Article I. Name

The name of this organization shall be known as the Clare County 4-H Small Animal Association.

Article II. Purpose

The purpose of this organization shall be:

A. To serve as an Educational group to the Clare County 4-H Council and Clare County MSU Extension 4-H Program Coordinator.

B. To assume the lead role in planning, organizing, conducting, and evaluating small animals (Rabbit, Goat, Poultry, Cavy/Pocket Pets, Dog and Cat) educational experiences and opportunities for youth enrolled in the Clare County 4-H Youth Program.

Article III. Membership

The membership shall consist of:

A. 4-H Cloverbud members (ages 5 – 8) and 4-H members (ages 9 – 19) by January 1st of the current calendar year enrolled in 4-H introductory projects or small animals (Rabbit, Goat, Poultry, Cavy/Pocket Pets, Dog and Cat) projects.

B. Parent(s)/guardian(s) or grandparent of 4-H members.

C. 4-H small animal leaders enrolled in the Clare County 4-H Youth Program.

Article IV. Voting Membership

The voting membership shall consist of:

A. 4-H teen members, 13 – 19 years of age by January 1st of the current calendar year, enrolled in 4-H small animal (Rabbit, Goat, Poultry, Cavy/Pocket Pets, Dog and Cat) projects.

B. Parents, Guardians or Grandparent of 4-H members.

C. 4-H small animal leaders enrolled in the Clare County 4-H Youth Program.
Article V. Executive Committee

A. The Executive Committee of the Council shall consist of the following four (4) officers: President, Vice-President, Secretary, and Treasurer.

B. The President and Treasurer shall be elected for the term of two years. President shall be elected on even years. Treasurer shall be elected on odd years. The Vice-President and Secretary shall be elected for the term of one year. In no case shall officers of the executive committee be elected from the same residence.

C. Election of officers shall be held at the September meeting of the Council. New officers shall assume their responsibilities at the October meeting with terms expiring at the September Meeting. 4-H teen members (15~19 years old) may be elected to the office of Vice-President or Secretary and shall be assigned an adult adviser for the term of office.

D. The President shall have the following responsibilities:
   1. Conducts meetings.
   2. Makes meeting agenda.
   3. Co-signs checks.
   4. Calls special meetings as needed.
   5. Appoints committees.
   6. Represents the Clare County 4-H Small Animal Association on the Clare County 4-H Council.

E. The Vice-President shall have the following responsibilities:
   1. Conducts meetings in the absence of the President.
   2. Represents the Clare County 4-H Small Animal Association on the Clare County 4-H Council.

F. The Secretary shall have the following responsibilities:
   1. Keeps minutes of meetings.
   2. Handles correspondence and attendance records.
   3. Represents the Clare County 4-H Small Animal Association on the Clare County 4-H Council.

G. The Treasurer shall have the following responsibilities:
   1. Pays bills.
   2. Co-signs checks.
   3. Prepares the Treasurer’s Report for each regular meeting of the Clare County Small Animal Association.
   4. Balances and keeps financial records in order. Clare County 4-H Small Animal Association funds shall not be expended except as budgeted or authorized by the Clare County 4-H Small Animal Association. The Annual Financial Report is to be submitted to the Clare County MSU Extension office.
   5. Represents the Clare County 4-H Small Animal Association on the Clare County 4-H Council.
Article VI. Meetings

A. Time and place of meetings to be determined by the President of the Clare County 4-H Small Animal Association.

B. Quorum

1. A quorum shall consist of five (5) voting members and two (2) Association Officers.

2. A quorum is required to conduct an official meeting of the Small Animal Association.

3. Meetings to be conducted following general parliamentary procedures (Roberts Rules of Order).

4. Decisions will be made by a majority vote of the members present.

Article VII. Budget

A. The fiscal year for the Clare County 4-H Small Animal Association shall be October 1st to September 30th.

Article VIII. Amendments

A. These bylaws may be amended by a 2/3rds vote at one of the following:

1. Presented at a regular meeting and voted on at the next regular meeting.

2. At a regular or special meeting provided written notice is given to the membership at least 15 days prior to the meeting.

Article IX. Dissolution Statement

A. In the event of the dissolution of the Clare County 4-H Small Animal Association, any funds remaining after all debts are paid shall become the property of the Clare County 4-H Council.