**BY-LAWS OF
JEFFERSON COUNTY LIVESTOCK PROJECT**



**ARTICLE I. NAME**

Section 1 - The name of the organization shall be the Jefferson County Livestock Project.

**ARTICLE II. PURPOSE**

Section 1 - The purpose of the Livestock Project is to provide educational opportunities and support the principles for positive youth development through quality educational programs relating to the livestock industry.

Section 2 - The members of the committee shall oversee the operation of the Livestock Project as a whole; serve as the policy making body for the Livestock Project; provide a forum for committee members to discuss ideas and make decisions relative to the Livestock Project; generate financial and other support for the Livestock Project; and insure compliance with Wisconsin 4-H Youth Development Policy.

Section 3 - The Livestock Project shall be non-profit in nature.

**ARTICLE III. MEMBERSHIP**

Section 1 - Membership in the Livestock Project is open to all 4-H members.

Section 2 - All adult leaders, club representatives and volunteers must be recognized by 4-H as a certified volunteer.

Section 3 - Membership is open to all persons regardless of age, race, color, creed or religion, national origin, ancestry, gender, sexual orientation, marital or parental status, pregnancy, veterans’ status, arrest or non-job program related conviction record, qualified disability or social economic level. All 4-H Clubs and programs must comply with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the American Disabilities Act.

Section 4 - Members and leaders must follow WI 4-H Youth Development Policy and the Livestock Project Bylaws.

**ARTICLE IV. COMMITTEE REPRESENTATION AND DUTIES**

Section 1- The Livestock Committee shall consist of six to twelve members: at least one adult representing each species but no more than two (2) adults and two (2) youth (minimum grade of 9th in the fall) Livestock Committee members representing each species. All committee members must be recognized as certified leaders by 4-H by November 1.

Section 2 – The Livestock Committee encompasses the following animal projects: sheep, beef, swine, goats, dairy, poultry, rabbits and llama.

Section 3 - Selection of the Livestock Committee. Species representative committee members shall be self-nominated. Officer positions will be elected at the September meeting.

Section 4 – There are no term limits for Committee members; youth or adults.

Section 5 - Officers of the Committee. At the first committee meeting held following the elections, the Livestock Committee will vote for the following offices: Chair, Secretary and Treasurer. Officer positions will have a term of one-year that shall begin upon election during the September monthly committee meeting. An individual committee member will be limited to two (2) consecutive annual terms in the office of Chairman and Secretary. There is no term limit for the office of Treasurer.

Section 6 - Duties of Officers

Chair: Shall preside at all regular and special meetings of the Livestock committee; shall also be an ex-officio member of all standing or appointed committees; shall work with the Extension Educator to act on Livestock situations which in his/her judgment would not require board action.

Secretary: Shall keep an accurate record of the proceedings of all Livestock meetings; shall send minutes of meetings to the chairperson and the Extension Office within seven working days after a meeting.

Treasurer: Shall take charge of all money taken in by the Livestock committee; shall keep accurate up-to-date records of all monies received and paid out; shall pay only those bills authorized by the Committee; shall prepare a monthly financial statement shall have financial records audited annually. All checks require two signatures by the Chair and Treasurer. Should a (youth) representative be voted in as treasurer, then he/she must be 18 years old at the time of election.

Section 7 - Whenever any vacancies occur within the committee by death, resignation or otherwise; the same shall be filled without delay by a majority vote of the committee at the next monthly meeting following the resignation to complete the unexpired term of office.

Section 8 - No youth committee member is allowed to sign their own point card.

 **ARTICLE V. MEETINGS**

Section 1 - The Livestock Committee will hold at least five (5) meetings. Meetings will be held on the second Tuesday of the month at 7:00 pm unless otherwise noted at least one month in advance in September, October, November, January; February; April; and June.

Section 2 - For all Livestock Committee meetings, a quorum shall consist of at least four (4) committee members present.

Section 3 - A Livestock Committee meeting shall be called by the chairperson or by the Extension Office as it is deemed necessary.

Section 5 - A closed session may be called as deemed by a quorum of Livestock Committee members without notice. The Livestock Committee does not receive public funding and therefore does not have to comply with State Statue #’s 1982 thru 1985.

Section 6 – Voting. Each project/specie will have (2) adult votes and (2) youth votes. Individuals eligible to vote may be any specie representative present at the respective meeting.

**ARTICLE VI. FISCAL YEAR**

Section 1 - The Fiscal year of the Livestock Committee shall begin July 1 and run through June 30.

**ARTICLE VII. FINANCIAL**

Section 1- All expenditures will be authorized by the LIVESTOCK committee. Only 4-H members and 4-H certified leaders may vote on financial matters per the rules of the Wisconsin 4-H Program.

Section 2 - The annual budget will be developed by the treasurer to be submitted to the LIVESTOCK committee at the April meeting. The LIVESTOCK committee will discuss, modify and approve the annual budget at the June meeting.

Section 3 - The financial records of the LIVESTOCK committee will be audited by the September meeting.

Section 4 – The committee charter renewal needs to be filled out and submitted to the Extension Office by the designated due date.

**ARTICLE VIII. SUBCOMMITTEES**

Section 1 – Livestock Committee will operate in subcommittees as defined by the current committee based on educational needs.

Section 2 – Each project/specie will have its own subcommittee. The subcommittees are open to an unlimited number of adults and youth. Subcommittees will plan, organize, teach and coordinate countywide educational events for their respective project/specie.

Section 3 - Each subcommittee will have its own line item within the Livestock Committee budget. Each subcommittee is eligible to raise funds for their project/specie expenses. All funds raised by individual species will stay with that project to be used for educational opportunities.

**ARTICLE IX. PARLIAMENTARY AUTHORITY**

Section 1 - Robert’s Rules of Order (latest revised edition) shall serve as the parliamentary authority.

**ARTICLE X. TERM OF BY-LAWS**

 Section 1 - By-laws will run annually and renew automatically.

**ARTICLE XI. AMENDMENTS**

Section 1 - The by-laws may be amended by any meeting of the Livestock committee by a quorum and a two-thirds majority of the LIVESTOCK committee members present. Proposed amendments must have been presented at a previous meeting. Livestock Project Members will receive written notification. The notification will be done at least 7 days before the proposal meeting.

**ARTICLE XII. DISSOLUTION OF ORGANIZATION**

Section 1 - Upon dissolution of the Livestock Committee, any assets remaining shall be conveyed to Jefferson County Leaders Association as selected by the affirmation vote of the majority of the members entitled to vote.

These by-laws have been approved and adopted by the representatives to the Livestock Committee at a meeting held on November 8, 2022 at the Extension Office.

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Signature of Chairperson Date Signature of Secretary Date