

**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:

- A. To develop leadership abilities, build character, and assume citizenship responsibilities.
- B. To learn horsemanship skills.
- C. To increase knowledge of safety precautions needed to prevent injury to yourself, others and their mounts.
- D. To teach good sportsmanship in a friendly, competitive atmosphere.

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.

Section II All members shall:

- A. Be at least 9 years old.
- B. Agree to abide by this constitution.
- C. Behave in a manner that will bring credit to the MacNair's 4H Club and themselves.
- D. Be responsible for contributing to the club account by way of active participation in the club's activities and fund raising events.

Section III Attendance requirements for members to remain in good standing with the club are:

- A. Be present and/or accountable for ALL activities related to the club. Accountability is defined as showing respect and responsibility to fellow members by communicating your intent to be present at any meeting, function or event.
- B. Member must communicate by phone or email to the Secretary if they cannot be present for a meeting, function or event.
- C. Members must attend a minimum of two thirds of all meetings and 50% of all designated service and fundraising activities related to the club during the course of the year.

- Article IV Officers
- Section I The officers of the club will be chosen from and by the **active** members of the club.
- Section II The officers of the club will be President, Vice President, Secretary, Social Secretary, Service 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 may, at the discretion of the Club Leaders, 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 and distribute via email 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.

- 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 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.

- Section IV The Social Secretary will:
- A. Plan and organize one activity for the club every other month of the year.
 - B. Oversee social events for the club.
 - C. Be proactive in encouraging new and old club members to attend.

- Section V The Service Secretary will:
- A. Plan and organize one activity for the club every other month of the year.
 - B. Oversee community service projects for the club.
 - C. Be proactive in encouraging new and old club members to attend.

- Section VI The Historian will:
- A. Attend all 4H activities or assign a designee.
 - B. Document events with photos and gather photos to create a scrapbook for the year.
 - C. Present scrapbook in December.
 - D. Plan and organize scrapbooking events three times per year.

Article VI. Elections

- Section I The Nominating Committee, consisting of MacNair's Club Leaders and other staff, will nominate current members for the various officer roles. Nominations will also be accepted by current members at the May general meeting.
- A. Members who accept their nomination shall prepare a written speech for the June general meeting. The speech must be submitted to the Nominating Committee no later than one week prior the general meeting.
 - B. Officer candidates will present speeches at the June general meeting and elections will take place immediately afterwards.

Section II The officers will serve for one year.

Section III 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 MacNair's Club 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 February 15th 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 MacNair's Club Leaders.
- 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 In order to receive an eligibility card to show in a 4H District or State show, any member who has EVER shown in a 4H show and wishes to show again must complete a record book the year prior to showing.
- 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. Third year and above team members may be requested to try out at the discretion of the Club Leaders based on the availability of school horses.
- A. First and second year members who are trying out must attend 50% of all riding clinics.
- 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 Based on availability and suitability of school horses, qualifying show team members may go to the State 4H show at the discretion of Club Leaders and if they qualified at the District level. 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 To remain eligible to participate in the State 4H show, members must continue in a minimum of a consistent (weekly) lesson program between the District and State shows.
- 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
B. Hippology
C. Horse Judging
D. Public Speaking
E. Artistic Expressions contests
- Section VI Requirements for first year Show Team members
- A. All first year members will be required to be members in good standing (Article III, Section III) and to have paid their dues (Article VIII, Section II).
- B. All first year members will be required to attend a minimum of 50% of all riding clinics offered between tryouts and the County and District shows, and all ground clinic topics.
- C. In addition, first year members will be asked to attend all ground clinic topics and a minimum of 50% of all riding clinics.

- Section VII Requirements for second year Show Team members
- A. All second year members will be required to be members in good standing (Article III, Section III) and to have paid their dues (Article VIII, Section II).
 - B. All second year members will be required to attend a minimum of 50% of all riding clinics offered between tryouts and the County and District shows.
 - C. A competency test will be given on certain ground clinic topics in order for the Show Team member to demonstrate their mastery of particular skills. If unable to do so, the corresponding ground clinics will be required.
 - D. 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 be members in good standing (Article III, Section III) and to have paid their dues (Article VIII, Section II).
 - B. All third year members will be required to attend a minimum of 50% of all riding clinics offered between tryouts and the County and District shows. At the discretion of the Leaders, the riding clinic requirements may be reduced if the member has experience in off the farm horse shows other than 4H.
 - C. A competency test will be given on certain ground clinic topics in order for the Show Team member to demonstrate their mastery of particular skills. If unable to do so, the corresponding ground clinics will be required.
 - D. Third year members must also participate in another contest. See Article XI, Section V.
 - E. Third year members will also be required to lead or assist a fourth year or above Show Team member in leading a clinic topic of their choice for Cloverbuds or 4H ground clinics. They are responsible for working with the other member in planning the theme and providing supplies. They will be required to demonstrate knowledge of the clinic's topic to the members attending it.

- Section IX Requirements for fourth year and above Show Team members
- A. All fourth year and above members will be required to be members in good standing (Article III, Section III) and to have paid their dues (Article VIII, Section II).
 - B. All fourth year and above members will be required to attend a minimum of 50% of all riding clinics offered between tryouts and the County and District shows. At the discretion of the Leaders, the riding clinic requirements may be reduced if the member has experience in off the farm horse shows other than 4H.

- C. A competency test will be given on certain ground clinic topics in order for the Show Team member to demonstrate their mastery of particular skills. If unable to do so, the corresponding ground clinics will be required.
- D. Fourth year and above members must also participate in another contest. See Article XI, Section V.
- E. Fourth year and above members will be responsible for planning one or more clinic topics for Cloverbuds or 4H ground clinics. 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.

Article XII Status within the club

Section I Active Status

- 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. 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 disband and a new club has not formed within one year, all property of the club shall become the property of MacNair's Country Acres.

MACNAIRS 4H SHOW TEAM MEMBER AGREEMENT

By signing below, the 4H-er and his/her parents understand the requirements and responsibility that is needed to be a part of the MacNair 4H Show Team. We believe that representing MacNair's as a 4H Show Team member is an exciting privilege. The 4H Show Team will take dedication, practice, and commitment. 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 of the Club.

Failure to complete the requirements will disqualify students from participating in the 4H shows.

- I. The Rider is currently enrolled in at least a *weekly* riding lesson (group or private)
- II. The Rider will attend one of the Showing 101 Clinics
- III. The Rider will attend the appropriate number of clinics with his/her mount depending on his/her years as a 4H Show Team Member as outlined in the Bylaws.
- IV. The Rider is expected to give back to the club, the farm, and the community by servings 16 hours of community service 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. First year members are required to complete only 10 hours for the year with 6 hours completed by April 30 and the rest by July 31.
- V. Hours can be accomplished by doing things around the barn, concession stands, Pony School help, camp help, etc. Barn hours must be set up in advance.
- VI. The Rider will take the responsibility for bathing, clipping the horse, pulling the horse's mane, cleaning the horse's tack and be able to turn out your horse properly for a horse show.
- VII. The Rider will braid his/her own horse for the County show unless exempt by braiding for a previous event in the same year. If exempt, braiding can be hired out for the show.
- VIII. The Rider will have had previous showing experience in at least *one* of the following situations (a MacNair's schooling show on the farm, MacNair's EHA show, MacNair's NCDCTA show, 4H show or previous Schooling show with the MacNair's show team off the farm)
- IX. The Rider's account will not be more that 30 days overdue
- X. The Rider will pay 4H dues by February 15
- XI. The Rider will 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.
- XII. Complete a record book
- XIII. The Rider will have signed the MacNair's Code of Conduct

By signing below, we understand the requirements set forth and in the constitution, and that failure to complete the requirements will result in ineligibility to participate on the 4H Show Team, but not from the MacNair's 4H Club.

4H MEMBER SIGNATURE

DATE

PARENT'S SIGNATURE

DATE

MacNair Rider's Code of Conduct

This Code of conduct was adopted from the USHJA Horse Welfare Code of Conduct, and the USEF Code of Conduct for the purposes of the students and competitors of MacNair's Country Acres:

- I acknowledge my obligation to uphold and adhere to the highest standards of horsemanship and sportsmanship whenever I am competing at a horse show.
- I will place the interests of the team above my own, and respect the decisions of my trainers made in the best interest of the team or my horse.
- I will place my horse's welfare above all other considerations.
- I will ensure that my horse receives proper care, water and feeding on the day(s) of the show.

STUDENT'S SIGNATURE

DATE

PARENT'S SIGNATURE

DATE