

BY-LAWS
OF
Northeast District 4-H Horse Council of Virginia

ARTICLE 1- Election of Officers

Section 1— Eligibility

Only Council members with 1 (one) year of active membership in the Council are eligible to serve as officers.

Section 2 — Election Procedures

1. Election of the Council Officers shall take place at the start of the 4-H year.
2. The Offices that will be required are listed in the Constitution of the Northeast District 4-H Horse Council.
3. Nominations will be taken from the floor. After nominations are closed, a vote will be majority rule either taken by the raising of hands or secret ballot whichever is agreed upon by the members of that meeting.
4. The newly elected Officers shall take office the meeting following the election.
5. Officers may forfeit their office if they miss three consecutive meetings.
6. Conduct of an Officer detrimental to the Council could result in the removal from office as voted on by the voting members present via secret ballot.

Section 3 — Officer Expectations

1. Officers shall hold office for two years following election.
2. If for any reason, an Officer finds they is unable to fulfill the duties of their office, then the council will accept their resignation and vote on a new Officer at that or the next scheduled business meeting.
3. Officers are expected to attend the majority of the regularly scheduled business meetings and comport themselves according to the 4-H Volunteer Standards of Conduct

ARTICLE 2 — Duties of Officers

President - The President shall prepare an agenda to include future meeting dates, send out the agenda in advance of the meeting to the Council, and preside at all meetings of the Council and be an ex-officio member of all committees. Unless otherwise provided, they shall appoint the Chairperson and members of each committee of the Council. The President shall have in mind at ALL times the best interests of the Council.

Vice-President - The Vice-President shall perform the duties of the President when the President is absent. The Vice-President shall perform other duties as assigned by the President.

Secretary - The Secretary shall keep a record of all the proceedings of the Council and shall keep an accurate roll of all members and take a roll at each meeting. The Secretary shall send copies of the minutes to all Extension Agents and members present at the meeting. Also, the Secretary will conduct the correspondence of the Council. Additional duties include updating information, meeting minutes, etc. on the NEDHC website and social media following the VA 4H club and organization website policies and guidelines in a timely manner. This task could be delegated or as deemed necessary the Council can elect a Co-Secretary.

Treasurer - The Treasurer shall receive and deposit all monies due to the Council. Also keep clear and accurate bookkeeping records of all transactions and submit a report at each Council meeting and an annual report. The Treasurer shall also have the financial records of the Council audited each year by an Audit Committee appointed by the President. The Treasurer shall be chairman of the Budget Committee and present the budget prepared by the committee to be approved by the Council. The Treasurer will follow all Virginia Cooperative Extension and Virginia 4-H fiscal policies as well as state and federal regulations.

ARTICLE 3 — Membership

Section 1— Member Responsibilities

Each Member must:

1. Complete the 4-H Volunteer or member enrollment at their unit level.
2. Abide by the Virginia 4-H Volunteer Standards of Conduct. If questions arise they should be directed to the member's unit agent.
3. Regularly attend the Council meetings.
4. Share what they have learned in discussion with the Representative Units.

5. Agree to abide by Council agreements as they may arise.
6. Refer to the constitution regarding appointed voting membership.

ARTICLE 4 — Meetings

Section 1— Dates

The regular business meetings of the Northeast District 4-H Horse Council of Virginia will meet consistently throughout the year either in person or electronically as agreed upon in the business meetings. The President may call special meetings of the Council.

Section 2 — Quorum

The council may transact business when there are voting members present from at least four different counties within the Northeast District. Voting members must meet membership criteria listed in Article 3 of the Constitution. Majority vote on all things will be by 2/3 (two-thirds) vote.

Section 3 — Order of Business

The following suggested order of business shall be followed at regular Council meetings:

1. Call to Order
2. Pledge of Allegiance
3. 4-H Pledge
4. Introduction of new members or visitors
5. Roll Call
6. Approval of Minutes of the Last Meeting
7. Treasurer's Report
8. Committee Reports
9. Old Business
10. New Business
11. Adjournment

Section 4 — Parliamentary Procedure

The rules contained in the current edition of Robert's Rules of Order, Newly Revised; shall govern the meetings of the Council. In all cases to which they are applicable and in which they are not inconsistent with the club's constitution, these bylaws, any applicable policies of Virginia Cooperative Extension/Virginia 4-H, and any special rules of order the club may adopt. The use of parliamentary procedure is highly recommended as it is a key skill for learning leadership and citizenship.

ARTICLE 5 — Fiscal Operations

Section 1— Dues

This 4-H Council will not access dues of its members.

Section 2- Council Financial Account

Funds are held at the district office and will follow all Virginia Cooperative Extension and Virginia 4-H fiscal policies as well as state and federal regulations.

Section 3 — Other Monetary Matters

All monetary matters not included in the budget shall be presented in writing to the Council and will be voted on at the next consecutive meeting.

ARTICLE 6 — Plan of Work

The Officers shall write and submit to the Council the Annual Program Plan.

ARTICLE 7 — Committees

The Standing committees of the Council shall be the following:

1. Budget Committee – shall prepare and submit an annual budget to the Council
2. Northeast District 4-H Horse Show and Clinic Committees – shall plan, implement, and evaluate the approved District 4-H qualifying Horse Shows and Clinics
3. Educational Contests Committee – shall help the Chairman of the contests in any way possible
4. Equine Advisory Council - The members of the Northeast District Horse Council will elect representatives for the Equine Advisory Council. The term limits will be for two years and representatives are eligible to be reelected at the conclusion of their term.

ARTICLE 8 — Amendments to the Bylaws

These By-Laws may be amended by a 2/3 (two-thirds) vote of the eligible voting members present representing at least four different counties within the Northeast District at any regular meeting, provided the proposed changes have been presented to the members at least one meeting prior to the vote.

Signatures

President
Lisa Powers

Secretary
Jen Panten

Extension Agent

Date