

By-Laws of Jefferson County 4-H Dairy Committee

Name

The name of the committee will be the Jefferson County 4-H Dairy Committee.

Purpose

The purpose of the Jefferson County 4-H Dairy Committee is to provide educational opportunities and support the principles of positive youth development through educational programs relating to the dairy industry. Through such activities as dairy bowl, dairy judging, exhibiting at County & state fair, and other experiences both within Jefferson County and elsewhere. Youth will learn communication, leadership, hands-on skills and organizational skills.

Membership

Will be made up of certified 4-H leaders along with 4-H, FFA and dairy breed organization dairy project members and their parents. Any interested parties may attend the meetings.

Voting members will include certified 4-H leaders, 4-H dairy youth members, and one FFA Representative with voting privileges.

Officers

Officers will be elected by November 1 meeting of the Dairy Committee. Officers will hold a 2 year term with no term limit.

Chairperson – Duties include writing agendas, presiding at meetings, follow up with sub-committee chairpersons and communication with the 4-H Youth Development Educator, Jefferson County Fair office and dairy superintendents. Plan the budget, activities, manage the project details, oversee the annual bylaws review. Appoint temporary duties to another in the absence of an officer at a meeting.

Vice Chairperson – Preside at meetings and perform all duties of Chairperson when necessary. Submit and communicate information to the 4-H newsletter, local newspapers, youth Facebook page, and take pictures of special events and activities.

Secretary – Will take accurate and complete notes at meetings, record motions and votes on those motions, send a copy of the minutes to the UW Extension office, dairy committee, and dairy youth within 2 weeks of each meeting, assist the vice chair with newsletter articles, and assist the chairperson and vice chairperson with thank yous.

Treasurer – Will supply a detailed financial report of income and expenses to the UW Extension office, and contact the treasurer of the 4-H Leaders Association for fund requests, including the purpose of those funds and supply any necessary receipts. The Dairy Committee will approve any expenses withdrawn or approval may be made by the Officer team electronically to expedite a payment in consultation with the UWEX office staff. Deposits may be made to the Leaders Board through the UW-Extension Office.

Subcommittee Chairpersons

Positions to be filled by certified 4-H leaders. If more than one person wishes to chair these committees, they may be co-chairs, or may be appointed by the Dairy Committee Chairperson and notified by the committee. Officers may also chair subcommittees. Subcommittee chairpersons may request funds from the Extension Office with the Dairy Committee Chairman approval. Subcommittee Chairs report back to the whole committee monthly.

Dairy Bowl – This subcommittee chairperson will set up and post dairy bowl practice meetings, be responsible for the buzzer set, prepare entry forms and determine teams.

Dairy Judging - This subcommittee chairperson will set up and post judging practices, prepare materials needed, prepare entry forms, submit payments, and determine teams.

Fitting and Showing Clinic – This subcommittee chairperson will contact skilled leaders, set up time and place, publicize in the newsletter and emails, and organize any needed materials.

Activities – This subcommittee chairperson will organize individual events that are planned throughout the year. Communicate to the vice chair of important information to be printed in newsletter, manage any finances, and needed materials.

Fundraisers – This subcommittee chairperson will help organize and coordinate efforts needed to communicate and publicize information of each fundraiser.

Finances

Finances of the 4-H Dairy Youth Committee will be handled as a line-item in the Jefferson County Leaders Association treasury.

All sponsorships will be secured and paid for in full by June 15 to be able to be utilized/handed out at the annual Jefferson County Fair.

Awards will be distributed to exhibitors who have not taken care all their financial obligations due to the Dairy Committee, this may include but is not limited to donations, purchases, etc.

Meetings

Meetings shall be conducted according to Roberts Rules of Order on the last Monday of each month (excluding December, July, and August) Special meetings may be called by the Dairy Committee Chairperson and the UW Extension Educator with ample notice to all members.

Quorum

5 eligible voting members constitute a quorum at any scheduled meeting.

Bylaws will be reviewed each year.

Approved _____

Committee Chairperson Signature _____

Committee Secretary Signature _____

Updated 10/27/2021; Approved _____ Committee Meeting