

DAVIS COUNTY 4-H JR. LIVESTOCK

Program & Council By-Laws



Building character in todays youth...

AMENDED AND ADOPTED JANUARY 23, 2025



Extension
UtahStateUniversity



Davis County Jr. Livestock By-Laws

DC = Davis County

Article I - Purpose of Program

The Davis County Jr. Livestock Program is designed to provide youth with opportunities to develop leadership, responsibility, and animal husbandry skills through livestock projects. The 4-H Jr. Livestock Program provides programs and services to all persons regardless of race, color, religion, national origin, disability, or sex of members.

Article II - Program Membership

Section 1: Membership Eligibility

- A) Adults consist of Davis County 4-H volunteers who are registered through 4H.ZSuite.org
- B) Youth must be enrolled in a recognized livestock project through 4H.ZSuite.org

Section 2: Terms of Membership

All members must be in good standing with 4-H to participate in the DC Jr. Livestock Program. Any members who are not in good standing will be removed from the program.

- A) There is no term of membership for adult members of the DC Jr. Livestock Program.
- B) Youth members can participate from the time they are 8 years old and in grade 3 as of September 1st in the current 4-H year until they are 18 years old and in grade 12 (including the summer after high school graduation).

Article III - Program Meetings

- A) Meetings shall be held at a place and time designated by the Council President.
- B) The members present at a regular or special meeting shall constitute a quorum for the transaction of business.
- C) See Article XI for voting eligibility.

Article IV - Youth Ambassadors

Section 1: Youth Ambassador Eligibility and Term

Eligibility

- A) Youth must be enrolled in 4-H on 4H.ZSuite.org and be in good standing with 4-H
- B) Youth can be in grades 6-12 to apply for an Ambassador position

Term

- A) Ambassadors serve for one (1) year.
- B) There is no limit on the number of terms an individual may serve. Each year youth must reapply to serve in an Ambassador position.

Section 2: Youth Ambassador Selection

- A) Applications are usually sent out between the end of the DC Jr. Livestock Show and Sale and the end of year dinner.
- B) At the discretion of the President, President-Elect and 4-H Program Coordinator, an interview process may be used to select Youth Ambassadors.
- C) Selected youth will be notified via email

Section 3: Youth Ambassador Responsibilities

- A) Attend monthly meetings to:
 - 1. Plan county EDU Nights, Camps and events for both 4-H and non-4-H members
 - 2. Plan program-wide service projects and fundraisers
 - 3. Collectively decide what awards will be given at the DC Jr. Livestock Show
 - 4. Plan events that happen alongside the DC Jr. Livestock Show and Sale
 - a. Party
 - b. Pee-Wee Show
- B) Host EDU Nights for the DC Jr. Livestock Program
- C) Run tagging days, ensuring that all participants know what their next steps are for the DC Jr. Livestock Show and Sale
- D) Be friendly and inclusive of all participants in the program
- E) With direction of the Arena Manager, assist in setting up show ring, stalls, alleyways and take down after the show
- F) Attend the entire the DC Jr. Livestock Show:
 - 1. Be an example to the other participants
 - 2. Participate in the various contests
 - 3. Assist in the show ring as needed
 - 4. Distribute awards during various classes
 - 5. Run Pee-Wee show
 - a. Includes judging, assisting younger participants, and passing out awards.
 - 6. Host Party, usually on Friday night
 - 7. Set up for the Buyers Breakfast and Sale
- G) During the DC Jr. Livestock Sale:
 - 1. Assist the Show Secretary in running sales cards

Article V - Council Purpose

The Davis County Jr. Livestock Program is designed to provide youth with opportunities to develop leadership, responsibility, and animal husbandry skills through livestock projects. The Davis County Jr. Livestock Council serves as an executive and decision-making body for the program. The DC 4-H Jr. Livestock Program provides programs and services to all persons regardless of race, color, religion, national origin, disability, or sex of members.

Article VI - Council Membership

Section 1: Council Eligibility

- A) Elected Davis County 4-H volunteers who are registered through 4H.ZSuite.org
- B) Davis County FFA Advisors
- C) 4-H Program Coordinator or Representative

Section 2: Terms of Membership

All members must be in good standing with 4-H to hold a council position in the DC Jr. Livestock Program. Any members who are not in good standing will be removed from the council and program.

Section 3: Council Positions and Terms

Council Positions

All positions except for the 4-H Program Coordinator, FFA Advisors and Show Secretary are elected and voted on by the DC Jr. Livestock Program.

- A) 4-H Program Coordinator or Representative
- B) FFA Advisors
- C) President
- D) President-Elect
- E) Secretary
- F) Vice President of Marketing
- G) Donated Meat Program Committee Chair
- H) Show Secretary
- I) Species Superintendents

Council Terms of Service

- A) The Council President serves for two (2) years with the first year being President-Elect.
- B) Secretary, VP of Marketing, Donated Meats Program Committee Chair and Species Superintendents serve for two (2) years.

1. Superintendents serve the first year as the assistant and the second year as the lead superintendent.
- C) There is no term of service for the Show Secretary.
- D) If any vacancies exist after elections conclude, the 4-H Program Coordinator may appoint officers with the approval of the current council members.

Section 4: Duties of the Council

4-H Program Coordinator

- A) Assist DC Jr. Livestock Council and Youth Ambassadors
- B) Arrange processors for the DC Jr. Livestock Show and Sale
- C) Arrange for Floor Buyer and oversee bids
- D) Send communications (emails and social media) out to the entire program
- E) Provide monthly financial reports to President and President-Elect

FFA Advisors

- A) Attend DC Jr. Livestock Council meetings
- B) With direction of the Arena Manager, assist in setting up show ring, stalls and alleyways
- C) Host buyers breakfast the morning of the sale
- D) Mark animals at the sale

President

- A) Chief executive officer of the DC Jr. Livestock Council
- B) Preside at all DC Jr. Livestock Council and Program meetings
- C) Conduct at all DC Jr. Livestock Council and Program meetings, service projects, educational events and the DC Jr. Livestock Show and Sale
- D) Represent Davis County at state events and/or meetings
- E) Arrange President-Elect to perform duties in their absence
- F) With direction of the Arena Manager, assist in setting up show ring, stalls and alleyways
- G) With direction of the Arena Manager, assist with take down of all panels
- H) Attend the entire DC Jr. Livestock Show and Sale to:
 1. Oversee the council and serve on grievance committees
 2. Enforce program rules
 3. Step in when superintendents need assistance
- I) Attend Youth Ambassador meetings
 1. Mentor and advise the Youth Ambassadors as they plan and execute EDU Nights, Camps, and/or any other event for 4-H youth

President-Elect

- A) Perform President duties in their absence
- B) Attend all DC Jr. Livestock Council and Program meetings, service projects, and educational events

- C) Attend the entire DC Jr. Livestock Show and Sale to:
 - 1. Oversee the council and serve on grievance committees
 - 2. Enforce program rules
 - 3. Assist judge(s) as needed
 - 4. Ensure superintendents have two (2) ring stewards for each class
- D) Assist 4-H Program Coordinator with overseeing the floor buyer
- E) With direction of the Arena Manager, assist in setting up show ring, stalls and alleyways
- F) With direction of the Arena Manager, assist with take down of all panels
- G) Attend Youth Ambassador meetings
 - 1. Mentor and advise the Youth Ambassadors as they plan and execute EDU Nights, Camps, and/or any other event for 4-H youth

Secretary

- A) Attend all DC Jr. Livestock Council and Program meetings
 - 1. Keep/Update minutes and attendance records
 - 2. Send minutes to council
- B) Keep attendance records at county educational events
- C) Have a copy of the DC Jr. Livestock Rules and By-Laws at all events
- D) Ensure copies of all attendance records and meeting minutes are sent to the council
- E) Update Rules and By-Laws after changes are made by a majority vote
- F) With direction of the Arena Manager, assist in setting up show ring, stalls and alleyways
- G) With direction of the Arena Manager, assist with take down of all panels

Vice President of Marketing

- A) Create Banners that Display the past years buyers /sponsors at the Current year's Show and Sale.
- B) Create Mail-Outs for past and new buyers.
- C) Work with program coordinator on Thank-You Gifts for buyers
- D) Buyers hospitality during sale.
- E) Network for donors for the DC Jr. Livestock Program
- F) With direction of the Arena Manager, assist with take down of all panels

Donated Meats Program Chair

- A) Creates and oversees a committee in support of the Donated Meat Program.
- B) Make arrangements for donations with the Utah Food Bank.
- C) With the assistance of the Vice President of Marketing to advertise the Donated Meat Program to buyers, sponsors, and the public.
- D) With the assistance of the 4-H Program Coordinator, make arrangements with processors for donated meat.
- E) Work with the Utah Food Bank in creating service opportunities to help deliver and/or sort donated meat.

- F) Raise funds in donation to the Utah Food Bank to help pay for the Processing of all donated meat.

Show Secretary

- A) Attend all DC Jr. Livestock Council and Program meetings
- B) Attend the entire DC Jr. Livestock Show and Sale to:
 - 1. Post show orders and results for review by participants
 - 2. Record and track results from each judged event
 - 3. With help from the Youth Ambassadors ensure proper awards are given to each participant
 - 4. Record premiums, boosts and auction finances
- C) With the assistance of the Program Coordinator, make sure registration for the DC Jr. Livestock show and sale is completed at least 30 days prior to the date of the event.
- D) Update buyers list after the completion of the sale with current contact information for each buyer/sponsor.
- E) Organize processor pick up with assistance from Species Superintendents
- F) Assist with judge(s) in absence of the President-Elect

Species Superintendents

- A) Attend all DC Jr. Livestock Council and Program meetings
- B) Attend educational events to assist Youth Ambassadors
- C) Be welcoming and inviting to all participants and volunteers
- D) Assist youth with their project animals, referring them to the veterinarian as needed
- E) Check in with assigned families to:
 - 1. Ensure they do not get lost
 - 2. Have someone to turn to for help
- F) Prior to the DC Jr. Livestock Show and Sale:
 - 1. Make sure that all equipment is on hand and in good working order
 - 2. With direction of the Arena Manager, assist in setting up show ring, stalls and alleyways
 - 3. Assign species stalls
 - 4. Attend species weigh in
 - a. Ensure state and county rules are being followed
 - b. Check tag numbers of each animal
- G) During the DC Jr. Livestock Show and Sale:
 - 1. Ensure the show is running according to state and county rules
 - 2. Be available during the show and sale to answer questions and serve of species specific grievance committees
 - 3. With the Show Secretary, see that the judging sheets and class divisions are ready in a timely manner
 - 4. Assign at least (2) ring handlers for each class in your species.

- a. More may be needed for hogs and beef classes
- 5. Assist with the Livestock Judging Contest:
 - a. Select 4 animals and have them ready to be judges (with the help of their owners)
 - b. Select adult handlers for the contest
- 6. Assist with Round Robin Contest:
 - a. Select 4 animals and have them ready for the contest (with the help of their owners)
- 7. Ensure the participants are lined up and ready to enter the show and/or sale ring
 - a. Check tag numbers to ensure the correct animals are entering
- H) After the DC Jr. Livestock Show and Sale:
 - 1. With direction from the Show Secretary:
 - a. Sort animals after sale by processors
 - b. Be at load out and ensure the correct animals are loaded into each processors truck
 - 2. With direction of the Arena Manager, assist with take down of all panels

Article VII - Council Meetings

All members of the Davis County Jr. Livestock Council shall attend council meetings. Council meetings are to discuss the operations of the DC Jr. Livestock Show and Sale.

- A) Meetings shall be held at a place and time designated by the Council President.
- B) The members present at a regular or special meeting shall constitute a quorum for the transaction of business.
- C) See Article XI for voting procedure.

Article VIII - Executive Committee

Section 1: Composition

The Executive Committee shall be composed of the elected President, President Elect, Vice President of Marketing, Secretary and Show Secretary.

Section 2: Functions

- A) To perform the essential Council activities that must be acted upon between meetings of the membership.
- B) To formulate and recommend programs and activities to the members of the council for their consideration and approval.
- C) To carry on such other business as may be delegated to it by the Council membership.

Section 3 - Meetings

- A) 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.
- B) A majority of the Executive Committee members must be present to constitute a quorum for the transaction of business.

Article IX - Amendments

Amendments to the By-Laws may be made at any regular or Executive Council meeting by a two thirds vote of those members present and voting provided the proposed amendments were submitted in writing to the Jr. Livestock Council at least ten (10) days prior to the date of the meeting.

Article X - Rules

The Davis County Jr. Livestock Council and Jr. Livestock Program membership will adhere to the rules and regulations set forth by the Utah State Junior Livestock Association and the Davis County Jr. Livestock General Rules and Guidelines.

<https://utahjuniorlivestock.com/rules>

<https://extension.usu.edu/davis/4h/junior-livestock>.

Article XI - Voting

Section 1: Voting Eligibility

Each household actively enrolled on 4H.ZSuite.org in the DC Jr. Livestock Program receives one (1) vote. To qualify as an actively enrolled household, at least one (1) adult must be fully registered in ZSuite as a volunteer, this includes:

1. Completing all required training videos
2. Passing the necessary background check
3. Receiving county approval

Section 2: Voting Rights

- A) Voting on rule changes, by-laws and incoming nominated members of the DC Jr. Livestock Council will be open to all families in the program (see Section 1 for eligibility).
- B) Votes regarding operations and grievances at the DC Jr. Livestock Show and Sale will be made exclusively by the DC Jr. Livestock Council.

Section 3: Voting Procedures

Voting on Nominations for the Council

- A) Nominations for new members of the DC Jr. Livestock Council shall be accepted from all program members. Nominations will be accepted for a two (2) week period through a google form usually sent out between the end of the DC Jr. Livestock Show and Sale and the end of year dinner.
- B) Voting will take place over a two (2) week period and will be conducted online via 4H.ZSuite.org or a google form (see Section 1 for voting eligibility).
- C) Election will be carried by a majority vote.

Voting on Rule & By-Law Changes

- A) Rule and By-Law change proposals shall be accepted from all program members. Proposals will be accepted for a two (2) week period through a google form usually sent out between the DC Jr. Livestock Show and Sale and end of the year.
- B) Voting may take place in one (1) of the following ways:
 - 1. Face-to-Face: voting will be held in-person with time set apart to discuss each proposal before votes are casted.
 - 2. Virtual: voting will be held live with time set apart to discuss each proposal before votes are casted.
 - 3. Online: voting will be held online via 4H.ZSuite.org or a google form.
- C) Motions will be carried by a majority vote.

Voting on Grievances at the Davis County Jr. Livestock Show and Sale

- A) Grievances at the DC Jr. Livestock Show and Sale must be submitted in writing to the DC Jr. Livestock Council and a twenty-five dollar (\$25.00) fee must be paid on ZSuite (for more information, see Grievance under Behavior in the DC Jr. Livestock General Rules and Guidelines)
- B) Only the Grievance Committee shall be entitled to a vote.
- C) The Grievance Committee consists of: 4-H Representative, Jr. Livestock Council President, Jr. Livestock Council President-Elect, and Superintendents over the species the participant shows in. The 4-H Representative will only vote to break ties.
- D) Motions will be carried by a majority vote.

Voting on Operations at the Davis County Jr. Livestock Show and Sale

- A) The DC Jr. Livestock Council shall hold exclusive voting privileges on matters related to the operation of the livestock show and sale.
- B) Decisions concerning the logistics and procedures of the show and sale will be passed by a simple majority of the Council member