

# ***Bylaws* of the Kalamazoo County 4-H Dog Care Council**

## ***Article I-Name***

The name of this organization shall be the Kalamazoo County 4-H Dog Care Council.

## ***Article II-Purpose***

The purpose of this organization shall be to assist in *planning, serving, guiding and promoting* the 4-H Dog Care program in Kalamazoo County, Michigan. It will be the goal of this organization to ensure the following:

1. Youth develop positive relationships with adults and peers.
2. Youth are physically and emotionally safe.
3. Animal counterparts are physically safe.
4. Youth develop skills that help them succeed.
5. Youth grow and contribute as active citizens through service and leadership.

## ***Article III-Membership***

The 4-H Dog Care program is open to all without bias of any kind.

### *Section 1. Regular Membership*

- A. All Dog Project Leaders are members of the council. Leaders may send a representative, but they will not have voting rights.

### *Section 2. Rules of the Membership*

- A. All adult 4-H Dog Care Council members must have completed the MSU Extension Volunteer Selection Process and have been a registered volunteer for at least one (1) year prior to being an elected member of the 4-H Council.
- B. No term limits for 4-H adult council representatives.

## ***Article IV-Officers***

Officers shall be decided each year to a one-year term at the September 4-H Dog Care Council meeting. All officers shall be adult members and one member may hold more than one position.

- A. Superintendent – provides leadership and promotes educational opportunities to the county dog care project and presides over council meetings. Superintendent is the representative for the promotion of the Dog Care Projects. They are the final authority on the safety of the children and their dogs.
- B. Fundraiser Coordinator – responsible for editing sponsorship packets, training leaders on correct paperwork, working closely with 4-H office and council treasurer on financial accountability, turns in fundraising request form and follow up form according to financial manual.

- C. Treasurer – responsible for financial accountability, according to the MSU Extension Manual for 4-H treasurers, of council books, including preparation for yearly financial reviews, preparation of treasurers report for meetings, receives money and pays bills.
- D. Project Leader – represents their project area at the bi-monthly council meeting. They use their expertise to educate 4-Hers and assists the Superintendent in creating and achieving educational opportunities within the dog care project to fulfill county wide guidelines for project leaders.
- E. Secretary - keeps the minutes of all meetings, returns them to the Extension office for distribution with the notices of the next meeting or as is appropriate, and records all correspondence which the officers or the 4-H Council.

### ***Article V-Meetings***

- A. A bi-monthly leaders meeting will be held starting in September on the 3<sup>rd</sup> Monday of the Month.

### ***Article VI-Fiscal Year***

The Kalamazoo County 4-H Fiscal year runs from September 1 – August 31.

### ***Article VII - Decision Making***

- A. Formal Consensus – following steps will be followed. Present proposal or issue, group discussion, list concerns; resolve concerns, unanimous approval by all present. If it is not unanimous it may be sent to committee, people that object stand aside, or declare a block in which case it will go to a formal vote.
- B. Formal Vote – In the event that consensus can not be reached each dog project club will have 1 vote. All regular business of the council will be decided by a simple majority of leaders present, no quorum is needed. Superintendents will not have a vote. General consensus will be used to table an item on the agenda.
- C. Amendments – must be presented at one meeting and then voted on at the next.

### ***Article VIII - Policy and Procedures***

#### *Section 1. Finances*

- A. Project club members must participate in one fundraiser to be eligible for the county fair awards.
- B. An annual budget will be approved. Sponsorship monies will be used to fund county wide events and educational scholarships.
- C. Sponsorship deadlines are July 1<sup>st</sup>.

#### *Section 2. Fair*

- A. Project leaders are responsible to get member project notebooks and educational exhibits to the Superintendents one week prior to the judging interviews held the Saturday before fair as to a lot the appropriate amount of time for the judge to review and score the exhibits.
- B. Highest overall award will be based on highest score of Educational Notebook, Agility, Educational Exhibit, Obedience, Family Living, Rally, and Showmanship.

- C. Obedience Level Dispute – If a member/dog has qualified for the next level and their leader feels that it would not be safe for the dog or the child to move, they may present it to the September Dog Council Meeting to request an exemption.
- D. An inexperienced handler showing an experienced dog will show in B level, 1 level below the dogs highest passing class at the Kalamazoo County Fair.
- E. 1 child must exhibit the same dog in all competitive classes.

### ***Article IX-Restrictions***

- A. Disputes: In resolving disputes with 4-Hers the proper channels are: First, leaders try to resolve the problem and inform the superintendents and 4-H Program Coordinator. If it can not be resolved the Superintendents will become involved, and last the Fair/Superintendent Committee.
- B. If this organization dissolves, all assets and real property with regards to the Dog Care Projects of Kalamazoo County (as defined by the by-laws) will be given to the Kalamazoo County 4-H Leaders Council.

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