

**Washtenaw County 4-H
Small Animal Committee
By-Laws**

ARTICLE I - NAME

The name of this organization shall be The Washtenaw County 4-H Small Animal Committee.

ARTICLE II - PURPOSE

The purpose of this organization shall be:

1. To create and sustain the interest of youth in animal agriculture.
2. To develop and support 4-H youth small animal areas including goats, poultry, cavies, rabbits, cats, dogs and llamas.
3. To coordinate youth small animal activities.
4. To provide for and develop leadership opportunities for youth and adults.
5. To encourage community involvement in the youth programs.
6. To work with the MSU Extension staff and Washtenaw County Farm Council staff in putting on the Youth Show yearly.
7. To encourage, educate, and support 4-H membership in raising, producing and marketing a quality project.

ARTICLE III - MEMBERSHIP

SECTION 1 – MEMBERS

Members at Large will be expected to conduct themselves as professionals and may include interested individuals, 4-H Volunteers, Parents, Members and Superintendents. Ex-officio members without voting privileges include MSU Extension Staff and Washtenaw Farm Council staff.

The Executive Board is defined in Article VI.

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.

ARTICLE IV – MEETINGS

SECTION 1- REGULAR COMMITTEE MEETINGS

1. Meetings shall be held at least 4 times a year with one meeting for superintendents to be held during the week before the Youth Show each year.

2. A quorum shall consist of eight members, including at least five members (two of which must be adults) of the Executive Board. In the event that a quorum is not present, voting on any issue is prohibited, but a discussion of current issues may take place.
3. Future meeting dates shall be scheduled prior to adjourning each meeting.
4. All livestock clubs must attend a minimum of two Small Animal Committee meetings to be eligible to enter Herdsmanship at the 4-H Youth Show.

SECTION 2 – SPECIAL MEETINGS

1. A special meeting may be called by the Executive Board, with proper notification provided to the membership at least one week in advance.

SECTION 3 – RULES OF ORDER

1. The rules contained in Robert’s Rules of Order shall govern the Washtenaw County 4-H Small Animal Committee in all cases in which they are applicable, and in which they are not inconsistent with these by-laws or any special rules of order that the Washtenaw County 4-H Small Animal Committee may adopt.

ARTICLE V- VOTING

1. Each Washtenaw county 4-H club with members enrolled in Small Animal Projects is entitled to one (1) voting representative per club. Independent members are treated as a whole and are entitled to 1 vote to represent all independent members (if the # of independent members is more than 30, 2 voting representatives will be allowed). Elected officers may vote in addition to the club voting representative, with the exception of the President, who may only vote in the event of a tie. The club representative designated to vote may change at each meeting, as long as there is a maximum of 1 vote per club. Individuals must be present to vote. A simple majority of the club representatives present carries the vote. Anyone is welcome to attend any meeting of the Washtenaw County 4-H Small Animal Committee and voice their opinion.
2. Each Washtenaw 4-H Small Animal club is entitled to one voting representative per every 10 members enrolled in a Small Animal project (1-10 members- 1 vote; 11-20- 2 votes; 21-30 member- 3 votes, etc.). Independent members are treated as a whole and are entitled to one voting representative for every 10 independent members. Elected officers may vote in addition to the club voting representative, with the exception of the President, who may only vote in the case of a tie. Club representatives designated to vote may change at each meeting, as long as voting representatives do not exceed the number of votes allotted. Individuals must be present to vote. A simple majority of the voting club representatives carries the vote. Anyone is welcome to attend any meeting of the Washtenaw County 4-H Small Animal Committee and voice their opinion.

*4/20/12
6 PM minutes*

*Catherine
Winn ✓*

ARTICLE VI- OFFICERS AND EXECUTIVE BOARD

Officers will consist of one adult and one youth for each office of President, Vice President,

Secretary, and Treasurer. These eight individuals comprise the Executive Board.

1. **TERMS AND TERM LIMITS:** Youth terms will be one year, Adult terms will be two years. Term limits for adult offices will be two terms (or four consecutive years). Adult officers must take at least one year off after serving four consecutive years before holding an elected office again. Youth officers can serve two terms (or two consecutive years), then must take a year off before serving on the board again.
2. **ELECTIONS:** Nominations will be made and the election held at the Small Animal Committee meeting held after the Youth Show each year, usually in September. Officers will take office at the conclusion of this meeting. Adult officers will be elected on alternating years, electing a President and Treasurer on odd years and a Vice President and Secretary on even years. Youth elections for each office will take place annually.
3. **ELIGIBILITY:** Adult officers must be certified 4-H volunteers. Youth officers must be 4H members and at least 14 years old as of January 1 of the current 4-H program year.
4. **DUTIES:** Adult and youth officers work together in sharing responsibilities of each of the following offices.
 - A. **President:** shall preside at all regular meetings and exercise general supervision over the committee.
 - B. **Vice President:** shall assume the duties of the President in the absence of the President.
 - C. **Secretary:** shall take minutes at each meeting. Minutes shall be provided, in writing or email, to the designated MSU extension staff person to be presented at each meeting of the Committee.
 - D. **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 MSUE, prepare treasurer reports to be presented at each meeting of the Committee, and maintain the annual budget.
 - E. The Executive Board is authorized to approve expenditures of this committee of less than \$1000 with a majority of the executive officers voting in favor.
 - F. The Executive Board shall work in tandem with species superintendents, MSUE staff, and Washtenaw County Farm Council staff to enforce and interpret rules governed by the Small Animal Committee.
 - G. The Executive Board must sign a confidentiality agreement upon election to office, assuring that issues affecting individuals are kept as private as possible.

ARTICLE VII – COMMITTEE DUTIES

SECTION 1 – COUNTY YOUTH SHOW

1. The committee shall be responsible for keeping the Small Animal portion of the Youth Show book and rules for the Silent Auction up to date. The Small Animal Committee shall work with the Livestock and Dairy Committee on keeping the Livestock Auction rules up to date.

2. The committee shall be responsible for running the Silent Auction at the Youth Show and for working with the Livestock and Dairy Committee on the Livestock Auction.
3. The Executive Board shall work in tandem with species superintendent, MSUE staff, and Youth Show staff to enforce and interpret Youth Show rules in the Small Animal portion of the Youth Show Book.
4. As part of the Animal Health Committee, the Executive Board shall work with Livestock Superintendents, other Animal Committee Officers, Farm Council Staff, Youth Show Staff and the Youth Show veterinarian to address Animal Health Situations that may occur using the guidelines set forth in the Animal Health Emergency Plan.
5. The committee shall be responsible for the following items for the Youth Show:
 - Small Animal Judges through superintendent recommendation
 - Superintendent identification and training, in conjunction with Farm Council
 - Silent Auction & Small Animals in the Livestock Auction
 - Small Animal Educational Exhibits
 - Small Animal Show classes
 - Small Animal Weigh-in/Check-in
 - Youth Show Book changes
 - Night watch in barns/tents
 - Assist with the Buyers Buffet
 - Set-up, clean-up of show and weigh-in/check-in area
 - Small Animal Haul Out Coordination
 - Assist with Sweepstakes
 - Other duties as needed

SECTION 2 – SMALL ANIMAL TAG IN / WEIGH IN AND MARKET CHICKENS

1. The committee shall coordinate the market goat project tag-in/weigh-in held in conjunction with the feeder calf, sheep and swine weigh-in in late April.
2. The committee shall coordinate the purchase and distribution of market chickens for the youth show.

SECTION 3 – PROMOTE EDUCATIONAL EVENTS

1. The committee shall coordinate county clinics/workshops for each small animal species each year.
2. The committee shall coordinate and encourage youth participation in State and National small animal events such as Expos, etc....

SECTION 4 – OTHER

1. The committee shall support club leaders in encouraging and educating 4-H members in raising, producing and marketing a quality project.
2. The committee shall perform other duties as needed.

ARTICLE VIII – SUB-COMMITTEES

Subcommittees shall be created as needed by the Executive Board.

ARTICLE IX– FISCAL YEAR

The fiscal year of the Small Animal Committee shall be September 1 to August 30.

ARTICLE X – AMENDMENTS OF THE BY-LAWS

All proposed changes shall be presented to the general membership for review with the final vote occurring at the next scheduled meeting.

ARTICLE XI - DISSOLUTION

In the event of dissolution of this organization, all assets shall be donated to 4-H Council of Washtenaw County.