BYLAWS
OF THE
MINNESOTA 4-H HORSE PROJECT DEVELOPMENT COMMITTEE

The Minnesota 4-H Horse Project Development Committee's mission is to provide opportunities for 4-H members, family, and leaders to develop life skills through horse related experiences.

ARTICLE I
NAME OF ORGANIZATION

The name of this organization is the Minnesota 4-H Horse Project Development Committee. Hereinafter, it shall be known as MN 4-H Horse PDC.

ARTICLE II
PURPOSE

The purpose of MN 4-H Horse PDC is to plan, promote, and implement educational programs in the area of horse science for Minnesota 4-H youth, their families and their 4-H leaders; assist in the development of educational activities in horse science that will enhance the growth and development of 4-H youth; stimulate interest in and promote 4-H youth programs with horses; promote, sponsor and/or implement educational activities and events in horse science for 4-H youth; provide and/or encourage horse science and youth development education for volunteer 4-H leaders; promote communication at all levels of the 4-H Horse Program and to plan and coordinate the State 4-H Horse Show.

ARTICLE III
LOCATION

The principal office of MN 4-H Horse PDC, at which the general business of the organization will be transacted and where the records of the organization will be kept shall be:

Center for Youth Development
University of Minnesota
475 Coffee Hall
1420 Eckles Avenue
St. Paul, MN 55108

ARTICLE IV
PDC MEMBERS

Section 1. Number and Qualifications. The MN 4-H Horse PDC shall be comprised of two (2) adults and two (2) youth individuals from each Extension Region, two (2) representatives of the University of Minnesota Extension Service. The areas of representation in the MN 4-H Horse PDC shall be five (5) Regions consisting of the following Extension Regions: Northwest, Northeast, Central, Southwest, and Southeast. These Extension Regions may change over time and the MN 4-H Horse PDC will be consistent with those changes in Extension Regions.
Section 2. **Governing Powers.** The MN 4-H Horse PDC is primarily advisory in nature and will also function as a working committee. Recommendations on overall policy and major program changes will be presented to the two Extension representatives on the PDC. The responsibility for final decisions rests with the MN Extension Center for Youth Development Staff.
BYLAWS
OF THE
MINNESOTA 4-H HORSE PROJECT DEVELOPMENT COMMITTEE

Section 3  Election and Term of Office. Region representatives shall be elected at the annual Region meeting for a term of two (2) years. Region adult representatives shall be allowed to stand for election for a maximum of three (3) consecutive two-year terms. Region youth representatives shall be allowed to stand for election for a maximum of three (3) consecutive one (1) year terms. After which any PDC members must be off the PDC for 1 year before being eligible to be elected again. Elections to fill an unexpired term shall not be so counted. The Region representatives shall hold office until their successors have been elected. Unless elected to fill a vacancy; the terms of office of a Region Representative shall commence immediately following the annual Region meeting following the respective election. Region elections must happen prior to the Annual PDC meeting. The Region meetings will be held on the second Saturday of January with a snow date of the third Saturday of January.

Section 4, Vacancies. If a Region meeting does not occur then that Region PDC members will be appointed. Each person so elected shall be a PDC member until that person or a successor is elected at the next annual Region meeting.

Section 5. Removal of a PDC member. After two (2) unexcused absences, a PDC member will automatically be removed from the PDC membership. Upon recommendation of the MN 4-H Horse PDC, such member may be reinstated.

Section 6. Compensation. No compensation shall be paid to PDC members for their time and travel to attend MN 4-H Horse PDC meetings. PDC members may be reimbursed for actual expenses incurred by them in the performance of special duties as allowed for by MN 4-H Horse PDC budget.

Section 7. Annual Meeting. An annual meeting of the MN 4-H Horse PDC shall be held for the purpose of electing officers and the consideration of any other business that may be properly brought before it. The time and place of these meetings shall be conveyed to Minnesota 4-H Horse Project members via the email List Serve and Minnesota 4-H Horse Program website not less than fifteen (15) working days in advance of the meeting.

Section 8. Meetings. Regular open and committee meetings of the MN 4-H Horse PDC may be held at such time and place as shall be determined by the MN 4-H Horse PDC. The MN 4-H Horse PDC must meet at least two (2) times each year (this includes the Annual Meeting). The time and place of these meetings shall be conveyed to Minnesota 4-H Horse Project members via the email List Serve and Minnesota 4-H Horse Program website not less than fifteen (15) working days in advance of the meeting.

Section 9, Special Meetings. Special meetings of the MN 4-H Horse PDC may be called by the Chair of the MN 4-H Horse PDC upon at least five (5) days notice to each PDC member. This notice shall be given personally or by mail, telephone, email or FAX. The notice shall state the place, time, and purpose of the meeting. The Secretary of MN 4-H Horse PDC, in like manner and in like notice, shall call a special meeting upon the written request of at least three (3) PDC members.

Section 10. Quorum. At all meetings of the MN 4-H Horse PDC, one-half (1/2) of the PDC members of record shall constitute a quorum for the transaction of all authorized business.

Section 11. Proxies. Voting by proxy will not be allowed.

Section 12. Robert's Rules of Order will be the authority for all questions and procedures at any meeting of MN 4-H Horse PDC.
BYLAWS
OF THE
MINNESOTA 4-H HORSE PROJECT DEVELOPMENT COMMITTEE

ARTICLE V
OFFICERS

Section 1. Designation. Principal elected officers of MN 4-H Horse PDC shall be an adult and a youth for each of the following offices: Chair, Vice-Chair, and Secretary. At the discretion of the MN 4-H Horse PDC, other officers may be elected with duties that the MN 4-H Horse PDC shall prescribe.

Section 2. Election of Officers. The officers shall be members of the MN 4-H Horse PDC and be elected annually by the MN 4-H Horse PDC at its annual meeting; and the officers shall serve for a term of one year or until their successors are elected. A vacancy in any office may be filled by a majority vote of the MN 4-H Horse PDC for the unexpired portion of the term. The MN 4-H Horse PDC shall also have the authority to appoint such temporary or acting officers as may be necessary during the temporary absence or disability of the regular officers.

Section 3. Removal. Any officer may be removed with cause by the MN Extension Center for Youth Development Staff.

Section 4. Chair. The Chair shall preside at all meetings of the MN 4-H Horse PDC and the Executive Committee. Subject to the direction and control of the MN 4-H Horse PDC, the Chair shall see that the resolutions and directives of the MN 4-H Horse PDC are carried into effect and, in general, shall discharge all duties incident to the office of Chair and as prescribed by the MN 4-H Horse PDC.

Section 5. Vice Chair. It will be the duty of the Vice Chair to act in the absence or disability of the Chair and to perform such duties as may be assigned to him/her by the Chair.

Section 6. Secretary. The Secretary of MN 4-H Horse PDC shall be responsible for keeping the PDC's records. The secretary shall keep (or cause to be kept) the minutes of all meetings of the MN 4-H Horse PDC and of the Executive Committee. The Secretary shall give, or cause to be given, all notices of the meetings of the MN 4-H Horse PDC and other notices of the meetings of the MN 4-H Horse PDC and other notices required by these bylaws. The Secretary shall be responsible for the keeping of all books, correspondence, committee minutes, and papers relating to the business of MN 4-H Horse PDC, current and all previous.

Section 7. Any officer of MN 4-H Horse PDC, in addition to powers conferred on him/her by these bylaws, will have such additional powers and perform such additional duties as may be prescribed from time to time by the MN 4-H Horse PDC.
BYLAWS
OF THE
MINNESOTA 4-H HORSE PROJECT DEVELOPMENT COMMITTEE

ARTICLE VI
EXECUTIVE
COMMITTEE

Section 1. The Executive Committee shall consist of the Chair, Vice Chair, Secretary, and five elected directors appointed at the annual meeting to serve on the Executive Committee. The Chair of the MN 4-H Horse PDC will be the Chair of the Executive Committee. The designation of such Executive Committee and the delegation of authority granted to it shall not operate to relieve the MN 4-H Horse PDC of any responsibility imposed upon it.

Section 2. Powers. During the intervals between meetings of the MN 4-H Horse PDC and subject to any resolution of the MN 4-H Horse PDC, the Executive Committee shall have and may exercise all the authority of the MN 4-H Horse PDC in the management of MN 4-H Horse PDC, however it cannot modify any action taken by the MN 4-H Horse PDC. The Executive Committee shall make a full report of all actions at the next meeting of the MN 4-H Horse PDC.

Section 3. Meeting. Meetings of the Executive Committee may be held at such time and place as may be determined by the MN 4-H Horse PDC. Special meetings may be called by the Chair of the Executive Committee. When such special meetings are deemed to be necessary, members of the Executive Committee will be notified in person, by mail, or by telephone at least five (5) days in advance.

Section 4. Quorum. Five (5) members of the entire Executive Committee shall be necessary to constitute a quorum for the transaction of business. Acts of the majority of the members present at such meeting at which a quorum exists shall be the acts of the Executive Committee.
BYLAWS
OF THE
MINNESOTA 4-H HORSE PROJECT DEVELOPMENT COMMITTEE

ARTICLE VII
COMMITTEES

Section 1. Authority. The MN 4-H Horse PDC may act by and through such committees as may be specified in resolutions adopted by a majority of the members of the MN 4-H Horse PDC. Each such committee shall have such duties and responsibilities as are granted to it from time to time by the MN 4-H Horse PDC. Each such committee shall at all times be subject to the control and direction of the MN 4-H Horse PDC. Committee members need not be directors.

Section 2. Standing Committees. The MN 4-H Horse PDC may, by resolution passed by a majority of the PDC members as a whole, designate one or more standing committees. Any committee so established shall have and may exercise such power as provided in the resolution which established the committee. Dissolution of any such standing committee shall be accomplished by a resolution of a majority of the MN 4-H Horse PDC as a whole.

Section 3. Standing Committee Chairs. The MN 4-H Horse PDC shall appoint Co-Chairs including 1 adult and 1 youth for each Standing Committee. The Standing Committee Chairs shall be members of the MN 4-H Horse PDC and be appointed annually by the MN 4-H Horse PDC at its annual meeting. Any individual may serve as a Co-Chair of only one standing committee.

Section 4. Meetings. Meetings of the individual committees may be held at such time and place as may be determined by a majority of the committee, by the Chair, or by the MN 4-H Horse PDC. Notice of meetings shall be given to the committee's members at least five (5) days in advance of the meeting unless all members agree to a shorter notification. A majority of the committee present shall constitute a quorum.

Section 4. Special Committees. Other committees may be established by the MN 4-H Horse PDC or by a motion passed in an appropriately constituted meeting of the MN 4-H Horse PDC. These committees would not be a seated member of the MN 4-H Horse PDC. Non-members of the MN 4-H Horse PDC may serve on special committees.
BYLAWS
OF THE
MINNESOTA 4-H HORSE PROJECT DEVELOPMENT COMMITTEE

ARTICLE VIII
FISCAL MANAGEMENT

Section 1. Fiscal Year. The fiscal year of MN 4-H Horse PDC will be July 1 through June 30 of each year.

Section 2. Financial books and Accounts. Financial books and accounts of MN 4-H Horse PDC shall be kept under the direction of the MN Extension Center for Youth Development.

ARTICLE IX
MISCELLANEOUS

Section 1. Conflict of Interest. The MN 4-H Horse PDC shall follow the MN Extension Center for Youth Development Conflict of Interest Policy.

Section 2. Amendments. The MN 4-H Horse PDC and the members shall have the power to amend these bylaws. Amendments may be introduced from Standing Committees, Regional Meetings, Executive Committee or MN Extension Center for Youth Development staff. Subject to restrictions imposed by the MN Extension Center for Youth Development, the MN 4-H Horse PDC may amend the bylaws by adopting a resolution setting forth the amendment, providing; written notice of the proposed amendments at least fifteen (15) calendar days prior to such a duly called meeting. Such amendment shall require an affirmative of two-thirds (2/3) of the PDC at a meeting.

ARTICLE X
DISSOLUTION

Section 1. Upon dissolution, all MN 4-H Horse PDC’s assets and financial records would be turned over for deposit to the Minnesota 4-H Foundation.

Adopted:
Revision Date: 12/1997
Revision Date: 11/2012