# NORTHWEST MICHIGAN4-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 4% of their gross sales, up to $400, towards the Northwest Michigan 4-H Livestock Council in order to provide educational events and activities that are necessary to maintain the livestock program. The commission shall cover all fees including buyer photos, trucking, mandatory livestock promotion fees, etc.

## 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 and in good standing with the Northwest Michigan 4-H Livestock council 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

**Executive Officers** will be elected by currently enrolled in 4- H online volunteers and members by a majority vote at the November 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 vote in the election. Those registered 4-H members eight years of age and older who want to vote must 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 vote for the final decision, therefore will not vote in the original election. Livestock Council President with

**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 vote in the 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,tc.). The sign-in sheets will be used to document attendance. In the event of a tie, the Livestock Council President will vote for the final decision, therefore will not vote in the original election.

## 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. Five Executive Officers
2. Eleven 4-H Species Chairpersons (Dairy Feeder, Dog, Goat, Horse, Junior Beef, Lamb, Large Beef, Llama/Alpaca, Poultry, Rabbit/Cavy, Swine)
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, Leelanau, Benzie, Antrim, & Kalkaska counties (Who will represent all 4-H counties that participate in the Northwestern Michigan Fair.)

Volunteers currently enrolled in 4-H online and in good standing with the Northwest Michigan 4-H Livestock council who would like to serve as a Species chair must submit an application to the

4-H staff by midnight on the date of the September Livestock Council meeting. Species chairs elected at the October meeting will take their position immediately.

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 and in good standing with the Northwest Michigan 4-H Livestock council, who would like to serve as an Executive officer of the council must submit an application to the 4-H Staff by midnight on the date of the October Livestock Council Meeting. Executive Officers Elected at the November meeting will take their position January 1st.

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.

The elected Species Chairs will commit to serve a 3-year term.

Vacancies of the Council Board Members and Executive Officers shall be filled by volunteers in good standing from the full membership. Vacancies will be filled by a majority vote of the voting members of the Council Board.

Appointed Species Chairs will serve until the next October and Executive Officers will serve until the next November at which time applications will be accepted and the full membership will vote for the board member that will fulfill the remainder of the current term.

## 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 Treasurermay expend funds in the current approved budget or by special vote ofthe 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 and Council Board meetings and abide by the job description stated in the Policies and Procedures.

**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** **DEFINITIONS:**

Good Standing: A volunteer in "Good Standing" will meet the following requirements:

- Be a Registered 4-H Volunteer with Michigan State University Extension.
- Obtain and maintain Gold Level Status without delays.
- Be an active participant in the Northwest Michigan 4-H Livestock Council.
- Attend a minimum of 3 Livestock Council meetings from October to September.

**ARTICLE X**

**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 XI** **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 XII** **AMENDMENTS**

These By-Laws may be amended at the Annual Meeting in November of the Northwest Michigan 4-H Livestock Council by a 2/3 vote of the members present. Proposed changes shall be submitted to the Executive Board at the September Livestock council meeting and sent to all members at least 10 days prior to the October meeting.

Amended 11/99
Amended 11/06
Amended 11/08
Amended 11/15
Amended 10/3/16
Amended 11/5/18
Amended 11/7/22