

**BY-LAWS
Of
NEW YORK STATE 4-H HORSE
EDUCATION COMMITTEE**

**Revised November 20, 1999
(corrected 11/21/03)**

ARTICLE I - NAME

This organization shall be officially known and conduct business as the New York State 4-H Horse Education Committee (NYS 4-H HEC).

ARTICLE II - OBJECTIVE

The primary objective of this Committee shall be to ensure all educational events conducted at the state level are compatible with the objectives of the 4-H Program, and are designed and conducted in a manner to be of maximum benefit to youth.

The general function of the Committee shall be to develop, organize, promote and supervise state level events associated with the 4-H horse program.

Specific responsibilities include an annual review of all events including all rules and procedures governing these events, the establishment of procedures to be used in selecting contestants to officially represent New York 4-H in recognized National 4-H Contests and events and in other interstate events as may be identified, and to accept or reject annually the continuation of existing events and the addition of new or different events.

ARTICLE III - MEMBERSHIP

The Committee shall consist of:

1. Four (4) representatives from each of the six (6) 4-H horse regions. Regions may choose to split into A and B, with two (2) representatives from each.
2. The NYS 4-H/Youth Development Program Leader with animal science responsibilities.
3. Three (3) At-Large Members.
4. Three (3) Teen Representatives.
5. The NYS Horse Show Superintendent.
6. One (1) Chair or designee from each Sub-Committee.
7. Department Extension Leader of the Animal Science Department.
8. The Extension Specialist with 4-H horse program responsibilities.

Four (4) regional representatives are to be selected for a length of term and by whatever means is determined by each region. Regions are expected to select two (2) representatives from among the Cooperative Extension Staff (CCE) with 4-H horse responsibilities, and two (2) from among the volunteer leaders and county program leaders. At least two (2) of these representatives must serve as a member of the Regional 4-H Horse Education Committee.

Three (3) Teen Representatives will be selected from nominations made by CCE staff and volunteers. Teens will be selected by a committee appointed by the Extension Horse Specialist. Teens will serve one-year terms. Teens may serve a maximum of two years. Teens must be at least 14 years of age but not more than 19 years of age (4-H age eligible) during their term of service.

At-Large Members shall be appointed by the Animal Science Extension Horse Specialist for two-year renewable terms. These at-large members are not to be 4-H agents, 4-H paraprofessionals, county 4-H program leaders or volunteer leaders. At-large members must have a direct affiliation with the horse industry.

Sub-committee Chairs are to be elected by the members of the Committee from nominations received from Committee members, agent field staff or volunteer leaders for two-year renewable terms. Regional representatives may serve as Sub-Committee Chairs with the terms of each responsibility to be independent of the other.

It is recommended that each Sub-Committee chair appoint an Assistant Chair. Appointments by the Sub-Committee Chair must be approved by the "Executive Committee" (see below). No vote will be necessary at the NYS 4-H HEC meetings. The Assistant Chair may represent and assume the vote for the Sub-Committee Chair at the HEC meetings in the Chair's absence. The Assistant Chair will be welcome at all the HEC meetings, however there will only be one vote per Sub-Committee. This vote belongs to the Chair if they are present at the meeting. The Assistant Sub-Committee Chair appointments will be for duration of one year, ending in November of the HEC year.

ARTICLE IV - OFFICERS

The Animal Science Extension Horse Specialist shall serve as permanent Chair.

An "Executive Committee" will have authority limited to interpretations of the rules, the imposition of temporary rules when formal action cannot be taken, and the rejection of entries which fail to meet the requirements as published and established.

The "Executive Committee" for:

1. Horse Show related decisions will consist of:
 - a. The permanent Chair (Horse Specialist)
 - b. The appropriate Division (Sub-Committee) Chair
 - c. The NYS Horse Show Superintendent
2. All other decisions affecting the NYS 4-H Horse Program:
 - a. The permanent chair (Horse Specialist)
 - b. The appropriate Division (Sub-Committee) Chair

- c. A third designated person who is a member of the NYS 4-H HEC. This appointment will be for a two-year term. Appointment will take place at the same time as Sub-Committee Chairs.

ARTICLE V - DUTIES OF OFFICERS

The Chair shall preside and maintain order over all meetings of the Committee, to be an ex-officio non-voting member of all subcommittees, to call at least two regular meetings of the Committee each year and to call as many additional meetings as is necessary. The Chair shall have the authority to designate an acting Sub-Committee Chair in case of a vacancy until such time as the Committee can duly elect a replacement Sub-Committee Chair.

ARTICLE VI - MEETINGS

There shall be at least two (2) meetings of the Committee each project year, one in the fall and one in the spring. Notice shall be sent to the members of the dates of these and any other meetings called by the Chair at least fifteen (15) days prior to the meeting. Official action may be taken at a meeting only when a quorum is present. A quorum shall consist of a minimum of twelve (12) regional representatives from a minimum of three (3) regions, plus a representative from at least one-half of the sub-committees. For purposes of establishing a quorum and the enacting of business, members of the NYS 4-H HEC who cannot attend a meeting and who have 1) designated a replacement to the Chair at least 48 hours in advance of the meeting, or 2) who have requested an absentee ballot which has been marked and returned at least 48 hours prior to the meeting, may be counted as present.

Each member shall have one (1) vote. The Chair shall not vote unless it shall be to break a tie. A simple majority of votes of members present will be required to enact business.

An agenda of action for each meeting shall be sent to each member a minimum of 15 days prior to each meeting. All agenda items must be submitted to and received by the Extension Horse Specialist in the form of a proposal or formal motion at least thirty (30) days prior to the regularly scheduled meetings. All motions made by members during a meeting for action on matters not listed on the agenda shall be placed on the agenda of the next regularly scheduled meeting or may be listed on the agenda of a special meeting. There must be at least 60 days between meetings of the Committee.

All changes in rules and procedures enacted in the fall meeting will become effective as of January 1 (mainly horse show rules) of the following year. Actions taken at the spring meeting will become effective October 1 (mainly educational events rules) of that year. The only exception would be rules that would have impact on the safety of 4-H participants.

The effective year for the business portion of the NYS 4-H Horse Education Committee will be the day after the fall meeting until the completion of the fall meeting the following year. The terms of new officers, Sub-Committee (Division) Chairs, regional representatives, etc. will take effect on this basis.

The Committee may not take action other than to recommend change relative to any overall 4-H policy established by the NYS 4-H/Youth Development Program Leader.

Actual participation in meetings of the NYS 4-H HEC shall be limited to members. Guests may be invited by the Chair.

A recording secretary shall be appointed at the discretion of the Chair. The recording secretary shall record and cause to be distributed to the members, a written record of each meeting including a list of members present, reports of all sub-committees and all motions placed before the membership and the disposition of these motions.

ARTICLE VII - SUBCOMMITTEES

There shall be established sub-committees for each competitive/educational event and for such other purposes as shall be determined by the Committee. For each subcommittee there shall be a Chair. Sub-Committee membership shall be at the discretion of the Sub-Committee Chair. NYS 4-H HEC members may serve on a sub-committee. Sub-committees include, but shall not be limited to:

- | | | | |
|----|--------------|----|--------------------------|
| A. | Donkey/Mule | I. | Cross-Divisional Classes |
| B. | Drill/Parade | J. | Horse Bowl |
| C. | Driving | K. | Communications |
| D. | Western | L. | Hippology |
| E. | Hunt Seat | M. | Horse Judging |
| F. | Saddle Seat | N. | Fund Raising |
| G. | Dressage | O. | Media and Press |
| H. | Gymkhana | P. | Public Relations |

Sub-Committee Chairs shall be responsible for the organization and supervision of their events at the state level, including obtaining all officials and the scheduling of all phases of the event. It shall be the responsibility of the Sub-Committee Chairs to work closely with the Executive Committee in all aspects of their official duties.

ARTICLE VIII - AMENDMENTS

These By-Laws may be amended or revised by a majority vote of the members in accordance with all provisions for transaction of Committee business.

jtg

A:hecbylawcorrected.99.11.03

Revised 11/20/99 – but corrected 11/21/03