

Shenandoah County 4-H/FFA Livestock Show and Sale

BY-LAWS

(Revised 2-28-24)

ARTICLE I: Name

The name of this organization shall be the Shenandoah County 4-H/FFA Livestock Show and Sale.

ARTICLE II: Purpose

The purpose of this organization shall be:

1. To serve as the coordinating body for the 4-H/FFA Livestock Show and Sale;
2. To cooperate to the fullest extent with Extension and FFA personnel in planning, conducting, and evaluating 4-H/FFA livestock programs which will attract, involve, and be of maximum benefit to and retain the interest of young people 9 to 19 years of age; regardless of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, military status, or any other basis protected by law.
3. To encourage the growth and development of 4-H/FFA members in livestock production and the promotion of those products in Shenandoah County;
4. To secure resources and community support for the Shenandoah County 4-H/FFA livestock program and to develop plans for continuing financial support.

ARTICLE III: Membership

Voting membership shall be comprised of the following:

1. Exhibitors, 9 to 19 years of age, who are bonafide Shenandoah County 4-H/FFA members currently enrolled in beef, sheep, goat, swine and/or dairy projects;
2. Parents or legal guardians of 4-H/FFA exhibitors;
3. 4-H volunteers
4. Extension Agent, 4-H; and
5. FFA advisors.

ARTICLE IV: Meetings

Section 1: Open Meetings.

Unless otherwise scheduled by the Executive Committee, open meetings shall be held during the fall and spring. The exact time and place shall be announced prior to the meetings.

OPEN meeting refers to meetings that are "open" to 4-H/FFA members, as currently indicated in Article III. The fall meeting will remain the same and include elections, ultrasound results, fair awards, etc. The spring meeting will be the meeting for rule change proposals. This will allow breeders and buyers time to make the necessary changes to their programs. Rule changes made during the

spring meeting will not take effect until the following fair season. For example: The rule changes made in May 2023 will affect Fair 2024.

Membership will be verified for members attending the spring meeting and a check-in process will be required for voting. The deadline for members to be verified as bonafide, voting members will be the same as the initial registration deadline for small animal weigh-ins. The spring open meeting will be set up in the same time frame.

Rule change submissions must be submitted during the allotted time frame of at least 14 business days prior to the meeting date via the format requested by the Extension Agent, i.e. email, google doc., etc. The Extension Agent will then compile the submissions and send to bonafide 4-H members and the appropriate FFA advisors to disburse for review at least 7 business days prior to the meeting date. These, and only these, items will be discussed.

The summer meeting previously held at the beginning of the Shenandoah County Fair will now be referred to as the 4-H/FFA Livestock Show and Sale Fair Week Informational Meeting.

Section 2: Special Meetings.

The Executive Committee or the show manager shall have the right to call a SPECIAL open or an executive committee meeting at any time. SPECIAL refers to any meeting that is not previously set forth in the bylaws. Special meetings will have a specific agenda and discussion will not be heard on any other topics.

Section 3: Notice.

Notice of all open meetings, including a statement of purpose, shall be publicized at least seven days prior to the meeting with an email and/or written notice sent to the exhibitors, 4-H volunteers, and FFA advisors.

Section 4: Voting Rights.

Each member shall have only one vote at all meetings of the organization on each question presented. No proxy voting shall be permitted. Any member can request any vote to be by secret ballot.

Section 5: Quorum.

Attendance of at least 30 voting members present shall constitute a quorum.

ARTICLE V: Dues

There shall be no dues in this organization.

ARTICLE VI: Officers and Terms of Office

Section 1: Officers.

The officers of this organization shall be a Show Manager, five Associate Show Managers, four 4-H/FFA youth representatives, a Secretary, and a Treasurer. There will be no more than 2 family members on the Executive Committee in any combination.

Section 2: Executive Committee.

The duly elected officers of the organization, the 4-H Extension Agent, the FFA Advisor and the Dairy Representative shall constitute the Executive Committee which shall have general supervision of the organization and its affairs. The Show Manager shall serve as chairperson of the Executive Committee. Non-voting advisors may be appointed to the Executive Committee after the election at the discretion of the Executive Committee members. Each elected 4-H/FFA youth representative will have one vote.

Section 3: Eligibility for Officers.

Any voting member of this organization shall be eligible for any office except the office of Show Manager. The Show Manager shall be elected from among the existing year's Executive Committee. Only senior showmen are eligible for the offices of 4-H and FFA youth representatives.

Section 4: Election.

All officers of the organization, including the 4-H and FFA youth representatives, shall be elected by the members at the fall meeting. Any candidate for any office, nominated from the floor, must be present at that meeting and/or have written communication to the Executive Committee indicating acceptance of the position if nominated.

Section 5: Terms of Office.

The officers shall assume their duties after the fall meeting. The officers shall be elected for a term of two years, unless they are earlier removed by death, resignation, or for just cause.

Section 6: Vacancies.

When a vacancy occurs in any office, other than by expiration of term, the vacancy shall be filled for the duration of the unexpired term, by a vote of the Executive Committee.

Section 7: Quorum.

2/3 (10 members) of all voting Executive Committee members will constitute a quorum in a regular Executive Committee meeting. A quorum in a special called Executive Committee meeting can be established with 6 committee members.

ARTICLE VII: Duties of Executive Committee

Section 1: Executive Committee. The Executive Committee shall:

1. Assign the responsibilities of one standing committee to each of the Associate Show Managers, Secretary, and Treasurer, based on each one's individual interests and skills;
2. Receive recommendations from all committees and make final decision;
3. Make final decision in selection of show and sale officials including photographer and auctioneer;
4. From time to time establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the Executive Committee.

Section 2: Show Manager. The Show Manager shall:

1. Make arrangements for meetings;
2. Preside over meetings;
3. Appoint committees and chairpersons as needed;
4. Cast deciding vote in case of tie;
5. Be familiar with duties of other officers and committees and see that their duties are performed;
6. Serve as chairperson of the Executive Committee and ex-officio member of all other committees.

Section 3: Associate Show Managers. The five Associate Show Managers shall:

1. Be familiar with duties of Show Manager and, in the absence of the Show Manager, be prepared to assume duties; and
2. Coordinate committee activities and be responsible for the instruction and reports of one standing committee each.

Section 4: Secretary. The secretary shall:

1. Keep record of minutes of all meetings, including all decisions authorizing expenditures of funds;
2. See that copies of minutes are sent to executive Committee members after each meeting and one copy is placed on file in the Extension Office;
3. Be responsible for recording and filing show results to the fair office;
4. Coordinate the instruction, activities, and reports for one standing committee.

Section 5: Treasurer: The Treasurer shall:

1. Receive funds and request disbursement of all funds of the organization;
2. Follow current VCE financial management policies and procedures for 4-H accounts;
3. Give a financial report at business meetings;
4. Work with an outside group to get the livestock sale money deposited and checks disbursed;
5. Coordinate the instruction, activities, and reports for one standing committee.

Section 6: Extension Agent, 4-H. The Extension Agent, 4-H, shall:

1. Notify exhibitors and other voting members of meetings, deadlines, and educational events pertaining to the 4-H livestock program;
2. Serve as liaison to coordinate local 4-H livestock activities with those available through Virginia Cooperative Extension on the district and state level;
3. Receive exhibitor entries and provide secretarial services for the 4-H/FFA livestock show and sale catalogs;
4. Assist the livestock exhibitors in locating Youth Meat Quality Assurance certification workshops.
5. Obtain ultrasound data;
6. Consult with Executive Committee officers, 4-H/FFA volunteers, and exhibitors as needed.

Section 7: FFA Advisor. The FFA Advisor shall:

1. Serve as liaison to coordinate 4-H/FFA livestock activities with the other County FFA Advisors.
2. Serve as the adult contact for the youth representatives, assisting them with stall assignments, buyer contact assignments, stall cards, etc.
3. Assist with educational programs, species shows and the sale.

Section 8: 4-H and FFA Representatives. The four 4-H and FFA Representatives, shall:

1. Conduct Exhibitor meetings as needed to receive ideas for Executive Committee.
2. Present ideas from exhibitors to the Executive Committee.
3. Serve on committees and recruit other exhibitors to assist with committee responsibilities.
4. Serve on Educational Workshop Planning Committees as needed.
5. Conduct other duties in support of the program:
 - a. Assist with stall/pen assignments.
 - b. Write up exhibitor cards.
 - c. Assist Awards and Sponsors Committee as needed to contact sponsors, select and present awards, etc.
 - d. Update the buyers board and sponsor signs.
 - e. Publicize the sale and assign buyer contacts.
 - f. Assist with one species show during the fair.

- g. Assist with emcee duties, and door prizes as needed for the end of year awards program.

ARTICLE VIII: Standing Committees

Section 1: Weighing and Tagging. The Weighing and Tagging Committee responsibilities shall be:

1. Conduct the spring and the county fair weigh-in and tagging;
2. Keep appropriate records at the weigh-ins;
3. Decide the class breakdowns for the show.

Section 2: Screening. The Screening Committee responsibilities shall be:

1. Screening of all beef, sheep, goat, and swine entries for eligibility.

Section 3: Sponsors and Awards. The Sponsors and Awards Committee responsibilities shall be:

1. Obtain sponsors and appropriate awards as needed; and
2. Make award presentations at the appropriate times for the live shows and for the Exhibitors Award Program.

Section 4: Show Preparation. The Show Preparation Committee responsibilities shall be:

1. Ring preparation all week;
2. PA system set up for the shows and sale;
3. Exhibitor line up for the shows and sale;
4. Enforce dress code;
5. Provide ringmen, ribbon runners and announcers for the shows.

Section 5: Buyer Appreciation Dinner at Sale. The Buyer Appreciation Dinner Committee responsibilities shall be:

1. Plan early. Establish a budget for the dinner and stay within the budget.
2. Set the menu.
3. Select committee members and other workers.
4. Inventory supplies on hand and get whatever else is needed.

Section 6: Sale Preparation. The Sale Preparation Committee responsibilities shall be:

1. Establish the sale order;
2. Provide ringmen, runners and announcers for the sale;
3. Set up the sale ring, including the PA system;
4. Line exhibitors up in sale order;
5. Enforce dress code;
6. Obtain floor bids;

7. Keep records;
8. Release animals after the sale.

ARTICLE IX: Amendments

Amendments to these by-laws may be made at any regular or special open meeting of this organization by a two-thirds (2/3) vote of those members present and voting provided the proposed amendment was submitted in writing to the membership at least fourteen (14) business days prior to the date of the meeting.

ARTICLE X: Parliamentary Procedure

The current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the organization not otherwise specified in the by-laws.