PROPOSED

By-Laws of the 4-H Junior Dairy Association

Eaton County

Name
The name of this organization shall be 4-H Junior Dairy Association.

Purpose
The purpose of the association is to support the educational and leadership development of its members through club meetings, project work, fairs and other activities related to the 4-H dairy projects.

Membership

Eligibility

- Youth enrolled in a 4-H dairy project, age 5-19 as of January 1, of the current year may be a member of this association regardless of race, color, sex, disability, religion, age or national origin, gender, political beliefs, sexual orientation, marital status or family status.
- All currently enrolled dairy steer, dairy cattle and veal 4-H project members shall have voting privileges.

Responsibilities

- Each member is encouraged to participate regularly in association meetings
- Participation in the Junior Dairy Association is a privilege and participants are expected to show respect and cooperation to 4-H leaders, other adult volunteers, other youth and Michigan State University Extension staff.

Meetings

Dates

- The organization will meet once a month during the months of October, November, February, March, April, May and July. Special meetings maybe called by the president and the advisor as needed. Adequate notice is needed.

Quorum of Business

- A simple majority (one half plus one) of members present will constitute a quorum to conduct the business of the association.

- All people present at the 4-H Junior Dairy Association will maintain self control and demonstrate proper behavior at all times. Those not complying with this rule will be asked to leave the meeting.

Order of Business

- The following order of business shall be followed at regular association business meetings:
    1. Call to order
    2. Pledge of Allegiance and the 4-H Pledge
    3. President's Report
    4. Secretary's Report
    5. Treasurer's Report
    6. Superintendents' Reports
    7. Michigan State University Extension Staff Report
    8. Committee Reports
    9. Unfinished Business
    10. New Business
    11. Announcements
    12. Adjournment

    Educational program will be offered before or after the business meeting.

Parliamentary Procedure

- Robert's Rules of Order found in The Meeting Will Come to Order booklet will govern the meetings of the association.

Election of officers

- There will be a nominating committee of three members: the president and two appointed members established at least a month before the October meeting.
- Nominations from the floor shall follow the report of the nominating committee in October.
- The slate of candidates for officers of this association will be decided at the October meeting and voted on at the November meeting.
- No candidates' name for officer can be added to the slate if not present at the October meeting.
- Only members who are eligible and willing shall be accepted as nominees.
- New officers will take over the role as officers at the close of the November meeting.
- All active members are eligible for an office and to vote. Voting is by majority rule and done by secret ballot.

Officers

- The officers of this association shall include: president, vice-president, secretary and treasurer and compose the executive board. The dairy project superintendents and MSU Extension staff will be Ex-Officio members.
- The vice-president shall succeed to the presidency if such a vacancy occurs.
- Other vacancies shall be filled for the remainder of the one year term by appointment of the executive board.

Duties of the Executive Board

PRESIDENT: Chairs the Association and Executive Board meetings. Prepares the agenda for the next monthly meeting. President is the spokesperson for the association. Be available to the membership to carry out the responsibilities of the association and problem solves issues concerning directives established by the association.

VICE-PRESIDENT: Attends all Association and Executive Board meetings. Be available to chair meetings in case of unavailability of the President. Assist in the organization of the standing committees. Be available to assist the President.

TREASURER: Attends all Association and Executive Board meetings. Gives up-to-date financial reports at all meetings. Prepares the annual budget and year-end financial report. Be available to assist the President. May expend funds in the current approved budget or by a special vote of the Association. This is a two year-year position. Will follow the 4-H financial guidelines to ensure the trust placed upon the person by the membership of the Association is secure. Any youth member who is at least 13 years of age (4-H age) is an eligible candidate.

SECRETARY: Attend all Association and Executive Board meetings. Reads past minutes and take present minutes. Keeps a permanent file of all the Associations past minutes. The permanent file will be located at the MSU Extension office.

All officers will attend the annual MSU Extension Officer Training in-service provided.

Standing Committees

- Standing and special committees shall be appointed by the president and shall serve only as long as needed.

Amendments

- Any proposed amendments to the by-laws may be presented at any regular meeting and voted on at the next regular meeting by those present.
- The membership will be notified by e-mail if amendment changes are being considered two weeks before the regular schedule monthly meeting.
- The by-laws may be amended at any regular meeting by 2/3 vote of the membership present.