

## **St. Joseph County 4-H Livestock Association By-Laws**

### **Article I – Name**

The name of the organization shall be the St. Joseph County 4-H Livestock Association.

### **Article II – Purpose**

The purpose of this organization shall be:

1. To develop and support 4-H youth livestock projects.
2. To encourage, educate and support 4-H membership in raising, producing, and marketing a quality, industry standard livestock project.
3. To cooperate with the Michigan State University Extension Staff and the St. Joseph County Grange Fair Board in promoting and showcasing the 4-H livestock contests at the fair.
4. To provide for and develop leadership opportunities for youth and adults.
5. To coordinate youth livestock activities.
6. To create and sustain the interest of youth in agriculture.
7. Developed under the direction of St. Joseph County Michigan State University Extension.

### **Article III – Membership**

#### **Section 1 – Members**

1. Members will include 4-H Superintendents from the following species: Beef, Dairy, Goats, Poultry, Rabbits, Sheep, and Swine. Ex-officio members without voting privileges include Michigan State University Extension Staff.
2. The Executive Board is defined in Article VI.
3. 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.

### **Article IV - Process of Selection of St. Joseph County 4-H Superintendents and Assistant Superintendents.**

1. Notification of open position to the species county leaders by written letter. Letter will include the expectations and requirements of position.
2. Interview process within a one month of notification letter with those who meet the requirements of position to be filled.
3. Notification to county leaders of newly appointed superintendent.
4. All superintendents and assistant superintendents will participate in an annual review conducted by the 4-H Program Coordinator and/or review committee.

**Article V – Process of Dismissal or Resignation of St. Joseph County 4-H Superintendents and Assistant Superintendents.**

**Section 1 – Resignation**

1. Said Superintendent or Assistant Superintendent will submit a letter of resignation to the 4-H Program Coordinator, or Livestock Association President if the 4-H Program Coordinator position is vacant.

**Section 2 – Dismissal**

1. Dismissal of said Superintendent or Assistant Superintendent will be based on written notification of violation.
2. Said violations may include but are not limited to:
  - a. Violation of the 4-H Volunteer Code of Conduct provided by MSU Extension.
  - b. Violation of direct requests or instruction given by Michigan State University Extension Staff.

**Article VI – Meetings**

**Section 1 - Regular Association Meetings**

1. Meetings will be held bi-monthly.
2. Additional meeting dates will be scheduled on an “as needed” basis.
3. A quorum will consist of 2/3 of the Association members being physically present or member being available by phone, text message, email, or by video conference. In the event that a quorum is not present, voting on any issue is prohibited, but a discussion of current issues may take place.
4. A vote may be cast only with quorum and will be noted in meeting minutes.
5. Anyone is welcome to attend any meeting of the St. Joseph County 4-H Livestock Association and voice their opinion during public comment as stated on the agenda. Comments will be limited to three (3) minutes per person.

**Section 2 – Special Meetings**

1. Special meetings may be called by the 4-H Program Coordinator or the St. Joseph County Livestock Association President if the need arises.

**Section 3 – Rules of Order**

1. The rules contained in Robert’s Rules of Order shall govern the St. Joseph County 4-H Livestock Association in all cases in which they are applicable, and in which they are not consistent with these By-Laws or any special rules of order that the St. Joseph County 4-H Livestock Association may adopt.

## **Article VII – Voting**

Each St. Joseph County 4-H Livestock Association member is entitled to one vote representing their livestock specie. Elected officers may vote with the exception of the President, who may vote in the event of a tie. A simple majority of the voting representatives carries the vote.

## **Article VIII – Officers and Executive Board**

Officers will consist of one President, one Vice President, one Secretary, and one Treasurer. These four individuals comprise the Executive Board.

1. Elected terms will be for a one-year term.
2. Elections: Nominations will be made and the election held at the February Association Meeting. Newly elected officers will take office at the conclusion of the February St. Joseph County 4-H Livestock Association Meeting. Each office will be elected annually.
3. Eligibility: Member must be an active 4-H Gold Volunteer who has completed the Michigan State University Extension Volunteer Selection Process. Member must be a St. Joseph County 4-H Livestock Superintendent on one of the following species: Beef, Dairy, Goat, Poultry, Rabbits, Sheep, or Swine.
4. Duties:
  - a. President: shall preside at all regular meetings and exercise general supervision over the association.
  - b. Vice President: shall assume the duties of the President in the absence of the President
  - c. Secretary: shall take minutes at each meeting. Minutes shall be provided, in writing or email, to the Michigan State University Extension 4-H Program Coordinator within one week following the meeting to be presented at the next scheduled meeting of the Association.
  - d. Treasurer: shall keep a debit and credit account of all monies received and paid out for the Association, abide by all financial management policies of Michigan State University Extension, prepare treasurer reports to be presented at each meeting of the Association and maintain the annual budget with the help of the Michigan State University Extension staff.
  - e. The executive board is authorized to approve expenditures of the Association up to and including the amount of \$1500.00 with a majority of the executive officers voting in favor between regularly scheduled Association meetings.
  - f. The executive board shall work in tandem with the Michigan State University Extension 4-H Program Coordinator and the Michigan State University Extension Staff.
  - g. Upon election of officers at the February meeting, the newly elected President, Vice President, and Treasurer are authorized to be on the 4-H Livestock Association checking account in addition to the removal of the previous officers if not re-elected.

## **Article IX – Association Duties**

### **Section 1 – St. Joseph County Grange Fair – Animal Health Requirements**

1. The association shall be responsible to work with the St. Joseph County Grange Fair Board, the 4-H Program Coordinator, and Michigan State University Extension Staff to ensure all Animal Health Requirements are met in accordance with the St. Joseph County Grange Fair Animal Health Emergency Plan.

### **Section 2 – Promote Educational Events**

1. The association shall hold 4-H county clinics/workshops for each species each year.
2. The association shall coordinate and encourage youth participation in County/State/and National 4-H livestock events.

### **Section 3 – Other**

1. The association shall support 4-H club leaders in encouraging and educating 4-H members in raising, producing, and marketing a quality, industry standard project.
2. The association shall perform other duties as needed.

## **Article X – Fiscal Year**

The fiscal year of the St. Joseph County 4-H Livestock Association shall be September 1 to August 31.

## **Article XI – Amendments of the By-Laws**

All proposed changes shall be presented to the 4-H Livestock members, families and leaders for review two weeks prior to the next regular St. Joseph County Livestock Association meeting; with the final vote occurring at that time.

## **Article XII – Dissolution**

In the event of dissolution of this organization, all assets shall be donated to the St. Joseph 4-H Youth Council, as part of Michigan State University Extension.