

**Jackson County 4-H Small Animal Association  
Constitution, By-Laws, Rules and Regulations  
Revised January 2024**

**Constitution**

ARTICLE I  
NAME

The name of this organization shall be the Jackson County 4-H Small Animal Association.

ARTICLE II  
PURPOSE

The purpose of the organization shall be to promote and administer 4-H Small Animal projects (dogs, goats, poultry and rabbits) including but not limited to Fair, Small Animal auction, etc.

ARTICLE III  
MEMBERSHIP

The membership of this organization shall be open to any adult 4-H volunteer and 4-H youth enrolled in Small Animal Projects.

ARTICLE IV  
OFFICERS

SECTION 1. The officers of this organization shall be a chairperson, a co-chairperson, a secretary, and a treasurer.

SECTION 2. All officers shall be elected by the membership at the first meeting in the fall.

SECTION 3. All officers must have successfully completed the volunteer selection process at the MSU Extension – Jackson County office.

SECTION 4. No officer may serve more than two consecutive terms (four years) except by majority vote of the Small Animal Association.

SECTION 5. The Executive Committee will consist of the co-chairpersons, the secretary, the treasurer, 4-H Youth agent and the individual species superintendents

ARTICLE V  
MEETINGS

This organization will meet six times per year or as needed. The Executive Committee will meet as needed.

ARTICLE VI  
DISSOLUTION

Upon the dissolution of this organization, all assets will be divided equally among the four species (dogs, goats, poultry, and rabbits) in the organization. If one or more of these species no longer exists as a separate entity, their share shall become the property of the Jackson County 4-H Foundation located at 1715 Lansing Ave., Suite 257, Jackson, Michigan, 49202.

ARTICLE VII  
AMENDMENTS

The articles of this organization may be amended by a two-thirds vote at any meeting called by the Executive Committee or the MSU Extension – Jackson County office. Written notice must be sent fifteen days prior to any special meeting that proposed article changes will be considered.

# BY-LAWS

## ARTICLE I FISCAL YEAR

The fiscal year shall begin September 1 and end August 31.

## ARTICLE II DUTIES OF OFFICERS

SECTION 1. The regular term of office of all officers shall begin at the first yearly meeting or any special meetings called after their election at the annual fall meeting.

- Chair and Secretary shall be elected on odd years.
- Co-Chair and Treasurer shall be elected on even years.

SECTION 2. The chairperson shall preside at all meetings.

The chairperson will be responsible for the fundraiser committee.

- a) Superintendents will be members of the fundraiser committee.
- b) This committee will meet bi-monthly or as necessary

SECTION 3. The co-chairperson shall preside in the absence of the chairperson.

The co-chair will be responsible for the auction committee.

- a) The auction committee will be comprised of the auction chair(s) and the auction luncheon committee

SECTION 4. The secretary shall keep an accurate record of all meetings and submit a detailed report to the membership

SECTION 5. The treasurer shall keep an itemized account of all receipts and disbursements, pay bills as authorized by the membership, and submit a detailed report of the receipts and disbursements to the membership at each regularly scheduled meeting.

SECTION 6. A committee appointed by the chairperson shall audit the treasurer's records within one month after the end of each fiscal year.

SECTION 7. The Auction Committee Chair will provide a list of Small Animal Auction buyers to the 4-H Extension Office after the Fair.

**ARTICLE III**  
**PROGRAM**

- SECTION 1. This organization will work in cooperation with the MSU Extension – Jackson County office.
- SECTION 2. This organization will make recommendations to the Jackson County Fair Management (Fair Board and Fair Manager) and the MSU Extension - Jackson County office that will benefit the Jackson County 4-H members.
- SECTION 3. This organization shall require that all livestock to be sold at the Jackson County Fair be properly identified as determined by the Small Animal program committee.
- SECTION 4. This organization will support special contests or awards for the 4-H Livestock program at the Jackson County Fair.
- SECTION 5. Compensation will only be given for animals stolen on the fairgrounds during fair week (after species check-in and before species checkout). Compensation will be calculated by the chairperson and will be based on average price paid for that species less the grand and reserve champions. Any sale anomalies, such as an individual animal sale that significantly exceeds other sale prices, may be removed from the calculation at the discretion of the Executive Committee. If the member suffering the loss feels the settlement is not proper, the member can bring his/her case for consideration to the Executive Committee at the next regular or special meeting of the members.
- SECTION 6. Injury or loss of animal due to other circumstances may be reviewed by the Executive Committee on a case-by-case basis.
- SECTION 7. Sale order for small animals will start with grand and reserve champion winners rotated yearly by species as determined by Superintendents.
- SECTION 8. This organization will deduct a 3% commission from the auction proceeds to help cover promotional and operating expenses.
- SECTION 9. This organization will provide buyer thank you signs and buyer recognition. It will be the responsibility of individual 4-H members to put up the buyer thank you signs immediately after the auction.

SECTION 10. The luncheon committee will supply a luncheon for the buyers. Each club will have a representative participate on the luncheon committee and at the auction luncheon.

SECTION 11. This organization will send out letters to all prospective buyers including a complimentary pass for one admission and parking. All buyers that have purchased during the past two years will receive this letter.

SECTION 12. This organization will pay for the parking for all buyers and reimburse any buyer admission charges for those without the complimentary buyer's pass.

#### ARTICLE IV ORDER OF BUSINESS

The order of business for this organization shall be as follows:

- A. Call to Order
- B. Reading of secretary's minutes
- C. Communications, correspondence, etc.
- D. Treasurer's report
- E. Committee reports
- F. Unfinished business
- G. New business
- H. Adjournment

#### ARTICLE V AMENDMENTS

The by-laws of this organization may be amended by a simple majority at any meeting called by the Executive Committee or the MSU Extension - Jackson County office. Written notice must be sent fifteen days prior to any special meeting that the proposed changes will be considered.

# **Rules and Regulations**

## **General**

1. Each member will pay a \$5 Participation Fee per species exhibited. Participation Fee will be due at time of check-in.
2. Each member must take possession of all animals by May 1st of the current fair year except poultry and fryer rabbits (see poultry and rabbit rules).
3. Member must own the project animal. The project leader and the superintendent must give approval, if the project animal is to be raised off the member's residence, before the project has begun.
4. Any problem and/or concerns need to be discussed calmly with the project leader and the superintendent. We are here to promote our animals, not cause problems or bad feelings with 4-H friends. Smile and be proud of your contribution to your project. Problems that cannot be resolved should be taken to the 4-H Youth Agent, who will then call together the Small Animal Committee to resolve the problem.
5. All animals will be raised in a caring, ethical and humane manner.

## **Fair Week – All Species**

1. Conduct yourself in a 4-H manner at all times. Shoving, pushing, or running in or around the barns is not acceptable.
2. No smoking, vaping, or tobacco use is allowed in or around the barns by any 4H member in accordance with the 4-H code of conduct.
3. No alcohol is permitted on the fairgrounds at any time. If this happens, you will lose all premiums and trophies and be banned immediately from all fair and 4-H programs.
4. No outside animals will be allowed in the barns at any time except service animals.
5. Each member/club is required to sign up for barn duty in their respective barns. If you do not sign up, you will be assigned a time.
6. It is your responsibility to make sure your animals are healthy and free from diseases, infections, parasites, or anything else that can be transmitted to another animal or humans. Animal found to have any of the aforementioned would not be allowed to stay/enter the barn.
7. Animals must have adequate food and must have clean water at all times.
8. All members are required to help with barn clean up before and after the fair. Times will be announced.
9. Absolutely no destruction of barns and/or pens. Changing or altering of pens may only be done with superintendent(s) permission.

## **Fair Week – Clean Pen Rules – All Species**

1. Pens must be cleaned daily by 10:00 a.m. Manure and wet pens need to be spot cleaned throughout the day.
2. Each 4-H member, parent/guardian will be required to sign an agreement form on the care and cleaning of their animal and their pens. If the care and cleaning is not done on a daily basis the superintendent will tag your pen accordingly.
  - Blue Tag – 1st Warning – See Superintendent(s)
  - Orange Tag – 2nd Warning - \$25.00 fine and pen must be cleaned by 11:00 a.m. that day.
  - Red Tag – Animal(s) goes home, and premium(s) is forfeited.
3. All fines will be taken from any animal(s) sold at the Small Animal Auction. Fines that are not paid by December 1 of the current year will result in a one-year suspension from showing at the fair the following year.

## **Auction – All Species**

1. Any member/family purposefully altering or attempting to defraud buyers or the superintendent of the project will be penalized as follows:
  - 1st attempt – Suspension of member from project for one year
  - 2nd attempt – permanent suspension from project
2. Any animal disqualified on show day may not be sold at the auction. Member must still comply with all rules for the remainder of the fair week.
3. Any animal desired to be sold at the auction, must be identified during check-in only, and have a permission form signed by the members parent or guardian. Any animal signed up for auction must be sold at auction with the exception of a disqualified animal.
4. Each 4-H member is allowed to sell up to two animals/pens per species.
5. The 4-H member must put their own animal sold through the auction, on the auction block, unless prior approval is given by the superintendent(s).
6. A basket of dog products, gathered by the members and/or families of the dog project, may be auctioned to raise funds for the dog participants or project area.
7. Anyone wishing to donate and sell an animal at the auction with proceeds to go to the Kyle Mason Samson Scholarship Fund needs to send a letter of intent by June 1 of the current fair year to the Small Animal Association for approval.
8. Any animal donated to be sold at the auction with the proceeds to go to the Kyle Mason Samson Scholarship Fund can be either Breeding Stock or Market Stock.

## **Show day – All Species**

1. The judge's decisions are final.
2. The first species you win showmanship in, is the species you shall represent for Sweepstakes.
3. The age groups for showmanship as of January 1st are:
  - Seniors: 16 to 19 years of age
  - Intermediates: 12 to 15 years of age
  - Juniors: 8 to 11 years of age
4. Showmanship judging will start with the Senior class, then Intermediate class, and then Junior class, followed by the Novice class where applicable.
5. Novice class, if available, is for the first-year member or if you have never done showmanship before. You may only enter one showmanship class. Novice class winners will not compete in Sweepstakes.
6. The first and second place winners in the three showmanship divisions shall compete in the Showmanship Sweepstakes. If the first and/or second place winner is already entered into Sweepstakes, the species spot(s) will be filled by the next highest place winner(s) in the division.
7. Proper Judging and showmanship attire must be worn for each species. No shorts, all shirts must be tucked in (no tank tops, sleeveless shirts or muscle shirts). A small emblem such as a 4-H logo is acceptable. Regular shoes or tennis shoes (no sandals, open toed shoes, no snow boots or bulky "barn" boots). Hair should be neat and presentable. No excessive make-up or jewelry is allowed. Clothing must be clean and neat.
8. Showmanship and/or Species classes may be combined or divided at the discretion of the superintendent. Class changes will be posted prior to show day.
9. In the event that a youth is showing in multiple species with conflicting show times, with superintendent approval, an alternate registered 4-H youth may stand in for the Quality/Breed show only. Does not apply to the Dog project.

## **Check Out – All Species**

1. No animal may be removed prior to official check out time.
2. Animals must be checked out through the front door of the barn only. Any member/parent that does not properly check out their animal, or any animal they might be picking up for a buyer, will lose their premium. You must have the buyer's receipt and sign for the animal to remove it from the barn.
3. Check out times will be posted prior to fair week and in fair book for each species.



## Dog Rules and Regulations

1. If a 4-H youth's primary club does not have a leader, upon request, they will be given the phone numbers of the dog project leaders that have room in their groups. The youth may choose who they wish to train under but must comply with the rules of the leader.
2. All participants taking part in the dog-training program, as an independent study, must meet with the superintendent twice to ensure they are placed at the right show level and requirements are being met.
3. All puppies and dogs are required to be up to date on all vaccinations and considered to be in good health.
4. All dogs will be neatly groomed (does not require professional grooming).
5. Proper show attire must be worn. Dress pants or skirt (below knees), short-sleeved shirt, colors complimentary to animal being shown.
6. All participants must complete and turn in a project book if required. . Project books must be turned in prior to showing at the fair. The project books will be displayed during fair week.
7. All dogs participating in agility must be at least one year of age and able to follow the sit and down commands without being physically handled.
8. If a dog shows any aggressive behavior towards a person or animal, a meeting with the superintendent and leader will be required to create a plan of action in order for the dog to continue to participate in the program. The superintendent has the final decision on whether a dog may be shown or participates in the program if the dog continues to show aggressive behavior.
9. Prior notice to the superintendent must be given if a female is or will be in heat, in order to show at fair or fun matches. Females that are at a breedable stage of heat cycle may not be shown.
10. If a basket is to be sold at the Small Animal Auction, Dog project members must participate in the show, be present for the basket sale at the Small Animal Auction and sign the Thank You to be eligible for their portion of the funds. If member fails to participate their portion of funds will apply to the general Dog Project area.

# Goat Rules and Regulations

## General

1. All goat kids must be born by April 1st to be shown at fair. This also includes kids born on your property.
2. All goats must have one of the following types of identification to be allowed at fair:
  - A. United States Department of Agriculture (USDA) goat scrapie tag attached to their ear.
  - B. Registered breeding stock may have an official breed registration tattoo in their ear. A copy of the registration certificate listing the tattoo must accompany the goat to fair. Tattoo must be legible at check in.
  - C. For non-registered goats with no ears or injured ears (ex. LaMancha), the scrapie tag must be attached to an adjustable collar to be worn at all times at fair. A tail flap tattoo will not be accepted for id.
  - D. Breeds that allow it (ex. Pygmy) can be microchipped but must carry the registration papers with the goat and provide a microchip reader.
    - a) All market wethers must have a scrapie tag in their ear or a tag attached to a collar.
    - b) All imported goats must meet the above identification rules and have an Interstate Certificate of Veterinary Inspection (CVI) from the state of origin. The CVI must include the results of a negative brucellosis test for goats six months or older, except wethers.
    - c) All goats without proper scrapie tags or tattoo with paperwork will be sent home. Contact Superintendents prior to fair for assistance.
3. All tattoos must be legible at the fair (no fresh ink) except with the permission of the Superintendent ahead of time.
4. Breeding stock may be shown with or without horns if Breed Standard allows (Angora, Pygmy, Meat breeds). Boer/Meat wethers may show with or without horns. All Dairy breeds must be dehorned.
5. All dehorned goats must have "healed horns." Scurs may not exceed approximately 1 inch in length on dehorned animals. Superintendent word is final.
6. Market goats can be of any breed or sex. Must be born after December 1st of the fair year. All market goats must be sold at auction.
7. Proper show and showmanship attire must be worn.
  - Boer showmanship: Western style allowed with long or short sleeve plaid shirt and jeans.
  - Dairy and Pygmy showmanship: black, white, or khaki pants and a plain white long or short sleeve shirt (a small emblem such as a 4-H logo is acceptable).
  - No shorts, tank tops, sleeveless shirts, or muscle shirts. Regular shoes or tennis shoes (no sandals, open toed shoes, no snow boots or bulky "barn"

- boots). No excessive make-up or jewelry is allowed. Clothing must be clean and neat. Must stay in same clothes for the entire show.
8. Goat registration forms are due May 1st. Forms are available on the Extension office website.
  9. Clippers are available on a first come first serve basis as to club members. You must make arrangement to pick them up and return them to the superintendent.
  10. Goats are to be shown in a chain collar (including goat pinch collars) or show halter. No nylon or rope halters. No dog pinch collars.
  11. Blocking of goats during showing is allowed. Ears will be shown in the natural position. Lifting/holding the goats off the ground is not allowed.
  12. No pre-show drenching or use of behavior altering substances is allowed.

## **Fair Week**

1. Members are allowed to enter up to four goats at the fair. (Entries may be limited by the superintendent(s) if space problems arise.)
2. All goats will be checked before they are unloaded. The vet and the superintendent will have the final word.
3. All goats must have hay and clean water. The hay must be in a container and not on the ground. No hay nets are allowed in the barn. Water should be brought from home or an approved water filter must be used.
4. Sick or injured goats must be checked by the Superintendent and the Attending Veterinary. Goats will be removed from the goat barn if deemed necessary by Superintendent and Veterinary. Their decision is final.
5. All goats to be auctioned will be identified with a neck chain. The neck chain will be put on after show day.
6. Total of two goats may be sold at auction. All Boer/Meat Goat wethers and Dairy Market wethers must be sold at the auction.

## **Rabbit Rules and Regulations**

1. All breeding stock must be in your possession by May 1st.
2. Meat pens must be raised from exhibitor's breeding stock and be 70 days old and be between 3.5 and 5.5 pounds.
3. Single fryers may be homegrown or purchased and be 70 days old and be between 3.5 and 5.5 pounds. Fryers must be in possession by July 1st.
4. Roasters may be homegrown or purchased and must be under 6 months old and between 5.5 to 9 pounds. Roasters must be in possession by May 1st.
5. All rabbits shall be an ARBA recognized breed and variety. No mixed breed rabbits are allowed. No altered (spayed/neutered) rabbits may be shown.
6. All rabbits shall have a legible tattoo in their left ear, before being entered into the fair.
7. All rabbits' crocks and water bottles shall be cleaned before entering the barn and shall be maintained for the rabbit during fair week.
8. Any plucking or altering of rabbits shall result in the forfeit of all awards.
9. During all judging, members must be aware of when his/her class will be shown.
10. No late arrivals for check-in will be accepted except for an extreme reason.
11. You must be entered at fair to participate in Rabbit Royalty.
12. Bedding will be provided for the trays under the pens.
13. All market animals must be sold at the auction unless disqualified. Breeding stock may be sold if desired, indication must be made at check-in.
14. All rabbits will be checked over at check-in to make sure they are healthy.
15. Proper showmanship attire must be worn black pants and long-sleeved white shirt or lab coat.
16. Absolutely no scruffing of rabbits will be tolerated. Any health or injury concerns should be brought to the superintendents' attention.

# **Poultry Rules and Regulations**

## **General**

1. Members are limited to 4 entries (maximum two market projects). The third and fourth entry is based on space available and will be determined by lottery if necessary.
2. Members will provide their own feed.
3. Shavings will be provided for all pens
4. All birds must be healthy and free of parasites. Those birds found to be unhealthy and/or that have parasites will be sent home.
5. All birds must be tested for pullorum before entering the barn or must originate from a pullorum free flock.
6. You must have a pullorum certificate number from the originating flock and have a signed affidavit that the birds have been kept isolated from all other poultry from date of possession to fair.
7. Feed and water dishes are provided except for turkeys and waterfowl.
8. Sick or injured birds must be removed from the barn. Superintendents' decision is final unless the exhibitor calls a vet to the fairgrounds at the exhibitor's expense.
9. All clubs are responsible to help with check-in, checkout, and barn duty as assigned. Fines will be assessed to clubs not fulfilling these duties.
10. Proper showmanship attire must be worn: black pants and long-sleeved white shirt or lab coat.

## **Market Poultry**

1. All market chickens must not be more than 56 days old. Turkeys must not be more than 115 days old.
2. Market chickens must be of a Cornish cross variety. Market Turkeys must be a broad breasted variety.
3. A meat pen consists of three birds except for turkeys and geese. One turkey or goose is considered a pen.
4. Weight criteria for each meat species is at check-in day:

Turkeys – 16lbs and up	Ducks – 4lbs and up
Geese – 6lbs and up	Broilers – 5lbs to 7lbs
Roasters – 7lbs and up	Fryers – 3lbs – 5lbs
5. All market birds must be sold at the auction.

## **Breeder Poultry**

1. Breeder poultry must be secured by the 4-H member and must be a mature bird and at least 5 months old by fair.
2. Breeder poultry can be standard or bantam. They can be entered as a pair, (one hen and one rooster), a trio (two hens and one rooster), a single hen or single rooster. Turkey will be entered as a breeding pair (one hen and one tom). Geese will be entered as a breeding pair (one goose and one gander). Ducks will be entered as a breeding pair (one hen and one drake) or a breeding trio (two hens and one drake).
3. All Breeder poultry shall be an American Poultry Association (APA) or American Bantam Association (ABA) recognized breed and variety. No mixed breed poultry are allowed.
4. You must have possession of your mature breeder poultry by May 1st. Breeder poultry must be hatched by March 1st (year of the fair).
5. All breeder poultry must be registered with the superintendent by May 1st.
6. Breeder poultry can be, but does not have to be, sold at the auction.

## **Production Trio**

1. Production Trio projects must be purchased by date and method specified in the expectations packet.
2. Production Trio will consist of 3 hens and the breeds will be determined by the superintendents
3. Production Trios are to be considered market pens for poultry exhibits and must be sold at the auction.

**Jackson County 4-H Small Animal Association**  
**By-Laws, Rules and Regulations Agreement Form**  
One form per family per species

We have read the Small Animal by-laws, rules, and regulations and fully understand them. We agree to abide by them. These by-laws, rules, and regulations are in addition to the Jackson County Fair Book rules.

Each member that will be showing animals at the Fair must sign and return this form to the Superintendents during check-in at the fair to be eligible to show at fair.

\_\_\_\_\_  
Member Signature

Dogs \_\_\_\_\_ Poultry \_\_\_\_\_

Rabbits \_\_\_\_\_ Goats \_\_\_\_\_

\_\_\_\_\_  
Member Signature

Dogs \_\_\_\_\_ Poultry \_\_\_\_\_

Rabbits \_\_\_\_\_ Goats \_\_\_\_\_

\_\_\_\_\_  
Member Signature

Dogs \_\_\_\_\_ Poultry \_\_\_\_\_

Rabbits \_\_\_\_\_ Goats \_\_\_\_\_

\_\_\_\_\_  
Member Signature

Dogs \_\_\_\_\_ Poultry \_\_\_\_\_

Rabbits \_\_\_\_\_ Goats \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_