Amendments

Amendments to the Bylaws may be made at any annual, regular or special meeting by a simple majority vote of the members present providing:

- A. A notice of the pending amendment was sent to all members of the Board at least two weeks and not more than four weeks prior to the meeting, and
- B. A quorum of the Board is present at the meeting.

ARTICLE VI Parliamentary Authority

(Refer to EM4875, Parliamentary Procedure Made Easier, for simple parliamentary procedure.)

Roberts Rules of Order shall govern the proceedings of the Council not otherwise specified in the Bylaws.

The Bylaws of the King County Horse Board were adopted on [date] at [location].

Approved:

Sheilla Hagedorn
President of the Horse Board

10/1/2022
Date

Brigette Schaffarzick
Secretary of the Horse Board

10/1/2022
Date

Reviewed by:

Extension Professional

Date