

INGHAM COUNTY 4-H & FFA LIVESTOCK COMMITTEE

CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the Ingham County 4-H & FFA Livestock Committee.

ARTICLE II: PURPOSE

The Ingham County 4-H & FFA Livestock Committee serves to support all aspects of 4-H and FFA youth livestock projects in Ingham County, including, but not limited to education, administration, and the Junior Livestock Auctions at the Ingham County Fair. Animals sold at the Large Animal Sale are: Beef, Dairy Market, Sheep, Swine, Dairy Feeder and Supreme & Reserve Dairy Champion Milk. Animals sold at the Small Animal Sale are: Goats, Poultry, Rabbits and Goats Milk.

The Livestock Committee works cooperatively with the Ingham County Fair, the Ingham County Michigan State University Extension staff, and the Ingham County FFA Chapters to foster the development of youth. The work of the Livestock Committee serves to encourage and support 4-H & FFA youth to develop life skills through raising, producing and marketing quality animal projects. These activities help to create and sustain the interest of youth in animal agriculture as well as prepare youth to become productive, contributing citizens in their communities.

ARTICLE III: MEMBERSHIP

The voting members shall be

- A. Eight Superintendents:** One Superintendent of the following eight species: Beef, Dairy Market/Dairy Feeder, Sheep, Swine, Dairy Milk, Goats, Poultry, and Rabbits. Superintendents are not term limited and will remain in place until resignation or reassignment by 4-H Council.
- B. Eight Assistant Superintendents:** One assistant of the eight species above (designated by the superintendent). Assistant Superintendents shall be verified yearly by the Superintendent on or before November 1.
- C. Eight Youth Representatives** of the eight species above (designated by the superintendent): The term of the youth representative shall be 1 year, and a youth shall not serve more than 2 consecutive terms in one species. Youth representatives shall be verified yearly by the Superintendent on or before November 1. Youth representatives must be a member in good standing with 4-H or FFA and be at least 13 years of age.
- D. The Chairperson** from each of the standing committees will have a vote unless they are already a superintendent or member at large. Committee chairpersons are appointed by the Executive Board.
 1. **Meals:** Plans and arranges for meal or refreshments for the Large & Small Animal Auctions.
 2. **Registration:** Plans, staffs and sets up buyer registration table for Large and Small

Animal Auctions; sets up & staffs the table for buyer champion plaques and buyer posters.

3. **Large Animal Sale:** Provides leadership for ring set up; secures auctioneers, announcer & ring men; secures bid for support price for market animals. Handles load out.
4. **Publicity:** Publicity before auction and buyer thank you post auction; photography during auction (for buyer plaques and newspaper thank you.)
5. **Computer Entry:** Pre-fair, prepare necessary materials for livestock entry; during Fair, market animal entry. Secures all equipment needed for entry & secures data entry staffing during auction. Bills buyers & prepares reports after auction.
6. **Finance Committee:** Develops annual budget, working with treasurer to comply with all appropriate financial procedures and requirements of MSU Extension including annual audit. Provides staff for accepting payments at Large & Small Animal Auctions (along with treasurer).
7. **Small Animal Auction:** Provides leadership for ring set up; secures auctioneers, announcer and ring men.

E. Four at-large members:

At-large members must be adults; they may be 4-H volunteers, parents, or community members (any person elected to an at-large position must complete the MSU Extension Volunteer Selection Process if they have not already done so). The term of at large members shall be 2 years, and an at large member shall not serve more than 2 consecutive terms in the position of at large member. Applications for at-large members will be made available yearly at the Ingham County Fair. At-large members will be selected based on application and interview by the committee.

F. FFA Representative:

This representative may be an advisor or youth; determined jointly by Ingham County FFA chapters 1 year term, verified yearly by November 1.

G. Ex-Officio Members:

Extension staff, Fair manager

ARTICLE IV: OFFICERS

OFFICERS: Will consist of President, Vice-President, Secretary, and Treasurer. Officers will be elected from the voting adult members of the committee.

President: Shall preside at all regular meetings and exercise general supervision over the interest and welfare of the Committee.

Vice President: Shall assume the duties of the President in the absence of the President.

Secretary: Shall keep a correct record of the proceeding of the Committee. Reports of proceeding shall be provided, in writing, at each meeting of the Committee.

Treasurer: Shall keep a debit and credit account of all monies received and paid out for the

committee, abide by all financial management policies of MSU Extension, prepare/maintain an annual budget, prepare treasurer reports for each meeting, and prepare records for an annual audit (records review).

ARTICLE V: ELECTIONS: Officers will be elected for a two year term at the September meeting. They shall take office the day of the election. Elections will be held on odd years for President and Secretary, and even years for Vice President and Treasurer.

ARTICLE VI: MEETINGS

Regular meetings will be held in January, March, May, July September, and November at a minimum. Additional meetings will be held as needed to conduct the business of the committee as called by the president.

ARTICLE VII: VOTING

Only committee members shall have voting privileges. Decisions shall be made by majority vote of committee members present.

ARTICLE VIII: RULES

Roberts Rules of Order shall govern the conduct of the meetings.

ARTICLE IX: DISSOLUTION OF ORGANIZATION

In the event that this committee should dissolve, all assets, real property and personal property shall be returned to the Ingham County MSU Extension Office for utilization to support 4-H and FFA youth programming.

ARTICLE X: AMENDMENTS OF THE BY-LAWS

All proposed changes shall be presented at a regular meeting and lay over until the next regular meeting. The Constitution may be amended by a 2/3 majority vote of those committee members attending the Livestock Committee meeting.

ARTICLE XI: POLICY AND PROCEDURES OF THE LIVESTOCK COMMITTEE

This Committee reserves the right to set policy for the appropriate items going through the 4-H & FFA Livestock Auctions at the Ingham County Fair and any other responsibilities that fall under the scope of this committee.

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Updated & corrected OCTOBER 16, 2006

Voted on and approved January 15, 2007

Amended April 16, 2007

Amended and approved September 2009