

# EMMET & CHARLEVOIX COUNTY 4-H MARKET LIVESTOCK ASSOCIATION BY-LAWS

## ARTICLE 1 - NAME

THIS ORGANIZATION SHALL BE KNOWN AS: "EMMET-CHARLEVOIX COUNTY 4-H MARKET LIVESTOCK ASSOCIATION".

## ARTICLE 2 - PURPOSE

The purpose of this organization shall be:

To create and sustain the interest of youth in animal agriculture.

To develop and support 4-H Youth livestock programs.

To coordinate youth livestock activities.

To provide for and develop leadership opportunities for youth & adults.

To encourage community involvement in youth programs.

To cooperate with the Michigan State University Extension staff.

To encourage and support the membership in raising, producing, and marketing a quality project.

This club operates in accordance with the Michigan 4-H Youth Development Club Constitution.

## ARTICLE 3 – MEMBERSHIP ELIGIBILITY

Any youth selling "Market Livestock" animals at the Emmet-Charlevoix County Fair must be a member of this organization and their local club in either Emmet or Charlevoix County. Membership in this organization is based on the 4-H county policies.

Voting electors are active youth members in 4-H online and / or active gold volunteers in Volunteer Central in good standings.

Parents, leaders, livestock persons, agri-business people and other interested persons from Emmet & Charlevoix Counties are welcome to participate in association programs.

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.

## ARTICLE 4 – EXECUTIVE BOARD

### **SECTION 1 - NAME**

The Executive Board shall be known as the "BOARD OF DIRECTORS OF THE EMMET-CHARLEVOIX COUNTY 4- H MARKET LIVESTOCK ASSOCIATION".

### **SECTION 2 – BOARD RESPONSIBILITIES**

Membership shall be based on the calendar year of October 1st through September 30th. The Board of Directors shall consist of the following:

#### **BOARD OFFICERS:**

A. Youth President

B. President (Adult)

C. Youth Vice President

D. Vice President (Adult)

E. Youth Secretary

F. Secretary (Adult)

G. Youth Treasurer

H. Treasurer (Adult)

I. Recording Secretary

J. Educational Coordinator

**YOUTH REPRESENTATIVES** - must be 8-19 years of age for all areas by January 1st of the program year

K. Large Beef M. Lamb/Goat

O. Small Animals

L. Swine

N. Dairy Feeders/Jr. Beef

Youth representatives will be represented by a ratio of (1) member per (10) animals in a species, proportionate to the previous year's enrollment, with no less than 2 representatives per species. If the number of animals exceeds an increment of 10 but is less than 10, we will round up (i.e. 22 animals equal 3 youth species reps).

**SPECIES SUPERINTENDENTS** - 2 adults per species, except small animals (3 adults)

P. Large Beef Superintendents (Adults)

Q. Swine Superintendents (Adults)

R. Lamb/Goat Superintendents (Adults)

S. Jr. Beef & Dairy Feeder Superintendents (Adults)

T. Small Animal Superintendents (Adults)

#### **EX-OFFICIO MEMBERS**

Emmet & Charlevoix County MSU Extension / 4-H Staff

#### **SECTION 3 - BOARD OF DIRECTORS RESPONSIBILITIES**

The board of directors will have responsibility to conduct business that directly affects the general livestock membership, including those matters delegated to the association's standing committees. The board will also work in conjunction with 4-H staff on concerns, attendance and safety issues - both member and animal as they arise.

#### **SECTION 4 - NOMINATION OF BOARD MEMBERS**

A slate of candidates for the Board of Directors shall be presented by a nomination committee. The committee will secure adult and youth volunteers to run for the open positions and complete their slate by the last day of August. Each candidate will be required to complete a nomination form to be placed on the nomination board and later sent to members electronically.

#### **SECTION 5 - HOW AND WHEN BOARD MEMBERS ARE ELECTED**

Board members shall be elected by a majority of paper or electronic ballots cast by active youth members in 4-H online and active gold volunteers in Volunteer Central in good standings who should be present in person at the annual meeting held in September following the fair. A slate of nominations will be prepared by the last day of August. All nominees will run and be voted on as individuals. Adult officers must be active gold volunteers who have been approved through the Volunteer Selection Process in either Charlevoix or Emmet County. Upon election, all adult board members are required to attend a leader training program, to be held before the date of the January livestock meeting date. Youth board members are encouraged to attend leader training.

#### **SECTION 6 - VACANCIES ON THE BOARD**

Vacancies on the board can be filled by direct appointment by the remaining members of the Executive Board. Board members are only allowed to hold 1 board position at a time.

MSU 4-H Program Coordinator(s) may relieve any board member of their respective duty for non-performance. Non-performance is defined as having (un-excused) absences for 2 consecutive meetings and/or the violation of a 4-H rule or Code of Conduct.

#### **SECTION 7 - QUORUM**

A quorum shall consist of 9 of the adult board members and 3 of the youth board members. - see article 4 section 2.

## **SECTION 8 – MEETINGS**

The meetings are on the 3<sup>rd</sup> Monday of the month except for no meeting in December and August is the 1<sup>st</sup> Monday of the month. This rule is to ensure that members are informed of association activities. Attendance will be taken at each meeting which will begin at 7:00 pm and end on or before 8:30 pm. The Sept, Oct, Nov, May, June and July meetings will not be adjourned until all enrollment forms / contracts are reviewed for completeness and elections are finalized. Parents are encouraged to attend all meetings.

## **SECTION 9 - SPECIAL EXECUTIVE BOARD MEETINGS**

Special executive board meetings may be called by any of the adult or youth members of the Executive Board with notice to all leaders, members, and county MSUE/4-H staff. At any special meeting at least the Association President and/or Vice President must be present. This applies to the youth board (youth president or vice president) as well and a county Michigan State University Extension 4-H staff person must be present to ensure 4-H policy is maintained. Voting at special meetings requires 12 of that group (executive board, adult board, or youth board) to be present to obtain a quorum.

## **ARTICLE 5 - COMMITTEES**

### **SECTION 1 - STANDING COMMITTEES**

The chairmanships of the standing committees shall be determined by the committee members. An active gold volunteer must act as the committee chair. If unable to choose a chair, the board will then appoint a chairperson.

The standing committees shall be as follows:

- **Awards**
- **Auction Day Operations**
- **Nominating / End of the year celebrations (September potluck)**
- **Building & Housing/Show Day & Auction Ring / Set Up / Clean Up**
- **Buyer Appreciation**
- **Processing & Hauling**
- **Photography & Post Fair Advertising**
- **Fundraising**
- **Record Books / Overall Master Showman Class (all species including horse)**
- **Members Recruitment**
- **Fair week fun activities**

### **SECTION 2 - SPECIAL COMMITTEES**

Special committees may be appointed by the Board as the need arises.

**Fair Judges-** The Adult Executive Board will be responsible for reviewing information for perspective judges. Selection of judges will be made by a majority vote from the information received and a ranked list of judges will be submitted to the 4-H Coordinator. All judges are required to be approved silver 4-H volunteers by show day.

## **ARTICLE 6 - EXECUTIVE BOARD OFFICES & TERMS**

### **SECTION 1 -OFFICERS**

- A. All adult officers as previously defined in Article 4 Section 2, must be registered volunteers who have completed and been approved by the MSU VSP process and be an active gold level volunteer. Adult terms are 1-2 years in length. Youth officers must be registered 4-H members enrolled in 4-H online. Youth terms are 1 year in length. Officers may be nominated by any member and may serve for any number of consecutive terms.
- B. It is encouraged of the past board to offer support to the newly elected board while transitioning.

C. Voting ballots will be destroyed following the election.

**SECTION 2- YOUTH PRESIDENT – 1 year term**

The Youth President with the Adult President presides over meetings. The Youth President is encouraged to be 13 years of age or older.

**SECTION 3- ADULT PRESIDENT – 2 year term – (expires in odd numbered years)**

The Association President shall be an adult and with the Youth President presides over meetings, votes to break a tie, and serves as a communication link with the fair board.

**SECTION 4- YOUTH VICE PRESIDENT – 1 year term**

The Youth Vice President assumes the duties of the Youth President if he/she is unable to perform those duties and may assume the duties of the Youth President if he/she is unable to fulfill his/her term. The Youth Vice President is encouraged to be 13 years of age or older.

**SECTION 5-ADULT VICE PRESIDENT – 2 year term – (expires in even numbered years)**

The Adult Vice President assumes the duties of the President if he/she is unable to perform those duties and may assume the duties of the President if he/she is unable to fulfill his/her term. The Vice President oversees the functioning of the association standing committees.

**SECTION 6 - YOUTH SECRETARY – 1 year term**

The Youth Secretary is encouraged to be 13 years of age or older, and with the Adult Secretary will be responsible for taking and presenting all meeting minutes.

**SECTION 7 - ADULT SECRETARY – 2 year term – (expires in odd numbered years)**

The Association Secretary shall be an adult member of the Association. The secretary will take minutes at all meetings and is responsible for all correspondence. The secretary will copy all contracts and forms for species superintendents, adult President, adult Vice President, and 4-H staff. The secretary will be responsible for creating an agenda for all membership meetings. Items for the agenda will be accepted until the Friday before the Monday membership meeting.

**SECTION 8 -YOUTH TREASURER – 1 year term**

The Youth Treasurer is encouraged to be 13 years of age or older. The Youth Treasurer will be responsible for presenting the treasurers report at association meetings.

**SECTION 9 - ADULT TREASURER – 2 year term (expires in even numbered years)**

The Association Treasurer shall be an adult member of the Association. The treasurer is responsible for tracking and recording all income and expenses the association incurs. Will keep record of member fundraising requirements. A monthly treasurer's report will be prepared for presentation at association meetings. The treasurer will also be responsible for gathering income/expense information for the previous year for the purpose of developing a budget for the current year.

**SECTION 10- ADULT RECORDING SECRETARY – 1 year term**

The Adult Recording Secretary will be responsible for taking association attendance (meetings, and work bees) and keeping those attendance records. These records will be shared with county 4-H staff for the purpose of alerting members and leaders of the youth member's compliance with attendance requirements to maintain eligibility for participation in the fair.

### **SECTION 11-ADULT EDUCATION COORDINATOR – 1 year term**

An adult member who provides educational opportunities for the membership and program development for the association.

### **SECTION 12- YOUTH REPRESENTATIVES – 1 year term**

These board members must be 8-19 years old as of January 1 of the current program year for small and medium animals. 12-19 years old as of January 1 of the current program year for large animals.

Responsibilities Include:

- Participate in board meetings, junior ring stewards, mentor and encourage youth members, be a voice for youth members, farm visits and assist adult species superintendents

### **SECTION 13- ADULT SPECIES SUPERINTENDENTS – Lamb/Goat, Small Animal, Swine, Large Beef, Jr. Beef/Dairy Feeder – 1 year term**

Species superintendents are responsible for arranging farm visits in accordance with association rules and their schedules. They are also responsible for arranging barn setup, stalling assignments, and barn duty posters. They will set up the classes for their respective shows and prepare sale order for their species. They will also serve as ring stewards for their respective shows and secure assistance for association youth and adults as they deem necessary. They will also arrange practices, help throughout the week with youth and their projects. They will be available to youth throughout the year. They will check specie contracts for completeness before turning them in to the adult secretary.

### **ARTICLE 7 – FINANCES**

- A. Adult Treasurer oversees the Associations finances. Two gold volunteers must be signatories on the bank account.
- B. MSU 4-H Staff oversees the 4-H Program finances.
- C. Commission shall be a percentage of the sale price of the market livestock animals sold; that percentage is not to exceed 5%. Commission shall be used to support and further this program and its associated expenses.
- D. Restrictions- Upon dissolution of this club, all remaining funds and property will be split and turned over to Emmet 4-H Council and Charlevoix County 4-H.
- E. The Association will follow the current edition of the Roberts Rules of Order and will follow the 4-H Volunteer and Treasurers Financial Manual as reference points for all financial questions not addressed in the by-laws.

### **ARTICLE 8 – AMENDMENTS**

By-laws and rules will be reviewed annually at the October or November general membership meetings, but no later than the 3<sup>rd</sup> Monday in November.

Proposed changes shall be recommended by the Executive Board of the Association.

Notice of all proposed changes shall be provided to all members at the annual October membership meeting, with voting to take place no later than the November membership meeting.

All amendments to the bylaws shall become effective immediately upon adoption.

\*Any decision passed in conflict with the policies or practices of the county 4-H program or MSUE Extension may be vetoed by the MSUE 4-H Staff.

APPROVED: October 20, 2025