

Sanpete County Junior Livestock Association By-Laws

Proposed & Adopted 01/2005

Amended 03/2025

ARTICLE I – NAME AND PURPOSE

- Section 1 The official name of this non-profit organization shall be: Sanpete County Junior Livestock Association (SCJLA).
- 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 Association provides programs and services to all persons regardless of race, sex, color, religion, national origin or handicap.
- Section 3 The SCJLA will work closely with the Sanpete County Fair Board, the USU Extension Agency, the Sanpete County 4-H Office and staff, and the Sanpete County FFA Advisors to produce a quality experience and livestock show for youth.

ARTICLE II – MEMBERSHIP

- Section 1 Membership on the association 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 association 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 1st 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 association members, club leaders, or parents of a club member.
- Section 3 The following officers shall be elected annually: Chairman, Co-Chairman, Secretary, Treasurer and Specie Specialists.
- 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.)
- Section 6 If an officer is serving their last term an officer elect needs to be elected to shadow them and learn the duties of the office.

ARTICLE IV – DUTIES OF OFFICERS

Chairman

1. Works closely with committee members, parents, Extension 4-H staff, 4-H leaders, and FFA advisors.
2. Checks on meeting arrangements and agenda.
3. Presides at the meetings.
4. Calls meetings to order.
5. Arranges to have the Co-Chairman take over when he/she cannot attend.
6. Coordinates with Committee and the Fairboard for all awards associated with the Sanpete County Junior Livestock program.
7. Arranges for all judges needed for the show.

Co-Chairman

1. Takes over the duties of Chairman in his/her absence or when called upon.
2. Oversee the finance committee
3. Organizes and oversees the training of new exhibitors and parents.
4. Attends all Fairboard meetings and represents the SCJLA.
5. Serves as a communication link between the SCJLA and the Fairboard by reporting to the Executive Committee.
6. Serves as a member of the Executive Committee.

Secretary

1. Carries a copy of the By-Laws and SCJLA Rule Book with her/him at all functions.
2. Keeps a record of attendance at all meetings.
3. Records minutes of each meeting.
4. Makes a digital copy of meeting minutes available to all members within one week following each meeting and updates minutes as needed.
5. Keeps tagging and membership records current.
6. Informs members of upcoming meetings and events.

Treasurer

1. Maintains the financial records of the Association. Keep the amount received and from what source, and the amount paid out and for what purpose (including the auction). (If needed, send invoices to individuals resulting from sale purchases or boosting.)
2. Presents a written financial reports as needed with expenses, income, and current balances.
3. Submits yearend financial reports.
4. Works with Chairman in preparing an annual budget.
5. Bills and accounts for money from the SCJLA auction.
6. Make sure all bills incurred by the association are paid.
7. Oversee and coordinate fund-raising programs and committees.

Species Specialists

1. Attends council meetings on a regular basis.
2. Assists with activities as requested.
3. Assists in setting up equipment, stalls and arena at the fair.

4. Serves on the Grievance Committee as requested.
5. Provides a special knowledge and expertise of their species for all members in the county. Share their knowledge at events and clinics.

ARTICLE V – EXECUTIVE COMMITTEE

- Section 1 The Executive Committee shall be composed of the Chairman, Co-Chairman, Secretary, and Treasurer. The Extension Coordinator, and the FFA Advisors will serve as ex-officio members of the committee.
- Section 2 The Executive Committee will perform essential activities that must be acted upon between meetings of the membership; plan and carry out the annual Sanpete County Jr. Livestock show; formulate and recommend programs and activities to the members of the association for their consideration and approval; carry on such other business as may be delegated to it by the association 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.

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, 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 meeting. All members must be notified at least two (2) days prior to a special meeting.
- Section 4 The November meeting will be the regularly scheduled meeting where the Sanpete County Junior Livestock Association Rules will be discussed.
- Section 5 The January meeting will be the regularly scheduled meeting where Sanpete County Junior Livestock Association By-Laws and Rules 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 Executive Committee and the specie specialists for that specie. A committee member may not participate in any decisions 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 the show, if possible. No judged placing will be altered.
- Section 2 The decision of the Grievance Committee is final.

Section 3 Grievance Committee members will be familiar with SCJLA Rule Book 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 association meetings if all association members are notified 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 – SCJLA RULES MEETING

Section 1 SCJLA rules may be changed by two-thirds (2/3) vote of the members present at the November or January meeting.

Section 2 Rules may be changed at the November Rules Meeting without prior written notice. Rules may be changed when necessary at regular association meetings if all association 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 leaders with the 4-H Extension Office.