

By-Laws of the Wayne County 4-H Livestock Developmental Committee

Article I – Name and Purpose

Section 1.1 – Name

The name of this organization shall be known as the Wayne County 4-H Livestock Developmental Committee.

Section 1.2 – Purpose

The purpose of this organization shall be:

1. To create and sustain the interest of youth.
2. To develop and support 4-H youth livestock programs.
3. To coordinate and/or assist with all youth livestock activities.
4. To provide for and develop leadership opportunities for youth and adults.
5. To cooperate with Michigan State University Extension staff.

Article II – Membership

Section 2.1 – Non-discrimination

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. (01/11)

Section 2.2 – Open Meetings

All Wayne County 4-H Livestock Developmental Committee meetings are open meetings and all 4-H leaders, members, parents, and volunteers are welcome to attend.

Section 2.3- Eligibility

Membership shall consist of members, leaders, and/or parents from registered 4-H clubs. A registered club is determined through submission of all paperwork and fees to MSUE.

Section 2.4 – Participation

Clubs not present or represented by a club member at a minimum of four (4) meetings during the 4-H year will not be eligible for 4-H awards or scholarships.

Article III – Voting

Section 3.1 – Voting Privileges

Voting privileges will be granted to any registered 4-H leader, registered 4-H member, or the parent/guardian/adult representative of the 4-H member at their fourth (4th) regular attended meeting

(excludes Mandatory meeting.) All voting members are to be recognized at the beginning of each meeting.

Section 3.2 – Youth Voting Privileges

Youth, twelve (12) years of age or older as of January 1st (4-H age), are eligible to vote if meeting the qualifications listed above.

Section 3.3 – Calendar Year Voting Requirements

Any member qualified to vote during the previous 4-H year will be eligible to vote at the September, October, November and December meetings of the next year.

Section 3.4 – Ex-Officio Membership (non-voting)

Agri-business people, Michigan State University Extension staff and others interested in the advancement of youth shall be non-voting ex-officio members.

Article IV – Meetings

Section 4.1 – Meetings

Meetings will be held the first Tuesday of every month at 7:00 p.m. unless there is a vote to change the day and time by the membership of the committee. If a meeting is changed all committee members must be notified by e-mail, text or a telephone call. All regular meetings of the Wayne County 4-H Livestock Developmental Committee must be held at the Wayne County Fairgrounds.

Section 4.2 – Annual Meetings

The annual meeting will be held in November and will cover elections and Constitution and By-Law changes:

1. An amendment to a by-law must be submitted in writing to the Wayne County 4-H Livestock Developmental Committee at least thirty (30) days prior to the annual meeting.
2. Amendments shall not be made or changed except at the annual meeting after having been proposed at the previous monthly meeting.

Section 4.3 – Time of Meeting

Each meeting will begin promptly at 7:00pm and adjourn no later than 9:00pm.

Section 4.4 – Motions

Any motion must be followed by a second, after which discussion may occur. Only one (1) motion is allowed at one time. Voting will follow the discussion.

Section 4.5- Meeting Conduct

All meetings will be conducted in an orderly and mature manner. Any person not conducting themselves properly will be asked to leave by the acting chairperson. If the chairperson/acting chairperson is not conducting themselves properly, they will be asked to leave at the request of 3 voting members.

Section 4.6 - Robert's Rules of Order

The rules contained in Robert's Rules of Order shall govern the Wayne County 4-H Livestock Developmental Committee in all cases in which they are applicable, and in which they are not consistent with these by-laws or any or any special rules of order that the Wayne County 4-H Livestock Developmental Committee may adopt.

Section 4.7- Quorum

A quorum shall consist of four or more members, eligible for voting, which must include a minimum of 2 officers. In the event that a quorum is not present, voting on any issue is prohibited, but a discussion of current issues may take place.

Article V – Executive Committee and Officers

Section 5.1 – Election of Officers

The election of officers will be at the November meeting. The election of officers shall be by written ballot. Absentee voting for officers may be conducted by mail. Absentee ballots must be delivered to the Secretary by 6pm on the day of the November meeting and prior to the election. Proxy voting shall not be legal. Persons requesting absentee ballots must make a written request to the Secretary 5 business days prior to the November meeting.

Section 5.2 – Officer Terms

The term of office for the Chairperson, Vice-Chairperson and Secretary will be for one (1) year. The term of office for the Treasurer will be for two (2) years. Officers may succeed themselves in their respective offices upon election.

Section 5.3 – Officer Eligibility

Any adult with voting privileges is eligible to run for office.

Section 5.4 – Officer Positions

The officers will consist of the Chairperson, Vice-Chairperson, Secretary and Treasurer.

Section 5.5 – Officer Duties

Chairperson – Shall preside at the meetings of the Wayne county 4-H Livestock Developmental Committee and shall have the right to vote only to break a tie vote. S/He shall perform such duties as necessary to the office of the chairperson, appoint all committee, call special meetings, and shall serve as the ex-officio member of all committees with voting privileges. The chairperson shall ensure that all business is conducted fairly and in the best interest of the Wayne County 4-H Livestock Developmental Committee, in accordance with 4-H and Extension policies. All

committee papers, records, and property in the Chairperson's possession shall be turned over to the successor within fifteen days (15) following the November election.

Vice Chairperson- Shall perform the duties of the chairperson in the absence of the chairperson. All committee papers, records, and property in the Vice-Chairperson's possession shall be turned over to the successor fifteen days (15) days following the November election.

Secretary – Shall retain the membership and voting list for the committee. S/He will report on voting privileges at the beginning of each meeting. Shall keep correct records of the proceedings of the committee. All committee papers, records, and property in the Secretary's possession shall be turned over to the successor with thirty (30) days of the election. A record of each year's minutes shall be turned in following the November election.

Treasurer – Shall keep a debit and credit account of all money received and paid out for the committee, give a report of accounts of money received and paid out at each committee meeting and prepare and distribute an annual financial summary report that is also turned into the MSU Extension office. The Treasurer is authorized to receive, hold, invest, and make expenditures for all items deemed necessary or incidental to the Wayne County 4-H Livestock Developmental Committee as voted by the membership and in accordance with Extension and 4-H policies. All committee papers, records, and property in the Treasurer's possession shall be turned over to the successor within forty-five days (45) days following the November election.

Section 5.6- Officer Attendance

In order to maintain and hold a position on the Executive Committee, said officers must attend all the monthly meetings as stated in the By-Laws. If said officer misses more than two (2) monthly consecutive meetings without extenuating circumstances, said officer may be removed as determined by the Executive Committee. Notice of termination will be given in writing. If an officer is removed from a position, said removed position will become available and will be filled by the vote of the membership present.

Section 5.7-Executive Committee

The Executive Committee will consist of the four (4) adult officers. The Executive Committee has the additional duty of making decisions in between regularly scheduled meetings under extraordinary circumstances. No decision shall be made by any one (1) Executive Officer. All decisions must be reported on at the next scheduled Wayne County 4-H Livestock Developmental Committee Meeting.

Article VI-Standing Committees

The chairperson shall appoint, subject to the approval of the membership, chairpersons to the following standing sub-committee, subject to a vote.

1. Education
2. Protégé / Jr. Livestock Board
3. Awards

Article VII-Short – Term Committees

The chairperson shall, subject to the approval of the membership, appoint the following committees as needed:

1. Auditing – Audit and review the financial records of the committee, complete and update inventory records for committee items.
2. By-Law – Present to the board recommended by-law changes at the October meeting prior to the annual meeting.
3. Nominating – will be responsible to contact prospective nominees and have a minimum of one (1) person per office to be presented at the October meeting and accept nominations from the floor at the annual meeting.

Article VIII – Dissolution

In the event of the dissolution of the Wayne County 4-H Livestock Developmental Committee, all monies and assets will revert to the Wayne County MSU Extension 4-H Program for support of 4-H youth programming in Wayne County.

Adopted February 8, 2011

Amended December 1, 2018