2017-2018
EMMET & CHARLEVOIX COUNTY 4-H MARKET LIVESTOCK ASSOCIATION
CONSTITUTION

* ARTICLE I - NAME *

THIS ORGANIZATION SHALL BE KNOWN AS: "EMMET-CHARLEVOIX COUNTY 4-H MARKET LIVESTOCK ASSOCIATION".

* ARTICLE II - PURPOSE *

The purpose of this organization shall be seven-fold:
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 & adults;
5. To encourage community involvement in the youth programs;
6. To cooperate with the MSU Extension staff;
7. To encourage and support the membership in raising, producing and marketing a quality project.

* ARTICLE III - MEMBERSHIP *

SECTION 1 - ELIGIBILITY
Any youth selling "Market Livestock" animals at the Emmet-Charlevoix County Fair must be a member of this organization and their local club. Membership in this organization is open to all persons interested in youth and livestock provided that they shall have attained the age of nine (9) years on or before January 1, 2018 for the 2017-2018 program year and the 2018 fair. Participation for members ends at age 19 or as determined by the county the member is registered in. Age is determined as of January 1 of the program year and in accordance with the member's county policy. For both counties, the exception will be members with a handicap or disability. Their date of membership termination will be December 31st of the year in which they turn 25. (See ADA policy for handicap clarification.)

Members must be a registered 4-H Market Livestock Association member by the November meeting of the project year to participate in the program.

Parents, leaders, livestock persons, agri-business people and other interested persons from Emmet & Charlevoix Counties are welcome to participate in association programs.

SECTION 2 - MEMBERSHIP
All members must attend at least five (5) scheduled meetings, from September 1, 2017 through August 31, 2018 and one (1) of the fair related work bees and one (1) Association fundraiser during the year to be eligible to show and sell their animals at the county fair. In addition, members must attend either the October or November fall membership meetings to review and approve by-laws, AND either the July or August pre-fair meetings to receive information relating to their fairweek participation. The Constitution and Rules may be reviewed biannually unless there are safety issues or major concerns that need to be addressed.

The rule is to ensure that members are informed of association activities. Attendance will be taken at each meeting.

SECTION 3 - COMMISSION
Commission shall be a percentage of the sale price of the market livestock animals sold; that percentage is not to exceed 5%. Commission shall be used to support and further this program and its associated expenses. Local clubs may collect nominal yearly dues if their membership elects to do so.

* ARTICLE IV - EXECUTIVE BOARD *

SECTION 1 - NAME
The Executive Board shall be known as the "BOARD OF DIRECTORS OF THE EMMET-CHARLEVOIX COUNTY 4-H MARKET LIVESTOCK ASSOCIATION".

SECTION 2 - BOARD RESPONSIBILITIES
Membership shall be based on the calendar year of October 1st through September 30th. The Board of Directors shall consist of the following:

BOARD OFFICERS:
A. Board Chairman (Adult)  E. Secretary (Adult)   I. Recording Secretary (Adult)
B. Youth Chairman  F. Youth Secretary  J. Educational Director (Adult)
C. Co-Chairman (Adult)  G. Treasurer (Adult)
D. Youth Co-Chairman  H. Youth Treasurer

BARN SUPERINTENDENTS - 2 adults per species
K. Beef Superintendents (Adults) - Market Beef, Jr. Beef & Dairy Feeders
L. Swine Superintendents (Adults)
M. Lamb Superintendents (Adults)
N. Small Animal Superintendent (Adult)

YOUTH REPRESENTATIVES - must be 9-19 years of age by January 1st of the program year
0. Beef  R. Lamb
P. Swine  S. Dairy Feeders
Q. Small Animals  T. Jr. Beef

Youth superintendents will be represented by a ratio of (1) member per (10) animals in a species, proportionate to the previous year's enrollment, with no less than 2 representatives per specie. If the number of animals exceeds an increment of 10 but is less than 10, we will round up (ie. 22 animals equals 3 youth barn reps). Steer members must be 12 years of age by January 1st of the program year.

EX-OFFICIO MEMBERS
• Emmet & Charlevoix County MSU Extension / 4-H Staff

SECTION 3 - BOARD OF DIRECTORS RESPONSIBILITIES
The board of directors will have full authority and responsibility to conduct business that directly affects the general livestock membership, including those matters delegated to the association's standing committees. The board will also have full authority to deal with discipline, attendance and safety issues - both member and animal as they arise.

SECTION 4 - NOMINATION OF BOARD MEMBERS
A slate of candidates for the Board of Directors shall be presented by a nomination committee. The committee will secure adult and youth volunteers to run for the open positions and complete their slate by the last day of August.

SECTION 5 - HOW AND WHEN BOARD MEMBERS ARE ELECTED
Board members shall be elected by a majority of paper or electronic ballots cast by members present at the annual meeting held in September following the fair. A slate of nominations will be prepared by the last day of August. All nominees will run and be voted on as individuals. Adult officers must be registered leaders or volunteers who have been approved through the Volunteer Selection Process in either Charlevoix or Emmet County. Upon election, all adult board members are required to attend a leader training program, to be held before the date of the January livestock meeting date. Youth board members are encouraged to attend leader trainings.
SECTION 6 - TERM OF OFFICE OF BOARD MEMBERS

A. Board Chairman 2 year term - (expires in odd numbered years)
B. Youth Chairman 1 year term
C. Board Co-Chairman 2 year term - (expires in even numbered years)
D. Youth Co-Chairman 1 year term
E. Adult Secretary 2 year term- (expires in odd numbered years)
F. Youth Secretary 1 year term
G. Adult Treasurer 2 year term- (expires in even numbered years)
H. Youth Treasurer 1 year term
I. Recording Secretary 1 year term
J. Educational Director 1 year term
K. Beef/Feeder Beef /Dairy Feeder Superintendents 1 year term
L. Lamb Superintendents 1 year term
M. Small Animal Superintendent 1 year term
N. Swine Superintendents 1 year term
O. Youth Members - Representing Beef 1 year term
P. Youth Members - Representing Jr. Beef 1 year term
Q. Youth Members - Representing Dairy Feeder 1 year term
R. Youth Members - Representing Sheep 1 year term
S. Youth Members - Representing Swine 1 year term
T. Youth Members - Representing Small Animals 1 year term

SECTION 7 - VACANCIES ON THE BOARD

A. Vacancies on the board can be filled by direct appointment by the remaining members of the Executive Board.

B. The Executive Board may relieve any Board Member of their respective duty for non-performance. Nonperformance is defined as having (un-excused) absences for 2 consecutive meetings and/or the commission of a 4-H rules violation and/or Code of Conduct violation.

SECTION 8 - QUORUM

A quorum shall consist of 51% of the adult board members and 10% of the youth board members. - see section 6

SECTION 1 - MEETINGS SCHEDULE

A. **ANNUAL MEETING** - the annual meeting of the Association shall be held in September of each year, for the purpose of board elections and fairweek review. Auction checks to be distributed by the November meeting.

   Attendance at the September meeting will be applied to the 5 meeting requirement upon registration.
B. GENERAL MEMBERSHIP MEETINGS - all meetings are held the third Monday of each month. Monday meetings will begin at 7:00 pm and end on or before 8:30 pm. The Nov, May, and June meetings will not be adjourned until all enrollment forms and contracts are reviewed for completeness.

*Committee Meeting are open to all and will be held at 6:30 pm before every membership meeting.

EXCEPTIONS: No meetings are held in December
August meeting is held on the 1st Monday of the month.

Parents are encouraged to attend all meetings. It is especially important that parents attend these meetings:

October & November- Discussion and voting on by-laws takes place.
November- Parents and members need to sign enrollment forms and market beef contracts
Committee sign-ups begin
Budget is approved.
January- Board meeting (Meeting agenda will be committee reports and other fair related items)
Year-long planning calendar handed out.
April
May
June
July & August -

Cancellation of a meeting will be made by the following adult officers: chair, co-chair, secretary, and treasurer. The membership will be notified by either Facebook, email, phone call, or text message. If forms or contracts are due at the canceled meeting, they are to be mailed to the association secretary at the address listed below.

Sheryl Thayer
3100 E. Levering Road
Levering, MI 49755

FAIRWEEK ADULT EXECUTIVE BOARD - meeting will be held on Thursday at 10:00 am on the fairgrounds.
The purpose of this meeting will be to review any and all fairweek issues. Additional meetings may be called if necessary.

SECTION 2 - SPECIAL EXECUTIVE BOARD MEETINGS.
Special executive board meetings may be called by any of the adult or youth members of the Executive Board with notice to all leaders, members and county MSUE/4-H staff. At any special meeting at least the Association Chairman and or Co-Chairman must be present. This applies to the youth board (youth chairman or Co-chairman) as well and a county MSUE 4-H staff person must be present to ensure 4-H policy is maintained. Voting at special meetings requires 51% of that group (executive board, adult board or youth board) to be present to obtain a quorum.

* ARTICLE VI - COMMITTEES *

SECTION 1 - STANDING COMMITTEES
The chairmanships of the standing committees shall be appointed annually by the Board—ALL parents are required to serve on at least one standing committee. The standing committees shall be as follows:

Standing Committees:
• Awards
• Nominating
• Building & Housing/Show Day & Auction Ring
• Chuck Wagon/Buyer Appreciation
• Processing & Hauling
  Auction Day Operations
• Advertising/Marketing
• Fundraising
• Record Books

Judging Committee- The Adult Executive Board will be responsible for sending and reviewing applications for perspective judges. Selection of judges will be made by a majority vote from the applications received. In the event of a tie, the Chairman will have the deciding vote.

SECTION 2 - SPECIAL COMMITTEES
Special committees may be appointed by the Board as the need arises.

* ARTICLE VII - EXECUTIVE BOARD OFFICES*

SECTION 1 - OFFICERS
All adult officers as previously defined in Article 4 Section 2, must be registered volunteers who have completed and been approved by the MSU VSP process. Adult terms are 1-2 years in length. Youth officers must be registered 4-H members. Youth terms are 1 year in length. Officers may be nominated by any member and may serve for any number of consecutive terms.

SECTION 2- ADULT CHAIRMAN
The Association Chairman shall be an adult and with the Youth Chairman presides over meetings, votes to break a tie, and serves as a communication link with the fair board.

SECTION 3- YOUTH CHAIRMAN
The Youth Chairman with the Adult Chairman presides over meetings. Youth chairman shall be youth member 13 years of age or older.

SECTION 4- ADULT Co-CHAIRMAN
The Adult Co-Chairman shall be an adult assumes the duties of the Chairman when the Chairman is unable to perform thier duties, oversees the functioning of the association subcommittees, may assume the duties of the chairman if the chairman is unable to fulfill his/her term.

SECTION 5- YOUTH Co-CHAIRMAN
The Youth Co-Chairman assumes the duties of the Youth Chairman if he/she is unable to perform those duties and may assume the duties of the Youth Chairman if he/she is unable to fulfill his/her term. Youth co-chairman shall be youth member 13 years of age or older.

SECTION 6- ADULT SECRETARY
The Association Secretary shall be an adult member of the Association. The secretary will take minutes at all meetings and is responsible for all correspondence. The secretary will copy all contracts and forms for barn superintendents, adult chair, adult co-chair, and 4-H staff. The secretary will be responsible for creating an agenda for all membership meetings. Items for the agenda will be accepted until the Friday before the Monday membership meeting.

SECTION 7 - YOUTH SECRETARY
The Youth Secretary is encouraged to be 13 years of age or older and with the Adult Secretary will be responsible for taking and presenting all meeting minutes.

SECTION 8 - ADULT TREASURER
The Association Treasurer shall be an adult member of the Association. The treasurer is responsible for tracking and recording all income and expenses the association incurs. A monthly treasurer's report will be prepared for presentation at association meetings. The treasurer will also be responsible for gathering income/expense information for the previous year for the purpose of developing a budget for the current year.

**SECTION 9 - YOUTH TREASURER**
The Youth Treasurer is encouraged to be 13 years of age or older. The Youth Treasurer will be responsible for presenting the treasurers report at association meetings.

**SECTION 10- ADULT RECORDING SECRETARY**
The Adult Recording Secretary will be responsible for taking association attendance (meetings, fundraisers, and workbees) and keeping those attendance records. These records will be shared with county 4H staff for the purpose of alerting members and leaders of the youth member's compliance with attendance requirements to maintain eligibility for participation in the fair.

**SECTION 11-ADULT EDUCATIONAL DIRECTOR**
An adult member who provides educational opportunities for youth and program development for the association.

**SECTION 12- ADULT BARN SUPERINTENDENTS**
Barn Superintendents are responsible for arranging farm visits in accordance with association rules and their schedules. They are also responsible for arranging for barn setup, stalling assignments, and barn duty posters. They will set up the classes for their respective shows and prepare sale order for their species. They will also serve as ring stewards for their respective shows and secure assistance for association youth and adults as they deem necessary. They will check specie contracts for completeness before turning them in to the adult secretary.

**SECTION 13- YOUTH REPRESENTATIVES**
These board members must be 9-19 years old as of January 1 of the current program year. Beef members must be 12-19 years of age.

Responsibilities Include:
- **Executive Board Member (participate in board meetings)**
- **Junior Ring Stewards**
- **Mentor youth members**
- **Be a voice for youth members**

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**ARTICLE VIII-ACCOUNTS PAYABLE**

**SECTION 1 - ACCOUNTS PAYABLE**

A. All expenditures, over $250.00 and not included in the association budget, need to be submitted to the general membership for approval prior to payment.

B. All expenditures require an invoice which is to be sent to the adult treasurer or a detailed receipt to be reimbursed by the adult treasurer.

C. All bills shall be paid by check signed by the adult association chairman or the adult treasurer.

D. The Youth Treasurer will give a written Treasurer's Report of all transactions, accounts payable and deposits made. This is to be done on a monthly basis and compiled by the adult treasurer.

E. A yearly budget will be submitted by the Executive Board at the November Association.
* ARTICLE IX - AMENDMENTS *

A. Amendments to this constitution may be made at the October or November general membership meetings, but no later than the 3rd Monday in November every other year unless there are major safety concerns or other issues that need to be addressed.

B. Proposed changes shall be recommended by the Executive Board of the Association.

C. Notice of all proposed changes shall be provided to all members at the annual October membership meeting, with voting to take place no later than the November membership meeting.

D. All amendments to the constitution shall become effective immediately upon adoption.

APPROVED October 16, 2017