# 2011 - 2012
# EMMET & CHARLEVOIX COUNTY 4-H
# MARKET LIVESTOCK ASSOCIATION CONSTITUTION

## * 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 seven-fold:

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 the youth programs;
6. To cooperate with the MSU 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. Membership in this organization is open to all persons interested in youth and livestock provided that they shall have attained the age of nine (9) years on or before **January 1, 2012 for the 2011-2012 program year and the 2012 fair.** Participation for members ends at age 19. Age is determined as of January 1 of the program year. For both counties, the exception will be members with a handicap or disability. Their date of membership termination will be December 31st of the year in which they turn 26. (See ADA policy for handicap clarification.)

Members must be a registered 4-H Market Livestock Association member by the November meeting of the project year to participate in the program.

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

**SECTION 2 - MEMBERSHIP**

All members must attend at least **five (5)** scheduled general membership meetings, September 1, 2011 through August 31, 2012 and one (1) fair related work bee during the year to be eligible to show and sell their animals at the county fair. In addition, members must attend either the **October** or **November** fall membership meetings to review and approve by-laws, AND either the **July** or **August** pre-fair meetings to receive information relating to their fairweek participation**.** The 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. Local clubs may collect nominal yearly dues if their membership elects to do so.

# * 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:

**CHAIRMEN & OFFICERS**:

A. Board Chairman (Adult)
B. Youth Chairman
C. Vice-Chairman (Adult)
D. Youth Vice-Chairman
E. Secretary (Adult)
F. Youth Secretary
G. Treasurer (Adult)
H. Youth Treasurer
I. Recording Secretary (Adult)
J. Educational Chair (Adult)

**BARN CO-SUPERINTENDENTS - 2 adults**

K. Beef /Veal/Jr. Beef Superintendents (Adults)
L. Swine Superintendents (Adults)
M. Lamb Superintendents (Adults)

**YOUTH SUPERINTENDENTS** - must be 9-19 years old by Jan 1 of the program year (*)

N. Beef
O. Swine
P. Lamb
Q. Veal/ Jr. Beef

* Youth members will be represented by a ratio of (1) member per (10) animals in a species. Membership will be proportionate to the previous year's enrollment, with no less than 2 representatives per specie. Steer members must be 12 years of age by January 1 of the program year.

**EX-OFFICIO MEMBERS**

R. (2) representatives from the Emmet-Charlevoix County Fair/Fair Livestock Superintendent
S. Emmet & Charlevoix County MSU Extension / 4-H Staff

**SECTION 3 - BOARD OF DIRECTORS RESPONSIBILITIES**

The board of directors will have full authority and 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 have full authority to deal with discipline, 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 committee named by the Board Chairman. The committee will secure adult and youth volunteers to run for the open positions and complete their slate by the end of fair week.

**SECTION 5 - HOW AND WHEN BOARD MEMBERS ARE ELECTED**

Board members shall be elected by a majority of paper or electronic ballots cast by members present at the annual meeting held in September following the fair. A slate of nominations will be prepared by the last day of August, and nominations from the floor will be accepted at the September membership meeting. All nominees will run and be voted on as individuals. Adult officers must be registered leaders or volunteers who have been approved through the Volunteer Selection Process in either Charlevoix or Emmet County. Upon election, all adult board

members and youth board members are required to attend a leader training program, to be held before the date of the January livestock meeting date.

**SECTION 6 - TERM OF OFFICE OF BOARD MEMBERS**

| | | |
|---|---|---|
| A. | Board Chairman | 2 year term - (expires in odd numbered year) |
| B. | Youth Chairman | 1 year term |
| C. | Co-Chairman | 2 year term - (expires in even numbered year) |
| D. | Youth Co-Chairman | 1 year term |
| E. | Adult Secretary | 2 year term - (expires in odd numbered years) |
| F. | Youth Secretary | 1 year term |
| G. | Recording Secretary | 1 year term |
| H. | Adult Treasurer | 2 year term - (expires in even numbered years) |
| I. | Youth Treasurer | 1 year term |
| J. | Educational Chairman | 1 year term |
| K. | Beef / Jr. Beef /Veal Superintendents | 1 year term |
| L. | Lamb Superintendents | 1 year term |
| M. | Swine Superintendents | 1 year term |
| N. | Youth Members representing Beef /Jr. Beef / Veal | 1 year term |
| O. | Youth Members representing Sheep | 1 year term |
| P. | Youth Members representing Swine | 1 year term |

**SECTION 7 - VACANCIES ON THE BOARD**

A. Vacancies on the board can be filled by direct appointment by the remaining members of the Executive Board.

B. The Executive Board 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 8 - OFFICERS ON THE BOARD**

Officers shall consist of the Board Chairman, Youth Board Chairman, Co-Chairman, Youth Co-Chairman, the Barn Superintendents, Treasurer, Youth Treasurer, Secretary, Youth Secretary, Recording Secretary, and Educational Chair.

**SECTION 9 - QUORUM**

A quorum shall consist of 51% of the voting members of the Board of Directors. - see section 6

## * ARTICLE V - ASSOCIATION MEETINGS *

**SECTION 1 - MEETINGS SCHEDULE**

**A.** **<u>ANNUAL MEETING</u>** - the annual meeting of the Association shall be held in September of each year, for the purpose of board elections and fairweek 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.

**B.** **<u>GENERAL MEMBERSHIP MEETINGS</u>** - all meetings are held the third Monday of each month.

**EXCEPTIONS:** No meetings are held in December
August meeting is held on the 1st Monday of the month.

Monday meetings will begin at 7:00 pm and end on or before 9:00 pm.
Parents are encouraged to attend all meetings. It is especially important that parents attend these meetings:

| | | |
|---|---|---|
| October & November | - | Discussion and voting on bylaws takes place. |
| November | - | Parents and members need to sign enrollment forms and steer contracts. |
| | - | Committee assignments are made. |
| January | - | Budget is approved |
| | - | Year-long planning calendar handed out. |
| May | - | Parents and members need to sign small animal contracts |
| July & August | - | Fairweek participation and fairweek rules are discussed<br>Code of Conduct statements are signed<br>Member and adult barn duty sign up<br>Nominations for new Executive Board<br>Work bee sign ups |

A. **FAIRWEEK ADULT EXECUTIVE BOARD** - will be held on Thursday at 10:00 am in the T-Barn. The purpose of this meeting will be to review any and all fairweek issues. Additional meetings may be called if necessary.

**SECTION 2 – 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 Chairman and or Vice-Chairman must be present. This applies to the youth board (youth chairman or vice-chairman) as well and a county MSUE 4-H coordinator must be present to ensure 4-H policy is maintained. Voting at special meetings requires 51% 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 three standing committees shall be appointed annually by the Board Chairman. The committee chairs will then appoint the chairmen of their individual sub-committees. No person shall serve as the chairman of more than one committee. The standing committees shall be as follows:

~ **FAIRWEEK MANAGEMENT & PROMOTION:**

- Show & Auction
- Awards
- Building & Housing
- Auction Processing & Hauling
- Judging

~ **EXECUTIVE BOARD OPERATIONS:**

- Constitution & Rules
- Budget
- Nominating
- Advertising

~ **YOUTH & PROGRAM DEVELOPMENT:**

- Educational Clinics / Leader Training
- Fundraising
- Marketing
- Record Books

**SECTION 2 - SPECIAL COMMITTEES**

Special committees may be appointed by the Board Chairman as the need arises.

## * ARTICLE VII – SECRETARY & TREASURER *

**SECTION 1 - SECRETARY**

The Association Secretary shall be an ADULT member of the Association, be nominated by any member, and may serve for any number of consecutive terms (expires in odd numbered years).

**SECTION 2 - YOUTH SECRETARY**

The Youth Secretary shall be a TEEN member of the Association (13 years of age or older) and be nominated by any member and serve a term of one year.

**SECTION 3 - TREASURER**

The Association Treasurer shall be an ADULT member of the Association, be nominated by any member, and may serve for any number of consecutive terms (expires in even numbered years).

**SECTION 4 -YOUTH TREASURER**

The Youth Treasurer shall be a TEEN member of the Association (13 years of age or older), and be nominated by the nominating committee and serve a term of one year.

**SECTION 5 - YOUTH SUPERINTENDENTS:**

These board members must be 9-19 years old as of January 1 of the current program year. Beef members must be 12-19 years of age. In addition to their roles as project area representatives on the Executive Board, these members will be responsible for serving as communication links for the membership. They will serve as junior ring stewards for the livestock shows in which they are not exhibitors. They will also assist and work with barn chairmen and committee chairmen as needed, providing leadership for barn operations, and serve as mentors for the junior board members.

## * 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.

B. All expenditures require an invoice which is to be sent to the adult treasurer <u>or</u> a detailed receipt to be reimbursed by the adult treasurer.

C. All bills shall be paid by check signed by the adult association chairman or the adult treasurer.

D. The Youth Treasurer will give a written Treasurer's Report of all transactions, accounts payable and deposits made. This is to be done on a monthly basis and compiled by the adult treasurer.

E. A yearly budget will be submitted by the Executive Board at the January Association meeting and all committee requests for funds need to be made prior to that time.

## * ARTICLE IX - AMENDMENTS *

A. Amendments to this constitution may be made at the October or November general membership meetings, but no later than the 3rd Monday in November of the current project year.

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 constitution shall become effective immediately upon adoption.

**APPROVED:**
**OCTOBER 17, 2011**