

Dodge County 4-H, FFA and Youth Organization Meat Animal Sale Committee Bylaws

(as of October 9, 2017)

*Organized and Operating Under the Constitution and Bylaws of the
Dodge County 4-H Leaders' Association, Inc.*

Bylaw 1: Purpose

The purpose of this committee shall be:

- Section 1 To provide 4-H members, FFA members and Dodge County Youth Organization members an opportunity to have market livestock projects evaluated.
- Section 2 To provide incentive and to encourage greater participation in livestock feeding and production projects.
- Section 3 To recognize Youth Project Members who do quality work in selecting, feeding, and showing livestock projects.
- Section 4 To teach a greater understanding of meat animal evaluation, animal husbandry, ethical care and treatment of animals, and showmanship.
- Section 5 To establish rules and enforce compliance of regulations for participation in the Dodge County Meat Animal Sale.
- Section 6 To examine and act upon issues and concerns expressed by Youth Project Members and people affiliated with a Dodge County 4-H, FFA or Youth Organization.

Bylaw 2: Youth Project Member

- Section 1 A "Youth Project Member" is a 4-H, FFA or Dodge County Youth Organization member who is enrolled in a beef, sheep or swine project for the next Meat Animal Sale.

Bylaw 3: Committee Membership

- Section 1 Committee: The term "Committee" refers to the Meat Animal Sale Committee and will be recognized as the Meat Animal Sale Committee from this point on in this document.
- Section 2 Eligibility: Any person affiliated with a Dodge County 4-H, FFA or Youth Organization who expresses interest in providing direction for the Committee is eligible to serve on the Committee.
- Section 3 Adult Representative Committee Members: Three (3) adult representatives shall serve for each livestock species (beef, sheep, and swine).
- Section 4 Youth Project Member Committee Members: Two (2) Youth Project Members shall serve for each livestock species (beef, sheep, and swine), along with three at large youth from any livestock species.

Bylaw 3: Committee Membership continued . . .

- Section 5 Term of Office: The term of office for adult representatives is three (3) years. Adults may be nominated at the annual meeting to run for re-election as long as he/she desires to serve. One adult representative from each species shall be up for election at each annual meeting. Term expiration will be indicated on the yearly Committee listing.
- The term of office for Youth Project Members is one (1) year. Youth may be nominated at the annual meeting to run for re-election as long as he/she desires to serve and maintains Youth Project Member status.
- Section 6 Family Members: No two voting members of the same immediate family can serve simultaneously on the Committee.
- Section 7 UWEX Representation: A Dodge County Extension Agent or his/her representative shall be a committee member without voting rights. This person is appointed to the committee by virtue of their position held with the Dodge County UWEX.
- Section 8 Financial Representative: One financial representative shall also be a Committee member without voting rights. This representative will be selected by the Committee.
- Section 9 Election: At each annual meeting (Post-sale), Committee members will be elected for those whose terms have expired.
- A nominating committee may be appointed by the Committee prior to the annual meeting and nominations may be made from the floor from a Youth Project Member. The chair of the nominating committee shall be a committee member whose term is not expiring. The chair of the nominating committee will preside over the election at the annual meeting.
- Committee members shall be elected by ballot at the annual meeting by a majority vote of the Youth Project Members. One vote per Youth Project Member, voting by proxy is not allowed.
- If any member of the Committee cannot fulfill his/her position after being elected, the remaining Committee members will have the authority to appoint an individual to fill that position until the next annual meeting election where that appointed position will be filled for the remainder of the three-year term by the voting Youth Project Members.
- Section 10 Training: Adult Committee members MUST take the “Youth Protection Training” class offered by the 4-H program by the Annual Meeting following their election and MUST clear the background check or they will be relieved of their position on the Committee.

Bylaw 4: Meetings - Annual, General, Special

- Section 1 Annual Meeting: The annual meeting will be the “Post Sale” meeting and shall be held within 90 days of the annual Meat Animal Sale. The time and place in Dodge County shall be determined by the Committee.
- Section 2 Notice: Notice of the annual and special meetings will require a 30 day minimum advanced notice posted in a manner which is available to all Youth Project Members, people affiliated with a Dodge County 4-H, FFA or Youth Organization, and the general public.

Bylaw 4: Meetings - Annual, General, Special continued...

Section 3 Advisory Motions: Issues other than election of Committee members and adoption of Bylaws coming forth that require motions to be made and voted upon at meetings will be “advisory only” to the Committee.

Any person in attendance can make and participate in the handling of advisory motions.

The Committee will make final determination based upon the educational and best interest of youth exhibitors. Voting may be made by all in attendance. Ballots will be named “Advisory Ballot”.

Section 4 Special Meetings: Special meetings can be called as deemed necessary by the president or a majority of Committee members as long as proper “Notice” is given.

Section 5 Rule of Order: Meetings shall be conducted according to and governed by the Roberts Rules of Order (Newly Revised) except as otherwise provided in these Bylaws.

Bylaw 5: Meetings of the Committee

Section 1 Election Meeting: The newly elected Committee shall meet as soon as possible following the Annual Meeting to elect new officers and directors.

Section 2 Quorum: A quorum at a Committee meeting shall consist of at least one representative from each livestock species (beef, sheep, and swine), AND at least 50% of the Committee.

Section 3 Voting: Each Committee member is entitled to one and only one vote on each question. Voting by proxy IS NOT ALLOWED.

Section 4 Rule of Order: Meetings of the Committee shall be conducted according to and governed by the Roberts Rules of Order (Newly Revised) except as otherwise provided in these Bylaws.

Section 5 Committee Meetings: The committee will establish meetings as needed to conduct business and it is the responsibility of the officers to establish a method to notify the Committee members of such meetings.

Bylaw 6: Officers and Duties

Section 1 Election.

- a. The committee members, at their first meeting following the annual meeting shall elect from the Committee membership a president and a vice-president.

The first nomination process shall be led by the UW-Extension advisor or financial representative.

The Committee members shall also appoint a secretary and a treasurer, or secretary-treasurer, and such other officers as may be necessary.

- b. Method of Election: Committee members shall elect officers by ballot.
- c. Re-election: All officers may be re-elected to as many terms of office as the Committee members approve.

- d. Office Vacancy: The Committee members shall elect any eligible committee member as an officer to the unexpired term for which there is a vacancy.

Bylaw 6: Officers and Duties continued . . .

Section 2 Duties of Officers.

- a. President: The principal duties of the president shall be to preside at all meetings of the Committee, all the regular meetings, and special meetings; and to have a general supervision of the affairs of the Committee.
- b. Vice-president: The principal duties of the vice-president shall be to discharge the duties of the president in the event of absence or disability for any cause.
- c. Secretary: The principal duties of the secretary shall be to keep a record of the proceedings of the Committee and the proceedings of the annual and other special meetings, and to safely and systematically keep all books, papers, records, documents, and correspondence belonging to the Committee, or in any way pertaining to the business thereof.
- d. Treasurer: The principal duties of the treasurer shall be to keep an account for all moneys, credits and property of any kind and every nature of the Committee which shall come into his/her hands; to keep an accurate account of all monies received and disbursed and proper vouchers for monies disbursed; to render such accounts, statements, and inventories of monies received and disbursed and of money and property on hand; and to generally conduct all financial matters pertaining to this office as shall be required of the Committee.

Section 3 Check Signing: All checks, notes, bills of exchange, and other instruments calling for the payment of money which shall be issued by the Committee shall be signed by the financial officer (treasurer), or person(s) as the Committee may designate.

Bylaw 7: Audits

Section 1 At the close of each year, and at such times as the Committee deems necessary, the books and accounts of the Committee shall be carefully examined by persons named by the Committee who may make a written report thereon, a copy of which shall be presented annually to the 4-H Leaders' Association by the date set by the 4-H Leaders' Association.

Bylaw 8: Amendment of Bylaws

Section 1 Bylaws may be adopted, amended, or repealed by a 2/3 vote of the Youth Project Members present at the annual meeting or at any special meeting where a statement of the nature of the amendment has been contained in the Notice of such a meeting.

Section 2 Notice of amendments and special meetings will require a 30 day minimum advance notice posted in a manner which is available to all Youth Project Members and people affiliated with a Dodge County 4-H, FFA or Youth Organization.

Bylaw 9: Ad-hoc Committees

Section 1 Ad-hoc committees that are needed to carry on the Committee's work shall be appointed by the Committee.