

## **WAUPACA COUNTY SMALL MARKET ANIMAL PROJECT BY-LAWS**

The Waupaca County Small Market Animal Committee shall be a sub-committee of the Waupaca County 4-H Leaders' Association.

Rules and Regulations of the Waupaca County Market Animal Committee shall be reviewed and revised at the start up meeting in the fall and voted on at annual meeting that follows start up meeting. (See Rules and Regulations hereto attached.)

### **Article I. Purpose**

Section 1. The purpose of this group shall be to:

- A. Support youth in their development of life skills through market animal projects, i.e. record keeping responsibility, team work, management, etc.
- B. Support a first hand experience in production agriculture and further the Interest of youth and their families.
- C. Engage youth in reaching meat Industry standards by employing effective management practices.
- D. Help youth understand marketing and profitability through project work.
- E. Establish and carry out an annual educational program and service activities.
- F. To develop project standards and leadership opportunities.

### **Article II. Membership**

Anyone may be affiliated with this group. Discrimination on the basis of age, race, color, creed or religion, national origin, ancestry, sex, sexual orientation, marital or parental status, pregnancy, veterans' status, arrest or non-job program related conviction record or qualified disability is prohibited.

Section 1. Youth Membership-Membership shall be open to all youth of an organized youth group of Waupaca County.

- A. Members may participate If actively enrolled in the rabbit, poultry, and/or goat projects.
- B. Members are required to follow Market Animal Project Rules as established at the Annual meeting, as defined in Article V. meetings, section 1

Section 2. Adult membership and support.

- A. Anyone with an interest in the market animal projects may give support to the project.
- B. Volunteers giving one-on-one help to youth, transporting youth or chaperoning youth other than their own family must be trained and certified through the 4-H Youth Protection process.

Section 3. Parents/guardian expectations for support include:

- A. Providing primary project support for their child.
- B. Supporting their child in carrying out all responsibilities of this project.
- C. Contributing to the conduct of activities and fundraising for the group as is deemed necessary by the group/committee.

Section 4. County Extension Educators will serve as advisors to the committee.

- Section 5. Auxiliary Board – Any member who expresses interest in providing direction for youths in the animal project and sale is eligible to serve with the market animals project and sale committee. Auxiliary members have no voting rights.

### **Article III. Executive Committee**

- Section 1. The executive committee shall be: Chairperson, Vice-Chairperson, Secretary, Treasurer, Education Chair and Youth Representative.
- Section 2. Executive Committee members shall be elected from the membership at large during the annual meeting.
- A. Executive Committee members must be trained and certified through the 4-H Youth Protection process.
  - B. Executive Committee members shall serve 2 year terms. This will start with Vice Chair and Secretary being elected for a 2 year term in November 2021 – 2023. Chair, Treasurer, and Educational Chair will be elected in November of even years.
- Section 3. Vacancies occurring on the Executive Committee may be filled by election or appointment by a quorum, as defined In Article V Section 5, at the next committee meeting to serve out the remaining term of office. Special circumstances, like voting eligibility, will be discussed at the time of filling the vacancy.

### **Article IV. Executive Committee and Duties**

- Section 1. See that all operations of the group are maintained and operate smoothly.
- Section 2. Make decisions in the best interest of the committee as a whole when meeting with them is not possible.
- Section 3. Chair/Vice-Chair – shall preside at all meetings of the group, shall work closely with members, parents and leaders and the 4-H Youth Development Advisor in setting goals, objectives and agendas.
- Section 4. Secretary – shall keep minutes of all proceedings of the committee as a whole and Executive Committee. Posts a copy of the minutes with the Waupaca County Extension Office and Chairperson.
- Section 5. Treasurer – shall keep accurate records of transactions and present a financial report at committee meetings getting information from Waupaca County 4-H Leaders' Treasurer.
- Section 6. Youth Representative – shall work closely with youth in sharing their concerns.
- Section 7. Education Chair – coordinates and promotes workshops, collect educational point sheets, works with youth to fulfill point requirement.

### **Article V. Meetings**

- Section 1. Annual Meeting – The annual meeting shall be held at such time and at such place in Waupaca County as the committee shall determine. The fiscal year shall run from July 1st through June 30th of the next year.

Start up Meeting – A start up meeting will be held in the fall to discuss any proposals that will be forwarded for a vote at the annual meeting.

- Section 2. A minimum of three committee meetings shall be held annually.
- Section 3. Special Meetings – Special meetings can be called as deemed necessary by the chairperson or majority of the executive committee.
- Section 4. Written notice of meetings shall be sent to all members at least one week in advance of the meeting date.
- Section 5. Decisions shall be made by majority of eligible voting members. Majority means 1 more person than ½ attending the meeting.
- Section 6. Rules of Order – Meetings of the Small Market Animal Committee shall be conducted according to and governed by the Roberts Rules of Order (Revised) except as otherwise provided in these bylaws.

#### **Article VI. Voting**

- Section 1. Voting adult members are individuals who sign in at the start up or annual meeting in the fall.
- Section 2. Voting youth members must be enrolled in project for one year and must sign in at the start up or annual meeting before being eligible to vote.
- Section 3. Each member is entitled to one and only one vote on each question. Voting by proxy is not allowed.
- Section 4. Auxiliary members have no voting rights as stated under Article II, Section 5.

#### **Article VII. Amendments**

All amendments to governing documents, (i.e. Constitution, By-Laws and Contract) shall be done by proposal and approved at the annual meeting.

#### **Article VIII. Dissolution Policy**

Funds raised or assets accrued by this group in the name of 4-H are subject to appropriate public accountability procedures (Wisconsin 4-H Policy).

- Section 1. Upon dissolution, the group shall turn its assets over to the Waupaca County 4-H Leaders' Association or the Waupaca County UW-Extension Office to be used for 4-H youth development programs.

#### **Article IV. – By-Laws**

By-Laws can be amended by a majority provided written notice of the proposed amendment has been mailed to all members one week prior to the annual meeting.

**Voted on and accepted on the \_\_\_\_\_ day of \_\_\_\_\_**

**Chairman** \_\_\_\_\_

**Secretary** \_\_\_\_\_