

**BY-LAWS OF  
INGHAM COUNTY 4-H STILL LIFE COMMITTEE**

**ARTICLE I – NAME**

The name of the organization shall be the Ingham County 4-H Still Life Committee.

**ARTICLE II – PURPOSE**

**To create for Still Life Superintendents a space for collaboration and to promote and encourage the development of 4-H Still Exhibits through:**

- (a) Oversee the 4-H Still Life Exhibits program in cooperation with 4-H Staff.
- (b) Promotion of county, state and national 4-H Still Exhibit events and activities.
- (c) Identification of resources for the development of relevant workshops in any still exhibit project area.
- (d) Maintenance of Fair book guidelines and revision.
- (e) Offer still life educational opportunities for youth in addition to the Fair.

**ARTICLE III – MEMBERSHIP**

Section 1. Membership.

Membership of the Committee will consist of:

- (a) 4-H Still Life exhibit Superintendents in all still life project areas.
- (b) Assistant Superintendents and up to 3 4-H youth representatives are also welcomed voting members.
- (c) All adult members of the 4-H Still Life Committee and sub-committees must have successfully completed the 4-H Volunteer Selection Process (VSP) and be currently registered as a 4-H volunteer in Ingham County.
- (d) Members must attend a minimum of 50% of regular meetings per year in person or participate electronically in an active manner for the duration of the meeting.

**ARTICLE IV – OFFICERS**

Section 1. Officers.

Officers of the organization will be a Chair, Secretary and Treasurer.

Section 2. Appointment of Officers.

Officers will be appointed based on consensus of the Committee body at the first meeting following the Ingham County Fair.

Section 3. Terms of Office.

Officers will be:

- (a) Appointed for a one-year term.
- (b) Eligible for re-appointment yearly.

**ARTICLE V – DUTIES OF OFFICERS**

Section 1. Duties of the Chairperson.

The Chair will be the Chief Executive Officer of the Committee and shall:

- (a) Preside over all meetings.
- (b) Call meetings as needed.
- (c) Make assignments to and oversee subcommittees.
- (d) Send out notices of all meetings.

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Section 2. Duties of the Secretary.

The Secretary shall:

- (a) Send out notices of all meetings.
- (b) Take record of each meeting; submitting formalized minutes to Ingham County 4-H Extension Office.
- (c) Keep a record of Committee membership and attendance.
- (d) Take responsibility for general Committee correspondence.

Section 3. Duties of Treasurer

The Treasurer shall:

- (a) Keep a record of all monies received and paid out.
- (b) Abide by all financial management policies of MSU Extension.
- (c) Prepare treasurer's reports for each meeting and the Annual Audit.
- (d) Recommend a yearly budget to the 4-H Still Life Committee.

**ARTICLE VI – STANDING COMMITTEES**

Section 1. Ingham County 4-H Still Life Sale Subcommittee

- (a) Membership consists of the 4-H Still Life Sale Superintendent and Chair, Ingham County 4-H Still Life Committee Treasurer and up to 3 additional committee members and up to 2 other adults who have met the MSU Extension requirements.

**ARTICLE VII – MEETINGS OF THE COMMITTEE**

Section 1. Conduct of Meetings

- (a) The Committee shall meet at least four times annually.
- (b) Meetings of the Committee shall be an open forum unless previously stated.
- (c) Meetings shall include establishment of the annual calendar, fair book revisions, planning for educational activities, assignments, and educational activities held throughout the year.
- (d) The annual calendar will be established at the first meeting after the Fair.
- (e) Meetings will be offered electronically to members with prior request.
- (f) The Chair may call further meetings as needed.

**ARTICLE VIII – QUORUM**

Section 1. Quorum Requirements

- (a) Fifty percent of the membership shall be necessary to constitute a quorum for the conduct of business.
- (b) A majority of the members present at any meeting shall decide any questions coming before the Committee.

**ARTICLE IX – AMENDMENT OF BY-LAWS**

These by-laws may be amended, altered, or repealed, in whole or in part, at any regular or special meeting of the Committee (at which a quorum is present) by majority vote of the members present at such meeting, provided notice of such proposed amendment has been included in the notice of the meeting and were presented at a previous meeting of the Committee.

**Adopted and Approved –**