

EMMET & CHARLEVOIX COUNTY 4-H MARKET LIVESTOCK ASSOCIATION BY-LAWS

ARTICLE I - NAME

THIS ORGANIZATION SHALL BE KNOWN AS: "EMMET-CHARLEVOIX COUNTY 4-H MARKET LIVESTOCK ASSOCIATION".

ARTICLE II - PURPOSE

The purpose of this organization shall be:

1. To create and sustain the interest of youth in animal agriculture.
2. To develop and support 4-H Youth livestock programs.
3. To coordinate youth livestock activities.
4. To provide for and develop leadership opportunities for youth & adults.
5. To encourage community involvement in youth programs.
6. To cooperate with the Michigan State University Extension staff.
7. To encourage and support the membership in raising, producing, and marketing a quality project.

ARTICLE III - MEMBERSHIP

SECTION 1 - ELIGIBILITY

Any youth selling "Market Livestock" animals at the Emmet-Charlevoix County Fair must be a member of this organization and their local club in either Emmet or Charlevoix County. Membership in this organization is based on the 4-H county policies.

Returning 4-H members must be registered in 4-H online in either Emmet or Charlevoix County by December 1st.

Returning members must be a registered 4-H Market Livestock Association member by the November meeting of the project year to participate in the program. New 4-H members (never once participated in the market livestock program in the past) must be a registered 4-H Market Livestock Association member by the February meeting of the project year to participate in the program.

Voting electors are active youth members in 4-H online and / or active gold volunteers in Volunteer Central in good standings.

Parents, leaders, livestock persons, agri-business people and other interested persons from Emmet & Charlevoix Counties are welcome to participate in association programs.

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

SECTION 2 - MEMBERSHIP

All members must attend at least five (5) scheduled meetings, from September 1 through August 31 of the current 4-H program year. And must sign up for two (2) of the fair related work bees based on the association's needs, and one (1) Association fundraiser during the year to be eligible to show and sell their animals at the county fair. In addition, returning members must attend either the October or November fall membership meetings to review and/or approve the rules and

by-laws. New members must attend a meeting in March outside of the March membership meeting to review rules and by-laws. All (returning and new) members must also attend either the July or August pre-fair meetings to receive information relating to their fair week participation. The-by-laws and Rules may be reviewed annually.

This rule is to ensure that members are informed of association activities. Attendance will be taken at each meeting.

SECTION 3 – COMMISSION

Commission shall be a percentage of the sale price of the market livestock animals sold; that percentage is not to exceed 5%. Commission shall be used to support and further this program and its associated expenses.

ARTICLE IV – EXECUTIVE BOARD

SECTION 1 - NAME

The Executive Board shall be known as the "BOARD OF DIRECTORS OF THE EMMET-CHARLEVOIX COUNTY 4- H MARKET LIVESTOCK ASSOCIATION".

SECTION 2 – BOARD RESPONSIBILITIES

Membership shall be based on the calendar year of October 1st through September 30th. The Board of Directors shall consist of the following:

BOARD OFFICERS:

- | | | |
|---------------------------|---------------------------|-------------------------------|
| <u>A. Youth President</u> | <u>E. Youth Secretary</u> | <u>I. Recording Secretary</u> |
| B. President (Adult) | F. Secretary (Adult) | J. Educational Coordinator |
| C. Youth Vice President | G. Youth Treasurer | |
| D. Vice President (Adult) | H. Treasurer (Adult) | |

YOUTH REPRESENTATIVES - must be 8-19 years of age for all areas except large beef where the youths age must be 12 years of age by January 1st of the program year

- | | | |
|---------------|---------------------------|------------------|
| K. Large Beef | M. Lamb/Goat | O. Small Animals |
| L. Swine | N. Dairy Feeders/Jr. Beef | |

Youth representatives will be represented by a ratio of (1) member per (10) animals in a species, proportionate to the previous year's enrollment, with no less than 2 representatives per species. If the number of animals exceeds an increment of 10 but is less than 10, we will round up (i.e. 22 animals equal 3 youth barn reps).

BARN SUPERINTENDENTS - 2 adults per species

- P. Large Beef Superintendents (Adults)
- Q. Swine Superintendents (Adults)
- R. Lamb/Goat Superintendents (Adults)
- S. Jr Beef & Dairy Feeder Superintendents (Adults)
- T. Small Animal Superintendents (Adults)

EX-OFFICIO MEMBERS

- Emmet & Charlevoix County MSU Extension / 4-H Staff

SECTION 3 - BOARD OF DIRECTORS RESPONSIBILITIES

The board of directors will have responsibility to conduct business that directly affects the general livestock membership, including those matters delegated to the association's standing committees. The board will also work in conjunction with 4-H staff on concerns, attendance and safety issues - both member and animal as they arise.

SECTION 4 - NOMINATION OF BOARD MEMBERS

A slate of candidates for the Board of Directors shall be presented by a nomination committee. The committee will secure adult and youth volunteers to run for the open positions and complete their slate by the last day of August. Each candidate will be required to complete a nomination form to be placed on the nomination board and later sent to members electronically.

SECTION 5 - HOW AND WHEN BOARD MEMBERS ARE ELECTED

Board members shall be elected by a majority of paper or electronic ballots cast by active youth members in 4-H online and active gold volunteers in Volunteer Central in good standings who are present at the annual meeting held in September following the fair. A slate of nominations will be prepared by the last day of August. All nominees will run and be voted on as individuals. Adult officers must be active gold volunteers who have been approved through the Volunteer Selection Process in either Charlevoix or Emmet County. Upon election, all adult board members are required to attend a leader training program, to be held before the date of the January livestock meeting date. Youth board members are encouraged to attend leader trainings.

SECTION 6 - VACANCIES ON THE BOARD

- ❖ Vacancies on the board can be filled by direct appointment by the remaining members of the Executive Board.
- ❖ MSU 4-H Program Coordinator(s) may relieve any Board Member of their respective duty for non-performance. Non-performance is defined as having (un-excused) absences for 2 consecutive meetings and/or the commission of a 4-H rules violation and/or Code of Conduct violation.

SECTION 7 - QUORUM

A quorum shall consist of 9 of the adult board members and 2 of the youth board members. - see section 6

SECTION 8 - MEETINGS SCHEDULE

➤ **ANNUAL MEETING** - the annual meeting of the Association shall be held in September of each year, for the purpose of board elections and fair week review. Auction checks to be distributed by the November meeting. Attendance at the September meeting will be applied to the 5 meeting requirement upon registration.

➤ **GENERAL MEMBERSHIP MEETINGS** - all meetings are held the third Monday of each month. Monday meetings will begin at 7:00 pm and end on or before 8:30 pm. The Sept, Nov, May, June and July meetings will not be adjourned until all enrollment forms / contracts are reviewed for completeness and elections are finalized.

EXCEPTIONS:

- No meetings are held in December
- August meeting is held on the 1st Monday of the month.
- Parents are encouraged to attend all meetings. It is especially important that parents attend these meetings:
 - October & November-
 - ◆ Discussion and voting on by-laws take place.
 - November-
 - ◆ Returning parents and members need to sign member enrollment forms and market beef contracts
 - ◆ Committee sign-ups begin
 - ◆ Budget is approved.
 - January –
 - ◆ Committee reports and other fair related items will be handed out
 - ◆ Education planning calendar
 - February -
 - New parents and members need to sign member enrollment forms

- May - Parents and members need to sign medium animal contracts
- June – Parents and members need to sign small animal contracts (excluding chickens)
- July –Parents and members need to sign chicken contracts
- July/August-
 - ◆ Fair week participation and fair week rules are discussed.
 - ◆ Code of Conduct statement is signed.
 - ◆ Member and adult barn duty sign up.
 - ◆ Nominations for new Executive Board members
 - ◆ Adult Executive Board work bee sign-up.

Cancellation of an in-person meeting will be made by the following adult officers: president, vice president, secretary, and treasurer. If an in-person meeting is cancelled, the meeting will be held via Online platform. The membership will be notified by either Facebook, email, phone call, or text message. If forms or contracts are due at the canceled meeting, they are to be mailed to the association secretary at the address listed below:

Sheryl Thayer
 3100 E. Levering
 Rd Levering, MI
 49755

Or emailed to sherylkthayer@icloud.com

FAIRWEEK ADULT EXECUTIVE BOARD- meeting will be held on Thursday at 10:00 am on the fairgrounds. The purpose of this meeting will be to review any and all fair week issues and discuss sportsmanship awards. Additional meetings may be called if necessary.

SECTION IX - SPECIAL EXECUTIVE BOARD MEETINGS.

Special executive board meetings may be called by any of the adult or youth members of the Executive Board with notice to all leaders, members, and county MSUE/4-H staff. At any special meeting at least the Association President and/or Vice President must be present. This applies to the youth board (youth president or vice president) as well and a county Michigan State University Extension 4-H staff person must be present to ensure 4-H policy is maintained. Voting at special meetings requires 11 of that group (executive board, adult board, or youth board) to be present to obtain a quorum.

ARTICLE VI - COMMITTEES

SECTION 1 - STANDING COMMITTEES

The chairmanships of the standing committees shall be determined by the committee members. An active gold volunteer must act as the committee chair. If unable to choose a chair, the board will then appoint a chairperson.

The standing committees shall be as follows:

- Awards
- Nominating
- Building & Housing/Show Day & Auction Ring
- Buyer Appreciation
- Processing & Hauling Auction Day Operations
- Photography & Post Fair Advertising
- Fundraising
- Record Books
- Set Up / Clean Up
- Members Recruitment

- **Fair week fun activities**
- **Overall Master Showman Class (all species including horse)**
- **Buyers Recruitment**

SECTION 2 - SPECIAL COMMITTEES Special committees may be appointed by the Board as the need arises.

- **Fair Judges-** The Adult Executive Board will be responsible for reviewing information for perspective judges. Selection of judges will be made by a majority vote from the information received and a ranked list of judges will be submitted to the 4-H Coordinator. All judges are required to be approved silver 4-H volunteers by show day.

ARTICLE VII - EXECUTIVE BOARD OFFICES & TERMS

SECTION 1 -OFFICERS

All adult officers as previously defined in Article 4 Section 2, must be registered volunteers who have completed and been approved by the MSU VSP process and be an active gold level volunteer. Adult terms are 1-2 years in length. Youth officers must be registered 4-H members enrolled in 4-H online. Youth terms are 1 year in length. Officers may be nominated by any member and may serve for any number of consecutive terms.

SECTION 2- YOUTH PRESIDENT – 1 year term

The Youth President with the Adult President presides over meetings. The Youth President is encouraged to be 13 years of age or older.

SECTION 3- ADULT PRESIDENT – 2 year term – (expires in odd numbered years)

The Association President shall be an adult and with the Youth President presides over meetings, votes to break a tie, and serves as a communication link with the fair board.

SECTION 4- YOUTH VICE PRESIDENT – 1 year term

The Youth Vice President assumes the duties of the Youth President if he/she is unable to perform those duties and may assume the duties of the Youth President if he/she is unable to fulfill his/her term. The Youth Vice President is encouraged to be 13 years of age or older

SECTION 5-ADULT VICE PRESIDENT – 2 year term – (expires in even numbered years)

The Adult Vice President assumes the duties of the President if he/she is unable to perform those duties and may assume the duties of the President if he/she is unable to fulfill his/her term. The Vice President oversees the functioning of the association standing committees.

SECTION 6 - YOUTH SECRETARY – 1 year term

The Youth Secretary is encouraged to be 13 years of age or older, and with the Adult Secretary will be responsible for taking and presenting all meeting minutes.

SECTION 7 - ADULT SECRETARY – 2 year term – (expires in odd numbered years)

The Association Secretary shall be an adult member of the Association. The secretary will take minutes at all meetings and is responsible for all correspondence. The secretary will copy all contracts and forms for barn superintendents, adult President, adult Vice President, and 4-H staff. The secretary will be responsible for creating an agenda for all membership meetings. Items for the agenda will be accepted until the Friday before the Monday membership meeting.

SECTION 8 -YOUTH TREASURER – 1 year term

The Youth Treasurer is encouraged to be 13 years of age or older. The Youth Treasurer will be responsible for presenting the treasurers report at association meetings.

SECTION 9 - ADULT TREASURER – 2 year term (expires in even numbered years)

The Association Treasurer shall be an adult member of the Association. The treasurer is responsible for tracking and recording all income and expenses the association incurs. A monthly treasurer's report will be prepared for presentation at association meetings. The treasurer will also be responsible for gathering income/expense information for the previous year for the purpose of developing a budget for the current year.

SECTION 10- ADULT RECORDING SECRETARY – 1 year term

The Adult Recording Secretary will be responsible for taking association attendance (meetings, fundraisers, and work bees) and keeping those attendance records. These records will be shared with county 4-H staff for the purpose of alerting members and leaders of the youth member's compliance with attendance requirements to maintain eligibility for participation in the fair.

SECTION 11-ADULT EDUCATION COORDINATOR – 1 year term

An adult member who provides educational opportunities for the membership and program development for the association.

SECTION 12- YOUTH REPRESENTATIVES – 1 year term

These board members must be 8-19 years old as of January 1 of the current program year. Large beef members must be 12-19 years of age. Responsibilities Include:

- Executive Board Member (participate in board meetings)
- Junior Ring Stewards
- Mentor and encourage youth members
- Be a voice for youth members
- Farm Visits
- Assist Adult Barn Superintendents

SECTION 13- ADULT BARN SUPERINTENDENTS – Lamb/Goat, Small Animal, Swine, Large Beef, Jr. Beef/Dairy Feeder – 1 year term

Barn Superintendents are responsible for arranging farm visits in accordance with association rules and their schedules. They are also responsible for arranging barn setup, stalling assignments, and barn duty posters. They will set up the classes for their respective shows and prepare sale order for their species. They will also serve as ring stewards for their respective shows and secure assistance for association youth and adults as they deem necessary. They will also arrange practices, help throughout the week with youth and their projects. They will be available to youth throughout the year. They will check specie contracts for completeness before turning them in to the adult secretary.

ARTICLE VIII-ACCOUNTS PAYABLE

SECTION 1 - ACCOUNTS PAYABLE

- A. All expenditures, over \$250.00 and not included in the association budget, need to be submitted to the general membership for approval prior to payment. Written documentation of the proposal with the bid amount, layout, and design must be discussed & approved by the board before being voted on at the general membership meeting.
- B. All expenditures require an invoice to be sent to the adult treasurer or a detailed receipt to be reimbursed by them.
- C. All bills shall be paid by check signed by the adult association treasurer or signatory on account.
- D. The Youth Treasurer will give a written Treasurer's Report of all transactions, accounts payable and deposits made. is to be done monthly and compiled by the adult treasurer.
- E. A yearly budget will be submitted by the Executive Board at the November Association meeting.

ARTICLE IX – AMENDMENTS

- A. Amendments to the bylaws may be made at the October or November general membership meetings, but no later than the 3rd Monday in November.
- B. Proposed changes shall be recommended by the Executive Board of the Association.
- C. Notice of all proposed changes shall be provided to all members at the annual October membership meeting, with voting to take place no later than the November membership meeting.
- D. All amendments to the bylaws shall become effective immediately upon adoption.

APPROVED: October 21, 2024