**Area A 4-H Horse Advisory Committee**

**Constitution and Bylaws**

Adopted on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Article I: Name**

The name of this organization shall be: Area A 4-H Horse Advisory Committee

**Article II: Purpose**

1. To support and promote the Philosophy and Goals of the 4-H Horse Program
2. To advise, guide, and provide an educational 4-H Horse program within the Area A geographic district. Examples of programs include schooling shows, showmanship and judging clinics, camps, and competitive shows.
3. To assist with the development of rules, policies and procedures to govern district level 4-H Horse events and shows.
4. To promote and market 4-H Horse project opportunities and activities
5. To ensure that 4-H Horse events, activities, and clubs within Area A adhere to the philosophies and goals of 4-H positive youth development.

**Article III: Membership**

Area A is comprised of the following counties: Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Gadsden, Calhoun, Liberty, Gulf, Wakulla, Franklin, Leon, and Jefferson Counties.

Meetings are open to any 4-H volunteer or parent of an enrolled 4-H member, interested in the advancement of the 4-H Horse educational program, regardless of age, gender, race, ethnicity, color, nationality, disability, or religion. However, each county may have only two voting delegates and one alternate. Voting delegates must be in good standing with their county 4-H Program, registered as a Florida 4-H volunteer in 4HOnline, and have the approval of their 4-H agent to serve on the committee.

Extension Agents in each of the 16 counties in the Area A district will serve as ex-officio members of this committee.

**Article IV: Executive Committee**

The executive committee shall consist of the following persons with full voting rights:

* The president, vice president, and secretary
* Two 4-H State Horse Committee Representatives

The following ex-officio members shall serve on the Executive Committee without voting rights:

* Two 4-H Extension faculty members (as determined by the leadership rotation)

The treasury will be held in the Gadsden County Extension Foundation.

**Article V: Officers, Duties and Terms**

The offices of this committee shall consist of an elected President, Vice President, and Secretary. The term of office is one year.

1. President
	1. Shall preside at all meetings of the Area A Advisory and Executive Committee, and is subject to the general control of the Executive Committee
	2. Shall vote only in the case of a tie
	3. Shall act as a representative of the committee to outside persons.
2. Vice President
	1. Shall preside during the absence of the President.
	2. Shall become president upon the resignation of the President, or the end of their term as President
	3. Shall communicate and support the chairs of standing committees
3. Secretary
	1. Shall take notes of business meetings and prepare minutes to be distributed within 30 days of the meeting
	2. Shall take roll at each of the meetings to determine a quorum
	3. Shall oversee correspondence on behalf of the committee
4. State Committee Representatives
	1. Serve as liaisons between the Area A Horse Advisory Committee and the State Horse Advisory Committee
	2. A two-year commitment
	3. One representative is elected each year

**Article VI: Elections**

Elections of officers shall be conducted at the Fall meeting. Open nominations will be accepted from the floor from any committee member. Elections will be determined by a plurality of votes cast at the meeting. The term of office shall begin at the close of the Fall meeting and shall continue until the next Fall meeting.

**Article VII: Committees**

Committee members and chairs will be decided by volunteer basis at the Fall meeting. If no one volunteers, the chair will appoint someone. Standing Committees include:

* Youth Education Committee- Coordinates youth educational programming, including but not limited to horsemanship camp, workshops, judging, and other events.
* Area A Horse Show Committee
	+ Western Show
	+ Speed Events
	+ English Show
	+ Dressage
	+ Registration
	+ Check In
	+ Judges
	+ Awards
	+ Facilities

Other committees may be appointed as determined by the President

**Article VIII: Supervision**

The Area A Horse Advisory Committee is under the supervision and guidance of the Florida 4-H Youth Development Program as administered through UF IFAS Extension.

**BYLAWS**

**Section 1- Meetings**

There will be at least three meetings per year. Two meetings will be held via videoconference/conference call and one meeting (usually the spring meeting) will be held face to face. Additional meetings may be called at the request of the chair.

* Fall
* Winter (pre-show meeting)
* Spring (post-show meeting).

Appropriate notices of meetings will be prepared and distributed to the committee members by electronic mail and will be posted on the 4-H District website at least 30 days prior to the meeting.

Meeting minutes will be distributed to the committee members and posted to the website within 30 days of the meeting.

**Section 2- Quorum**

A simple majority (one half plus one) of voting delegates must be present in order to conduct business of the committee.

**Section 3- Order of Business**

1. Call to order
2. Roll
3. Minutes of previous meeting
4. Treasurer’s report
5. Report of committees
6. Unfinished business
7. New business
8. Announcements
9. Adjournment

**Section 4- Parliamentary Procedure**

Robert’s Rules of Order will be used as guide for conducting business meetings.

**Section 5- Fiscal Policy**

The treasury will be held in the Gadsden County Extension Foundation, and the committee will use the Florida 4-H policies and best practices for handling funds. Expenses or reimbursements over $50.00 must be approved by the committee and documented with a receipt.

**Section 6- Amendments**

These bylaws may be changed or amended by a 2/3 vote of county delegates. Proposed amendments shall be presented to the committee at least 30 days prior to the next meeting.

**Section 7**- **Dissolution**

The Area A Horse Show Advisory Committee may be dissolved by a majority vote of the membership in favor of dissolution and termination of the committee. Upon dissolution, the funds of this committee will revert to the Florida 4-H Foundation after waiting a period of one year.