

# MACNAIR'S COUNTRY ACRES 4H CLUB CONSTITUTION AND BYLAWS

Article I	Name	
	Section I	This organization shall be known as the MacNair's 4H Club.
Article II	Purpose	
	Section I	The purpose of this club will be: <ul style="list-style-type: none"><li>A. To develop leadership abilities, build character, and assume citizenship responsibilities.</li><li>B. To learn horsemanship skills.</li><li>C. To increase knowledge of safety precautions needed to prevent injury to yourself, others and their mounts.</li><li>D. To teach good sportsmanship in a friendly, competitive atmosphere.</li></ul>
Article III	Membership	
	Section I	The membership of this organization will be limited to riders currently enrolled in some type of lesson program at MacNair's. All members:
	Section II	All members shall: <ul style="list-style-type: none"><li>A. Be at least 9 years old.</li><li>B. Agree to abide by this constitution.</li><li>C. Behave in a manner that will bring credit to the MacNair's 4H Club and themselves.</li><li>D. Be responsible for contributing to the club account by way of active participation in the club's activities and fund raising events.</li></ul>
Article IV	Officers	
	Section I	The officers of the club will be chosen from and by the <b>active</b> members of the club.
	Section II	The officers of the club will be President, Vice President, Secretary, Social Secretary, and Historian from each barn.
	Section III	A set of officers will be elected from both MacNair's boarding barn and the school barn. They will work to meet the needs of their respective barns and for the club as a whole.
	Section IV	All officers from both barns will meet together monthly or as needed. If any officer misses more than two officer or general meetings, she will relinquish her position and a new officer will be elected in her place, except for the President in which case the Vice President would be appointed.

Section V Meetings will be held on the Thursday before the general meeting.

Article V Duties of Officers

Section I The President will:

- A. Enforce all provisions of this constitution.
- B. Preside at all club meetings in conjunction with MacNair staff members.
- C. Meet with MacNair staff members prior to general membership meetings to determine the nature of the meetings.
- D. Form committees and appoint members for reasons deemed necessary.
- E. Attend the Wake County Youth Horse Council Advisory meetings monthly.
- F. Prepare an agenda for all general meetings.

Section II The Vice President/Fund Raiser will:

- A. Preside at all club meetings when the President is unable to attend.
- B. Assist the President when needed.
- C. Be responsible for organizing fund raising activities.
- D. Appoint persons or committees to accomplish the fund raising.
- E. Organize parents to help supervise the fund raiser.
- F. Oversee the fund raising committees and events.
- G. Will assume the duties of the President should the President step down for any reason.
- H. Collect and record dues received from members.

Section III The Secretary will:

- A. Take the minutes of all meetings and post a copy on the bulletin board for each barn within four (4) days of the meeting.
- B. Email a copy of the minutes to [macnairs4h@yahoo.com](mailto:macnairs4h@yahoo.com) to be sent out to the members by the President.
- C. Be responsible for maintaining attendance reports.
- D. Conduct correspondence for the club.
- E. Be responsible for maintaining a calendar of events.
- F. Plan clinic topics for Show Team members and assign 3<sup>rd</sup> year and up members to lead.

Section IV The Social Secretary will:

- A. Plan and announce social activities for club members to attend.
- B. Organize one activity for the club at least every quarter of the year.
- C. Plan the end of year Achievement Night for the MacNair's 4H Club.

- D. Oversee community service projects for the club.
- E. Be proactive in encouraging new and old club members to attend.

- Section VI The Historian will:
- A. Attend 4H activities.
  - B. Document events with photos and gather photos to create a scrapbook for the year.
  - C. Present scrapbook at the end of the year.

Article VI. Elections

- Section I The officers will be elected by a majority vote of the active membership attending the June meeting.
- A. Nominations for officers will be accepted at the May general meeting. Members unable to attend that meeting may submit their written or emailed nominations to a 4H leader prior to the May meeting.
  - B. Elections are held at the June meeting.

Section II The officers will serve for one year.

Section III Officers may be removed from office by a majority vote of at least two thirds of the total active membership, providing all members have been notified of the impeachment proceedings. The leaders and Executive Committee may also remove officers from office if they fail to meet their responsibilities to the Club or wish to resign.

Section IV Officers may succeed themselves as long as the members of the club continue to elect them.

Article VII Executive Committee

Section I The Executive Committee shall consist of the officers and leaders.

- Section II Powers of the Executive Committee will include:
- A. Making recommendations on policy and policy changes.
  - B. Making recommendations on purchases and expenditures.
  - C. Enforcing the provisions of the constitution.
  - D. Having the right to determine active status for members.

Article VIII Dues

Section I Dues will be determined by a majority vote of the Executive Committee.

Section II Each member will be responsible for his/her annual dues

- A. In order for a member to retain active status in the club, all dues are to be paid by March 15 of each year.

Article IX      Activities

- Section I      Club activities will include club meetings, workshops, fund raising events, social events, and community service both at MacNair's and off the farm.
- Section II      Meetings will be held on the first Thursday of every month.
- Section III     All club activities are subject to approval by the MacNair staff or Advisory leaders.
- Section IV     Each member is responsible for completing 16 hours of volunteer work with a minimum of 4 hours in the concession stands held at shows at MacNair's throughout the year, which shall run from August 1-July 31. Exception: new members are only required to complete 10 hours the first year. The remainder of the hours is to be worked for MacNair's Country Acres in order to give back to the farm. These hours can be worked in Pony School, helping at horse shows, farm cleanup, etc. A maximum of 10 hours in Pony School or summer camp will be counted.

Article X      Record Books

- Section I      Record books are provided by the Wake County Extension Office and must be completed each year by anyone showing in a 4H recognized show.
- Section II      Record books are due at the December meeting each year.
- Section III     Any member who has EVER shown in a 4H show and wishes to show again must complete a record book each year.
- Section IV     Members who are not showing are strongly encouraged to complete a record book for the educational value.

Article XI     MacNair Show Team

- Section I      Show Team tryouts are held once each year. New members and second year show team members must try out. Past show team members may be requested to participate as well.
- Section II      The number of available spaces on the show team varies each year. It depends on the number of school horses available for showing.

- Section III Show Team members in their first year of showing do not go to the State 4H Show in July. They may show in any shows held on the farm and at the County/District 4H shows. They may also go to any 4H Fun Shows in which the club participates.
- Section IV Based on availability and suitability of school horses second year and above members may be allowed to go to the State 4H Show if they qualified at the District level.
- Section V After the first year of being on the Show Team, members must also participate yearly in another contest, or 4H activity at the County District, or State level. Some of the choices are:
- A. Horse Bowl/Hippology
  - B. Horse Judging
  - C. Horse Essay
  - D. Public Speaking
  - E. Two Artistic Expressions entries
- Section VI Requirements for first year Show team members
- A. All first year members who are eligible under previous requirements to join the 4H Club and have paid their dues will be asked to attend two thirds of all club meetings
  - B. In addition, first year members will be asked to attend all clinic topics.
  - C. Clinics are referred to as clinic topics because the 4H plans to offer multiple dates for each topic, thereby making easier for members to attend. Therefore, members required to attend and/or assist with clinics will be responsible for assisting and planning for the clinic date they choose. Theoretically, members will be able to attend these clinics as they are presented, choosing which date will be more convenient for them.
- Section VII Requirements for second year Show team members
- A. All second year members will be required to attend two thirds of all 4H meetings and certain clinic topics (braiding and wrapping).
  - B. Second year members must also participate in another contest. See Article XI, Section V.
- Section VIII Requirements for third year Show team members
- A. All third year members will be required to attend two thirds of all meetings.
  - B. Third year members must also participate in another contest. See Article XI, Section V.
  - C. Third year members will also be required to lead a clinic topic of their choice. They are responsible planning the theme and providing supplies. They will be required to demonstrate knowledge of the clinic's topic to the members attending it.

- D. This participation is to be taken seriously. Attendance sheets will be kept and any member not meeting his/her requirements in regards to the clinic or meetings will be considered inactive. Attendance sheets must be turned in to the secretary for the clinic participation to count.

Section IX

- Requirements for fourth year and above Show team members
- A. All fourth year and above members will be required to attend two thirds of all meetings.
  - B. Fourth year and above members must also participate in another contest. See Article XI, Section V.
  - C. They will be responsible for planning one or more clinic topics. Assisting another member running a clinic can fulfill this requirement. Since it will be the responsibility of the 4H members to plan and provide these clinics in an organized manner, fourth year and above members are expected to take a more active role in the education of younger members.
  - D. Since these members are usually seniors and are looked upon to set a good example, they will be required to maintain an active role in the club.

Article XII Status within the club

Section I

Active Status

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- A. A member shall be considered an active member only when all dues and fees are paid.
- B. He/she is upholding the requirements of this constitution.
- C. Only active members have a vote regarding the affairs of the MacNair 4H Club.
- D. Only active members are eligible to receive any money or financial assistance from the MacNair 4H Club.
- E. The Show Team is only open to active members.
- F. Any failure to complete the above requirements will result in a loss of active status.
- G. It will be the determination of the leaders and Executive Committee if a member is to be considered active.
- H. To return to active status members must complete all of the requirements necessary for active members.

The preceding status code will be strictly upheld and it will be expected that all members comply with the regulations.

- Article XIII Amending the constitution and bylaws
- Section I The constitution can be amended by a majority vote of at least one half of the total active membership **OR** Article XIII Section II.
- Section II The constitution can be amended by a majority vote of all of the officers and leaders.
- Article XIV Bylaws
- Section I Policies and procedures will be approved by a majority vote of at least one half of the total active membership and leaders.
- Section II A member exhibiting inappropriate conduct may be voted out of the club by a majority vote of the Executive Committee and approved by the MacNair staff.
- Section III This constitution will be updated as needed on a yearly basis.
- Section IV Should the MacNair 4H Club become inactive or disbands and a new club has not formed within one year, all property of the club shall become the property of MacNair's Country Acres.

## SHOW TEAM MEMBER AGREEMENT

By signing below the 4H-er and his/her parents understand the requirements and the commitment that is needed to be a part of the MacNair Show Team. The Show Team is like any other sport team. It takes dedication, practice, and a lot of time to be involved in this sport. Please read through the constitution and bylaws carefully. We have emphasized here some of the requirements but you must also be willing to fulfill the requirements as outlined in the constitution. Failure to complete the requirements will result in the 4H-er being removed from the Show Team.

- I. Pay dues by March 15
- II. Attend at least three riding clinics in the spring to prepare for the 4H shows
- III. Attend a weekly riding lesson, group or private
- IV. 16 hours of community service (these hours must be served on the farm). At least 10 of these hours must be completed by April 30, and the rest need to be finished by July 31.
  - Must serve at least 4 hours in the concession stand
  - Not more than 10 hours may be used in Pony School (although we encourage you to help as much as possible in Pony School as it will give you experience to work camp.)
  - At least 4 hours must be done doing things around the barn (e.g. helping set up for horse shows, working the days of the show, working certain workdays (some workdays will not count for community service hours)).
- V. Work one 4H (MacNair or Wake County) organized service project not related to the barn (e.g. Project Linus, soup kitchen, etc.) This requirement needs to be completed by December.
- VI. Show in the MacNair's Spring Schooling Show(s)
- VII. Complete a record book
- VIII. By the 4H Show be able to pull your horse's mane, clip, braid and be able to turn your horse out properly for a horse show. There will be clinics to help get you ready.

By signing below, we understand the requirements here and in the constitution, and that failure to complete the requirements will result from dismissal from the Show Team, but not the MacNair 4H Club.

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4H MEMBER'S SIGNATURE

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DATE

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PARENT'S SIGNATURE

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DATE

## **MACNAIR'S COUNTRY ACRES 4H CLUB REQUIREMENTS**

TO BE IN THE MACNAIR'S 4H CLUB YOU MUST:

1. CURRENTLY BE A BOARDER OR ENROLLED IN A LESSON PROGRAM AT MACNAIR'S
2. BE AT LEAST 9 YEARS OLD
3. BE WILLING TO PARTICIPATE IN 4H MEETINGS AND EVENTS HELD THROUGHOUT THE YEAR
4. HAVE READ AND UNDERSTAND THE MACNAIR'S 4H RULES AND BYLAWS

NEW MEMBERS ARE STRONGLY ENCOURAGED TO PARTICIPATE IN THE MACNAIR 4H CLUB FOR ONE YEAR BEFORE JOINING THE SHOW TEAM. THIS IS THE BEST WAY TO FULLY APPRECIATE THE TIME INVOLVED WITH BEING A SHOW TEAM MEMBER.