

# **COLUMBIA COUNTY 4-H HORSE PROJECT MEMBERS PARENTS AND GUARDIANS**

This Handbook was designed in hopes that it will help in answering questions that are commonly asked. Please use it as a guide for your project and feel free to ask any questions you may have at the meetings, clinics or shows. The Columbia County 4-H Extension Office will always have a copy of our current calendar for the year of the coming events, along with a copy of all horse forms and information that would be necessary for this project. The Columbia County 4-H Extension Office telephone number is (608) 742-9680 and the office hours are 8:00 am to 4:30 pm Monday-Friday.

You may print the handbook and our schedule from the website: <http://columbia.uwex.edu/4-h-youth-development/4-h-horse-project/>.

All clinics/shows the project year will go on as scheduled except in the case of severe weather. When there is a question of severe weather, please contact a member of the board. The board contact information is listed on the UW Extension web site. Information will be available as soon as person/persons in charge of scheduled event have made that decision. We always encourage members to bring their project horses to as many events as possible. However, in case of questionable weather, please use your own judgment on whether you wish to trailer a horse to the clinic/show. The learning experience is always more valuable at a clinic when a horse accompanies the member.

When attending clinics/shows be sure to find the sign-in sheet so you receive credit for attending. Each member **MUST** attend a clinic(s) to qualify (*see rules under "Columbia County 4-H Horse Project General Guidelines"*) and it is **YOUR** responsibility to sign in when you attend. If you feel that you may have forgotten and need to check on this, please do so by calling the Point Secretary. Please take the time to read all the rules pertaining to ID forms, clinics and requirements for showing at the fair, helmets and boots with cutout heel, sponsorships, release forms and yearly fee of: \$50.00 per member, maximum \$100.00 per family (*see Article III under Bylaws*) regardless of showing at fair (Pleasure or Speed).

Good luck to each of you in your project, we hope that you find it to be a safe, fun and a have a great learning experience.

Additional reference material that is important to review:

**Wisconsin State 4-H Horse Association rules for State Expo, State Gymkhana, and State Hunt/Jump**

**Code of Conduct**

**Mission Statement**

**Columbia County Fair rules as listed in the yearly fair book.**

Regards,  
Columbia County 4-H Horse Council

# **COLUMBIA COUNTY 4-H HORSE PROJECT GENERAL GUIDELINES**

*These guidelines are to be followed by all 4-H, youth breed association members and FFA Horse Project members.*

1. Up to 6 ID forms, along with a copy of current year negative coggins test for each horse identified. Code of Conduct and liability release form are expected by May 1<sup>st</sup> to the Point Secretary. A proof of vaccinations is no longer required, but the Council encourages the use of good husbandry when it comes to the care of your horse.

A project horse change form may be used up to July 15 to replace a previous horse ID. In case of any changes in the previous identified project animals (*due to the death/illness of animal*) after July 15, President of the Columbia County 4-H Horse Council **and** Fair Superintendent must be notified by phone call at least 48 hours before show day in order to review any other option for showing at the present year's fair. You may only show a project animal that YOU have ID'd with the CCHC/CCHP in order to participate in at the County Fair, State Expo and State Gymkhana shows.

2. For 4-H, youth breed association members & FFA members to exhibit in the Columbia County Fair Horse Show and Speed Show, they must meet the requirements of Member in Good Standing.<sup>3</sup>
3. Hard sole boots with cutout heel are required for all 4-H sponsored events and SEI approved helmets must be worn for all riding and driving events.
4. State show registration forms: All state applications (includes State Hunt Jump, State Expo & State Gymkhana) are to be submitted to the president by due date on Council calendar. Forms will be reviewed and signed based on local club and Council member in good standing requirements.

## **MEMBER IN GOOD STANDING**

In order to participate at the Columbia County Fair Horse Show and Speed Show, the youth member is required (but not limited) to the following:

Attend any one (1) monthly meeting for current year (*see current year's schedule for dates and time*). See note below for exclusions.

1. Volunteer a minimum of 4 hours per family.
2. Submit current year coggins, any horse ID's and all membership fees by May 1.
3. Submit a signed Code of Conduct for the current year by May 1.
4. Submit a signed Release from Liability for the current year by May 1.
5. Must attend any two (2) county sponsored clinics for the current year's schedule, one clinic must be attended with a horse. "Attended" is defined by participating and being active with the clinician and a horse at the clinic for a minimum of one hour. A horse used at a clinic must be ID with the Council but not required to be your project horse.

6. Each member is responsible for a \$50 fee, \$100 maximum per family (*see Article III under Bylaws*) due May 1.

Volunteer hours defined: Hours are based on a per family basis and can be served by family members (*Grandparents, siblings, etc.*) or friends. Lists of projects, clinic jobs, and show jobs will be available each year for sign up. Make sure that you sign up on the volunteer hour sheet to make sure that you receive the appropriate credit.

Exclusions: A member who is grade 13 (first year college) is excluded from the mandatory meeting requirement. They must, however, meet all of the remaining requirements of member in good standing as listed in the general rules book.

A horseless horse (HH) member not showing a live animal for the pleasure show, speed show, or attending clinics is exempt from member in good standing requirements when participating in the model horse show at the Columbia County Fair. These HH members may be charged a nominal fee if they attend a model horse clinic or receive awards at the Model Horse show that were funded by the Horse Council.

## POINT SYSTEM

Columbia County Horse Project gives points to members who attend sponsored events; horse Council meetings, clinics, and special activities. It is the member's responsibility to sign in at the events. The point secretary accumulates points for the current project year, points are totaled and members earn points towards end-of-the-year awards to be given out at the Awards Banquet. Refer to the current year's schedule for total points available.

### **Examples (but not limited to) of earning points:**

**10 pts.** Given for attending each clinic, horse Council meeting, annual meeting, etc.

**5 pts.** Additional points given for participating with a horse at a clinic.

Award levels are:

Excellence	(75% and greater of the total points for the current year)
Merit	(50% - 74% of the total points for the current year)
Achievement	(25% - 49% of total points for the current year)

REMEMBER IT IS YOUR RESPONSIBILITY AS A 4-H MEMBER TO SIGN IN (not the Point Secretary's).

# **COLUMBIA COUNTY 4-H HORSE PROJECT BYLAWS**

## **Article I: Name**

- A. The name of the organization shall be the Columbia County 4-H Horse Council. From this point on it shall be referred to as the Council. The Council is defined as the enrolled member and their legal guardian(s). You must be present to vote.

## **Article II: Purpose**

- A. To provide support for educational opportunities for the Columbia County 4-H Horse Project youth, leaders and their families.
- B. To cooperate with the UW-Extension Office in planning the horse project calendar and programs.
- C. To establish basic policies for implementing the 4-H Horse Project in Columbia County.
- D. To ensure compliance with Columbia County Fair and Wisconsin State 4-H Horse Association requirements.

## **Article III: Membership**

- A. Membership is open to all Columbia County 4-H member, FFA member, breed association youth member and their legal guardians currently enrolled in the Horse or Horseless Horse Projects.
- B. Membership is open to all Columbia County Cloverbuds and their legal guardians, but is limited to non-handling of live animals per the National 4-H guidelines.
- C. Membership in 4-H and this Council is open to all persons regardless of age, race, color, creed or religion, national origin, ancestry, gender, sexual orientation, marital or parental status pregnancy, veterans' status, arrest or non-job program-related conviction record, qualified disability or social economic level. This Council must comply with federal and state non-discrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the American Disabilities Act.
- D. Youth members and Cloverbud members can participate in year-end awards by accumulating participation points as stated in the General Rules Handbook.
- E. Annual youth membership fees will be discussed and set for the next year based on the account balances and the next year's expected expenses.
- F. Youth members must meet the minimum requirements as stated in the General Rules Handbook in order to participate in the Columbia County Fair Horse shows, Columbia County Horst Project clinics, and State shows.

## **Article IV: Columbia County 4-H Horse Council**

- A. The powers, property, and affairs of the Columbia County 4-H Horse Council shall be conducted by the Horse Council Board of Directors. From this point on it shall be referred to as the Board.

## **Article V: Horse Council Board**

The Horse Council Board of Directors shall consist of the following elected officers:

**A. Adult positions:**

- i. President (2 year term)
- ii. Vice President (2 year term)
- iii. Secretary (1 year term)
- iv. Points Secretary (1 year term)
- v. Treasurer (2 year term)
- vi. 2-Adult representatives at large (1 year term each)
- vii. Superintendent (2 year term)

**A. Youth positions:**

- i. President (2 year term)
- ii. Vice President (2 year term)
- iii. Secretary (1 year term)
- iv. Points Secretary (1 year term)
- v. Treasurer (1 year term)
- vi. 2-Youth representatives at large (1 year term each)

Adult Elected Committee members (position descriptions are described but there may be other duties as needed by the group):

- President
  - Plan and organize agenda for County Project meetings
  - Delegate responsibility of Committee business and oversee completion thereof
  - Act as ex-officio member of all sub-committees
  - Co- Chair the Show Committee with one youth officer
  - Coordinate annual project calendar for publication with the handbook to the UW Extension office
  - Cast tie-breaking votes of the Council
  - Act as a mentor to the Youth President.
- Vice-President
  - Assist President with responsibilities as required
  - In the absence of President, Vice-president will preside
  - Co-chair a minimum of one sub-committee with youth officer as listed under Article VII Committees

- Assist President to coordinate the annual project calendar for publication with the handbook with the UW Extension
- Act as a mentor to the Youth Vice-President
- Conducts State Conduct Guidelines presentations for youth state qualifiers.
- Secretary
  - Write and submit minutes of the Columbia County project meetings to the UW Extension
  - Complete correspondence as directed by the Committee
  - Maintain the Secretary's records book
  - Publish the current state rules for pleasure and speed events (make available for fair days)
  - Co-chair a minimum of one sub-committee with youth officer as listed under Article VII Committees
  - Act as a mentor to the Youth Secretary.
- Treasurer
  - Deposit all funds into appropriate banking institutions
  - Collect, record, and process funds for clinics, meetings, shows, and all ongoing projects.
  - Keep current records of all financial disbursements
  - Record sponsorship donations- submit the sponsorship list for fair day to announce
  - Maintain change box for all Columbia County 4H Horse project shows, food stands, and any other function as required
  - Make payments to clinicians, judges, and businesses as needed.
  - Present Committee with a report on current status of funds at each regular monthly committee meeting.
  - Submit to state for a renewal of the raffle license as required
  - Present Treasurer's books and records to the committee for audit on June 30 and distribute an annual financial statement at the year-end banquet.
    - All reimbursements will be made with documented receipts.
    - Bills incurred by the Columbia County 4H Horse project will be paid in a timely manner
    - The committee will not cover interest on any credit card charges.
  - Shall prepare budget to include requests by all sub-committees by the March committee meeting.
  - Co-chair a minimum of one sub-committee with youth officer as listed under Article VII Committees
  - Act as a mentor to the Youth Treasurer.
- Point Secretary
  - Records attendance of members at all functions
  - Reviews records for Member in Good Standing prior to County Fair and State functions
  - Co-chair a minimum of one sub-committee with youth officer as listed under Article VII Committees
  - Act as a mentor to the Youth Point Secretary
  - ⊖ Has points accumulations available at all events/meetings for youth to view
- Members at Large
  - Attend regular monthly committee meetings, providing input and casting a vote where appropriate
  - Contribute time and talents to advance the mission statement of the Columbia County 4-H Horse Project
  - Co-chair a minimum of one sub-committee with youth officer as listed under Article VII Committees
  - Coordinates volunteer activities.

- Fair Superintendent(s)
  - Preside over the County Fair (pleasure, ~~and/or speed day~~ and/or inside exhibits)
  - Review eligibility of youth riders with Point Secretary
  - Prepare class order for Pleasure day
  - Review and analyze ribbons and trophies for the current year needs
  - Review the Fair book for inconsistencies for the horse project rules
  - Suggest updates and changes at the year-end meeting as needed
  - Submit changes to the Fair Board as needed

Youth Elected Committee members (position descriptions are described but other duties may be needed by the group):

- President
  - Plan and organize agenda for Youth County Project meetings
  - Delegate responsibility of Youth Committee business and oversee completion thereof
  - Coordinate annual project calendar for publication with the handbook to the UW Extension office.
  - Co-chair a minimum of one sub-committee with adult officer as listed under Article VII Committees
  - Cast tie-breaking votes
  - Position is guided by the Adult President.
- Vice-President
  - Assist President with responsibilities as required
  - In the absence of President, Vice-president will preside
  - Co-chair a minimum of one sub-committee with adult officer as listed under Article VII Committees
  - Assist President to coordinate the annual project calendar for publication with the handbook with the UW Extension
  - Position is guided by the Adult Vice-President.
- Secretary
  - Write and submit minutes of the Columbia County project meetings to the UW Extension
  - Complete correspondence as directed by the Committee
  - Maintain the Secretaries records book
  - Publish the current state rules for pleasure and speed events (make available for fair days)
  - Co-chair a minimum of one sub-committee with adult officer as listed under Article VII Committees
  - Position is guided by the Adult Secretary.
- Treasurer
  - Deposit all funds into appropriate banking institutions
  - Collect, record, and process funds for clinics, meetings, shows, and all ongoing projects
  - Keep current records of all financial disbursements
  - Record sponsorship donations - submit the sponsorship list for fair day to announce
  - Maintain change box for all Columbia County 4-H Horse project shows, food stands, and any other function as required
  - Make payments to clinicians, judges, and businesses as needed
  - Present Committee with a report on current status of funds at each regular monthly committee meeting

- Submit to state for a renewal of the raffle license as required
  - Present Treasurer's books and records to the committee for audit in June 30 and distribute an annual financial statement at the year-end banquet.
    - All reimbursements will be made with documented receipts.
    - Bills incurred by the Columbia County 4H Horse project will be paid in a timely manner
    - The committee will not cover interest on any credit card charges.
  - Shall prepare budget to include requests by all sub-committees by the February committee meeting.
  - Co-chair a minimum of one sub-committee with adult officer as listed under Article VII Committees
  - Position is guided by the Adult Treasurer.
- Members at Large
    - Attend regular monthly committee meetings, providing input and casting a vote where appropriate.
    - Contribute time and talents to advance the mission statement of the Columbia County 4-H Horse Project
    - Co-chair a minimum of one sub-committee with adult officer as listed under Article VII Committees.
- A. Officers may be re-elected to succeed themselves upon completing their term, not to exceed 4 terms.
- B. The Council is empowered by the members at large to make decisions on behalf of the group.
- C. Officers shall be elected at the annual awards meeting and will begin their duties at the conclusion of the meeting.
- D. Whenever any officer vacancy occurs, the unfinished current year term of office will be filled without delay by majority vote of the Board of Directors. The position will begin a new term at time of the next election cycle.
- E. Youth officers must be enrolled in 4-H.
- F. A youth member must have been enrolled for one year and be a member in good standing with the CCHP prior to running for an elected position.

## **Article VI: Meetings**

- A. There will be an annual meeting of the Council following the current year Columbia County Fair. The following business shall be conducted at this meeting:
- a. Financial report
  - b. Review of operations for the previous year
  - c. Goals, creation of next year's calendar and estimated budget for upcoming year
  - d. Quorum for this annual meeting shall consist of at least 2 officers (of each adult and youth board)



and the members present in order to conduct official business

- e. All members of the Council, as previously defined, are eligible to vote at the annual meeting.
- B. There will be an annual Awards Banquet following the current year Columbia County Fair. The following business shall be conducted at this meeting:
  - a. Election of officers
  - b. Presentation of year end awards
  - c. Any other business as required
  - d. All members of the Council, as previously defined, are eligible to vote at the annual meeting.
- C. Regular meetings of the Council
  - a. The Council shall meet at least 6 times per year, usually on the third Tuesday of the month.
  - b. May and June meetings will be held in conjunction with clinics.
  - c. A quorum shall consist of at least 2 officers (of each adult and youth board) and the members present in order to conduct official business.
- D. Roberts Rules of Order will be followed during all meetings.

## **Article VII: Committees**

- A. There are a minimum of six (6) sub-committees.
- B. A sub-committee includes a minimum of one adult board member and one youth board member, plus members of the Columbia County Horse Project.
- C. Term for a sub-committee member is the current 4-H year.
- D. Sub-committee chairs may be asked to report to the Council on a regular basis and certainly on a need-to-know basis.
- E. The Council has set up standing sub-committees. When additional standing sub-committees are formed, they should conform to the guidelines of existing sub-committees, which are:
  - a. By-laws/Guidelines/Handbook/and Fair Committee:
    - i. The purpose of this subcommittee is to meet annually (or as needed) to review the By-Laws, Guidelines, Handbook and Fair rules for operation and present recommendations for changes at the last meeting of the year for approval by the Council. Changes must be ratified by the committee at the January meeting.
  - b. Awards Committee:
    - i. The purpose of this sub-committee will be to evaluate all awards and make recommendations to the Council for the current 4H year

- ii. Review and order as needed the yearly ribbons and trophies for the following events: schooling show, pleasure and speed show of fair (including high point speed trophy)
  - iii. Coordinate the Sportsmanship award during the Columbia County Fair
  - iv. Year-end awards
  - v. State plaques and tags as needed
  - vi. Awards banquet
  - vii. This subcommittee will consist of youth and adult members, maximum of 8.
- c. Show Committee:
  - i. Purpose of this committee is to support the Fair Superintendents in organizing the County Fair Pleasure Day and Speed Shows. Organize and operate schooling show and inside horse. The Fair Superintendents must be on the Show Committee. Refer to the show guidelines for detail tasks.
- d. Fund Raiser Committee:
  - i. Purpose of this committee is to determine and manage fund raising opportunities for the Columbia County 4H Horse project; may include: Fun shows, raffles, food booths at shows, and misc. product sales
- e. Volunteer Committee:
  - i. Purpose of this committee is to identify and coordinate all volunteer opportunities for the current 4H year, reporting completions to the point secretary (to include signing up volunteers for show days)
  - ii. Communicate volunteer lists for each event to the appropriate committees.
- f. Building and Grounds Committee:
  - i. Purpose of this committee is to identify building and grounds improvements and repairs for the current 4H year
  - ii. Identify the budgetary needs
  - iii. Coordinate building projects prior to the show season as needed Plan future requirements for building and grounds; researching and securing funds for capital expansion.

## **Article VIII: Financial**

- A. An annual budget will be developed.
- B. Upon dissolution of the Columbia County Horse Council, remaining assets shall be conveyed to a 4-H Youth development program or a 4-H Youth Foundation as selected by affirmative vote of the majority of members entitled to vote.
- C. Fiscal year of the Council is from July 1 through June 30 of the following year.

## **Article IX: Amendments**

- A. The By-Laws may be amended at any meeting of the Council where a quorum is present by at least 2 officers and the members present. The vote passes by a two-thirds vote of members present. Proposed amendments must have been presented at a previous meeting and through written notification to members by mail, email or posting on the UW Extension website before the vote.

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