

BYLAWS  
OF  
ADAMS COUNTY LIVESTOCK SALE COMMITTEE

ARTICLE I: PURPOSES

Section 1. The purpose of this group shall be to:

- a. Support youth in their development of life skills through market animal projects, ex. Record keeping, teamwork, management, animal evaluation, etc.
- b. Engage youth in reaching meat industry standards by employing effective management practices to be used in raising market animal projects.
- c. Establish and carry out an educational program.
- d. To develop project standards and leadership opportunities.

ARTICLE II: MEMBERSHIP

Section 1. General Membership Information:

- Anyone with an interest in the advancement of the meat animal projects in Adams County may be affiliated with this group
- A 4-H group member/participant must be 8 years old and in grade 3 and may continue through the next 4-H year following their graduation from high school not to extend beyond the age of 19 as of December 31<sup>st</sup> of the enrollment year.
- Membership is open to any youth within the grade parameter – regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.
- Volunteer leadership is open to all adults regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.
- Voting members must be enrolled in 4-H.

Section 2. Youth Membership: Membership shall be open to all youth of an organized youth group in Adams County.

- Youth Members are required to enroll in 4-H online as a 4-H member or a 4-H participant in the Livestock Sale.
  - a. 4-H Member – is able to participate in all Adams County 4-H activities/programs.
  - b. 4-H Participant – is able to participate in only Adams County Livestock Sale activities/programs.
- Members may participate if actively enrolled in any of the meat animal projects.
  - c. Members are required to follow all state health rules and the rules set forth in the Livestock Sale Handbook.

Section 2. Adult Membership and support

- a. Anyone with an interest in the meat animal projects may give support to this committee that is a current enrolled leader in good standing in the Adams County 4-H Program.
- b. All officers of the executive board and species chairpersons must be a current enrolled 4-H leader and in good standing in the Adams County 4-H Program.

Section 3. Parents/guardian expectations for support include:

- a. Providing primary project support for their child.
- b. Supporting their child in carrying out all responsibilities of this project.
- c. Contributing to the conduct of activities for the committee.
- d. A parent/guardian must be a current enrolled 4-H leader and in good standing in the Adams County 4-H Program to have voting rights in this committee.

Section 4. County Extension Agents and FFA Advisors will serve as advisors to the committee.

ARTICLE III: EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of:

- a. Chairperson
- b. Co-Chairperson
- c. Secretary
- d. Treasurer
- e. 1 species representative for each species along with a youth species co-representative on a voluntary basis.
- f. 2 Fair board representatives

Section 2. Members of the executive committee shall be elected on a rotating schedule.

Chairperson and Secretary elected in even years.

Co-Chairperson and Treasurer in odd years.

Species representatives may be elected/amended at any time to fill the position.

Fair board representatives shall be appointed by the fair board.

Elections shall take place during the annual meeting to be held closest to January 1<sup>st</sup> of each year.

Section 3. The Adams-Friendship School's Ag instructor(s) and the Adams County Extension Youth Development Agent shall be ex-officio members (non-voting) of the executive board.

ARTICLE IV: EXECUTIVE COMMITTEE and DUTIES

Section 1. See that all operations of the group are maintained and operate smoothly.

Section 2. Make decisions that are in the best interest of the committee as a whole.

Section 3. Executive committee board members are authorized to spend up to \$300.00 without the entire board/membership approval for any financial decision that is in the best interest of the committee as a whole.

Section 4. Chairperson:

Shall preside at all meetings of the group. Shall work closely with members, parents, leaders, and advisors in setting goals, objectives and agendas. Current chairperson shall also be listed on the checking account along with the current treasurer.

Section 5. Co-chairperson:

Shall preside over the meetings in the absence of the chairperson. Shall assist in the running of the committee.

Section 6. Secretary:

Shall keep minutes of all proceedings of the committee as a whole and the executive committee. Shall be responsible for posting meeting notices. Shall be responsible for the official weigh-in information. Shall keep a list of all participating youth on an annual basis.

Section 7. Treasurer

Shall collect and care for all finances of the group. Shall keep accurate records of transactions and present a financial report at committee meetings. Shall assist with an annual audit of records. The fiscal year shall run from July 1<sup>st</sup> thru June 30<sup>th</sup>. The current treasurer shall be listed on the checking account along with the current chairperson. Only one signature shall be needed on committee checks.

Section 8. Adult Species Representative:

Shall be responsible for reviewing and enforcing guidelines set forth for each species in the Livestock Sale Handbook. Shall be responsible for making sure that there is an official at the weigh-in dates and for properly recording the weigh-ins. Species chair is allowed to offer an education opportunity for the youth enrolled in that species. Shall report to the committee of progress and/or any proposed changes.

Section 9. Youth Species Co-Representative:

Shall be on hand to assist the adult species representative as needed.

Section 10: Fair board Representative:

Shall represent the interest of the fairboard in any activities that take place during the Adams County Fair.

## ARTICLE VI: VOTING

Section 1. Members must be enrolled in Adams County 4-H, per county enrollment guidelines. In addition, all adults wishing to have voting rights, must be a currently enrolled 4-H leader and in good standing in the Adams County 4-H Program.

- 1 adult and 1 youth member 6<sup>th</sup> grade or older and in 2<sup>nd</sup> year of experience in the livestock sale from an eligible family will have a vote during committee meetings. No voting by proxy.
- Youth that are over 18 and no longer enrolled in a livestock project as an exhibitor shall be considered a separate family unit. No voting by proxy.
- Any voting among the executive committee members; each member will have one vote, except chairperson. Chairperson will vote in the event of a tie.

#### ARTICLE VII: AMENDMENTS

Section 1. Amendments to the bylaws shall be done by proposal and approved at the annual meeting.

Section 2. Bylaws can be amended by a two-thirds vote of the members present at the annual meeting.

#### ARTICLE VIII: COMMITTEES

Section 1. Sub-committees shall be formed to carry on work needed to be done for the committee:

- a. Auction
- b. Publicity
- c. Education
- d. Hospitality
- e. Any other as needed

#### ARTICLE IX: LIABILITY

Section 1. All persons participating in the Adams County Livestock Sale shall make no claims against the Livestock Sale Committee, its board members, University of Wisconsin Extension or Adams County 4-H for loss, damage, or injury to their animal or person for any cause.

#### ARTICLE X: COMMITTEE ORGANIZATION

Section 1. Committee Planning Year

- The 4-H year is continuous and should be consistent with the county 4-H Leaders Association annual year.
- The Wisconsin 4-H membership year is defined as October 1<sup>st</sup> thru September 30<sup>th</sup> for the purpose of definition in Wisconsin 4-H Policies.

- Section 2. Committee Fiscal Year
- The Wisconsin 4-H fiscal year is defined as July 1<sup>st</sup> thru June 30<sup>th</sup>
  - The Adams County Livestock Sale Committee financial books must be audited annually to meet Annual Charter Renewal Packet expectations.
- Section 3. Fundraising by way of sale commission fee:
- To add safety and improvements to facilities for the show experience of the youth at the Adams County Fair.
  - To provide for offering education opportunities at low or no cost to Adams County youth.
  - To provide for the purchase and upkeep of equipment needed. Examples, but not limited to: tags, taggers, supplies, certification of scale, etc.
- Section 4. Standard Committee Meetings shall be held as follows at the Adams County Community Center:
- January of each year shall be the Annual meeting at which elections take place, updates to the Livestock Sale Handbook are made, reviewed and voted on and updates to the By-Laws are made, reviewed and voted on.
  - May or June of each year shall be the planning meeting for the upcoming fair and sale.
  - September of each year shall be the review meeting.
  - The Executive Board may set other meetings as the need arises.

#### ARTICLE XI: STANDING RULES AND GROUP POLICIES

- Section 1. Standing rules and policies that govern the Adams County Livestock Sale and qualifications and guidelines for youth and animals are stated in the Adams County Livestock Sale Handbook.

#### ARTICLE XII: DISSOLUTION CLAUSE

- Section 1. Upon dissolution of the Adams County Livestock Sale Committee, any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the county 4-H Youth Development Educator consistent with Wisconsin 4-H Youth Development approved financial practices and policy as selected by an affirmative vote of the majority of committee members present at the meeting entitled to vote.

#### **Livestock Committee Bylaws**

Reviewed and Updated January 2023

Reviewed and Approved January 2024

Reviewed and Approved January 2025