

NORTHWEST MICHIGAN 4-H LIVESTOCK COUNCIL BY-LAWS

ARTICLE I

NAME

Northwest Michigan 4-H Livestock Council

ARTICLE II

PURPOSE

To advise and assist the Extension 4-H Youth Staff in planning and conducting educational programs for youth in livestock projects.

To conduct the business required to prepare 4-H members involved in the 4-H livestock program for participation in the Northwestern Michigan Fair.

ARTICLE III

FUNDING

The Northwest Michigan 4-H Market Livestock participants contribute 5% of their gross sales towards the Northwest Michigan 4-H Livestock Council in order to provide educational events and activities that are necessary to maintain the livestock program.

ARTICLE IV

MEMBERSHIP

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all 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.

All volunteers and youth currently enrolled in 4-H Online in the 4-H livestock program in Grand Traverse, Benzie, Leelanau, Antrim and Kalkaska counties are **members** of the Livestock Council.

Ex-Officio Membership – see ARTICLE V

ARTICLE V

VOTING

Eligibility: 4-H members currently enrolled in 4-H online who are 8 years of age (age calculated by using State 4-H guidelines) and older who are actively participating in the Northwest Michigan Livestock Program are eligible to vote

Eligibility: Volunteers currently enrolled in 4-H online are eligible to vote.

Ex-Officio Membership (non-voting): Agri-business people, Michigan State University Extension staff and others interested in the advancement of youth in agriculture related projects shall be non-voting Ex-Officio members

Species Chairpersons will be elected by currently enrolled in 4-H online volunteers and members within each species by a majority vote at the October Livestock Council meeting. Currently enrolled in 4-H online volunteers who have attended a minimum of three Livestock Council meetings within the last year (October through September) are eligible to run for election. The Livestock Council 4-H Species Chairpersons may vote for any/all Species Chairpersons. Those registered 4-H members

eight years of age and older who want to vote must have been active in that 4-H livestock species the previous year and have attended a minimum of two livestock programs/activities (such as Council meetings, a local or state educational program, fairgrounds clean-up, etc.). The sign-in sheets will be used to document attendance. In the event of a tie, the Executive Officers will vote for a final decision.

ARTICLE VI

NORTHWEST MICHIGAN 4-H LIVESTOCK COUNCIL EXECUTIVE OFFICERS and BOARD

The **Executive Board** shall consist of the following:

1. Five elected officers: President, Vice President, Secretary, Treasurer, Deputy Treasurer in conjunction with 4-H Staff

The Northwest Michigan 4-H Livestock **Council Board** shall consist of the following:

1. Executive Officers
2. 4-H Species Chairpersons
3. Differently Abled and Exhibit Barn Chairpersons
4. 4-H Teen Representatives (if applicable - see Article VII, Teen Representatives)
5. 4-H Staff from Grand Traverse and Leelanau (Who will represent all 4-H counties that participate in the Northwestern Michigan Fair.)

Volunteers currently enrolled in 4-H online who would like to serve as a Species chair must submit an application to the 4-H staff by September Livestock Council meeting.

4-H members currently enrolled in 4-H online who would like to serve as a teen representative on the board must submit an application to the 4-H staff by the September Livestock Council meeting.

Volunteers currently enrolled in 4-H online who would like to serve as an Executive officer of the council must submit an application to the 4-H staff by the October Livestock Council meeting.

Northwestern Michigan Fair Board Members are not eligible to run for Northwest Michigan 4-H Livestock Council Executive Officer positions.

4-H Species Chairpersons serving on the Northwest Michigan 4-H Livestock Council Board will not be related by marriage and/or immediate family members to Northwestern Michigan Fair Barn Superintendents except in the case of members grandfathered in. This will continue until present members are not re-elected.

4-H Executive Officers serving on the Northwest Michigan 4-H Livestock board will not be related by marriage and/or immediate family member to the Northwestern Michigan Fair Board members.

4-H Species Chairpersons serving on the Northwest Michigan Livestock Council Board will not serve as a Director on the Northwestern Michigan Fair Board.

Michigan State University Staff will be advised of Northwest Michigan 4-H Livestock Council Board & Executive Officer decisions by the President within two weeks.

The Executive Officers shall be elected by a majority vote of the currently enrolled in 4-H online livestock project volunteers and members in November. Elected officials shall take office January 1.

The elected Executive Officers serving as President & Deputy Treasurer will commit to serve 2-year terms.

The elected Vice President and Treasurer will commit to serve alternating 2-year terms.

The elected Secretary will commit to serve a 2-year term.

Vacancies on the Board shall be filled from the full membership by a majority vote of the voting members of the Council Board

ARTICLE VII

DUTIES AND RESPONSIBILITIES

President: Chair all Livestock Council meetings and Board meetings. Prepare the agenda for the next monthly meeting. Be available daily during fair week for the President's responsibilities and for solving problems concerning directives established by the Council.

Vice-President: Attend all Livestock Council meetings and Board meetings. Be available to chair meetings in case of unavailability of the President. Assist in the organization of the standing committees. Oversee all committee work (all committee chairpersons must report to the Vice-President). Be available during fair week to assist the President.

Treasurer: Attend all Livestock Council meetings and Board meetings. Give an up-to-date financial report at all meetings. Prepare the annual budget and year-end financial report. Be available daily to assist the President during fair week. Assist with preparation of the 4-H animal auction line-up for use at the Northwestern Michigan Fair. Assist with tallying auction moneys and auction record keeping. Treasurer may expend funds in the current approved budget or by special vote of the Council.

Deputy Treasurer: Attend all Livestock Council meetings and Board meetings. Give an up-to-date financial report at the meetings in the Treasurer's absence. Assist in preparation of the annual budget and year-end financial report. Be available daily to assist the Treasurer during fair week. Assist in distributing the animal line-up at the fair. Assist

tallying auction moneys and auction record keeping. Deputy Treasurer may expend funds in the current approved budget or by special vote of the Council.

Secretary: Attend all Livestock Council meetings and Board meetings. Take roll call by 4-H club. Read past minutes if needed. Record present minutes. Make present minutes available to Livestock Council members. Be available daily during fair week to assist President. Type and mail Livestock Council correspondence as deemed necessary by the Council President.

4-H Teen Representatives: Teen representatives 4-H age 15 or older, from each of the five counties may serve on the Council Board. Teen Representatives will act as a liaison officer to and from clubs to the Livestock Council with the support of the Michigan State University Extension staff

Species Chairs: Attend Livestock Council meetings and abide by the job description stated in the guidebook.

Executive Board: In the event of extenuating circumstances, the executive board, which consists of the Executive Officers and 4-H staff, will make necessary decisions and will then follow up with a report to the council board at the next regularly scheduled meeting.

Quorum: A quorum shall consist of 51% of the members of the 4-H Livestock Council Board as documented by the secretary

ARTICLE VIII

MEETINGS

The annual meeting shall be held in November of each year. Regular meetings of the Council for the coming program year shall be decided at the annual November meeting. Special meetings may be called through the 4-H staff by the President, 4-H Staff or by 10% of the Livestock Council members when the subject to be discussed falls under the jurisdiction of the Livestock Council

The operating calendar year shall be January 1 through December 31 of any given year.

All people present at Livestock Council meetings will maintain self-control and demonstrate proper behavior at all times

Article IX

AUTHORITY:

Section 1: This council uses Roberts Rules of Order current edition as a guideline to run their meetings.

Section 2: The MSU Extension Financial Guidelines serve as the reference point for all financial questions not addressed in the by-laws.

Article X

RESTRICTIONS:

Upon dissolution of this council, all remaining funds and property will be turned over to the Leelanau MSU Extension Office to be distributed to all counties represented appropriately.

Any decision passed in conflict with the policies or practices of the 4-H program or MSU Extension may be vetoed by the MSU Extension 4-H Staff.

ARTICLE XI

AMENDMENTS

These guidelines may be amended at the September meeting of the Northwest Michigan 4-H Livestock Council by a 2/3 vote of the members present. Proposed changes shall be recommended and presented by the By-Laws Committee and sent to all members at least 10 days prior to the September meeting.

Amended 11/99

Amended 11/06

Amended 11/08

Amended 11/15

Amended 10/3/16

Amended 11/5/18