The Adams County 4-H Horse Advisory Committee
Operating Guidelines

The Adams County 4-H Horse Advisory Committee (Committee) shall be a standing subcommittee of the Adams County 4-H Advisory Committee. The purpose of the Committee shall be to create positive youth development opportunities and organize 4-H horse program educational activities and events, fund raisers, and horse shows for 4-H members enrolled in live equine and horseless projects. Program emphasis will be on creating educational, recognition, and recreational opportunities for these members.

Operating Guidelines:

Committee meetings are open to all interested parties, including advisors, parents, and members.

Committee Membership:

Section 1 – Committee Size
1. The Committee shall consist of up to fifteen (15) adult members and up to nine (9) youth members.

Section 2 – Member Qualifications
1. Each member must be a screened and approved 4-H advisor or a 4-H member enrolled in a live or horseless horse project.

Section 3 – Membership Selection
1. Applications from 4-H advisors and members interested in serving on the Committee will be accepted through September 30 of each year, and election or appointment of members for the new term will be made from these applicants.
2. One-third of the adult Committee members shall be elected or appointed each year to serve a three-year term. Members shall be limited to two consecutive terms or six (6) consecutive years on the Committee. Youth members shall be elected or appointed to serve a one-year term.
3. Adults shall be elected or appointed at the Annual Meeting of the Committee in January of each year. Youth members shall be elected or appointed at the October meeting each year.
4. In the event of lack of applicants for membership, the Committee may reappoint a member who has reached the six-year term limit.
5. One of the Committee members shall be elected or appointed to represent the Committee at regular meeting of the Adams County 4-H Advisory Committee.

Section 4 – Extension Representation
1. The Extension 4-H professional will be an ex officio member of the Committee, assisting with meeting facilitation, providing advice and guidance, and ensuring compliance with county, state, and national 4-H policies and guidelines. The Extension 4-H professional will not have a vote.
Officers:
1. Officers of the Horse Committee shall consist of President, Vice President, Secretary, and Treasurer.
2. Officers will be elected, or re-elected, for a two-year term. The President and Secretary will be elected during odd years, and Vice-President and Treasurer will be elected during even years. A term limit of three consecutive two-year terms in the same office is hereby established. A partial term shall not count toward the six-year term limitation.
3. The Adams County 4-H Horse Advisory Committee may elect a replacement officer in the event of a vacancy being created by a resignation or the inability of an officer to fulfill their duties. By a majority vote of the Committee, a letter of resignation may be requested of any officer absent for three consecutive regularly scheduled monthly meetings of the Committee. If a letter of resignation is not received, or if the individual in question has not provided an acceptable explanation by the next regularly scheduled meeting, election of a replacement officer may take place to fill the remaining term of said office.

Executive Committee:
1. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and Key Leader, if applicable.
2. An emergency meeting of the Executive Committee may be called to conduct Committee business, i.e. actions necessary to meet a critical deadline, if the business cannot wait until the next scheduled meeting of the full Committee.
3. The Executive Committee, in consultation with the Extension 4-H professional, shall have the right to take the necessary action with majority consent of the Executive Committee members. The meeting may be conducted via phone, email, or other means, and decisions may be made by a simple majority of the Executive Committee.
4. The Executive Committee must inform the full Committee of decisions made or actions taken at its next regularly scheduled meeting. The Executive Committee shall meet annually in December to prepare a budget for approval by the full Committee at its annual meeting.

Standing Subcommittees:
1. Standing subcommittees shall include, but not be limited to: Executive, Audit, Nominating, Operating Guidelines, Equine Ambassador, Horse Registration Day, Judges Selection, PAS Show, Horse Camp, Horse Recognition/Giveaway, Grounds/Arena, Equine Education, and Fund Raising, which shall include all fund raising activities.
2. The subcommittees shall complete their duties as described in the “Adams County 4-H Horse Subcommittee Responsibilities” document in a timely manner.
3. Committee members will sign up to serve on one or more subcommittees at the November Committee meeting. The Executive, Audit, Nominating, and Operating Guidelines subcommittees should meet in December or as needed to accomplish the tasks required to facilitate the annual meeting of the Committee in January.
4. Advisors who are not also members of the Committee may serve on one or more subcommittees.
Annual Meeting:
1. The annual membership meeting of the Committee shall take place each January.
2. Officer elections and approval of the budget shall be included as part of the scheduled business meeting.

Amendments to the Operating Guidelines:
1. These operating guidelines may be amended at any regularly scheduled meeting by a simple majority vote of the Committee in attendance.
2. Notice of the proposed amendments will be provided to members fourteen days prior to the meeting.
3. A copy of all approved changes to the operating guidelines will be submitted to the Adams County 4-H Advisory Committee.

Committee Finances:
1. The Committee shall be a standing subcommittee of the Adams County 4-H Advisory Committee and shall affiliate its bank accounts with those of the Advisory Committee, using the same bank and Taxpayer Identification Number (EIN).
2. The Committee agrees to provide all monthly and annual financial reports to the Advisory Committee treasurer as needed for that individual to file the required IRS Form 990 in a timely manner.
3. The Committee agrees to raise and expend funds in accordance with all National, State, and County 4-H fund raising guidelines.
4. Upon dissolution of the 4-H Horse Committee, all documents, records, and funds shall be turned over to the Adams County 4-H Advisory Committee or its designee.

Officer Duties:

President: Shall preside over meetings of the Committee and shall represent the 4-H Horse Committee at 4-H Advisory Committee meetings and Senior Fair Board meetings as needed.

Vice-President: Shall chair the fundraising subcommittee and preside over Committee meetings in the absence of the President.

Secretary: Shall keep meeting attendance; keep accurate minutes of meetings, and provide the Extension 4-H professional with an electronic copy of said minutes in a timely manner prior to the Committee’s next scheduled meeting. The Secretary is responsible for all correspondence, which may include news releases, thank you notes, and so on.

Treasurer: Shall maintain Committee bank accounts in accordance with the 4-H Advisory Committee policies and procedures; collect fees and fund raising proceeds and make necessary deposits; pay bills as approved by the Committee; maintain adequate documentation of all deposits and payments; submit required monthly and annual
financial reports to the treasurer of the 4-H Advisory Committee, and submit all Committee financial records for audit each January. All financial records are the property of the Committee and shall be returned to the Extension 4-H professional at the end of the treasurer’s term or if the treasurer resigns or is removed from office.

**Key Leader:** A Key Leader may be appointed at the discretion of the Extension 4-H professional to work with the 4-H Horse Committee. The purpose of the key leader position is to provide oversight to the programs and activities in the horse project area and to serve as the liaison between the project advisors and the Extension staff, ensuring that policies and procedures are followed and that a high quality, educational, positive youth development program is provided for members enrolled in the horse project. A key leader shall be appointed for a minimum two-year term with renewal of said appointment to be determined by the Extension 4-H professional in consultation with the key leader. It is not a requirement of the 4-H Horse Program that a key leader be appointed. The Key Leader shall not hold an office and will not have a vote on the Committee.