

ALLEGAN COUNTY 4-H LIVESTOCK LEADERS BY-LAWS

Purpose

- * To serve as an advisory group to the 4-H Youth Staff and 4-H Council.
- * To promote education within the Allegan County 4-H Livestock Program.
- * To provide youth with educational experiences in the Livestock project areas.

Membership

Membership shall be composed of 4-H livestock leaders and teen leaders of the Allegan County 4-H Program without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.

Meetings

Meetings usually are held the 2nd Tuesday of the month with the meeting dates decided at the November meeting each year. No September meeting. For a meeting to be held over 50% of the active 4-H Livestock Clubs must be present. Meetings shall follow the Allegan County 4-H Livestock Leaders Parliamentary Procedures as attached.

Voting

On issues decided at the monthly meetings, each 4-H Club will have one vote by roll call of the clubs, a representative of a club may vote if the administrative leader cannot be present.

Budget

Allegan County 4-H Livestock Leaders will have a budget. The outgoing and incoming officers will develop a proposed budget to be presented at the December meeting and voted on at the January meeting. The fiscal year starts in January and ends in December. Non-budgeted expenses shall not be reimbursed without prior approval from the 4-H Livestock Leaders.

Officers

The following officers shall be elected at the November meeting and take office at the November meeting each year: President, Vice-President, Secretary, Treasurer, and Trustee. **Duties of Officers. President** - Shall preside at all meetings of the Allegan County 4-H Livestock Leaders and shall appoint committees as needed. The President or another officer shall represent the 4-H Livestock Leaders on the Allegan County 4-H Council. **Vice-President** - Shall preside over the meetings when the president is absent and assist the president with duties as requested. **Secretary** - Shall keep a record of minutes of all meetings and answer correspondence. **Treasurer** - Shall keep a record of all funds received and dispersed by the 4-H Livestock Leaders, give a monthly written/itemized report at each meeting of the 4-H Livestock Leaders, collect and take charge of all money coming in, and submit at the January meeting a statement of income and expenses for the previous year. The treasurer shall not expend 4-H Livestock Leaders funds except as budgeted or authorized by the 4-H Livestock Leaders. **Trustee** - Voting officer that shall be available to assist all other officers with their duties as needed. At least 2 teens shall be selected to represent the 4-H Livestock leaders on the County 4-H Council.

Sub- Committees

Sub committees will be determined at the November meeting each year and as needed throughout the year.