

# ***By-Laws of Shawano County 4-H Livestock Committee***

## **Article I - Name and Purpose**

**Section 1.** The name of this chartered entity shall be the Shawano County 4-H Livestock Committee.

**Section 2.** The purpose of this chartered entity shall be:

- A. To assist the Extension-Shawano County staff in planning, implementing, and evaluating the year's 4- H Livestock program.
- B. To arrange for project education and leadership development training.
- C. To further in all ways the 4-H Youth development program in Shawano County, in regard to the livestock program.
- D. To accept and disperse funds for the advancement of the 4-H youth livestock program, educational activities and awards.
- E. To follow Wisconsin 4-H policies (<https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/>) and the following guidelines:
  - a. Leader training opportunities and reimbursement
  - b. Shawano County 4-H Livestock Executive Board procedures for handling grievances
  - c. Shawano County 4-H Youth Behavior guidelines
  - d. Wisconsin 4-H Volunteer Behavior Guidelines

## **Article II - Membership**

**Section 1.** The group shall consist of both Members and Guests. Members consist of enrolled adult and youth leaders. Guests, who have no voting privileges, consist of any other persons interested in the livestock program.

**Section 2.** Members shall have all the rights and privileges of the organization.

**Section 3.** Membership is open to all persons regardless of race, color, gender/sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, or parental, arrest or conviction record or veteran status. This corporation does not operate on a segregated basis.

**Section 4:** During the Election process, eligible voting members shall consist of enrolled adult and youth members who:

- a. Have attended 2 of the *previous* 4 meetings (current meeting does not count)

## **Article III – Officers and Their Duties**

**Section 1.** The officers shall be enrolled volunteer leaders as follows. Officers are unpaid but can be reimbursed for expenses incurred.

President	Beef Chair	Beef Youth Chair
Vice President	Swine Chair	Swine Youth Chair
Secretary	Sheep Chair	Sheep Youth Chair
Treasurer	Goat Chair	Goat Youth Chair

**Section 2.** President

- A. Works with Extension-Shawano County staff to prepare meeting agenda.
- B. Presides at all meetings of the Shawano County 4-H Livestock Committee.
- C. Conducts meetings following Robert's Rules of Order.
- D. Consults with Extension-Shawano County staff regarding issues which in the President's

judgment, do not require the entire committee to meet and act on.

**Section 3. Vice President**

A. Presides at meetings in absence of the President and performs duties of the President during their absence.

**Section 4. Secretary**

- A. Keeps accurate minutes of all monthly committee meetings.
- B. Works with Extension-Shawano County staff on any needed correspondence.
- C. Sends minutes of meetings to Extension-Shawano County office within two weeks of meeting date.

**Section 5. Treasurer**

- A. Completes all monetary transactions in a timely fashion.
- B. Provides financial reports for Shawano County 4-H livestock committee meetings.
- C. Executes and coordinates all duties involved in clerking of Shawano County 4-H Livestock Auction.

**Section 6. Species Chairs (Beef, Sheep, Swine & Goat) and Youth chairs**

**A. Adult Species Chairs**

- a. Coordinates and works during initial weigh-ins, if held.
- b. Coordinates and works during final weigh-ins.
- c. Adult species chair to be present at re-tagging of species animals as needed if initial tag is lost. Contact Extension-Shawano County office with new information within one week of re-tagging.
- d. Works with Youth Species Chair on providing at least one Educational opportunity for their respective species.

**B. Youth Species Chairs**

- a. Works with and assists during initial weigh-ins, if held.
- b. Works with and assists during final weigh-ins.
- c. Works with Adult Species Chair on providing at least one Educational opportunity for their respective species.
- d. Is available as point of contact for other youth members.

**Article IV - Election of Officers**

**Section 1.** All officers shall be elected for two-year terms. President, Secretary and Treasurer will be elected in the fall of even years with Vice President and species chairs in odd years. Youth chairs will be elected in the fall annually.

**Section 2.** Nominations may be made at the October meeting with additional nominations accepted from the floor at the November meeting when the election will take place. Officers take their positions at the next scheduled meeting.

**Section 3.** Current officers can be re-elected. If there is no second nomination for any position a unanimous vote by the Livestock Committee can renew the term of the position being voted on assuming they meet the qualifications detailed in Article II – Membership and Article III – Officers and Their Duties, Section 1.

**Section 4:** Refer to Article II-Membership, Section 4, regarding eligible voting members.

## **Article V - Meetings**

**Section 1.** The chartered entity shall hold regular meetings as determined or required.

**Section 2:** An appointed committee chair can choose to call meetings as needed.

**Section 3.** If a member has a request or concern, that member must contact the President or Extension-Shawano County staff to be put on the agenda of the next scheduled meeting to present their request/concern. Questions and/or discussion will occur at the meeting. If needed, the meeting may be in closed session. Closed session may include:

\* Sensitive issues where confidentiality is necessary.

**Section 4.** Robert's Rules of Order, supplemented by the Wisconsin bulletin "How to Conduct a Business Meeting," shall be considered as satisfactory guidance.

## **Article VI - Amendments**

**Section 1.** Amendments to the by-laws may be proposed by any member at a business meeting and then discussed at that meeting.

**Section 2.** At the next business meeting, proposed changes are discussed once again and then two-thirds of the eligible members present must cast a ballot for the adoption of the amendment. Hand or paper ballot by President's choice.

## **Article VII - Capital Structure**

**Section 1.** There shall be no dues.

**Section 2.** All contributions shall be income to the chartered entity.

**Section 3.** All earnings from the group's efforts shall be income to the chartered entity.

**Section 4.** Fiscal year of the corporation shall end on June 30 of each year.

**Section 5.** Audit: At the close of each fiscal year, the books and accounts of the livestock committee shall be examined and a detailed written report will be provided by a qualified auditor.

**Section 6.** Upon liquidation or dissolution, the liabilities and obligations of the committee shall be paid, and any remaining assets shall be used exclusively for educational purposes, specifically any existing 4-H program or youth education program in this area.

ADOPTED 02/18/04

Revised 11/16/23