

**2021-2022**

**EMMET & CHARLEVOIX COUNTY 4-H MARKET  
LIVESTOCK ASSOCIATION CONSTITUTION**

**ARTICLE I - NAME**

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

**ARTICLE II - PURPOSE**

The purpose of this organization shall be seven-fold:

1. To create and sustain the interest of youth in animal agriculture.
2. To develop and support 4-H Youth livestock programs.
3. To coordinate youth livestock activities.
4. To provide for and develop leadership opportunities for youth & adults.
5. To encourage community involvement in the youth programs.
6. To cooperate with the MSU Extension staff.
7. To encourage and support the membership in raising, producing and marketing a quality project.

**ARTICLE III - MEMBERSHIP**

**SECTION 1 - ELIGIBILITY**

Any youth selling "Market Livestock" animals at the Emmet-Charlevoix County Fair must be a member of this organization and their local club. Membership in this organization is open to all persons interested in youth and livestock provided that they shall have attained the age of eight (8) years on or before January 1, 2022 for the 2021-2022 program year and the 2022 fair. Participation for members ends at age 19 or as determined by the county the member is registered in. Age is determined as of January 1 of the program year and in accordance with the member's county policy. For both counties, the exception will be members with a handicap or disability. Their date of membership termination will be December 31st of the year in which they turn 25. (See ADA policy for handicap clarification.)

Members must be a registered 4-H Market Livestock Association member by the November meeting of the project year to participate in the program.

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

**SECTION 2 - MEMBERSHIP**

All members must attend at least five (5) scheduled meetings, from September 1, 2021 through August 31, 2022 and one (1) of the fair related work bees and one (1) Association fundraiser during the year to be eligible to show and sell their animals at the county fair. In addition, members must attend either the October or November fall membership meetings to review and approve by-laws, AND either the July or August pre-fair meetings to receive information relating to their fairweek participation. The Constitution and Rules may be reviewed biannually unless there are safety issues or major concerns that need to be addressed.

This rule is to ensure that members are informed of association activities. Attendance will be taken at each meeting.

**SECTION 3 – COMMISSION**

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. Local clubs may collect nominal yearly dues if their membership elects to do so.

## ARTICLE IV - 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. President (Adult)      | E. Secretary (Adult) | I. Recording Secretary     |
| B. Youth President        | F. Youth Secretary   | J. Educational Coordinator |
| C. Vice President (Adult) | G. Treasurer (Adult) |                            |
| D. Youth Vice President   | H. Youth Treasurer   |                            |

#### BARN SUPERINTENDENTS - 2 adults per species

- K. Beef Superintendents (Adults)
- L. Swine Superintendents (Adults)
- M. Lamb/Goat Superintendents (Adults)
- N. Small Animal Superintendents (Adults)
- O. Jr Beef & Dairy Feeder Superintendents (Adults)

#### YOUTH REPRESENTATIVES - must be 8-19 years of age by January 1st of the program year

- |          |                           |                  |
|----------|---------------------------|------------------|
| P. Beef  | R. Lamb/Goat              | T. Small Animals |
| Q. Swine | S. 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 specie. If the number of animals exceeds an increment of 10 but is less than 10, we will round up (ie. 22 animals equals 3 youth barn reps). Large beef members must be 12 years of age by January 1st of the program year.

#### EX-OFFICIO MEMBERS

- Emmet & Charlevoix County MSU Extension / 4-HStaff

### SECTION 3 - BOARD OF DIRECTORS RESPONSIBILITIES

The board of directors will have full authority and 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 have full authority to deal with discipline, 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.

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

Board members shall be elected by a majority of paper or electronic ballots cast by members present 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 registered leaders or 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 trainings.

## **SECTION 6 - TERM OF OFFICE OF BOARD MEMBERS**

A. Adult President	2 year term - (expires in odd numbered years)
B. Youth President	1 year term
C. Adult Vice President	2 year term - (expires in even numbered years)
D. Youth Vice President	1 year term
E. Adult Secretary	2 year term- (expires in odd numbered years)
F. Youth Secretary	1 year term
G. Adult Treasurer	2 year term- (expires in even numbered years)
H. Youth Treasurer	1 year term
I. Recording Secretary	1 year term
J. Education Coordinator	1 year term
K. Beef Superintendents	1 year term
L. Lamb/Goat Superintendents	1 year term
M. Small Animal Superintendents	1 year term
N. Swine Superintendents	1 year term
O. Jr. Beef/Dairy Feeder Superintendents	1 year term
P. Youth Members - Representing Beef	1 year term
Q. Youth Members - Representing Jr. Beef/Dairy Feeder	1 year term
R. Youth Members – Representing Lamb/Goat	1 year term
S. Youth Members - Representing Swine	1 year term
T. Youth Members - Representing Small Animals	1 year term

## **SECTION 7 - VACANCIES ON THE BOARD**

A. Vacancies on the board can be filled by direct appointment by the remaining members of the Executive Board.

B. The Executive Board may relieve any Board Member of their respective duty for non-performance. Nonperformance is defined as having (un-excused) absences for 2 consecutive meetings and/or the commission of a 4-H rules violation and/or Code of Conduct violation.

## **SECTION 8 - QUORUM**

A quorum shall consist of 51% of the adult board members and 10% of the youth board members. - see section 6

## **SECTION 9 - MEETINGS SCHEDULE**

**A. ANNUAL MEETING** - the annual meeting of the Association shall be held in September of each year, for the purpose of board elections and fair week review. Auction checks to be distributed by the November meeting. Attendance at the September meeting will be applied to the 5 meeting requirement upon registration.

**B. GENERAL MEMBERSHIP MEETINGS** - all meetings are held the third Monday of each month. Monday meetings will begin at 7:00 pm and end on or before 8:30 pm. The Nov, May, June and July meetings will not be adjourned until all enrollment forms and contracts are reviewed for completeness.

\*Committee Meeting are open to all and will be held at 6:30 pm before every membership meeting.

## EXCEPTIONS:

- No meetings are held in December
- August meeting is held on the 1st Monday of the month.
- Parents are encouraged to attend all meetings. It is especially important that parents attend these meetings: October & November- Discussion and voting on by-laws takes place.
- November- Parents and members need to sign enrollment forms and market beef contracts Committee sign-ups begin Budget is approved.
- January-Board meeting (Meeting agenda will be committee reports and other fair related items).handed out Year long planning calendar
- April -Board meeting (same as January)
- May- Parents and members need to sign medium animal contracts
- June – Parents and members need to sign small animal contracts (excluding chickens)
- July –Parents and members need to sign chicken contracts
- July/August- Fair week participation and fair week rules are discussed. Code of Conduct statement is signed. Member and adult barn duty sign up. Nominations for new Executive Board members Adult Executive Board work bee sign-up.

Cancellation of an in person meeting will be made by the following adult officers: president, vice president, secretary, and treasurer. If an in person meeting is cancelled, the meeting will be held via Zoom. The membership will be notified by either Facebook, email, phone call, or text message. If forms or contracts are due at the canceled meeting, they are to be mailed to the association secretary at the address listed below.

Sheryl Thayer  
3100 E. Levering Rd  
Levering, MI 49755

Or emailed to [sherylkthayer@icloud.com](mailto:sherylkthayer@icloud.com)

**FAIRWEEK ADULT EXECUTIVE BOARD-** meeting will be held on Thursday at 10:00 am on the fairgrounds. The purpose of this meeting will be to review any and all fair week issues. Additional meetings may be called if necessary.

## **SECTION 2 - 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 MSUE 4-H staff person must be present to ensure 4-H policy is maintained. Voting at special meetings requires 51% of that group (executive board, adult board or youth board) to be present to obtain a quorum.

## **ARTICLE VI - COMMITTEES**

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

The chairmanships of the standing committees shall be appointed annually by the Board. ALL parents are required to serve on at least one standing committee.

The standing committees shall be as follows:

- **Awards**
- **Nominating**
- **Building & Housing/Show Day & Auction Ring**
- **Buyer Appreciation**
- **Processing & Hauling Auction Day Operations**
- **Advertising/Marketing**
- **Fundraising**
- **Record Books**
- **Set Up/ Clean Up**

**Judging Committee-** The Adult Executive Board will be responsible for sending and reviewing applications for perspective judges. Selection of judges will be made by a majority vote from the applications received. In the event of a tie, the Chairman will have the deciding vote.

**SECTION 2 - SPECIAL COMMITTEES** Special committees may be appointed by the Board as the need arises.

## **ARTICLE VII - EXECUTIVE BOARD OFFICES**

### **SECTION 1 -OFFICERS**

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 a gold level volunteer. Adult terms are 1-2 years in length. Youth officers must be registered 4-H members. Youth terms are 1 year in length. Officers may be nominated by any member and may serve for any number of consecutive terms.

### **SECTION 2- ADULT PRESIDENT**

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 3- YOUTH PRESIDENT**

The Youth President with the Ault President presides over meetings. Youth president shall be youth member 13 years of age or older.

### **SECTION 4-ADULT VICE PRESIDENT**

The Adult Vice President shall be an adult assumes the duties of the President when the President is unable to perform their duties, oversees the functioning of the association subcommittees, may assume the duties of the president if the president is unable to fulfill his/her term.

### **SECTION 5- YOUTH VICE PRESIDENT**

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. Youth Vice President shall be youth member 13 years of age or older.

### **SECTION 6 - ADULT SECRETARY**

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 barn 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 7 - YOUTH SECRETARY**

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 8 - ADULT TREASURER**

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. 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 9 -YOUTH TREASURER**

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 10- ADULT RECORDING SECRETARY**

The Adult Recording Secretary will be responsible for taking association attendance (meetings, fundraisers, 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**

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

## **SECTION 12- ADULT BARN SUPERINTENDENTS**

Barn Superintendents are responsible for arranging farm visits in accordance with association rules and their schedules. They are also responsible for arranging for 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 check specie contracts for completeness before turning them in to the adult secretary.

## **SECTION 13- YOUTH REPRESENTATIVES**

These board members must be 8-19 years old as of January 1 of the current program year. Large beef members must be 12-19 years of age. Responsibilities Include:

- Executive Board Member (participate in board meetings)
- Junior Ring Stewards
- Mentor and encourage youth members
- Be a voice for youth members
- Farm Visits
- Assist Adult Barn Superintendents

## **ARTICLE VIII-ACCOUNTS PAYABLE**

### **SECTION 1 - ACCOUNTS PAYABLE**

- A. All expenditures, over\$ 250.00 and not included in the association budget, need to be submitted to the general membership for approval prior to payment
- B. All expenditures require an invoice which is to be sent to the adult treasurer or a detailed receipt to be reimbursed by the adult treasurer.
- C. All bills shall be paid by check signed by the adult association president or the adult treasurer.
- D. The Youth Treasurer will give a written Treasurer's Report of all transactions, accounts payable and deposits made. This is to be done on a monthly basis and compiled by the adult treasurer.
- E. A yearly budget will be submitted by the Executive Board at the November Association meeting.

## **ARTICLE IX – AMENDMENTS**

- A. Amendments to this constitution may be made at the October or November general membership meetings, but no later than the 3rd Monday in November every other year unless there are major safety concerns or other issues that need to be addressed.
- B. Proposed changes shall be recommended by the Executive Board of the Association.
- C. 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.
- D. All amendments to the constitution shall become effective immediately upon adoption.

APPROVED: October 18, 2021