

# SAWYER COUNTY 4-H MARKET ANIMAL SALE COMMITTEE

## Constitution

Adopted March 10, 2013

### Articles

**RESOLVE, that the Sawyer County 4-H Market Animal Sale Committee hereby adopts the following restated Constitution and Bylaws for the Committee and all amendments thereto.**

#### Article I. Name and Purpose

Section 1. The name of this organization shall be the Sawyer County 4-H Market Animal Sale Committee.

Section 2. The purpose of this group shall be to:

- a. Support youth in their development of life skills through market animal projects, i.e. record keeping responsibility, team work, management, etc.
- b. Support a first hand experience in production agriculture and further the interest of youth and their families.
- c. Engage youth in reaching meat industry standards by employing effective management practices.
- d. Help youth understand marketing and profitability through project work.
- e. Establish and carry out an annual educational program and service activities.
- f. Create our own policies of leadership and project standards.

Article II. Membership – Anyone may be affiliated with this group. 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.

Section 1. Membership shall be open to all 4-H members of the Sawyer County 4-H program.

- a. **4-H Club** members may participate if actively enrolled in the 4-H Beef, Sheep, Swine, Poultry or Rabbit Projects.
- b. Members must be at least in the third grade to participate and can remain involved one-year post high school.

Section 2. Adult membership and support.

- a. Volunteer leaders are expected to enroll annually as 4-H volunteers.
- b. Anyone with an interest in the market animal projects may give support to the project.
- c. Volunteers giving one on one help to youth, transporting youth or chaperoning youth other than their own family must be trained and certified through the 4-H Youth Protection process.

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 and fundraising for the group as is deemed necessary by the group/committee.

Article III. 4-H Market Animal Sale Committee

Section 1. All enrolled 4-H youth, parents and leaders are considered committee members.

Section 2. Executive Board shall make program decisions as deemed necessary and appropriate on behalf of the participants.

- a. Membership shall consist of three adults and four 4-H Youth Leaders (1 per large animal species and 1 for small animals). Two of the three adults will not be directly related to, or a legal guardian of, any of the youth enrolled in the 4-H Market Animal Group. Youth and Adult members will be elected at the Post-Auction Meeting. Following the 2013 sale, all members of the executive board shall be of different immediate families.
- b. The term of a 4-H Youth Leader shall be held for 1 year; renewable annually. The term of the adult positions shall be held for 2 years. Should someone be unable to complete their term the Chairperson shall appoint a replacement to finish the term.
- c. Individual members may be nominated by the committee body or volunteer their service annually at the post-sale annual meeting. Election to the board shall be by ballot and simple majority of those present.
- d. Immediately after the executive board has been determined, the executive board shall determine who the Chairperson and other necessary officers shall be.
- e. Minimum Required officers of the Sawyer County Market Animal Sale Committee shall be designated annually for positions per Section 2. a.
- f. Adult Board members shall be required to enroll as 4-H volunteers and must complete 4-H volunteer certification.

**Section 3. The group has the following established sub-committees:**

- a. Project Evaluation Committee
- b. Education, Awards, & Recognition Committee
- c. Weigh In Committee
- d. Pre Sale Committee
- e. Day of Sale Committee

Article IV. Meetings

Section 1. The committee as a whole meets three times a year for Orientation/Contracting, pre-sale planning and post-sale/annual meeting.

Section 2. Other meetings by the committee, Executive Board or sub-committees shall be held as is deemed necessary.

Section 3. Decisions shall be made at all meetings by discussion and consensus of a simple majority of those present.

Article V. Amendments

Section 1. All amendments to governing documents, i.e. Constitution, By-laws and Contract shall be done by proposal at Post Sale/Annual Meeting. All amendments to governing documents, i.e. constitution and by-laws shall be voted for and approved at the orientation meeting.

## BYLAWS OF THE SAWYER COUNTY 4-H MARKET ANIMAL GROUP

### Article I. Duties of the Market Animal Sale Executive Committee

- Section 1. See that all operations of the group are maintained and operate smoothly.
- Section 2. Make decisions in the best interest of the committee as a whole when meeting with them is not possible.
- Section 3. Chair & Co-Chair - shall preside at all meetings of the group. Shall work closely with members, parents and leaders and the 4-H Youth Development Advisor in setting goals, objectives, and agendas. Co-signs approved financial transactions of the group.
- Section 4. Secretary/Treasurer - shall keep minutes of all proceedings of the committee as a whole and Executive Committee. Post minutes with the Sawyer County UW-Extension Office following meeting. 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 and submit audited report to the Sawyer County UW-Extension Office as part of the annual re-chartering by July 1 of each year.
- Section 6. The Market Animal Sale Committee is responsible for completing all requirements of re-chartering annually. This includes having representation at annual leader training and submitting the re-chartering packet by date announced each year by UWEX Office.

### Article II. Contract

- Section 1. All standards of group participation are identified in the project contract.
- Section 2. Each participant is expected to submit completed contract to the MASC no later than the weigh-in deadline for the specific species they intend to sell or January 31<sup>st</sup>; the deadline for all 4-H enrollment to be eligible for the junior fair division, whichever comes first. Small Animal contracts, to include poultry and rabbit projects, shall be due to the MASC no later than the day of the Hog weigh-in or the Lamb weigh-in; whichever is later in the year. All members shall be enrolled in the appropriate project areas of 4-H no later than the contract deadlines for each specific species. Early contracting is encouraged.
- Section 3. The contract shall be reviewed and any revisions made at the post-auction meeting.

### Article III. Dissolution Policy - Funds raised or assets accrued by this group in the name of 4-H are subject to appropriate public accountability procedures (Wisconsin 4-H Policy).

- Section 1. Upon dissolution, the group shall turn its assets over to the Sawyer County 4-H Clubs, Inc. or the Sawyer County UW-Extension Office to be used for 4-H youth development programs.

### Article IV. Role of the 4-H Youth Development Educator – acts as advisor to the committee and Executive Board.

- Section 1. Support program by communicating research-based information relative to beef, swine, sheep, rabbit and poultry projects. Seek to provide educational resources when available.
- Section 2. Keeps participants informed of State of Wisconsin 4-H policies as they apply to the program and gives guidance toward issues of safety and liability. Provides 4-H Youth Protection training and certification of adult volunteers.

- Section 3. Assist with compliance of the contract as outlined.
- Section 4. Promote development of leadership and life skills in all who participate in the program.

Signature and date:

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MASC Chair

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Date