

DAVIS COUNTY 4-H JR. LIVESTOCK COUNCIL BY-LAWS

ARTICLE I – Name

Section 1

The name of this organization shall be Davis County 4-H Jr. Livestock.

ARTICLE II - Purpose

Section 1

The purpose of this council shall be: To serve as an executive and decision making body on behalf of the entire Davis County 4-H Jr. Livestock Program. To better serve the youth of Davis County, youth livestock shows and clinics will be conducted according to Utah State 4-H and FFA Rules and Regulations. The Davis County 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 III – Membership

Section 1 – Composition

Membership shall consist of all Davis County Leaders who are residents of Davis County and are registered as a 4-H or FFA Livestock Club Volunteer in Davis County. The name of the club representative is to be submitted at the beginning of each meeting. Each club has one vote. Motions will carry by a simple majority vote unless a two-thirds vote is specified.

Section 2 – Term of Membership

There shall not be a term of membership in the Davis County 4-H Jr. Livestock. All members must maintain a good standing and actively participate to strengthen the purpose of the board. When an elected official is no longer in good standing the Jr. Livestock Council members may appoint a replacement. The Secretary will keep attendance records of all Jr. Livestock Council members.

Section 3 – USU Extension 4-H Program Coordinator

The USU Extension 4-H Program Coordinator over the Jr. Livestock Program may override decisions made by the Jr. Livestock Council which are not in harmony with the Utah State 4-H Rules and Regulations. The USU Extension 4-H Program Coordinator in Davis County over the Jr. Livestock Program has overall stewardship of the Davis County 4-H Jr. Livestock Program. They will oversee the 4-H enrollment of all volunteers and youth members and oversee the tagging of all project animals.

ARTICLE IV – Jr livestock Council

Section 1 - Officers

The officers of the council shall be: President, President Elect, Vice President of Operations, Vice President of Marketing, and Secretary/Treasurer. These officers are

members of the Executive Committee. Other officers of the council but not members of the Executive Committee shall be: Show Secretary, Donated Meat Program Committee Chairperson, and Market Goat, Dairy Goat, Sheep, Beef, and Hog Superintendents, Ambassador Advisor(s), and Youth Ambassador Representative.

Section 2 - Terms of Office

Officers of the Executive Committee shall serve for a term of two years and shall begin immediately following Elections at the January Jr. Livestock opening meeting. With the Exception of President Elect, which will transition to President the following year.

Superintendents shall serve for a term of two years, the first as 2nd superintendent, the second as 1st superintendent. The purpose in this is to provide mentorship for new, incoming superintendents.

All other Officers, except the Show Secretary, will serve for a minimum term of one year, but may be re-elected by majority vote the following year. If any vacancies exist after elections conclude, the 4-H Program Coordinator may appoint officers with the approval of the current council members.

The Show Secretary will be decided on by the 4-H Program Coordinator and will stay in office until they decide to leave, break the code of conduct, or are asked to vacate the position by the 4-H Program Coordinator.

Section 3 – Method of Election

Nominations for officers will be accepted through email during the month of November. The 4-H Program Coordinator will facilitate gathering nominations. Nominations for officers shall be accepted from all program members. Voting will be conducted through a google form sent out to each club leader and council member via email. Voting will take place over a two-week period. Each chartered club has one vote. The name of the club representative chosen to vote is to be submitted to the Secretary before voting takes place. Elections will carry by a simple majority.

Section 4 – Vacancies

Vacancies occurring in any of the officers due to illness, death or other incapacity to comply with assumed duties shall be filled by election by the Council members except in the case of President, and then the President Elect shall succeed the President. Such officers shall serve only until the next regular election.

Section 5 – Duties

4-H Program Coordinator

- A. Arrange for Processors.
- B. Update rules and bylaws after changes are made by majority vote.
- C. Provide a monthly financial report that will include expenses, income, and current balance.

President

- A. Shall be the chief executive officer of the Council.
- B. Preside at Executive Committee meetings and Council meetings.
- C. Arrange to have the President-Elect perform their duties in their absence.
- D. Conduct at all council meetings, service projects, educational events, and Jr Livestock Show planning meetings.
- E. Represent Davis County if needed at State events.
- F. With other officers, enforce rules of the Jr. Livestock program.
- G. Work with the 4-H Program Coordinator to select youth members to serve as Ambassadors.
- H. Conduct Monthly Ambassador Planning Meetings.
- I. Mentor and Advise the Ambassadors as they plan and execute EDUnights, Camps, and any other activity event for 4-H youth.
- J. Provide team leadership training for Ambassadors, including day activities/field trips.

President-Elect

- A. Perform the duties of the president in their absence.
- B. Attend all events of the Jr. Livestock program to learn President duties.
- C. Oversee bids and contracts of Floor Buyers.

Vice President of Marketing

- A. With the Assistance of Program Coordinator, manages Social Media sites. - president
- B. Promotes Jr Livestock Program, contests, livestock show and sale through different platforms.
- C. Create Banners that Display the past years buyers /sponsors at the Current year's Show and Sale.
- D. Works with FFA Advisors to host Buyers during the Sale.
 - a. Buyers Breakfast
 - b. Invitations for past and new Buyers.
 - c. Thank you gifts for Buyers
 - d. Buyers hospitality during sale.

Vice President of Operations

- A. Assist President Elect in arranging Processors and Floor Buyers if needed.
- B. With the assistance of Program Coordinator, oversees purchasing of livestock show awards.
- C. With the assistance of Program coordinator, arrange for Livestock Show Judges.
- D. Oversees Show Floor During the Livestock Show and Sale.
- E. Acts as additional help for Superintendents as needed.

Secretary/Treasurer

- A. Have a copy of the county Rules and By-laws at all events.

- B. Keep minutes and attendance records of council meetings and attendance records at county education events. Ensure copies of all attendance records and meeting minutes are sent to the 4-H Program Coordinator.
- C. Update minutes as needed.

Show Secretary - not a voted on position

- A. Serve as Jr Livestock Show and Sale Secretary.
- B. With the assistance of the 4-H Program Coordinator, make sure registration for the Jr Livestock show and sale is completed 30 days prior to the dates of the event.
- C. Record the auction sale finances. Will keep the amount received and from what source, and the amount paid out and for what purpose.
- D. Track and record Premium monies earned by each participant.
- E. Enter results of judged animals and post for review by participants.
- F. Update buyers list after the completion of the sale with current contact information for each buyer/sponsor.
- G. Work with the 4-H Program Coordinator to assign volunteers to help during the show and sale as ring stewards and other help as follows:
 - a. 2 ring stewards for each class
 - i. record awards given by judges.
 - ii. assist judges as needed.
 - iii. ensure the correct award is given to each participant.

Donated Meat Program Committee Chairperson

- 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 general public.
- D. With the assistance of the President Elect, 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 Superintendents

- A. Make sure that all equipment is on hand for the show and in good working order.
- B. See that the show is running according to State and County Rules.
- C. Work with the Show Secretary to see that judging sheets and class divisions are ready in a timely manner.
- D. Provide, at minimum, 2 ring handlers for each livestock class at the show and sale.
- E. Responsible for making stall and pen assignments.
- F. Oversees weigh-ins for their assigned species, including recording animal weights for show secretary.
- G. With direction of the Show Secretary, responsible for loading animals for processors at the conclusion of the Livestock show and sale.

- H. With Jr. Livestock officers ensure all livestock show and sale rules are being followed.
- I. Attend/help with Jr. livestock county meetings and education nights.
- J. Attend/help with Jr. Livestock fundraisers and service projects.
- K. Assist 4-H members with their project animals when needed, referring members to a veterinarian when necessary.

Youth Ambassador Representative

- A. There shall be, at minimum, one Ambassador in attendance of each 4-H Jr livestock council meeting. They are to represent the youth membership in all decision making and discussions. Whereas youth development is the focus and purpose of the Jr Livestock 4-H and FFA Programs, they are to be heard and considered when making most, if not all, decisions made by the council.
- B. Ambassadors are responsible for planning and executing all county EDUnights, camps, activities, and events for 4-H and non-4-H members.
- C. As a team, the Ambassadors will decide what awards will be given at the 4-H Jr Livestock show and will host county fundraisers to help with the purchasing of awards and materials needed for EDUnights, Camps, Activities, etc.

ARTICLE V – Executive Committee

Section 1 – Composition

The Executive Committee shall be composed of the 4-H Program Coordinator, elected President, President Elect, Vice President of Operations, and Secretary/Treasurer.

Section 2 - Functions of the Executive Committee

- 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 of the 4-H Jr livestock Council

- A. The 4-H Jr Livestock Council 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 VI – Membership Meetings

Section 1

- 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. A chartered club shall be entitled to one vote. (Chartered club means that they have submitted a club charter form to the Extension Office and are listed in 4h.zsuite.org.)

ARTICLE VII – Amendments

Section 1

Amendments to the By-Laws may be made at any regular or special 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 days prior to the date of the meeting.

ARTICLE VIII – Parliamentary Authority

Section 1

Roberts Rules of Order shall govern the proceedings of the Council if not otherwise specified in the By-Laws.

ARTICLE IX – Rules

Section 1

The Davis County 4-H Jr. Livestock Council and 4-H Jr. Livestock Program membership will adhere to the rules and regulations set forth by the State and County 4-H/FFA Jr. Livestock program found at <https://extension.usu.edu/davis/4h/junior-livestock>.

4-H Program Coordinator - Signature
USU Extension Davis County 4-H

Current President - Signature

(Print Name)

Current President-Elect - Signature

(Print Name)

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