

**JR. FAIRBOARD CONSTITUTION**

**Summit County Junior Agricultural Society**

**AKA**

**Summit County Junior Fairboard**

**Constitution Adopted 2018 and Revised 2021**

**Article I: Title**

This Society shall be known as the Summit County Junior Agricultural Society; and will be referred to as the Summit County Jr. Fairboard (JFB).

**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. The Summit County JFB shall function as a youth training organization, with the purpose of guiding members into successful roles in leadership. The JFB will work in conjunction with the Sr. Fairboard, and with the 4-H youth programming/leaders as needed. Create an inclusive space in which young leaders can refine personal skills and learn to work with others towards common goals to help promote the Summit County Fair.

**Article III: Membership**

**SECTION 1:** Membership in the Society is open to members involved in 4-H, FFA, FHA, Farm Bureau, Scouts and any other youth serving agency or attending school or homeschooled in Summit County and are between the ages of thirteen and nineteen. 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.

**SECTION 2:** Applications for Board Members shall be made in writing by September 15th to the Summit County JFB Advisory Board. Members will be chosen by October 15th by the Summit County JFB 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.

## **Article IV: Board Members**

**SECTION 1:** The board shall consist of a maximum of 45 members who may represent any or all 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 three years. A Board Member may serve additional terms after completing the application and selection process. Interviews are not required for Board members unless requested. These members will be chosen by the JFB Advisory Board.

**SECTION 3:** All JFB members will be required to complete ~~25~~ service hours at Jr. Fairboard sanctioned activities annually. 10 hours are required to be completed anytime during the year. The other 10 hours are to be completed the week BEFORE the County Fair and the week of the County Fair. The calendar year will end on the final day of our Summit County Fair. Every member will be responsible for logging in/out of events to ensure their hours are accruing. Members who do not complete service hours by the end of the fair will not be eligible to run for office, and JFB membership will be .

## **Article V: Election & Executive Officers**

**SECTION 1:** The Board shall elect a President, Vice President, Secretary, Treasurer, and Sunshine officer. The officers shall serve a one-year term until their successors are elected.

**SECTION 2:** Elections of officers shall be at the December meeting and will fill that position at the next Board meeting. Annual nominations will be held in November by the nomination committee, which will consist of 3 members chosen by the current President at the September meeting. In addition to running the election, the nomination committee will contact each member to inquire if they wish to run for an office.

**SECTION 3:** The duties of the officers shall be:

The President shall preside at all meetings of the organization. He or she and the advisors will plan for each meeting in advance.

The Vice-President shall perform the duties of the President when the President is absent and shall oversee committees. This would include ensuring that the committees and subcommittees have submitted minutes to the Jr. Fairboard Administrator. If a committee is not represented at a meeting, the vice-president shall report those minutes to the membership.

The 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. At each board meeting, the secretary shall document in the minutes 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.

Treasurer shall report all finances at meetings and will meet a minimum of 2 times yearly with the JFB Administrator to go over financial reporting. 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 are an unbudgeted item, must first be approved by the members. The member asking for reimbursement will be required to submit the receipts to the Sr. Fair Office. The Senior Fairboard Audit Committee shall audit the treasurer's book quarterly. The treasurer shall work with the Sr. Fairboard treasurer to develop a year-end report.

Sunshine Officer – Shall send out letters, cards (thank you & birthday) and well wishes at direction of officers/advisors.

**SECTION 4:** The term of office shall expire December 31<sup>st</sup>, and the newly elected officers begin their term January 1st.

**SECTION 5:** All resignations must be made in writing to the JFB Administrator. Any vacancy of a JFB officer will be filled by the Advisory Board.

**SECTION 6:** Executive Officers who fail to perform their duties as described above in a responsible and orderly fashion may be removed from the JFB by the JFB Advisory Board. Executive Officers may also be removed from office for inappropriate personal conduct.

#### **Article VI: Meetings**

**SECTION 1:** A majority vote of a quorum of members must be present to transact business. If any JFB member is absent from three meetings per year, for an unexcused reason, the member will forfeit his/her membership. An unexcused absence shall be defined as failing to report an absence to the JFB Head Advisor or the Jr. Fairboard Administrator prior to the meeting. Members will also be expected to attend their respective committee meetings throughout the year.

**SECTION 2:** Meetings shall be held in February, April, June, July, September, November, and December. Additional emergency meetings may be added at the discretion of the head Jr. Fairboard Advisor.

**SECTION 3:** Order of business shall be as follows:

- 1) Call to order
- 2) Reciting of the pledge
- 3) Roll call
- 4) Acceptance of the previous month's minutes
- 5) Treasurer's report
- 6) Committee reports
- 7) Old Business
- 8) New business
- 9) Adjournment.

**Article VII: Advisory Board & Adult Volunteers**

**SECTION 1:** The Advisory Board may include: Senior Fairboard Directors, 4-H Advisors, Extension Educators, FCCLA and FFA Chapter Advisors. Members of the Advisory Committee shall serve in advisory capacity to the JFB. They may be asked to serve as a coordinator to a committee and/or activities of the Junior Fair. Advisory Board members are invited to attend all JFB meetings. The Advisory Board that is chosen by the Senior Fairboard will oversee the JFB and their Advisors. Any Advisor for the JFB cannot serve on the Advisory Board at the same time. The Advisory Board will select members, committee coordinators and adult volunteers. The Advisory Board has the right to appoint adult volunteers and JFB members to committees throughout the term years if a member resigns or needs to be replaced.

**SECTION 2:** Adult Volunteers – An adult volunteer must produce a BCI background check verification OR be background checked through means of the SCAS. Applications for Adult Committee Volunteers shall be made in writing by September 15th to the Advisory Board and members will be chosen by October 15th. The Advisory Board will fill these volunteer positions on committees for three-year terms.

**Article VIII: Committees**

**SECTION 1:** Committee Coordinators will select their committee, including 1 youth chairperson, from the JFB members in good standing at their discretion. Coordinators may also choose to remove committee members if necessary. All appointments and removals will be approved by the Advisory Board.

**SECTION 2:** Committees will be as follows:

**Livestock Committee-** 4 Jr Fairboard members and 5 adult volunteers will have voting rights on the committee. This committee will encompass the following areas: Beef and Dairy Cow, Swine, Lamb, Goat, Sheep, Alpaca/Llama, Rabbit, Poultry, Turkey, Duck.

**Horse Committee** – 6 Jr. Fairboard members and 7 adult volunteers will have voting rights on the committee.

**Cats, Dogs, & Pocket Pets** – 3 Jr. Fairboard members and 4 adult volunteers will have voting rights on the committee

**Arts & Stem** – 7 Jr. Fairboard members and 3 adult volunteers will have voting rights on the committee.

**Games/Pet Parade/Baby Day/Fun Night** – Any youth or adult volunteer who wishes to participate on this committee will have voting rights.

**Fundraising Committee** – 8 Jr. Fairboard members and 4 adult volunteers will have voting rights on the committee.

**Social Media Committee** - The Sr. Fairboard Secretary and the JFB Administrator will head this committee with the help of a minimum of 2 youth members.

**SECTION 3:** Any committee may break into subcommittees if needed. Committees and Subcommittees are required to meet at least twice a year. It is the committee coordinator's responsibility to notify the JFB Administrator of all meeting dates/times/locations. It is the JFB committee chair's responsibility to turn in minutes to the JFB Administrator. Committees are required to prepare a budget for all committee expenses (judges, activities, special awards, repairs, cages/stalls/pens, and other supplies). Budgets are to be completed and turned in by November 1st to the JFB Administrator and will be approved by the JFB membership. JFB members are expected to assist with setting up of the Fair Shows, if needed, and may help with checking in, but will not be expected to help put on the shows during the Fair.

**SECTION 4:** Committee Responsibilities

**Livestock Committee Responsibilities:**

Select classes for each livestock section

Determine rules for each livestock section

Hire Judges (turn in judge's contracts to JFB Administrator so payment may be arranged)

Select awards for Fair Classes & Events

-Traditional Ribbons will be ordered by the Sr. Fairboard Ribbon & Trophy Committee- Forms must be turned into the JFB Administrator by MARCH 1 to order.

-Special awards may be ordered by the committee or turned in to the JFB Administrator by June 15th.

Assist with Barn Setup

Check in all animals for the Fair

Run the various species shows during the Fair

Assist with the running of the Showman of Showman Event

Coordinate with Barn Superintendent.

Coordinate/facilitate tagging/tattoos of animals and farm visitations.

**Horse Committee Responsibilities:**

Determine classes for the various divisions.

Establish all Fair/Committee Rules.

Hire Judges (turn in judge's contracts to JFB Administrator so payment may be arranged)

Select awards for Fair Classes & Events

-Traditional Ribbons will be ordered by the Sr. Fairboard Ribbon & Trophy Committee- Forms must be turned into the JFB Administrator by MARCH 1 to order.

-Special awards may be ordered by the committee or turned in to the JFB Administrator by June 15th.

Check in all animals

Run the Fair Show

Assist with the running of the Showman of Showman Event

Coordinate with Barn Superintendent.

**Cats, Dogs & Pocket Pets Committee Responsibilities:**

Select show & go classes and/or demonstrations

Hire judges (turn in judge's contracts to JFB Administrator so payment may be arranged)

Select awards for Fair Classes & Events

-Traditional Ribbons will be ordered by the Sr. Fairboard Ribbon & Trophy Committee- Forms must be turned into the JFB Administrator by MARCH 1 to order.

-Special awards may be ordered by the committee or turned in to the JFB Administrator by June 15th.

Set up for the Fair

Check in and Run show/demos during Fair

**Arts & Stem Committee Responsibilities:**

Decide events, classes or demonstrations to be held at the Fair. (Style Review, Cooking demos, Remote control car obstacle course, teaching kids sign language, bow & arrow demonstrations, etc.).

Hire Judges (turn in judge's contracts to JFB Administrator so payment may be arranged)

Select awards for Fair Classes & Events

-Traditional Ribbons will be ordered by the Sr. Fairboard Ribbon & Trophy Committee- Forms must be turned into the JFB Administrator by MARCH 1 to order.

-Special awards may be ordered by the committee or turned in to the JFB Administrator by June 15th.

Set up for Fair

Check in and Run shows/demos during Fair

**Games/Pet Parade/Baby Day/Fun Night Committee Responsibilities:**

Plan a minimum of one activity outside of Fair Week for all JFB Members & 4-H Clubs.

Plans the yearly JFB Banquet.

Create a game schedule to take place during the Fair.

Decide Pet Parade and Baby Day Classes

If needed, hire Judges (turn in judge's contracts to JFB Administrator so payment may be arranged)

Select awards for Fair Classes & Events

-Traditional Ribbons will be ordered by the Sr. Fairboard Ribbon & Trophy Committee- Forms must be turned into the JFB Administrator by MARCH 1 to order.

Shop for game prizes & supplies

**Fundraising Committee Responsibilities:**

Brainstorm, plan, and host fundraising ideas.

These fundraisers may be run by the whole JFB, the fundraising committee, or another committee. The Sponsorship Program, Open Horse Shows, and Dewy's Shake Shack will fall under the fundraising committee.

**Social Media Committee Responsibilities:**

Run JFB's Instagram and Facebook accounts.

This committee will receive content from the Jr. Fair participants and volunteers to then be uploaded by the committee as they see fit.

**Article IX: Jr. Fairboard Administrator**

The Summit County Sr. Fairboard will appoint a JFB Administrator who will act as the cornerstone of the inner workings of the JFB and all that it entails. This is a paid position, who's salary is paid with funds from the JFB general fund throughout the year..

**JFB Administrator Responsibilities:**

Maintain and distribute minutes for all committees and subcommittees as they are taken/received from the different meetings that take place through the year. (Advisory board, JFB, Committees, Subcommittees)

Entering projects into Martech

Inventory ribbons & order awards as needed for the various committees.

Ensure the cash journal is up to date

Make deposits into the JFB account

Paperwork and supplies to committees – judges, awards, supplies, payments.

Operating PayPal

Write Showman of Showman test and compile the Showman of Showman study guide

Assist the various committees/adult volunteers with the Showman of Showman Event.

Facilitating with any fundraiser or event put on by the JFB (or it's committees) where help is needed.

Update website

Maintain and oversee service hours for the JFB.

Process, and store all paperwork and/or spreadsheets associated with JFB. *(Can include but not be limited to fair class entries, judges' contracts, award inventory and order forms, showman of showman tests, study guides and all committee minutes, medical forms, fundraising documentation for any fundraising.)*

Attend all Jr. Fairboard Meetings

Every August e-mail members whose terms are ending so they are aware and can be notified to re-apply.