

**BY-LAWS OF
INGHAM COUNTY 4-H STILL LIFE COMMITTEE**

ARTICLE I – NAME

The name of the organization shall be the Ingham County 4-H Still Life Committee.

ARTICLE II – PURPOSE

To create for Still Life superintendents a space for collaboration and to promote and encourage the development of 4-H Still Exhibits through:

- (a) Administration of the 4-H Still Exhibits program.
- (b) Promotion of county, state and national 4-H Still Exhibit events and activities.
- (c) Identification of resources for the development of relevant workshops in any Still Exhibit project area.
- (d) Maintenance of Fair Book guidelines and revision.

ARTICLE III – MEMBERSHIP

Section 1. Membership. Membership of the Committee will consist of:

- (a) 4-H Still Exhibit Superintendents in the project areas of: 2-Dimensional Art, Arts & Crafts, Cloverbuds, Club Projects, Clothing & Textiles, Communications, Foods & Nutrition, Plant Science, Personal Development, Science, and Shooting Sports.
- (b) At least one representative from each project area.
- (c) Apprentice Superintendents and/or 4-H youth representatives are also welcomed members.

ARTICLE IV – OFFICERS

Section 1. Officers. Officers of the organization will be a Chair, Secretary, and Treasurer.

Section 2. Appointment of Officers. Officers will be appointed based on consensus of the Committee body at the first meeting following the Ingham County Fair events.

Section 3. Terms of Office. Officers will be:

- (a) Appointed for a one-year term.
- (b) Eligible for re-appointment yearly.

ARTICLE V – DUTIES OF OFFICERS

Section 1. Duties of the Chairperson. The Chair will be the Chief Executive Officer of the Committee and shall:

- (a) Preside over all meetings.
- (b) Call special meetings as needed.
- (c) Make appointments and assignments.

Section 2. Duties of the Secretary. The Secretary shall:

- (a) Send out notices of all meetings.
- (b) Take record of each meeting; submitting formalized minutes to Ingham County 4-H Extension Office
- (c) Keep a record of Committee membership and attendance.
- (d) Take responsibility for general Committee correspondence.

- Section 3. Duties of the Treasurer. The Treasurer shall:
- (a) Keep a record of all financial activity of Committee accounts.
 - (b) Present a financial report at each meeting.
 - (c) Authorize payments from the Committee accounts.
 - (d) Provide and submit all needed financial information to Extension Office.

ARTICLE VI – MEETINGS OF THE COMMITTEE

The Committee shall meet at least twice annually. Meetings of the Committee shall be an open forum unless previously stated. Meetings shall include establishment of the annual calendar, fair book revisions, assignments, and activities held throughout the year. The Chair may call further meetings as needed.

ARTICLE VII – QUORUM

Fifty percent of the membership (still exhibit superintendents) shall be necessary to constitute a quorum for the conduct of business and a majority of the members present at any meeting shall decide any questions coming before the Committee.

ARTICLE VIII – AMENDMENT OF BY-LAWS

These by-laws may be amended, altered, or repealed, in whole or in part, at any regular or special meeting of the Committee (at which a quorum is present) by majority vote of the members present at such meeting, provided notice of such proposed amendment has been included in the notice of the meeting or were presented at a previous meeting of the Committee.

Adopted and Approved – February 5, 2015