

Jackson County Junior Fair Livestock Committee Constitution
Revised December 9, 2018

Article 1: Committee to be made up of twenty-one (21) elected Directors to be elected at a rate of seven (7) Directors per year.

Article 1A: One Director from each Vocational Agriculture Department in the County, Farm Bureau Organizational Director in the County, and the County 4-H Youth Extension Educator to serve as ex-officio Directors. Ex-Officio Directors will have equal directorship rights.

Article 1B: Life Members may be appointed at the discretion of the committee and will have equal directorship rights. Life members must maintain a fifty percent (50%) attendance to remain active to hold equal directorship rights.

Article 2: Attendance of all Directors is required. If the yearly meeting/event attendance of sixty percent (60%) is not met, the Director will be relieved of his/her/they Directorship and the committee will appoint a Director to fill the unexpired term.

Article 3: Eleven (11) Directors must be present at all meetings in order to transact business.

Article 3A: Every Director present has the right to vote on motions brought before the committee except in cases where there is a conflict of interest.

Article 4: Directors must have a minimum of one publicly announced open meeting per calendar year with all interested entities. From this meeting will come the names of all interested individuals to serve as prospective Directors on the committee. No nominations will be accepted after the September meeting. The committee Secretary shall take minutes of this meeting so that discussions can be considered by the committee.

Article 5: Committee will meet in November to select seven (7) names from those nominated that year. The seven (7) elected Directors shall serve a term of three (3) years.

Article 6: Directors must meet in January to elect a President, Vice-President, Secretary and Treasurer.

Article 6A: The office President shall call regular and special meetings in coordination with the County 4-H Youth Extension Educator. The President presides over meetings and votes only in the case of a tie.

Article 6B: The office of Vice-President shall preside over the meeting in the absence of the President and shall work with the Secretary to notify the Directors of meetings and changes.

Article 6C: The office of Secretary shall keep official minutes of all meetings in an orderly manner in a record book, which shall be passed on to a new Secretary each year. Minutes of the previous meeting shall be read at the

beginning of each meeting and approved or corrections to be made and approved. A record of Official minutes will be available upon request.

Article 6D: The office of Treasurer shall write all checks and keep all accounts of the committee balanced and on hand, reads reports expenses to committee at each meeting. Checkbook to be balanced and turned over to new Treasurer each year. Checks must have two signatures with the available signers being Treasurer, President or Vice-President.

Article 6E: The Executive committee shall include the President, Vice-President, Secretary, Treasurer and Past President who will serve as the tie breaker.

Article 6F: The executive committee has the right to appoint standing or ad hoc subcommittees as necessary. Those subcommittees shall report to the full committee.

Article 7: Full committee to serve from January 1st to December 31st of each Calendar year, passing items of business pertaining to Junior Fair Livestock projects. Meetings to be called monthly and as needed.

Article 7A: Robert's Rule of Order will be followed.

Article 8: Monthly committee meetings shall be set each year. Other meetings or work details will be scheduled as necessary. Directors are required to attend sixty percent (60%) of events each calendar year. Those events include twelve (12) meetings or work details, six (6) weigh in setup and Weigh in/Tattoo/Pullorum or event(s) approved by the executive committee. Events not counting are Fair week or Haunted Barn weekends.

Article 8A: Participation of All Directors is required at meetings and work details. If a Director cannot make it to the next meeting it is their responsibility to find out anything that was missed.

Article 8B: Auxiliary Directors may be appointed to the committee. At a maximum rate of six (6) auxiliary Directors per year serving a one (1) year term. They shall not hold voting privileges. Auxiliary Directors may qualify for certain Directorship rights if they attend five (5) meetings or work details.

JACKSON COUNTY 4-H JUNIOR FAIR LIVESTOCK COMMITTEE BY-LAWS
(Revised June 11, 2019)

1. Committee to be made up of (21) Elected Directors to be elected at the rate of seven Directors per year.
 - 1a) One director from each Vocational Agriculture Department in the county, the Farm Bureau Organizational Director in the county, and the County 4-H Extension Educator serve as Ex-Officio Members. Ex-Officio Members must attend six meetings per year to maintain voting rights.
 - 1b) Life members may be appointed at the discretion of the committee and will have equal membership rights. Life members must maintain a fifty percent (50%) attendance at meetings and workdays to remain active and hold equal directorship rights.
2. Attendance of all Directors is required. If two consecutive meetings are missed the Director may be relieved of his/her Directorship and the committee can appoint a Director to finish the unexpired term. Members must attend 12 meetings or events per year to remain a Director on the committee. Events count as tagging/weigh-in set-ups (3), tagging/weigh-ins (3), fair set-ups (2),
3. Eleven (11) Directors must be present at all meetings in order to transact business.
 - 3a) All directors present have the right to vote on motions brought before the committee except in cases where there is a conflict of interest.
4. The committee must have a minimum of one publicly announced open meeting per calendar year with all interested entities. From this meeting will come the names of interested individuals to serve as prospective Directors on the committee. No nominations will be accepted after the September meeting. The committee Secretary shall take minutes of this meeting so that discussions can be considered by the committee.
5. Committee will meet in November to select seven (7) names from those nominated for that year. The seven (7) shall serve for three (3) years.
 - 5a) Full committee to serve from January 1st to December 31st, passing items of business pertaining to Junior Fair livestock projects. Meetings to be called monthly and as needed, Robert's Rules of Order will be followed.
6. Directors will meet in January to elect a President, Vice-President, Secretary, and Treasurer.
 - 6a) President calls regular and special meetings in coordination with the County 4-H Extension Educator. The president presides over meetings and votes only in the case of tie.
 - 6b) Vice-President shall preside over the meetings in the absence of the president and shall work with the secretary to notify the membership of meetings and changes.
 - 6c) Secretary keeps official minutes of all meetings in an orderly manner in a record book to be passed on to new Secretary each year. Minutes of the previous meeting shall be read at beginning of each meeting and approved with any additions and corrections to be made. The official minutes will be available upon request with an official copy kept on file at the Extension Office
 - 6d) Treasurer writes all checks and keeps all accounts of the committee balanced and on hand, reports expenses to committee at each meeting. Checkbook is to be balanced and turned over to new Treasurer each year. Checks over \$1000 must have two signatures with available signers to be the Treasurer, President or Vice-President. Debit/Credit card transactions must be budgeted or pre-approved with a maximum \$500 spending limit unless otherwise approved.

- 6e) The Executive Committee shall include the President, Vice President, Secretary, Treasurer and Past President that will serve as the tie-breaker.
- 6f) The Executive Committee has the right to appoint standing or ad hoc subcommittees as necessary. Those subcommittees shall report to the full committee.
- 7. Monthly committee meetings shall be set each year. Other meetings and work details will be scheduled as necessary. Directors are required to attend 12 meetings/events each calendar year. Those events include twelve (12) meetings or work details, six (6) weigh-in set-up and Weigh-In/Tattoo/Pullorum events, two (2) pre-fair setups or other event(s) approved by the executive committee. Fair week or Haunted Barn weekends do not count as events. Members are expected to support educational events (QA/Skillathons/Clinics) and help with workdays throughout the year.
- 8a) Participation of ALL directors is expected at meetings and work details. If a member cannot make it to a meeting it is their responsibility to properly notify the President/Secretary and put it on the group message if they are unable to attend a meeting. It is also the member's responsibility to find out anything that was missed at the meeting.
- 8c) Auxiliary Directors may be appointed to the committee at a maximum rate of six (6) Auxiliary Directors per year serving a one (1) year term. They shall not hold voting privileges. Auxiliary Directors may qualify for certain Directorship Rights if they attend five (5) meetings or work details.