

# Bay County 4-H Livestock Association By-Laws

## ***Article I-Name***

The name of this organization shall be the Bay County 4-H Livestock Association.

## ***Article II-Purpose***

- A. To promote, support, and sustain robust interest in and involvement with local youth, families, volunteers and the community by modeling 4-H values and providing opportunities for personal development through educational, social and recreational programming relating to livestock activities and projects.
- B. To increase and encourage community involvement and create a positive awareness of livestock programming, 4-H youth and their project areas by building relationships and partnerships with community businesses, leaders and organizations.
- C. To coordinate, encourage, educate and support 4-H youth in selecting, raising, producing and marketing quality livestock and agricultural projects.
- D. To create a positive culture where leadership and personal development opportunities promote growth and life enrichment for youth and adults.
- E. To develop an active and innovative outreach and marketing plan that will help promote livestock programming and encourage creative ideas to secure funds for livestock education and youth development.
- F. To develop and uphold the Bay County 4-H Livestock rules and regulations as set by this association. These rules can be obtained from the MSUE 4-H office.

## ***Article III-Membership***

Participation on the Bay County 4-H Livestock Association are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

Membership is open to all Bay County 4-H members in the following animal areas: Beef, Sheep, Swine, Rabbits, Goats, Poultry, and Horses.

### ***Section 1. Membership***

The Bay County Livestock Association will consist of 5 elected youth officers, 4 elected adult advisors and any Bay County 4-H Livestock member that attends an Association Meeting.

- A. Meetings are open to all to attend and voice their opinions.
- B. All Bay County 4-H Clubs with Livestock Members are required to attend a minimum of three (3) Bay County Livestock Association Meetings.

- C. The MSUE staff member(s) with responsibility for the Bay County 4-H Livestock Association shall be an ex-officio member of the Association and all sub-committees without voting rights.

*Section 2. Officers*

- A. Officers shall be elected each year at the September 4-H Livestock Association meeting. In the case of a tie the president will flip a coin to determine the winner.
- B. To be eligible as an officer, a 4-H member must be at least 12 years of age and completed at least one year in the Bay County Livestock Project area. An adult treasurer will be nominated from the adult advisors to serve as assistant to the youth treasurer. Adult treasurer cannot be related to the youth treasurer.
- C. Officers and adult advisors will be elected to one year terms. No term limits for youth or adults.
- D. Youth officers must be 4-H members in good standing. Elected adults must successfully complete the MSUE Volunteer Selection Process (VSP).
- E. Youth will take the lead whenever possible in all activities. Adults will serve in an advisor/mentoring position.

*President-* The duties of the president shall be to preside at all meetings, create agendas, appoint standing and ad hoc committees as needed and in general carry out the usual duties of president.

*Vice-president-* to preside in the absence of the president and as the president shall direct.

*Secretary-* to keep the minutes of all meetings, return them to the Extension office for distribution with the notices of the next meeting or as is appropriate, and record all correspondence to the association.

*Treasurer-* shall work with the adult treasurer in understanding the financial accountability of the association. Report at monthly board meetings the current financial state of the association.

*Adult Treasurer -* shall keep record of income and disbursements, make deposits and have check writing authorization, distribute a monthly financial report at 4-H Livestock Association meetings and prepare and distribute an annual financial report. The adult treasurer serves as a signatory on the account, with two additional board members to serve as signatories as appointed by the association. They will follow the procedures outlined in the Michigan 4-H Financial Guidelines.

- F. Adult Advisors – Four (4) adult advisors will be elected annually to serve as advisors to the officers. Adults elected to these positions will have full voting rights on all matter

pertaining to the board.

- G. Should a seat be vacated, the association has the authority to appoint a replacement to serve out the remainder of the term. The association also has the authority to leave the seat vacant until the next election.

### ***Article V-Meetings***

- A. As a guideline to running meetings, Roberts Rules of Order, current edition shall be used.
- B. Meetings shall be held the third Thursday of each month, excluding November and December, unless otherwise noted.
- C. Special meetings may be called by the president/board in conjunction with MSUE 4-H Staff.
- D. Elected members are expected to attend all meetings. Excused absences can be made by calling the president and/or MSUE 4-H staff assigned to work with this association. Elected members that miss more than three meetings without contacting the President/MSUE staff will be notified, and may be removed from their elected position.

### ***Article VI – Standing Committees***

- A. Standing Committees will consist of: Bylaw Review, Buyers Reception, Information Center, Barn Improvement, Auction, Show, Education, Fund raising, and Audit Committees. Appointment to committees will occur throughout the year and are open to all.
- B. The Audit Committee must consist of the Treasurer and at least two (2) adults.

### ***Article VII-Fiscal Year***

The Bay County 4-H Fiscal year runs from September 1<sup>st</sup> to August 31<sup>st</sup>.

### ***Article VIII-Quorum***

A quorum will consist of seven (7) members, of which four (4) must be youth.

### ***Article IX-Restrictions***

- A. In the event of the dissolution of the Bay County 4-H Livestock Association, all funds and assets will be turned over to the Bay County MSUE for support of 4-H Youth programs and activities in Bay County.
- B. Any decision passed by the Bay County 4-H Livestock Association that is in conflict with the policies or practices of MSUE may be vetoed by the 4-H Staff. 4-H Staff will communicate with the Livestock Association as soon as reasonable of any policy

or practice conflicts.

***Article X-Amendments***

These bylaws may be amended by a majority vote at any regular or special meeting of the Bay County 4-H Livestock Association, provided members of the 4-H Livestock Association and MSUE staff are presented with proposed changes in writing at least one meeting in advance of the vote.

Adopted \_\_\_\_\_ Amended: \_\_\_\_\_