

Article 1- Name- Montcalm County 4-H Youth Livestock Committee

Article 2- Purpose- A youth-led committee focused on providing education, scholarship, and youth perspective in Montcalm County.

Article 3- Members- All current enrolled beef, dairy steer, dairy feeders, sheep, **goat** and swine 4-H project members have voting privileges.

Michigan State University Extension 4-H Staff serve as ex-officio members of all 4-H organizations and committees without voting rights. No staff member shall hold an elected office or be an elected member of the organization.

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

Article 4- The Executive Board- The Executive Board of the Montcalm County 4-H Youth Livestock Committee shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Two (2) adult advisors and a 4-H staff member will provide guidance for the board.

President: Attend and chair all livestock and executive board meetings. Prepare meeting agendas and solicit input for meeting topics. Vote only to make or break a tie. Assist on committees.

Vice-President: Be available to chair meetings in the case of unavailability of the President. Help plan and execute educational opportunities. Assist on committees.

Treasurer: Give an up-to-date financial report at all meetings. Work with adult signatory to have accurate information. Complete the Annual Financial Summary at the end of the program year.

Secretary: Read past minutes if needed. Record meeting minutes from all meetings (scheduled youth livestock committee meetings and executive board meetings). Type and prepare meeting minutes within two weeks following any meeting to be turned into the Extension Office. Prepare livestock correspondence as deemed necessary.

Adult Advisors: Support 4-H staff, volunteers, and members in conducting meaningful educational experiences in livestock to help youth grow and reach their fullest potential. Adult Advisors must complete the Michigan State University Volunteer Selection Process upon (or prior to) appointment to their position and must maintain gold level volunteer status. Adult Advisors will be signatories for the bank account.

The executive board shall have the authority to make decisions and interpret rules on behalf of the Youth Livestock Committee in between meetings, only if the decision cannot wait until the next meeting.

Article 5- Election of Officers- The officers shall be elected from the membership at the August meeting by the members present. Elected officers shall take office September 1st. If an officer fails to attend three (3) meetings in a row without explanation, nominations for that office will be held and another person will be elected to that vacant office. Two (2) committee advisors recommended by the 4-H staff member and supported by the youth board will be appointed during the August meeting.

Article 6- Meetings- Meetings will be held every month unless otherwise specified by the membership or executive board. Meeting dates and times will be published in the Montcalm County 4-H Newsletter and posted on the Montcalm County 4-H Facebook page.

Article 7- Committees- Committees will be created based on need. The president and 4-H staff will serve as ex-officio members of all committees.

Article 8- Authority- This committee will use Roberts Rules of Order, current edition for protocol on parliamentary matters. The Michigan 4-H Treasurer's Record Book and MSUE Financial Guidelines serve as the reference point for all financial questions.

Article 9- Restrictions- Upon dissolution of this organization, all remaining funds and property will be turned over to the Montcalm County MSU Extension Office and/or the Montcalm County 4-H Council.

Any decision passed in conflict with the policies or practices of the county 4-H program or MSU Extension may be vetoed by the MSUE 4-H Staff.

Article 10- Amendments of Bylaws- Amendments of the bylaws can be made by suggesting the changes and providing them to the membership. Those changes can then be voted on at the next business meeting (at least 30 days after original suggestion).