

Jackson County 4-H Livestock Association

Constitution

Article I: Name

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

Article II: Purpose

The purpose of the organization shall be to promote and administer the sale of sheep, hogs and beef cattle at the Jackson County Fair for 4-H and FFA members with the best interest of the members and buyers being the prime concern. To educate and regulate sheep, hogs and beef cattle with the best interest of the 4-H and FFA members being the primary concern.

Article III: Membership

The membership of this organization shall be any 4-H, FFA member or leader and /or immediate family member associated with the sheep, hogs, beef and dairy projects within the Jackson County 4-H Program.

Article IV: Officers

Section 1.

The officers of this organization shall be a chairperson, a vice-chairperson, a secretary, a treasurer, 2 trustees, and up to 8 youth representatives (min. 4-H age 13 or older) and 1 superintendent from each species will hold a voting position on the executive board.

Section 2.

Officers shall be elected by the membership at the November meeting.

Section 3.

All officers must have successfully completed the volunteer selection process through the MSU Extension- Jackson County Office and be Gold Level Volunteer.

Section 4.

Co-chair shall be elected for a 4 year term. Serving 2 years as co-chair and 2 years as chair, elections to be held for co-chair every two years.

Trustees and youth representatives serve a 2 year term and are elected alternating years. Secretary and Treasurer will serve 4 year terms, with elections alternating every 2 years. The

secretary and treasurer must complete the bonding process at a reasonable expense to the Association prior to January 1 following their election.

Section 5.

Officers of this organization shall be members of the Jackson County 4-H and limited to 2 members from 1 4-H or FFA Club. In the event that there are no applicants for open Board Positions, there may be more than two members from one club; but no more than three adult members.

Section 6. All bank accounts will require 2 signatures and books, accounts, and records will receive an annual audit-prior to February 1st. Signatories will be required to be Gold Level Volunteers.

Article V: Meetings

This organization will meet in January, March, May, July, September and November and at any time deemed appropriate by the officers of the Executive Committee or the MSU Extension Educator.

Executive Meetings will be held the week prior to the Association Meeting. The Executive meetings will create the agenda and decide on proposals to bring to a vote at the association meeting. The Large Animal Executive Livestock Board has the right to move a meeting into a closed session as deemed appropriate. The closed portion would take place at the end of the Executive Meeting. The Agenda portion is open for the public.

Association Meetings will be structured as follows: Call the Meeting to Order, Pledges, Approval Secretary Minutes and Treasurers Report, Old Business, New Business, Adjourn

Article VI: Dissolution

Upon the dissolution of this organization, the physical property of each designated species, sheep, hogs and beef and dairy cattle, will remain in their possession and all liquid assets shall be divided equally between the three species. IF one of these species no longer exists as a separate entity, their assets shall be divided equally between the remaining species. If no species exist their shares shall become the property of the Jackson County 4-H Foundation located at P.O. Box 4254, Jackson, Michigan, 49202.

Article VII: Amendments

The Constitution and Bylaws of this organization may be amended by a two-thirds vote at any meeting of the association. Proposed changes are brought in writing to an association meeting and discussed. Changes will be voted on at the following association meeting.

By-Laws

Article 1: Duties of Officers

Section 1.

The regular term of office of all officers shall begin at the conclusion of the November Association Meeting.

Section 2.

The Youth Representative shall preside at all meetings if desired

Section 3.

The Co-Chairperson shall preside in the absence of the chairperson or if the youth representatives do not wish to lead

Section 4.

The secretary shall keep an accurate record of all meetings. The secretary shall submit to the extension office and executive board the minutes from the meeting within a week of the adjournment of a meeting.

Section 5.

The treasurer shall keep an itemized account of all receipts and disbursements, pay bills as authorized by the membership, and submit a detailed report of the receipts and disbursements to the membership at each association meeting.

Section 6.

A committee appointed by the chairperson shall audit the treasurer's reports.

Section 7.

The trustee duties will be to act as a voting body and oversee the reporting of the officers of the association.

Section 8.

The youth representatives must be involved in one or more projects of sheep, swine, beef or dairy cattle

Section 9.

All officers, committee chairs and superintendents shall attend all executive and association meetings, barring extenuating circumstances. If an officer misses more than two excused meetings, they shall be removed from office.

Article II: Standing Committees

This organization shall have the following standing committees:

- Auction Committee
 - Oversees the coordination and running of the Large Animal Auction.
- Auction Dinner Committee
 - Oversees the coordination and running of the Large Animal Auction Buyer Dinner.

- Award Committee
 - Shall consist of a coordinator and a least one superintendent from each species. They will work together to coordinate awards and sponsors. The coordinator will be in-charge of organizing the sponsor list and awards as they are received and providing up to date information to superintendents.
- By-Law Committee
 - Will oversee that the by-laws and rules and regulations are kept up to date and will provide clarification on by-laws and rules as necessary.
- Audit Committee
 - Will oversee the annual audit of the finances.
- Budget Committee
 - Review and propose annual budgets at the September Meeting
 - Shall Consist of Treasurer, 1 Superintendent from each species, and the Auction and Award Committee Coordinator.

Article III: Program

Section 1.

This organization will work in cooperation with the MSU Extension – Jackson County Office.

Section 2.

This organization will make recommendations to the Jackson County Fair Management (Fair Board and Fair Manager) and the MSU Extension – Jackson County Office that will benefit the Jackson County 4-H/FFA Livestock Program.

Section 3.

This organization shall require that all livestock to be sold at the Jackson County Fair be properly identified as determined by the respective large animal project superintendents.

Section 4.

This organization will support special contests or awards for the 4-H/FFA Livestock program at the Jackson County Fair.

Section 5.

This organization will deduct the following percentages from the sale of livestock to cover expenses: ½% commission to use for animal health and maintenance; 3% commission for promotional and operating expenses. This fee will not apply to add-ons.

Section 6.

This organization will purchase insurance for all Market Animals from the time of check-in at the scales to the time they arrive to the processors, this will include until the Monday auction at the Napoleon Livestock Auction following the large animal auction.

Section 7.

This organization shall provide the sale ring and will be responsible for the maintenance of said ring.

Section 8.

Buyer payment terms will be cash, check or credit/debit card (services provided outside of MSU Extension) the night of the auction or invoiced 30 days later another invoice will be mailed.

After the first 30 days all remaining unpaid invoices will go to Net 14 days. After 60 days of sale, the Auction Coordinator can start collection proceedings.

Section 9.

Sale order for the large animal livestock auction will be rotated as follows:

2023, 2026– Hogs, Beef, Sheep

2024, 2027– Beef, Sheep, Hogs

2025, 2028– Sheep, Hogs, Beef

The Auction order will continue to repeat this cycle for successive years.

Dairy Basket will sell immediately following the completion of the first species.

Section 10.

This organization will print a list of buyers for thank you signs and provide buyer banners. It will be the responsibility of individual 4-H/FFA members to put up the buyers signs immediately after the sale.

Section 11.

This organization will provide refreshments for the buyers before and/or during the sale.

Section 12.

This organization will send out a letter to prospective buyers, including a complimentary pass for one admission and parking which the fair office provides. All buyers that have purchased during the past 2 years will receive this letter.

Section 13.

This organization will pay for the parking for all buyers and reimburse any buyer admission charges for those without the complimentary buyers pass.

Section 14.

The Executive Board will meet at the September executive meeting with the Budget committee to review the proposed budget and the budget will be voted on at the September Association meeting to establish the budget, and every other month thereafter, or as seen appropriate by the officers of the Executive Board or the MSU Extension – Jackson County Office.

Section 15.

Superintendents are in charge of their species check in, weigh in and checkout at the fair. Also, any tagging and/or weigh in prior to the fair In addition to pre-fair documents and all show related business

Section 16.

All Sheep and Hog Gates will remain housed at Keeley Park in their respective species barns. The only time they will be permitted to leave the grounds will be for maintenance and repair.

Article IV: Fiscal Year

The fiscal year shall begin October 1st and end September 31st.