

Summit County Junior Fairboard Constitution Adopted 2018

Article I: Title

This Society shall be known as the Summit County Junior Agricultural Society.

Article II: Purpose

The purpose of the society shall be to promote and encourage improvement of agriculture, youth development, improvement in our community and educational interest in the youth of Summit County and to help and promote the Summit County Fair.

Article III: Membership

Membership in the Society is open to members between thirteen years of age to the age of nineteen years of age of 4-H, FFA, FHA, Farm Bureau, Scouts and any other youth serving agency or attending school or homeschooled in Summit County. Youth eleven and twelve years of age can be associate members. Associate members cannot hold office or head a committee but may vote during meetings.

Article IV: Board Members

SECTION 1: The board shall consist of a maximum of 45 members who may represent any or all of the youth-serving agencies listed in Article III. There will be 23 three year terms and 22 two year terms which will be filled by the Advisory Board.

SECTION 2: Board members shall be selected by application and/or interview for a term of two years and a maximum of 3 years. A Board Member may serve additional terms after completing the application and selection process. Interviews are not required for Board members unless requested by either party. These members will be chosen by the Junior Fairboard Advisory Board.

Article V: ELECTION

SECTION 1: Applications for Board Members shall be made in writing by August 15th to the Summit County Junior Fairboard Advisory Board. Members will be chosen by September 15th by the Summit County Junior Fairboard Advisory Board. The Advisory Board will fill 23 three year terms and 22 two year terms. The Advisory Board at their discretion may fill two year terms even if not all 23 three year terms are full.

SECTION 2: Annual election of officers shall be at the November meeting and will fill that position at December Board meeting. Officers of the organization shall be President, Vice-President, Secretary, and Treasurer.

The duties of the officers shall be:

1. President shall preside at all meetings of the organization. He or she and the advisors will plan for each meeting in advance.
2. Vice President shall perform the duties of the President when the President is absent.
3. Secretary shall keep record of all actions of this organization, shall write letters of this organization and shall keep an accurate enrollment of all members. The secretary shall also be responsible for sending out written notice to members. At each board meeting, the secretary shall document in the report the treasurer's report from the meeting. It is also the duty of the secretary to file a written report of all proceedings and business of the Jr. Fairboard to the Sr. Fairboard.
4. Treasurer shall report and keep a record of funds and invoices. All expenditures shall be approved by a majority vote at the next regular meeting. The treasurer will work with the President and advisors to annually develop a general budget for expenditures and present it to the members for approval. Any expenses, which exceed budgeting amounts or is an

unbudgeted item, must first be approved by the members. The treasurer will record expenditures against the budgeted amount for each committee. The member asking for reimbursement will be required to submit the receipts. A financial report shall be given at the meetings. Senior Fairboard Audit Committee shall audit the treasurer's book quarterly. The treasurer shall forward a year-end financial report to the Sr. Fairboard by December 5th of the current year

SECTION 3: The term of office of the retiring Board Members shall expire and that of the elected begin December 1st.

SECTION 4: Any vacancy of the Board will be filled by the Advisory Board throughout the year. All resignations must be made in writing to the Junior Fairboard Secretary.

SECTION 5: Board Members who fail to perform their duties in a responsible and orderly fashion may be removed from the Junior Fairboard by the Junior Fairboard Advisory Board. Junior Fairboard members may also be removed from office for inappropriate personal conduct.

Article VI: Officers and Meetings

SECTION 1: The Board shall elect a President, Vice President, Secretary, and other officers as may be deemed proper. The officers shall serve a one-year term and until their successors are elected and qualified. A majority vote of a quorum of Directors must be present to transact business.

SECTION 2: All officers shall be elected or appointed from the membership of the Board.

SECTION 3: If any member of the Board is absent from three meetings per year, for an un-excused reason, the member will forfeit his/her membership on the Board.

SECTION 4: Board meetings shall be held in February, March, April, June, July, September, November and December. Additional Board meetings may be held immediately prior and during the Summit County Fair. The location, time, and date will be determined by the Advisory Board. Members shall receive at least two weeks' notice. Board members will also be expected to attend their respective committee meetings throughout the year.

SECTION 5: Order of business shall be as follows: 1) call to order, 2) reciting of the pledge, 3) roll call, 4) acceptance of the previous months minutes 5) Treasurer's report, 6) committee reports, 7) new business, and 9) adjournment.

Article VII: Advisory, Jr. Fair Secretary and Committees

SECTION 1: The Advisory Board may include: Senior Fair Board Directors, 4-H Advisors, Extension Educators, FCCLA and FFA Chapter Advisors. Members of the Advisory Committee shall serve in advisory capacity to the Jr. Fairboard. They may be asked to serve as an advisor to a committee and/or activities of the Junior Fair. Advisory Board members are invited to attend all Board meetings. The Advisory Board that is chosen by the Senior Fairboard will oversee the Jr. Fairboard and their Advisors. A general Advisor for the Jr. Fairboard Appointed by the Sr. Fairboard Executive Committee cannot serve on the Advisory Board at the same time. The Advisory Board will select members and committee heads.

SECTION 2: The Summit County Sr. Fairboard will appoint a Jr. Fair Secretary to process paperwork for fair classes and committees. His/Her duties will be to maintain minutes of the Advisory Board, maintain documents that will be held in the Fair Office, maintain an inventory of awards, make sure proper paperwork is given to committees, Jr. Fairboard and Sr. Fairboard Treasurer. The Jr. Fair Secretary will

work out of the Fair Office. Funds from the Jr. Fairboard treasurer will pay for the Jr. Fair Secretary. These funds will transfer to the Sr. Fairboards account in January of each year.

SECTION 3: Committees will be as follows:

- 1) Livestock – Beef, Dairy Cow, Swine, Lamb, Goat, Sheep, Alpaca/Llama, Rabbit, Poultry, Turkey, Duck, Draft Horse – 4 Jr Fairboard members – 5 Advisors - 5 Advisors and 4 Jr. Fairboard member will have voting rights on the committee
- 2) Horses – 7 Jr. Fairboard members – 11 Advisors - 11 Advisors and 7 Jr. Fairboard member will have voting rights on the committee
- 3) Other Animal – Pocket Pets, Dogs, Cats – 3 Jr. Fairboard members – 4 Advisors - 4 Advisors and 3 Jr. Fairboard member will have voting rights on the committee
- 4) Non Animal Fair Judging or Events – 7 Jr. Fairboard members – 3 Advisors - 3 Advisors and 7 Jr. Fairboard member will have voting rights on the committee
- 5) Games/Pet Parade/Baby Day – 9 Jr. Fairboard members – 2 Advisors - 2 Advisors and 9 Jr. Fairboard member will have voting rights on the committee
- 6) Fundraisers – 8 Jr. Fairboard members – 4 Advisors - 4 Advisors and 8 Jr. Fairboard member will have voting rights on the committee

Advisory Board will appoint committees; one Jr. Fairboard member to be the main committee representative called the Committee Co-Chair and will assign voting rights to Jr. Fairboard members.

SECTION 4: Committees are required to meet at least twice a year. It is the Jr. Fairboard member that is appointed to that committee's responsibility to turn in minutes to the Jr. Fairboard Secretary.

SECTION 5: Committee Duties

- 1) Livestock – It shall be the livestock committees duty to select classes and rules for each livestock section at the annual fair, to hire judges, to select awards for classes and events at fair, (traditional ribbons will be ordered by Sr. Fairboard Ribbon and Trophy Committee - forms will need to be turned in by March 1st to the Jr. Fair Secretary – special awards can be ordered by a committee member or turned in to the Jr. Fair Secretary to order), to come up with a budget for judges, activities, special awards, repairs or new cages, stalls and pens, any other items you may need. The budget would be taken back to Jr. Fairboard and the Advisory Committee for Approval. Budget must be turned in by November 1st. Livestock committee adults will be expected to assist if needed Sr. Fairboard's Barn Superintendent with Barn Setup, will check in all animals, run show during fair. The Jr. Fairboard members are expected to assist with set up if needed and may help with animal check in but will not be expected to help put on the show during fair. Committee may break into sub committees if they feel they need too.
- 2) Horse Committee - It shall be the horse committees duty to select classes and rules for the show during the annual fair, to hire judges, to select awards for classes and events at fair (traditional ribbons will be ordered by Sr. Fairboard Ribbon and Trophy Committee - forms will need to be turned in by March 1st to the Jr. Fair Secretary – special awards can be ordered by a committee member or turned in to the Jr. Fair Secretary to order), to come up with a budget for judges, activities, special awards, repairs or new stalls, any other items you may need. The budget would be taken back to Jr. Fairboard and the Advisory Committee for Approval. Budget must be turned in by November 1st. Horse committee adults will be expected to check in all animals, run show during fair. The Jr. Fairboard members are expected to assist with check in if needed and may help any part of the show but will not be expected to. . Committee may break into sub committees if they feel they need too.

- 3) Other Animal Committee - It shall be the other animal committees duty to come up with show and go classes or demonstrations for non-livestock and horse animals at the annual fair, to hire judges if necessary, to select awards for classes and events at fair (traditional ribbons will be ordered by Sr. Fairboard Ribbon and Trophy Committee - forms will need to be turned in by March 1st to the Jr. Fair Secretary – special awards can be ordered by a committee member or turned in to the Jr. Fair Secretary to order), to come up with a budget for judges, activities, special awards, repairs or new pens or cages, any other items you may need. The budget would be taken back to Jr. Fairboard and the Advisory Committee for Approval. Budget must be turned in by November 1st. Other Animal committee adults will be expected to set up, check in and run show or demo during fair. The Jr. Fairboard members are expected to assist with setup, check in if needed and may help any part of the show but will not be expected to. Committee may break into sub committees if they feel they need too.
- 4) Non Animal Committee - It shall be the non-animal committees duty to come up with events, classes or demonstrations other 4-H projects at the annual fair (examples of items - Style Review, Cooking Demos, Remote Control Car obstacle course, teaching kids sign language, bow and arrow demonstrations), to hire judges if necessary, to select awards for classes and events at fair (traditional ribbons will be ordered by Sr. Fairboard Ribbon and Trophy Committee - forms will need to be turned in by March 1st to the Jr. Fair Secretary – special awards can be ordered by a committee member or turned in to the Jr. Fair Secretary to order), to come up with a budget for judges, activities, special awards, supplies, any other items you may need. The budget would be taken back to Jr. Fairboard and the Advisory Committee for Approval. Budget must be turned in by November 1st. Other Animal committee adults will be expected to set up, check in and run show or demo during fair. The Jr. Fairboard members are expected to assist with setup, check in if needed and may help any part of the show but will not be expected to. Committee may break into sub committees if they feel they need too.
- 5) Games/Pet Parade/Baby Day Committee - It shall be this committees duty to come up with a game schedule, Pet Parade and Baby Day classes, to hire judges if necessary, to select awards for classes, shop for game prizes and supplies and events at fair (traditional ribbons will be ordered by Sr. Fairboard Ribbon and Trophy Committee - forms will need to be turned in by March 1st to the Jr. Fair Secretary) to come up with a budget for supplies, activities, special awards, any other items you may need. The budget would be taken back to Jr. Fairboard and the Advisory Committee for Approval. Budget must be turned in by November 1st. Jr. Fairboard members are expected to run these events during the fair and the adult committee members are to supervise. Committee may break into sub committees if they feel they need too.
- 6) Fundraising Committee - It shall be this committee's duty to come up with fundraising ideas to support the Jr. Fair Program. These fundraisers may be run by the whole Jr. Fairboard, the fundraising committee or another committee. The Jr. Fairboard members and adult advisers on this committee are expected to participate with set up, tear down and running of the fundraiser unless a certain committee wants to run its own fundraiser then they may assist if needed. This committee will come up with a budget for supplies and other items needed. The budget would be taken back to Jr. Fairboard and the Advisory Committee for Approval. Budget must be turned in by November 1st. Committee may break into sub committees if they feel they need too.