

LIVINGSTON COUNTY 4-H SMALL ANIMAL COMMITTEE BY-LAWS

I. NAME

- A. The name of the organization shall be the Livingston County 4-H Small Animal Committee.

II. PURPOSE

- A. The Livingston County 4-H Small Animal Committee was organized with the following objectives in mind:
 - 1. To promote, regulate and manage the 4-H Small Animal Auction at the Fowlerville Fair.
 - 2. Provide leaders, members and parents with a voice on how the small animal program should be run.
 - 3. To provide leadership opportunities for 4-H members in the rabbit, poultry, companion pets and goat projects.
 - 4. To educate 4-H members in the project areas of rabbits, poultry, companion pets and goats.
 - 5. To promote and develop interest in the 4-H rabbit, poultry, companion pets and goat projects.

III. MEMBERSHIP ELIGIBILITY

- A. 4-H members enrolled in the rabbit, poultry, companion pets or goat projects in Livingston County, are eligible to become members of the 4-H Small Animal Committee.
- B. 4-H leaders in the rabbit, poultry, companion pets or goat projects are eligible for membership in the 4-H Small Animal Committee.
- C. Interested adults are eligible to become members of the 4-H Small Animal Committee.

IV. COMMITTEE ORGANIZATION

The committee will be comprised of:

- A. Nine adult members. Members will be elected each for a three-year term on a staggered basis. Members may succeed themselves once.
- B. Not less than three nor more than six 4-H teen members will be elected each year, each to serve a one year term. Youth members must be at least 13 years old.
- C. 4-H superintendents of the rabbit, poultry, companion pets and goat projects are ex-officio members of the committee with voting rights.
- D. The 4-H Agent is an ex-officio member of the committee without voting rights.
- E. Committee meetings are open to all 4-H members, parents, leaders or other interested parties.

V. COMMITTEE OFFICERS

- A. The officers will consist of the Chairperson, Vice-chairperson, Secretary and Treasurer.
- B. The election of officers will be immediately following the October general meeting.
- C. The term of office for officers will be one year, and officers may succeed themselves in their respective offices upon election.
- D. Officer duties:
 - 1. Chairperson – Shall preside at the meetings of the Small Animal Committee and shall have the right to vote only to break a tie vote. He/she shall perform such duties as are necessary to the office of chairperson, appoint all committees, call special meetings and shall serve as ex-officio member of all committees with voting rights.
 - 2. Vice-chairperson – Shall perform the duties of the chairperson in the absence of the chairperson.
 - 3. Secretary- Shall keep correct records of the proceedings of the committee. All committee papers, records and property in the secretary's possession shall be turned over to the successors.
 - 4. Treasurer- Shall keep a debit and credit account of all money received and paid out for the committee, give a report of accounts of money received and paid out at each committee meeting and prepare and distribute an annual financial report.

VI. COMMITTEE DUTIES

- A. The Chairperson of the current year will serve on the 4-H Council as an ex-officio member with voting rights during their term of office with a 4-year term limit. If the Chairperson cannot serve they may turn the position over to the Small Animal Committee membership to elect a member to this position for a one-year term and a four-year limit.
- B. The committee shall meet six times a year, in September, October, November, February, April and June on the second Wednesday of the month. Additional and emergency meetings will be held if necessary. The October and April meetings are designated as general meetings.
- C. The committee will be responsible for keeping the Small Animal Auction portion of the Fowlerville Fair book and rules for the Small Animal Auction up to date.
- D. Amendments to guidelines and rules in the rabbit, poultry, goat and companion pets areas, that are published in the fairbook are subject to majority vote of the committee members present at a regular meeting only.
- E. The committee is responsible for running the Small Animal Auction at the Fowlerville Fair, including publicity before the event and working with the Market Livestock Committee to plan a buyer thank you event.
- F. If a committee member has missed three consecutive meetings, the committee will appoint a person to complete the remainder of that term.

VII. MEETINGS

Meetings shall be held according to Roberts Rules of Order.

VIII. QUORUM

Six or more members shall constitute a quorum at all meetings of the Small Animal Committee.

IX. RESTRICTIONS

- A. In the event of the dissolution of the Small Animal Committee, all monies and assets will revert to the Livingston County 4-H Council for support of 4-H Youth programs and activities in Livingston County.
- B. Any decision passed by the Small Animal Committee that is in conflict with the policies or practices of the Livingston County 4-H program or MSU Extension may be vetoed by the 4-H Council, 4-H Youth Agent or Extension Director. The veto will be put into writing within two weeks and submitted to the Small Animal Committee Chairperson.
- C. Any decision passed by any small animal sub committee or association that is in conflict with the policies or practices of either Small Animal Committee, MSU Extension and/or Livingston County 4-H Council may be vetoed at the next regular meeting of the Small Animal Committee.

X. AMENDMENTS

- A. Amendments to the by-laws shall be presented at the September meeting and voted on at the November meeting.
- B. An amendment must have a majority vote of the membership present in order to pass.

Proposed 8-02
Amended 11-02
Amended 5-03