Gladwin County 4-H Small Animal Association By-laws
Revised and Approved November 5, 2015

Article I. Name

Gladwin County 4-H Small Animal Association

Article II. Purpose

The Gladwin County 4-H Small Animal Association shall work with the small animal project leaders and member and families to educate in all areas of the small animal project guidelines.

Article III. Voting

Each club shall have a maximum of two (2) votes. Individuals must be present to cast the votes.

Article IV. Officers

1. At the yearly annual meeting, the following officers will be elected – President; Vice President; and Secretary.
2. You can serve three 1-year terms in a row in the same officer position and then take a year off and then be elected again in that same officer position.
3. The treasurer will serve a two year term and be elected every other year. You can serve two 2-year terms and then take a year off.
4. 4-H teen leaders can serve as officers as long as they have one (1) year in a small animal project.
5. If a vacancy occurs during the year, the President will appoint a replacement to carry out the duties of the vacant position. If the President resigns during the year, one of the officers will appoint a replacement to serve out the year until the next election.

Article V. Meetings

1. Meetings are held in January; March; April; May; June; July; August; September; and November, on the first Thursday of the month at 7:00 p.m.
2. All 4-H primary clubs must be represented either by a 4-H leader; a parent or a teen representative, and must be present at 5 of 9 regular meetings.
3. Majority of the votes of the members present constitutes a quorum.
4. The president can call a special meeting if needed.
5. The annual meeting shall take place in November.

Article VI. Executive Board

1. President – shall preside over each meeting and shall have an agenda prepared.
2. Vice president – shall preside over any meetings the president is not in attendance at. Shall sign the cash disbursement papers at each meeting if needed. Shall make sure all committees are being taken care of.
3. Secretary – shall write up the minutes and get them to the MSU Extension office to be sent out unapproved until the next meeting. Shall make sure the sign in sheets are filled in.
4. Treasurer – shall do the monthly reconciliation for the financial records, shall meet yearly for the financial review; shall work with the auctioneer in deposition monies the night of the
sale and weekly until all sales are collected.

Article VII. Committees

1. The following standing committees shall be filled by the membership each year at the annual meeting. There will be a notebook with job descriptions for each committee to follow.
2. The following standing committees are: 1) Auction; 2) Forms; 3) Barn setup and take down; 4) Pheasant; 5) Broiler; 6) Bantams; 7) Market Rabbit; 8) Fair Purchasing; 9) Banquet; 10) Fair Book Changes

Article VIII. Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association adopts.

Article IX. Amendment of Bylaws

Bylaws will be reviewed yearly and any changes shall be made at the September meeting and proposed and voted on at the annual meeting.

Article X. Small Animal Association Guidelines/Barn Rules/Auction Rules

These guidelines; barn rules; and auction rules will be reviewed yearly for updates; corrections; and additions and will be proposed and voted on at a selected meeting date.

Article XI. Grievance Committee

1. The grievance committee will consist of five (5) elected adult members, with a minimum of one (1) officer and an MSU Extension 4-H staff person.
2. For fair week, the small animal barn superintendents will be a part of this committee for any decision making.