

# *Johnson County (Texas) Horse Committee Bylaws*

Updated 8/29/2022

## ARTICLE I: NAME AND OBJECTIVES

- 1.1 The name of this organization shall be the Johnson County Horse Committee (JCHC).
- 1.2 This shall be a non-profit organization exclusively for the purpose of promoting 4-H Club work.
- 1.3 The objectives of this organization shall be:
  - 1.3.1 To provide learning situations for the development of leadership, responsibility, and effective citizenship.
  - 1.3.2 To provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
  - 1.3.3 To provide information and training in other 4-H activities as members' interests dictate.
  - 1.3.4 To help each member experience personal growth and achievement, as well as be of service to others.
  - 1.3.5 To provide learning opportunities/situations for the development of horse knowledge and horsemanship skills.

## ARTICLE II: MEMBERSHIP AND ACTIVITY

- 2.1 Participation is without regard to race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.
- 2.2 New members must be enrolled through 4-H CONNECT and be approved as an active adult member. All members must re-enroll annually.
- 2.3 All voting members must attend sixty percent (60%) of JCHC scheduled meetings in the last twelve months and must further demonstrate commitment by volunteering at approved events organized or supported by the JCHC throughout the year.
- 2.4 If a voting member misses up to six meetings due to medical or extenuating circumstances and informs the JCHC on a monthly basis, those absences will not be counted in the rolling twelve-month year. If more than six meetings are missed, voting status will automatically be revoked and the member must meet criteria in sections 2.3 and 2.5 to be reinstated.
- 2.5 To obtain voting member status, an interested volunteer must participate in the meetings and activities delineated in section 2.3 and make verbal petition to the JCHC for approval by a simple majority of all voting members, present or voting by email, to be acted on at the next scheduled meeting.
- 2.6 If a voting member's behavior becomes consistently disruptive, disrespectful and/or objectionable, the voting members of JCHC can conduct a closed meeting regarding the situation. At the conclusion of the meeting, the voting status of the member can be revoked by a simple majority of all voting members, present or voting by email, to be acted on at the next scheduled meeting. If needed, the Extension Agent will serve as a tie breaker.
- 2.7 Multiple members of a household, as defined by Webster's Dictionary, can be voting members but only one vote per household will be counted.

### ARTICLE III: OFFICERS AND ELECTIONS

- 3.1 The officers of the committee shall be Chairperson, Vice Chairperson, Secretary, and Treasurer.
- 3.2 Officers shall be elected during the May meeting bi-annually and shall serve a term of two (2) years.
  - 3.2.1 Even numbered year elections: Chairperson and Treasurer
  - 3.2.2 Odd numbered year elections: Vice Chairperson and Secretary
- 3.3 Any voting member in good standing is eligible to run for office. Nominations may be made within thirty (30) days of, or on the floor of the May meeting prior to vote.
- 3.4 The elected officers of the JCHC shall constitute the Executive Committee.
- 3.5 Any officer position that becomes vacant shall be filled by a candidate appointed by the executive committee and approved by the voting members at the subsequent meeting.
- 3.6 Elected offices carry a term limit of three (3) consecutive terms for a total of six (6) years. Additional service terms may be extended by completing the following:
  - 3.6.1 Motion presented and seconded by the JCHC of intent to extend service term.
  - 3.6.2 Providing a thirty (30) day notice to all voting members of the intent to permit an additional term of service.
  - 3.6.3 Obtaining a unanimous vote of the JCHC.
- 3.7 At no time will voting members of the same household or family be permitted to hold concurrent offices that have check signing privileges on the JCHC Executive Committee.

### ARTICLE IV: DUTIES OF OFFICERS

- 4.1 Primary duties of the Chairperson include but are not limited to:
  - 4.1.1 Preside over all meetings of the committee, ensure bylaws are adhered to and upheld, and exercise supervision over the affairs of the committee.
  - 4.1.2 Call to vote any motions made by an approved member, call for second of the stated motion, oversee any discussion of stated motion, poll the present voting members to approve or deny the stated motion.
  - 4.1.3 Appoint standing and special sub-committees to aid in the effectiveness of the committee as a whole.
  - 4.1.4 Serve as an ex-officio member of each committee, except the nominating committee.
- 4.2 Primary duties of the Vice Chairperson include but are not limited to:
  - 4.2.1 Assist the Chairperson.
  - 4.2.2 Perform the duties of the Chairperson in the absence of that officer.
- 4.3 Primary duties of the Secretary include but are not limited to:
  - 4.3.1 Keep a full and accurate record of the JCHC meetings and activities.
  - 4.3.2 To have charge of committee correspondence.
  - 4.3.3 To keep accurate roll of meeting attendance.
  - 4.3.4 To keep meeting minutes.
  - 4.3.5 To provide minute report at meetings.
- 4.4 Primary duties of the Treasurer include but are not limited to:
  - 4.4.1 To receive, hold and disburse funds belonging to JCHC and associated committees, groups, or departments.
  - 4.4.2 To make all disbursements by check signed by one of the authorized signers approved by the JCHC Executive Committee.
  - 4.4.3 To keep an accurate record of the receipt, expenditures, and reconciliation of all funds.
  - 4.4.4 To present a financial statement upon request.
  - 4.4.5 To balance and justify the JCHC account monthly.

## ARTICLE V: LEADERS AND DUTIES

### 5.1 Duties of the Committee Leaders are as follows:

- 5.1.1 To provide leadership and guidance to individual committees.
- 5.1.2 To help committee members assume as much responsibility as they are capable of and to have successful experiences in carrying out these responsibilities.

## ARTICLE VI: SUBCOMMITTEES AND DUTIES

- 6.1 The standing subcommittees of the JCHC are finance, sponsorship and Informational/Social Media. The subcommittee members shall be appointed or replaced by the executive committee as needed. Additional subcommittees may be named as needs arise.
- 6.2 Duties of the standing committee shall be
  - 6.2.1 Finance – this subcommittee shall have the responsibility of presenting a proposed budget to the committee and arranging for an audit of the finances as necessary. The subcommittee shall also review the financial status of JCHC and make recommendations for fund-raising projects during the year.
  - 6.2.2 Sponsorship– this subcommittee shall be responsible for obtaining donations to assist the JCHC in supporting the various committees, events, organizations, charities, members, communities and citizens that it serves. All donations shall be stated and recorded for JCHC record and proper documentation supplied to donating party per IRS regulations.
  - 6.2.3 Informational /Social Media – Provide information regarding the functions and events of the JCHC. Manage the committee website, Facebook page and act as subject matter expert on the committee's activities through community contacts.

## ARTICLE VII: MEETINGS

- 7.1 Regular meetings of this organization shall be held on the last Monday of each month. Meetings scheduled on or near holidays may be rescheduled a week prior or later and timely notice provided to JCHC members.
- 7.2 Special meetings may be called by the Chairperson. In the event the Chairperson is unavailable or incapable, a special meeting may be called by another elected officer.

## ARTICLE VIII: PROCEDURE

- 8.1 'Robert's Rules of Order revised' shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the committee's bylaws.
- 8.2 The order of business for regular meeting is:
  - 8.2.1 Call to order
  - 8.2.2 Roll call
  - 8.2.3 Reading and approval of minutes
  - 8.2.4 Treasurer report
  - 8.2.5 Other reports – Sub-committees, project groups, special activities, leaders
  - 8.2.6 Unfinished business
  - 8.2.7 New business
  - 8.2.8 Adjournment

This order of business may be altered for the convenience of a speaker or special guest.

#### ARTICLE IX: FISCAL ACCOUNTABILITY

The JCHC shall adhere to all guidelines related to financial accountability as outlined in the Texas 4-H Youth Development 4-H Club Financial Management Rules and Guidelines.

#### ARTICLE X: COMMITTEE DISBANDMENT

Upon the disbandment of the club, all real property, including money, equipment and land shall become the property of the County 4-H Program for care and disposition and authorizes the Texas A&M Agrilife Extension Service and county extension agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owed by this organization.

The last official duty of the club's manager shall be to affect the transfer of club property and to turn over club records to the County Extension Agent or other Extension designees.

#### ARTICLE XI: AMENDMENTS

These bylaws may be amended at any regular meeting of the committee by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the committee in writing and filed with the secretary at the previous meeting of the committee. Amendments must not conflict with the basic 4-H philosophy or the Texas 4-H Club/Group Charter Agreement. These amendments are effective upon the affirmative vote of the members present.

Approval of Bylaws:

Chairperson - Print Name

*Sherry Jones*

*Sherry Jones*  
Chairperson Signature

*8.29.2022*  
Date

Vice Chairperson - Print Name

**John McGrew**

*John McGrew*  
Vice Chairperson Signature

**08-29-2022**  
Date