Constitution

Article I – Name
The name of this countywide Educational Team shall be Kenosha County 4-H Horse program.

Article II – Purpose
The purpose of this team is to: provide a learning experience of horse knowledge throughout Kenosha County, to plan and conduct countywide 4-H Horse educational events, and to increase participation in the countywide 4-H Horse program.

Article III – Participation
Section 1. Participation in the Kenosha County 4-H Horse Educational Team is open to all youth and adults enrolled in horse, horseless horse and/or model horse project.

Section 2. Open to any youth within grade parameter – regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, and pregnancy, marital or parental status. (This statement is taken from Wisconsin 4-H Youth Development Policies-2011.)

Section 3. Acceptance to participate: eligible adults shall be accepted to full participation in the Kenosha County 4-H Horse Educational Team upon completion of Volunteer Orientation. Youth members do not need to participate in the Volunteer Orientation.

Section 4. Suspension and Termination of Participation: the team shall prepare all documents, adopt at an annual meeting, and maintain rules and regulations for members of the project (i.e. code of conduct). If the Adult Volunteer Expectation Guidelines, which are signed by the volunteer, are not followed, the Volunteer may have his/her participation from the 4-H Horse Team suspended or terminated only by the UW-Extension office.

Section 5. The following requirements must be met to be officially recognized as a 4-H Countywide Education Team in Kenosha County, Wisconsin: (Wisconsin 4-H Youth Development Policies-2011)

Countywide project name
Youth/Adult leadership that has been approved through the Youth Protection Program
Educational plan which meets the purposes of the 4-H program
Youth involvement in leadership and decision-making
Meet on a continuing basis
Submit financial record and audit report to Kenosha County UW-Extension Office once each year (Charter Renewal Form)
Article IV – Annual Meeting

Section 1. Annual Meeting. There shall be an Annual Meeting each year. Written notice of the annual meeting will be published in the Home-Lite newsletter at least (10) days prior to the date of the meeting.

Section 2. Agenda. The following business shall be conducted during the annual meeting:
- Vote on by-law changes
- Financial report by the Treasurer
- Budget approval
- Calendar of education meetings set
- Such other matters as may come before the participants
- Election of participants to the Board of Directors

Section 3. Quorum. For the purpose of the annual meeting for the participants a quorum shall consist of not less than 20 of the enrolled participants present. The election of the Board of Directors and any action on issues shall require a simple majority of 50%+1 of the participants present.

Section 4. Annual Meeting Location. The annual meeting of the Kenosha County Horse Program shall be held at a location determined by the board members.

Article V – Board of Directors

Section 1. General Powers. The powers, property and affairs of the Kenosha County Horse Educational Team shall be vested, exercised, conducted and controlled by its Board Members.

Section 2. Number and Qualifications. The board shall consist of 11 individuals; to include 4 youth and 7 adults (non-4-H youth member).

Section 3. Elections. Individuals will be nominated and elected at the annual meeting to fill vacant positions.

Section 4. Elections and Terms of Office. Adult positions will be for a two year term and the youth members will be elected to a one year term which is renewable. Terms shall be staggered such that a portion of positions are elected annually. All terms begin and end at the annual meeting.

Section 5. Resignation. A board member may resign at any time by filing a written resignation to the secretary.

Section 6. Removal of Board Members. Any participant of the board member may be removed with cause by 2/3 vote of the full board.

Section 7. Vacancies. In the event of a vacancy of the board members, the President shall appoint a successor for the unexpired remainder of the position’s term.

Section 8. Meetings. The Board of Directors shall hold a meeting of the board at least once each calendar quarter. The President shall determine the date, time, and place of board meetings. All meetings of the board shall be held at such time as shall be convenient for attendance by board members. Written, telephone, or oral notice of each meeting shall be made to all board members pursuant to a schedule that provides for receipt of the notice at
least three (3) days prior to the date of the meeting. Such notice shall include the tentative agenda for the meeting.

**Section 8.1. Order of Business.** The order of business at all meetings of the Board of Directors shall be as follows:

- Roll call and establishment of a quorum
- Approval of the Minutes of the preceding meeting
- Treasurer’s Report
- Election of members (to fill vacancies only)
- Reports of Standing Committees
- Other Reports
- Unfinished Business
- New Business
- Other

**Section 8.2. Voting.** All members of the Board of Directors shall have the right to discuss matters which come before the board. Members of the board may cast one (1) vote on each matter. Vote by absentee ballot or proxy shall not be permitted. A quorum for the transaction of business by the Board of Directors shall consist of not less than 2 officers and 3 other board members. The act of the majority of the members of the board shall be the act of the Board of Directors.

**Section 8.3. Minutes.** For each meeting the board shall keep written minutes which shall include a record of votes on all motions. The minutes of the previous meeting shall be sent to all members of the board along with an agenda prior to the scheduled meeting.

**Article VI – Executive Board**

**Section 1. Election.** Executive Board shall be President, Vice-President, Secretary and Treasurer. All positions must be held by adult members. To be eligible for President or Vice President a person must have served previously on the Kenosha County 4-H Horse Project Board of Directors. Furthermore, the President and Vice President nominees must have served on the Kenosha County Horse Project board within the last five years prior to the nomination.

**Section 2. President.** Shall provide program leadership and preside at all regular and special meetings of the Kenosha County 4-H Horse Educational Team. See that all orders and resolutions of the board members are carried into effect; serve as an ex-officio member of all committees, subject to the approval of the board; on behalf of Horse Educational Team, execute such notes, leases, conveyances, contracts, agreements, or other documents the board may direct; and such additional duties as may be prescribed from time to time by these by-laws.

The President shall cast a vote in a meeting of the Board of Directors only in the case of a tie vote by members in attendance.

**Section 3. Vice-President.** The Vice-President shall: assume the authority and discharge the duties of the President in the event of absence or disability for any time cause whatever and perform such additional duties as may be prescribed from time to time by the Board of Directors or as may be prescribed from time to time by these by-laws. If 18 years of age, the
Vice-President shall countersign all deeds, leases or conveyances executed by the horse program.

**Section 4. Treasurer.** Shall keep and account for all monies, credits, and property of the Countywide Horse Program which shall come into the hands of the Horse Educational Team and keep accurate records. When required to do so the Treasurer shall exhibit a true and complete statement of the cash account. No officer, board member or participant shall authorize or make expenditure or commit to expenditure unless such expense has been approved by the Executive Board, or set up in the budget approved by the board to do so.

**Section 5. Secretary.** Shall keep correct and complete records of attendance and all the proceedings relate to the Board of Director meetings. Said minutes shall be turned into the UW-Extension office with ten (10) days of all meetings and shall also systematically keep records, books and papers pertaining to the business thereof; in general, perform all duties which pertain to the office of Secretary of a corporation, duties as may be prescribed from time-to-time by these by laws. If 18 years of age, the secretary shall countersign all deeds, leases or conveyances executed by the horse program.

**Article VII – Amendments**

This constitution may be amended by a (super or 2/3) majority vote of the total youth membership and project leaders at any regular meeting provided notice of such amendments shall have been given 10 days prior to the meeting.

**Article VIII – Dissolution Clause**

Upon dissolution of the program, any assets remaining shall be conveyed to the Kenosha County 4-H Council Inc.

**Article IX – The Countywide Education Project Year**

The Wisconsin 4-H year is continuous and extends from October 1st to September 30th. Kenosha County Horse Project eligibility year ends the 1st Sunday of August at midnight. The new eligibility year will begin the following day.

**Article X – Rules of Order**

Robert’s Rules of Order shall govern the meetings of the project team.

Revised 11/19/2014

Signatures:

Youth Board Member  
Date ________________

President  
Date ________________

s/ Bethany Sorce  
UW-Extension 4-H Youth Development Staff  
Date ________________