

# Sanpete County Junior Livestock By-Laws

Proposed 01/2005

Adopted

## ARTICLE I – NAME AND PURPOSE

- Section 1 The official name of this non-profit organization shall be: Sanpete County Junior Livestock Council.
- Section 2 The purpose of this organization shall be to serve as an executive and decision making body on behalf of the Sanpete County Junior Livestock program. The Sanpete County Junior Livestock Council provides programs and services to all persons regardless of race, sex, color, religion, national origin or handicap.
- Section 3 To work closely with Sanpete County Fair Board, Extension Service and FFA to produce a quality experience and show for youth.

## ARTICLE II – MEMBERSHIP

- Section 1 Membership on the Council shall consist of active 4-H and FFA junior livestock leaders; assistant leaders and parents of youth enrolled in the Jr. Livestock program.
- Section 2 4-H seniors (grade 9-12) and FFA youth are members of the council and have voting rights.

## ARTICLE III – ELECTIONS OF ADULT OFFICERS

- Section 1 The election of officers shall be held annually, this meeting will be held at the conclusion of the county fair but before December 1<sup>st</sup> of that year.
- Section 2 Nominations for officers will be taken from the floor at the meeting or by proxy letter received by either the Chairman or committee member. Nominations for officers shall be accepted from present council members, club leaders, or parents of a club member.
- Section 3 The following officers shall be elected annually: Chairman, Co-chairman, Secretary and Treasurer.
- Section 4 Officers shall hold office until their successors have been duly elected. The term of office is one year and shall begin the first day in January.
- Section 5 Officers may succeed themselves if re-elected. (Limited to four (4) consecutive terms.)

## ARTICLE IV – DUTIES OF OFFICERS

- Chairman
1. Work closely with leaders, parents, Extension Agent, and FFA advisors.
  2. Check on meeting arrangements and agenda.
  3. Presides at the meetings.
  4. Calls Meetings to order.
  5. Arrange to have the C9-Chairman to take over when they cannot attend.
  6. Responsible to coordinate with Committee and the Fairboard for all awards associated with the Sanpete Junior Livestock program.
  7. Serve as a member of the Fairboard representing the junior livestock program.
  8. Will be one of two signatures on the checking account.
- Co-Chair
1. Take over the duties of Chairman in his/her absence or when called upon.
  2. Oversee and coordinate soliciting donations and fund raising programs and committees.
  3. Organize and oversee the training of new exhibitors and parents.
- Secretary
1. Have a copy of the By-Laws and Rules and Regulations for the County with her/him at all functions.
  2. Keep a record of attendance at all meetings.
  3. Take the minutes of each meeting.
  4. Turn the minutes into the 4-H Office within one week following each meeting.
  5. Update minutes as needed.
  6. Keep tagging and membership records current.
  7. Inform members of upcoming meetings and events.
- Treasurer
1. Record the finances. Keep the amount received and from what source, and the amount paid out and for what purpose (including the auction).
  2. Present a written financial report as needed with expenses, income and current balance.
  3. Submit yearend financial report.
  4. Work with Chairman in preparing annual budget.
  5. Will be accountable for the checking account and will be one of two signatures.
- Species Spec.
1. Attend council meetings on a regular basis.
  2. Assist with activities as requested.
  3. Assist in setting up equipment, stalls and arena at the fair.
  4. Serve on the Grievance Committee as requested.
  5. Provide a special knowledge and expertise of their species.

## ARTICLE V – EXECUTIVE COMMITTEE

- Section 1 The Executive Committee shall be composed of the Past Chairman, Chairman, Co-Chairman, Secretary, Treasurer, the Junior Livestock representative from the Fairboard and the Species Specialists. The 4-H agent and the FFA advisors will serve as ex-officio members of the committee.
- Section 2 The Executive Committee will perform essential Council activities that must be acted upon between meetings of the membership; formulate and recommend programs and activities to the members of the council for their consideration and approval, carry on such other business as may be delegated to it by the Council membership.
- Section 3 The Executive Committee shall meet in sufficient time prior to regular meetings to formulate the agenda and have it printed for the meetings if necessary. A majority of the Executive Committee members must be present to constitute a quorum for transaction of business.
- Section 4 Duties of the Executive Committee include: appoint committee and committee members as needed; arrange for all judges.

## ARTICLE VI – MEETINGS

- Section 1 Meetings shall be held on a regular basis as determined by the officers.
- Section 2 In case of a change of regular meeting, all members shall be notified in writing, if possible, at least five (5) days prior to the regular meeting.
- Section 3 Special meetings may be called by the officers for a just and reasonable cause to discuss and act on business which cannot wait for the next regular special meeting.
- Section 4 The Fall meeting will be the regularly scheduled meeting where the Sanpete County Junior Livestock Rules will be discussed and updated as appropriate.
- Section 5 The January meeting will be the regularly scheduled meeting where Sanpete County Junior Livestock By-Laws will be discussed and updated. The Chairman and the Treasurer will also submit a reconciliation of the finances to the members for their approval.

## ARTICLE VII – STANDING COMMITTEES

- Section 1 Grievance Committee: The Chairman shall serve as executive official of the committee. The committee will consist of the Chairman and the three specie specialists. A committee member may not participate in any decision that he/she has initiated. They may also request to be removed from a decision if they feel a conflict of interest may be involved. All grievances against any show management or show policy must be submitted in writing. The Grievance committee shall hear both parties, and then make a decision at each show, if possible. **NO JUDGED PLACE WILL BE ALTERED.**
- Section 2 The decision of the Grievance Committee is final.
- Section 3 Grievance Committee members will be familiar with Sanpete County Rules and By-Laws and have a copy of each with them at the show. They will help interpret all rules and regulations.

## ARTICLE VIII – AMENDMENTS TO THE BY-LAWS

- Section 1 By-Laws may be amended by two-thirds (2/3) vote of the members present at the annual January meeting.
- Section 2 By-Laws may be amended at the January meeting without prior written notice. By-Laws may also be amended when necessary at regular council meetings if all council members are notified in writing of the proposed change at least fifteen (15) days prior to the meeting. (Failure to do so will result in an invalid vote)
- Section 3 No By-Laws may be amended by telephone or proxy votes.

## ARTICLE IX – COUNTY RULES MEETING

- Section 1 County rules may be changed by two-thirds (2/3) vote of the members present at the meeting.
- Section 2 Rules may be changed at the Fall Rules Meeting without prior written notice. Rules may be changed when necessary at regular council meetings if all council members are notified in writing of the proposed change at least fifteen (15) days prior to the meeting.
- Section 3 No rules may be changed by telephone or proxy votes.

## ARTICLE X – EXTRAS

- Section 1 Leaders and all Committee members are required to be registered with the 4-H Office.