

## **Latah County Horse Leader's Committee By-Laws**

**Membership** – All Latah County horse leaders and teen leaders may attend the Horse Leader Committee meetings.

**Horse Leader Committee Meetings** - The fourth Monday of January, March, May, July, and October. There must be 2 officers and 1 members present to have quorum.

**District Horse Leaders** - Two adult horse leaders and one teen member represent Latah County at the District I Horse Leaders Committee. The committee will elect district representatives.

**Officer elections:** The Latah County Horse Leader Committee elects a president, vice president, secretary, and treasurer. Elections will be held at the October meeting in the presence of a quorum. An individual may only hold a single office for three consecutive years.

Resources available for officers are:

- A copy of the governing rules and regulations
- District 1 Horse Show and Western Games Guidelines
- Roberts Rules of Order
- Lists of all standing and special committees and their members

President

1. Presides over the meeting
2. Maintain the required structure of the meeting: call the meeting to order, introduction of guests, reading and approval of the minutes, treasurer's financial report, President's report and correspondence, committee reports, old-business, new business, adjournment
3. The president has the responsibility to tactfully remind speakers to work within the limit of Roberts Rules of Order.
4. To appoint committees, and check on their action.
5. To cast a deciding vote in cases of making or breaking a tie.

Vice-President

1. Act for the president in his/her absence.
2. Maintain communication with all special committee chairs

Secretary

1. Keep records of all the proceedings of the organization.
2. Keep on file all committee reports.
3. Make the minutes and records available to members upon request.
4. Conduct the general correspondence of the organization.
5. In the absence of the president and vice-president, to call the meeting to order and preside until the immediate election of a chairman.

Treasurer

1. Entrusted with the custody of the Latah County 4-H Horse Leader funds.
2. All monies coming into the organization shall be deposited in a bank designated by the executive officers.
3. Shall handle all monies and pay all bills.
4. All checks to pay bills shall be signed by the treasurer, president and/or other designated person. Checks should have a dual signature. There will be three signors on the bank account.
5. Bank statements will be mailed to the Latah County Extension Office.
6. The Idaho Youth Horse Council requests dues of \$1/horse member paid by July 1<sup>st</sup> of each year.
7. Keep the organization's official membership roll and list of donors/donations.
8. Provide monthly written reports on the financial status.
9. Keep a record of all the donations made to the Latah County 4-H Horse Leaders.
10. Provide membership with a list of donors and send each donor a thank you.
11. Remind Horse Leaders about securing funds from the Idaho Horse Board each year for research, education, and promotion. Grant requests are due in writing before December 1 of each year. Contact Forrest P. Hymas (208-324-2336, fax 208-324-2335) for a grant request form.

Standing Committees

Silent Auction

Horse Show Awards

Horse Camp

Horse Show Managers

Western

English

Gaming

**By-Law Revision Policy:** Proposed revisions to the Latah County Horse Leader by-law's should proposed once a year at the October meeting. Requested revisions will be distributed prior to January, then discussed and voted on at the January meeting, if a quorum is present. After formal vote of approval, the by-laws will be revised and prepared for distribution to new and old Latah County Horse Leaders, members, and parents.