

**BY-LAWS OF THE
Montcalm County 4-H Small Animal Committee
Reviewed and Approved: 25AUG25**

ARTICLE I-NAME

This organization shall be known as the Montcalm County 4-H Small Animal Committee (MCSAC).

ARTICLE II-PURPOSE

The Montcalm County 4-H Small Animal Committee (MCSAC) provides a common meeting ground on which representative leaders may advise the committee, Montcalm County MSU-Extension (MSU-E) and Montcalm County Fair Association (MCFA) in an orderly and efficient manner regarding matters pertaining to projects under the umbrella of the Small Animal Barn and Committee (poultry, rabbit, cavies and goat). Authority to make decisions and carry out the MCSAC programs in the county is legally vested in the professional county Extension staff by Michigan State University and County Board of Commissioners.

Activities of the MCSAC are guided by its by-laws, which are formed within the above framework.

Some responsibilities are in an advisory capacity, and others are in a functional role. The purpose of this committee shall be the following:

1. To give advice to club leaders, MSU-E, and MCFA on all aspects of the Small Animal 4-H youth program and project areas.
2. To provide guidance, leadership, direction and assistance in developing and conducting a Small Animal 4-H program based on the needs, as well as the interests of the youth.
3. Recommending policies for the Small Animal Program that align with district, state and national regulations.
4. To assure that the Small Animal 4-H program is open to all interested 4-H youth and adults 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.
5. To help correlate the Small Animal 4-H programs into the total Montcalm County MSU-Extension program and the total Montcalm County Fair.
6. To continuously evaluate the Small Animal 4-H program, including the effectiveness of the Committee.
7. To serve as a resource to other local youth development organizations and other Small Animal Committees.

8. To help find financial support for the Montcalm County 4-H Small Animal programs.
9. To assist in good public relations for the 4-H Small Animal programs, MSU-E, and MCFA
10. To help recruit and orient new volunteers and leaders in the 4-H Small Animal program.
11. To ensure that all leaders/volunteers are represented and that all are informed of all MCSAC actions.
12. Other responsibilities are determined cooperatively by the MCSAC, MCFA, and MSU-E staff.

ARTICLE III-OFFICERS & MEMBERSHIP

This committee council shall consist of 4-H leaders or volunteers who will represent the entire membership and leadership of the Montcalm County Fair, the 4-H Small Animal program, and the Montcalm County MSU-Extension 4-H Youth Development program. The MCSAC membership is 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.

The officers of the MCSAC shall be a president, vice-president, secretary and treasurer. These elected officers, plus a county Extension staff will be known as the Executive Committee.

The officers will be elected each year in September by the new council for a one (1) year term to start immediately.

In the event of a vacancy on the Executive Committee, the MCSAC shall elect a replacement member at its next meeting scheduled. The newly elected member will serve for the remainder of the unexpired term, which shall not count toward the tenure limits of the office.

Any officer who misses three or more meetings may be temporarily removed from their position by the Executive Board. The Board may then appoint or elect a replacement to fulfill the remainder of the term.

ARTICLE IV-DUTIES OF OFFICERS

President: The president shall preside at all meetings of the committee and any Executive Committee meetings and will be ex-officio member of all committees, except the nomination committee. The President's responsibilities include:

- Plan an agenda for each meeting.
- Inform all the participants of their responsibilities before the meeting.
- See that all meetings are properly announced.
- The president shall be responsible for conducting the business of the meeting in an orderly fashion according to Robert's Rules of Order, current edition.
- Be well prepared.

- Begin on time and adjourn in a timely manner.
- Express appreciation briefly, but sincerely, to those taking part in the program.
- Keep meetings moving and cover all important points of interest to membership.
- Report the recommendations of the MCSAC to the MCFA and MSU-E.

Vice-President: The vice-president should possess the same responsibilities as the president and will assume the duties of the president in his or her absence. This officer should aid the president and assist in the development of a set of goals, meeting schedule, and plan of implementation for the council for the coming year.

Secretary: The secretary shall keep the minutes of all meetings of the MCSAC. In addition, he or she is expected to:

- Sign, with the president, all official correspondence.
- Act as custodian of all official papers and records.
- Conduct the correspondence of the committee.
- Keep a register of the committee members attending all meetings.
- Prepare minutes for distribution prior to the next meeting.

Treasurer: The treasurer shall keep an accurate account of the receipts and disbursements of the committee and will give a financial report at all meetings. The treasurer shall prepare and submit the Annual Financial Summary for the Council to MSU-E.

ARTICLE V-MEETINGS

The regular meetings of the MCSAC will be set each year by the committee. Meetings will be held on the fourth Monday of the month at 6pm prior to the MCFAAC meetings.

Special meetings of the committee may be called by the president or a representative of MSU-E.

Notice of all meetings of the council shall be sent by the secretary and/or MSU-E staff of the MCSAC at least five (5) days prior to said meeting via e-mail or post to MCSAC's Facebook page.

The suggested order of business at all regular MCSAC meetings is as follows:

1. Call to order / Pledges
2. Presenting and approval of the minutes
3. Treasurer's report
4. Reading of communications/Fair Board Communications
5. MSU County Extension report
6. New business
7. Old business
8. Announcements
9. Adjournment

ARTICLE VI-EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elected officers of the MCSAC and a representative of MSU-E.

The meetings of the Executive Committee may be called by the president or by a representative of MSU-E.

Any action taken by the Executive Committee at such a session must be reported at the next regular committee meeting by the MCSAC.

ARTICLE VII-RULES OF ORDER

Robert's Rules of Order, current edition shall govern this association. It is the responsibility of the president and the Executive Committee to see that proper order is conducted at all meetings.

ARTICLE VIII-AMENDMENTS

The bylaws may be amended or changed at any regular meeting of the MCSAC by a two-third vote of the committee membership present at the meeting, provided that notice of the proposed change or amendments has been sent to all committee members prior to the meeting. It is suggested that all proposed changes be reviewed by the Executive Committee before a regular meeting is held.

ARTICLE IX-RESTRICTIONS

In the event of the dissolution of the Montcalm County Small Animal Committee, all funds and assets will be turned over to the Montcalm County MSU-Extension for support of 4-H Youth programs and activities in Montcalm County.

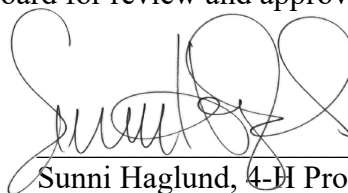
Any decision passed by the MCSAC that conflicts with the policies or practices of Montcalm County MSU-Extension may be vetoed by the 4-H staff.

Any decision passed by any 4-H related committee or association that conflicts with the policies or practices of either MSU-Extension and/or the MCSAC may be vetoed at the next regular meeting of the MCSAC by the MCSAC.

Any recommendations for changes that pertain to the MCSAC, and also involve the MCFA, its fair, or its grounds, must be submitted to the fairboard for review and approval prior to taking affect.

Thomas A Dean Jr

Thomas Dean, President, MCSAC




25AUG25

Sunni Haglund, 4-H Program Coordinator

Valerie Flynn

Valerie Flynn, Secretary, MCSAC

Signature:



Valerie Flynn (Aug 26, 2025 19:01:26 EDT)

Email: littlecalliescloset@gmail.com

Signature:



Thomas A Dean Jr (Aug 27, 2025 06:51:09 EDT)

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MCSAC Bylaws 25AUG25

Final Audit Report

2025-08-27

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