

## **Navajo County Horse Achievement (HAC) Committee By-Laws**

### **Article I Name**

The name of this committee shall be officially known as the **Navajo County Horse Achievement Committee** (hereafter referred to as “**HAC**”).

### **Article II Purpose**

The purpose of HAC shall be to organize and promote county-wide activities for Navajo County Horse Achievement members and leaders and to promote the positive aspects of the Navajo County 4-H Youth Development Program (hereafter referred to as “4-H YDP” to the general public.

HAC shall operate under the general direction of the Navajo County Fair Board.

### **Article III Classification of Membership**

#### **Section 1** *Qualifications and Designations*

Membership shall be classified as general and ex-officio, and is open to all persons without regard to sex, race, religion, color, national origin, age, or Viet Nam Era Veteran’s status or handicapping condition.

#### **Section 2** *General Membership*

General Membership will include certified 4-H Volunteer Leaders and 4-H Resource Leaders who work within Navajo County, Arizona. Membership will also include all children enrolled in a 4-H Horse Club operating within Navajo County.

#### **Section 3** *Ex-Officio*

Ex-Officio membership is afforded to:

- Navajo County Extension Director
- Navajo County 4-H YDL Agent
- Navajo County 4-H Program Coordinator
- Any others to whom the Executive Committee may extend membership.

Ex-Officio members may serve on The Executive Committee when invited by HAC.

## **Article IV     Voting Rights**

### **Section 1     *Eligibility***

Voting privileges are extended to the following:

- Executive Committee
  - All members may vote, except the Fair Board Member, who shall vote only when his/her vote will affect the result or when voting by ballot.
- Committee Chairs
- One 4-H Horse Leader from each club

No one individual, regardless of the number of voting positions held, may vote more than once. Notwithstanding such, according to Section 2, they may designate individuals to represent them and vote.

### **Section 2     *Designees***

All members with voting privileges may, by written notice, designate another to vote in their place. Written notice must be presented before voting takes place.

### **Section 3     *Quorum***

A quorum of HAC is defined as three(3) members, at least two of which must be members of the Executive Committee.

## **Article V     Officers**

### **Section 1     *Eligibility***

Only members of HAC, at least 18 years of age or older, shall be eligible to hold office.

### **Section 2     *Term of Office***

Officers shall be elected and serve for one year or until successors are elected. The election will occur at the October meeting or first scheduled meeting after the Navajo County Fair. However, the Vice-President is to serve as President the following year after being elected as Vice-President. Vacancies to the Executive Committee shall be filled by the Executive Committee and the appointed shall serve until the next scheduled election.

### **Section 3     *Elected Officers***

The elected officers are members of the Executive Committee and shall attend regular and special meetings.

#### Executive Committee

It is the duty of the Executive Committee to appoint the President, Vice-President, Secretary, and Treasurer.

#### President

It shall be the duty of the President to preside over all regular and special meetings of HAC. The President, with approval of the Executive Committee, may appoint committees, as the President feels necessary.

#### Vice-President

It shall be the duty of the Vice-President to act in the President's absence with all rights and privileges. Further duties of the Vice-President are called out in the Standing Rules.

#### Secretary

The Secretary is the official recorder of HAC and shall take minutes of all regular and special meetings. Further duties of the Secretary are called out in the Standing Rules.

#### Treasurer

It shall be the duty of the treasurer to receive, deposit, disburse, and keep complete and accurate records of all monies. Further duties of the Treasurer are called out in the Standing Rules.

The Treasurer is responsible for compliance with all regulations of the Internal Revenue Service. The Treasurer must have accounts and records ready for audit at the close of each calendar year.

#### **Section 4**      *Installation of Officers*

Elected officers shall be installed following elections at the January scheduled meeting.

#### **Section 5**      *Removal of Officers*

Elected officers may be deposed from office for cause – misconduct or neglect of duty in office. HAC shall appoint an Investigative Committee of five (5) members to investigate the charge(s). All investigations and reports will be carried out and kept confidential. No non-members are allowed to be present during these proceedings. Disciplinary procedures shall be carried out in accordance with Robert's Rules of Order Newly Revised, section 61.

### **Article VII**    **Meetings**

#### **Section 1**      *General and Special Meetings*

General meetings shall be held on a regular basis on the first Thursday of the month and all meetings shall be open to the public. The President may call any special meeting of HAC as he/she sees fit, with a minimum of 32 hours notice, as defined in the Standing Rules.

#### **Section 2**      *Meeting Notice and Attendance*

Notice of meetings shall be given to the membership, excepting special meetings, at least 7 days in advance of the meeting. No meeting, excepting Executive Sessions and meetings for disciplinary procedures, shall be closed. Any person may attend HAC meetings and express opinions.

## **Article VIII Finances**

### **Section 1** *Funds*

HAC shall deposit its accounts through the Navajo County Fair Board into a commercial checking account and/or savings account. It shall manage the funds in accordance with Navajo County Fair Board policies, as outlined in the Standing Rules.

### **Section 2** *Fund Raising*

All fund raising activities conducted by HAC shall be in compliance with Federal, State, and local laws and regulations. All fund raising activities must receive prior approval by a majority vote, and as detailed in the Standing Rules.

## **Article IX Protest Procedure**

Protests regarding HAC may be filed and shall be dealt with in accordance with the Standing Rules.

## **Article X Parliamentary Authority**

Robert's Rules of Order Newly Revised shall be the authority on any items not covered in these By-Laws or the Standing Rules.

## **Article XI Amendments**

Amendments to the By-Laws may be proposed to HAC. Such amendments to be acted upon as outlined in the Standing Rules. Any rule changes will need to be approved by the Navajo County Fair Board.

## **Article XII Standing Rules**

Standing Rules may be adopted, suspended, amended, or rescinded by a simple majority vote at any meeting of HAC. The Secretary shall keep a list of all Standing Rules. Any rule changes will need to be approved by the Navajo County Fair Board.

## **Article XIII Adoption**

These By-Laws were adopted by the Navajo County Horse Achievement Committee on the 14<sup>th</sup> day of January 2010.