

Ingham County 4-H Animal Committee By-laws

Article I - Name:

The name of this advisory group shall be the Ingham County 4-H Animal Committee.

Article II - Purpose:

The purpose of the Ingham County 4-H Animal Committee is to support all aspect of 4-H youth animal projects in Ingham County, including, but no limited to:

- Provide opportunity for youth development.
- Coordinate youth educational activities, clinics, workshops etc. around animal project areas.
- Promote and sustain the interest of youth in animal agriculture.
- Explore job opportunities in the agriculture industry.
- Social and recreational opportunities related to the project areas.
- For youth to develop positive relationships with adults and peers through mentorships and other means.
- Mentoring new and younger members through activities offered throughout the year and at the fair for all animal areas. Mentoring would include adult to youth, peer to peer and older members to younger members.
- Exposure and education to all species for all members.
- Promote life skills and leadership through animal projects.
- Offer recruitment and outreach to all youth in Ingham County throughout the year to promote animals and agriculture through education and promotion.

Article III – Committee Members:

The Ingham County Animal Committee will consist of:

Teen Representatives:

- Up to 12 teen representatives will be elected annually.
- Teen representatives must be a minimum age of 12 and maximum age of 19 determined by 4-H age.
- Teen representatives must have 2 years' experience in the Ingham County 4-H or FFA programs.
- Teens will be elected for a 1 year term with no term limits.
- Teens must be registered Ingham County 4-H members.
- Youth will be the voting members of the board.

Adult Representatives:

- Up to 12 adult representatives will be elected for two year terms with 6 being elected each year. The first year of operation the 12 adults will be split into 1 year and 2 year terms.
- Adult representatives must be an active Gold Volunteer in good standing with the Michigan State University Extension 4-H Youth Development Program
- Adults will serve in an advisory capacity and do not have voting rights.

Election:

- Adult and Teen Members will be elected at the general fall meeting through a ballot election.
- All currently enrolled 4-H animal project area members, ages 8-19 will be invited to the general meeting and will elect the Ingham County 4-H Animal Committee.
- A nominating committee will be formed each year to work on securing names for the ballot. Write-ins will be allowed.

Rules of Membership:

- Attendance is important for the success of this committee. If a member is unable to attend a meeting, the member must notify the MSU Extension 4-H staff assigned to work with the committee of their absence.
- If an individual member is unable to fulfill their duties, the committee reserves the right to declare the position vacant.
- If a vacancy occurs, the vacancy will be filled by appointment through recommendation of the MSU Extension 4-H staff to the officers.
- Michigan State University Extension programs and materials 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.
- Michigan State University Extension 4-H staff serve as ex-officio members of all 4-H organizations and committees without voting rights.

Article IV - Officers:

President, Vice President, Secretary, Youth Treasurer and Adult Treasurer.

- Officers will be youth members only.
- Officers shall be elected annually at the first meeting after committee membership is determined.
- Officers positions will be for 1 year, with no term limits.
- Officers may select a mentor to assist them as needed in their role from the adult board membership.

Duties of the officers are as follows:

- *President* - shall preside at the meetings of the Ingham County 4-H Animal Committee. They shall perform such duties as are necessary to the office of President, appoint all committees, call special meetings, and shall be an ex-officio member of all committees.
- *Vice-President* - shall perform the duties of the President in the absence of the President.
- *Secretary* - shall keep an accurate record of the proceedings of the committee.
- *Youth Treasurer* - shall keep a debit and credit account of all money received and paid out for the committee. Will follow all financial guidelines as established by the Michigan State University Extension 4-H financial manual for treasurers.
- *Adult Treasurer* - shall assist the treasurer in their duties and be signature on all bank accounts along with other committee members as appointed by the committee. Shall be familiar with and follow the financial guidelines as established by the Michigan State University Extension 4-H financial manual for 4-H volunteers.

Article V - Meetings:

The Ingham County Animal Committee will determine the meeting schedule for the year at the first meeting of the new membership. The committee reserves the right to change dates and times of meetings as deemed necessary at the previous meeting or with a weeks notice to all 4-H animal project leaders and members.

The meetings shall be held according to Roberts Rules of Order, current edition as a guideline.

Special meetings may be called by the president in conjunction with the MSU Extension 4-H staff assigned to work with this committee.

Meetings of the Ingham County Animal Committee will be held in person, but virtual and hybrid methods may be utilized as requested or deemed necessary.

Quorum will consist of a majority of current voting members.

Article VI - Committees:

The Ingham County 4-H Animal Committee will consist of the following standing committees:

- Finance/ Budget (all officers will automatically serve on this committee)
- Education Committee – This committee will ensure that the group is following the 3 year strategic plan and scheduling programs in a timely manner throughout the county. They will annually put together a proposal to the full group of one additional year to the plan so that there is always a 3 year proposed outline. The entire committee will work on each program that is approved to ensure its success.
- Fair Week Exhibitor Activities – These activities may be part of the 3 year plan or in addition to.

- Public Relations/Communications (Promotion, Social Media etc)- This group will be in charge of promoting events, putting together articles after events occur, securing partners etc.
- Scholarship- This group will work on the Bill Wheeler memorial scholarship. In addition, this group will come up with a process on additional scholarship dollar processes that might be awarded to animal project youth to participate in workshops or programs.

The president may appoint ad hoc committees as they deem necessary in order to complete the business of this group.

Article VII - Restrictions:

In the event of the dissolution of the Ingham County 4-H Animal Committee, all assets, real property and personal property shall be turned over the Ingham County MSU Extension Office for utilization to support 4-H youth programming in Ingham County.

Any decisions passed by the Ingham County 4-H Animal Committee that is in conflict with the policies and practices of MSU Extension may be vetoed by the MSU Extension 4-H Staff. 4-H Staff will communicate with the committee as soon as reasonable of any policy or practice conflicts.

Article VIII - Amendments

All proposed changes shall be presented at a regular meeting and lay over until the next regular meeting. The by-laws may be amended by a two-third ($\frac{2}{3}$) majority vote of those committee members attending the Animal Committee meeting.

Adopted:

Amended: