

Sanpete County Junior Livestock Association By-Laws

Proposed & Adopted 01/2005

Amended 03/2016

ARTICLE I – NAME AND PURPOSE

- Section 1 The official name of this non-profit organization shall be: Sanpete County Junior Livestock Associations (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 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 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 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 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.)
- Section 6 The Fairboard Representative will be elected annually by the SCJLA Executive Committee as needed.

ARTICLE IV – DUTIES OF OFFICERS

Chairman

1. Works closely with committee members, parents, Extension Agents, 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 to take over when he/she cannot attend.
6. Coordinates with Committee and the Fairboard for all awards associated with the Sanpete Junior Livestock program.
7. Will be one of two signatures on the checking account.
8. 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. Oversees and coordinates soliciting of donations and fundraising programs and committees.
3. Organizes and oversees the training of new exhibitors and parents.

Secretary

1. Carries a copy of the By-Laws and Rules and Regulations for the County 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.
2. Presents a written financial reports as needed with expenses, income, and current account balances.
3. Submits yearend financial reports.
4. Works with Chairman in preparing an annual budget.
5. Will be accountable for the checking account and will be one of two signatures.
6. Bills and accounts for money from the SCJL auction.
7. Pays all bills incurred by the Association.

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.
6. Must be registered as a leader with the 4-H Office.

Fairboard Representative

1. Attends all Fairboard meetings and represents the SCJLA.
2. Serves as a communication link between the SCJLA and the Fairboard by reporting to the Executive Committee.
3. Serves as an ex-officio member of the Executive Committee.

ARTICLE V – EXECUTIVE COMMITTEE

- Section 1 The Executive Committee shall be composed of the Past Chairman, Chairman, Co-Chairman, Secretary, Treasurer, and the Species Specialists. The Fairboard Representative, Extension Agent, 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 council 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.
- Section 4 Duties of the Executive Committee include: appoint committee and committee members as needed and 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, 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 Fall meeting will be the regularly scheduled meeting where the Sanpete County Junior Livestock Rules will be discussed.
- Section 5 The Spring meeting will be the regularly scheduled meeting where Sanpete County Junior Livestock 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 Chairman and the three specie specialists. 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 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 Spring meeting.

Section 2 By-Laws may be amended at the Spring meeting without prior written notice. By-Laws may also be amended when necessary at regular council meetings if all council 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 – COUNTY RULES MEETING

Section 1 County rules may be changed by two-thirds (2/3) vote of the members present at the Fall or Spring 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 leaders with the 4-H Extension Office.