

4-H DOMESTIC ANIMAL COMMITTEE BY-LAWS

ARTICLE I – NAME AND PURPOSE

Section 1. This organization shall be known as the Domestic Animal Committee (D.A.C.)

Section 2. The purpose of this organization is to:

- *Promote programs or learning and assistance for the youth of Van Buren County for all domestic animals, i.e. dogs, cats, pocket pets.
- *Coordinate all Van Buren County domestic animal activities
- *Provide for and develop leadership opportunities for youth and adults
- *Cooperate with MSU Extension staff to further these goals

Section 3. If the Domestic Animal Committee organization should ever dissolve, any and all assets, real and personal, shall revert to the 4-H program of Van Buren County, Michigan.

ARTICLE II – MEMBERSHIP

Section 1. Membership shall be open to any adult or teen leader, parent, teen exhibitor, superintendent, or assistant superintendent of the cat, dog, or pocket pet species in Van Buren County. Members are not required to pay dues but donations will be accepted at any time throughout the year.

Section 2. A member is someone who has attended one meeting within the past twelve months.

Section 3. To be eligible to vote you must have attended two consecutive meetings during the past twelve months and be actual age 12 or older.

Section 4. An active membership list shall be registered at the Van Buren County 4-H office.

ARTICLE III – OFFICERS AND DUTIES

Section 1. Officers shall consist of:

- A) President. Who shall preside over all meetings, shall only vote in the case of a tie; and shall attend meetings of the Van Buren County Fair Board, if necessary.
- B) Vice President. Who shall take charge of meetings in the absence of the President; shall attend meetings of the Van Buren County Youth Fair Board in the absence of the President; and shall be in charge of all sub-committees. In the event of a vacancy in the office of President, the Vice President shall succeed to the office of President for the balance of the term.

- C) Secretary. Who shall keep minutes or records of all meetings; shall be responsible for official mailings; shall notify all members of any special meetings; keep attendance; handle all correspondence; and be the custodian of official club records.
- D) Treasurer. Who shall be responsible for all financial records and matters. The Treasurer shall handle all receipts and make disbursements with the approval of the Domestic Animal Committee. The Treasurer shall keep accurate records of all financial transactions and present a report at each meeting with the financial institution's most current statements showing all accounts. At the end of the term of office, the Treasurer shall present the books to the Domestic Animal Committee for audit. All bills to be paid shall be presented to the Treasurer prior to the start of a meeting to be approved for payment at that meeting.
- E) Two officers should be listed on all financial institution accounts. All transfers, withdrawals, or checks written on these accounts shall require two signatures.

Section 2. Officers shall be elected by majority vote of members in attendance at the annual meeting to be held in October of each year and assume office at the close of the election.

Section 3. Vacancies shall be filled by nomination and majority vote of council members.

Section 4. Any officer shall not miss more than three meetings per year.

Section 5. Length of Term in Office.

- A) Elections for officers shall be held annually at the October meeting.
- B) The President and Secretary will be elected every odd year. The Vice-President and Treasurer will be elected every even year.

ARTICLE IV – MEETINGS

Section 1. Regular meetings shall be held in the month of January, April, June, and October, on the second Tuesday of the month at 6: 00 p.m.

Section 2. Special meetings may be called by the President or Vice President with notification to all members, as defined by Article 2, Sections 2 and 3, by phone, mail, or electronic mail. One officer in attendance must be either the President or Vice President and one other officer.

Section 3. The annual meeting shall be held in the month of October.

Section 4. A quorum shall consist of a minimum of two officers and two other active voting members, with officers being President or Vice President and one other officer.

ARTICLE V – AMENDMENTS

Section 1. Amendments to the bylaws may be presented by any member in good standing at a regularly scheduled meeting, with notifications to all members to be voted on at the following regularly scheduled meeting, and approved by majority.

ARTICLE VI – ACTIVITIES

Section 1. The Domestic Animal Committee may host at least one pre-fair activity for each species, i.e. dogs, cats, pocket pets for a learning experience. This event shall be carried out by the Domestic Animal Committee or its assigned sub-committee with finance, bills, and correspondence controlled by the Domestic Animal Committee organization.

Section 2. The Domestic Animal Committee shall be the working group behind the dog and cat shows at the Van Buren County Youth Fair, at the Superintendent's discretion.

ARTICLE VII – ORDER OF BUSINESS

Section 1. The order of business shall be as follows:

- A) Call to Order
- B) Roll Call
- C) Minutes of the Previous Meeting
- D) Financial Reports
- E) Bills and Correspondence
- F) Committee Reports
- G) Old Business
- H) New Business
- I) Adjourn

DATED: April 28, 2010