

**Kalamazoo County 4-H
Livestock Superintendents Association
By-Laws**

ARTICLE I - NAME

The name of this organization shall be Kalamazoo County 4-H Livestock Superintendents Association (LSA).

ARTICLE II - PURPOSE

The purpose of this organization shall be:

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 and adults.
5. To encourage community involvement in the youth programs.
6. To cooperate with the MSU Extension staff, Kalamazoo County Fair Advisory Council, and 4-H/Fair Committee.
7. To encourage, educate, and support 4-H membership in raising, producing and marketing a quality project.

ARTICLE III - SUPERINTENDENT BOARD

SECTION 1 - BOARD ELIGIBILITY

Superintendents of market/breed livestock projects will apply and be approved by MSU Extension, Kalamazoo County 4-H staff members and the 4H/Fair Committee. Superintendents must be at least 21 years of age. The number of Superintendents per project area will be determined by LSA.

SECTION 2 - BOARD MEMBERSHIP

All Board members *should* attend the (majority) 60% of LSA meetings. Members must fulfill their responsibilities included in job descriptions. Members will be expected to serve on a minimum of one LSA committee. All members will be expected to conduct themselves as professionals with co-volunteers, members, parents, MSU Extension staff and Kalamazoo County Youth Fair staff.

SECTION 3 MEMBERS AT LARGE

Members at Large will be expected to conduct themselves as professionals with LSA superintendents, 4-H volunteers, parents, members, MSU-Extension staff and Kalamazoo County Youth Fair staff. All Members at Large must attend 3 LSA meetings. (July, October and a Spring meeting).

1. LSA Representative: The LSA representative will assist with communication and share knowledge between LSA and the Fair Advisory Council, for a three-year term. Nominations will take place in October. Elections will be held in November. (2021,

Adopted November 2019

2024, 2027 etc.) Representative will be placed at November Fair Advisory Council meeting.

2. Public Speaking Coordinator: The Coordinator will coordinate all aspects of the Public speaking project (see job description).
3. Sweepstakes Coordinator: The Sweepstakes Coordinator will coordinate all aspects of the Sweepstakes contest (see job description).
4. Trophy Coordinator: The trophy coordinator will coordinate all aspects of purchasing trophies. (see job description).
5. Auction Coordinator: The coordinator will coordinate all aspects of the auction, including pre and post auction activities. (see job description)
6. LSA Representative to the 4-H/Fair Committee: The LSA representative will assist with communication and share knowledge between LSA and the 4-H/Fair Committee, for a two-year term. (see job description) Nominations will take place every odd year in October. Elections will be held in November. Representative will be placed in January.

SECTION 4 - VOTING/QUORUM

51% of superintendents must be present to have a quorum. If a division of the house occurs each species will have 2 votes and Members at Large will have one vote.

SECTION 5 - OFFICERS

1. OFFICERS: Officers will consist of President, Vice President, Secretary, and Treasurer.
2. Eligibility: All Superintendents are eligible to hold office.
3. TERMS: Terms will be two years. No more than one member of a household shall be an officer. *No term limits will be imposed.*
4. ELECTIONS: Elections will be held on even years for President and Secretary, odd years for Vice President, ~~and~~ Treasurer, and 4-H/Fair Committee Representative. A Nominating Committee will be selected in September, and nominations will be accepted in October and November. Elections will be held in November. Officers will be placed in January.
5. DUTIES: Each officer will serve as a chairman on a committee.
 - A. President: Shall preside at all regular meeting and exercise general supervision over the interest and welfare of the Association.
 - B. Vice President shall assume the duties of the President in the absence of the President.

- C. Secretary shall keep a correct record of the proceeding of the Association. Reports of proceeding shall be provided, in writing, at each meeting of the Association. All minutes will be emailed to the MSU Extension staff and Fair Coordinator. He/She, at the expiration of term of office, shall turn over to the MSU-Extension-Kalamazoo County office all books, papers, and all property in their possession belonging to the Association.
- D. Treasurer shall be bonded. He/She shall keep a debit and credit account of all monies received and paid out by him/her for the Association, abide by all financial management policies of MSU Extension, prepare books for the annual financial reviews and 990 reports, prepare monthly treasurer reports, and maintain the annual budget. He/She, at the expiration of term of office, shall turn over to the MSU-Extension-Kalamazoo County office all books, papers, and all property in their possession belonging to the Association.

ARTICLE V - COMMITTEES

SECTION 1 - STANDING COMMITTEES.

Standing Committees shall consist of Sale, Buyers lunch, Finance/Budget and Photography.

1. SALE COMMITTEE shall consist of the President and four Superintendents/Members At-Large. Duties shall consist of set-up, refreshments; advertising, sale order, auctioneers, clerks, and cashiers, and take-down for the livestock auction, acknowledgement during sale.
2. BUYERS LUNCH COMMITTEE shall consist of the Vice President and four Superintendents/Members At-Large. Duties shall consist of securing caterers, lunch menu, coffee, donuts, and monitoring lunch tickets/stamps. Coordinate volunteer members serving buyers, set up and tear down of lunch.
3. PHOTOGRAPHY COMMITTEE shall consist of the secretary and two Superintendents/Members At-Large. Duties shall include recruiting volunteers to manage pictures during auction and mailing unclaimed pictures. Set up photo area for Champion buyer photos and secure photographer.
4. FINANCE/BUDGET COMMITTEE shall consist of the Treasurer and four Superintendents/ Members At-Large. Duties shall consist of preparing and presenting the annual budget, determining long range plans for improvement and recommend investment of funds. Make recommendation to the board concerning loans to project areas and terms for repayment schedule. 80% of funds loaned must be repaid. The budget committee will meet in September and present the proposed budget for approval in October.

ARTICLE VI – FISCAL YEAR

The fiscal year of the Association shall be September 1 to August 31.

ARTICLE VII – CONFLICT RESOLUTION

1. Livestock Exhibitor Conflict Resolution. If any conflicts arise, members must move through the following chain of command in the order written, for resolution. Project Superintendent, LSA as a whole, LSA Executive Board, and finally the 4-H/Fair Livestock Committee.
2. LSA Members/Superintendent Conflicts – The 4-H/Fair Committee will have the final decision on all issues.

Should anyone be deemed to have a conflict of interest; they will be asked to remove themselves from the vote at hand.

ARTICLE VIII – AMENDMENTS OF THE BY – LAWS

All proposed changes shall be presented to the general membership for review with the final vote occurring at the next scheduled meeting.

ARTICLE IX - Dissolution of Organization

In the event of dissolution of this organization, all assets, real property and personal property shall be donated to 4-H Leaders Council of Kalamazoo County, or the Michigan 4-H Foundation.