

# BY-LAWS OF THE GUERNSEY COUNTY JR. FAIR RABBIT COMMITTEE

## ARTICLE I

### Name

The Name of the Committee shall be The Guernsey County Junior Fair Rabbit Committee

## ARTICLE II

### Objective

The objective of the Committee shall be to promote rabbits in Guernsey County and to serve 4-H and FFA members in their projects.

## ARTICLE III

### Membership

Section 1. All 4-H and FFA members carrying Rabbit projects, their parents or guardians, their club advisors, and selected interested individuals are eligible to apply for Jr. Fair livestock committee membership. Committee membership applications will be accepted January 1 through December 31.

All eligible committee members must meet membership requirements by completing the Guernsey County Junior Fair Livestock Committee Member Application and receive a responsibility orientation by March 1<sup>st</sup> of the current year. All adult committee members must also successfully pass an Ohio Electronic Sex Offender Registration and Notification and National Sex Offender Public Registry web check.

Committee members must be approved prior to participation in committee meetings and activities. Applications are due Oct. 20<sup>th</sup> for approval before the November meeting. Application deadline for subsequent meetings is 2 weeks prior to the meeting date. No applications will be accepted after March 1<sup>st</sup> for the current year.

Committee membership year is November 1<sup>st</sup> through October 31<sup>st</sup>. Members will be accepted from October 1<sup>st</sup> to March 1<sup>st</sup> each year.

Section 2. Committee members will serve on a year to year basis according to membership rules set forth in Section 1 of this Article.

## ARTICLE IV

### Officers

Section 1. The officers of the Committee shall be a Chairman, Vice-Chairman, Secretary, Treasurer and one Youth Representative and one Alternate Youth Representative. The officers shall perform the following duties:

- A. The Chairman is the executive officer responsible for the operation of the Committee. He/she prepares the agenda, presides at meetings, calls regular or special meetings of the membership as needed, appoints the Chairpersons of standing or special committees.
- B. The Vice-Chairman acts as Chairman in the absence or illness of the Chairman and in the event of the Chairman's resignation or incapacity to serve shall succeed to the office until the next regular election of officers. The Chairman may delegate to the Vice-Chairman to preside as Chair over special committees.
- C. The Secretary keeps records and minutes of meetings; maintains an up-to-date list of members, sends notices, and receives and distributes information to or from other groups and organizations.
- D. The Treasurer is responsible for the deposit of all receipts and payment of all authorized expenditures. The Treasurer advises the Committee about the finances of the Committee and assists in formulating the budgets for the regular and special activities. The Treasurer is also responsible for providing the Audit Committee all necessary documents for completion of the yearly audit.

Section 2. A member may hold no more than one office with the exception of the Secretary and Treasurer, which may be combined.

Section 3. At the first meeting after the Fair Evaluation meeting each year, election of officers will be held. The chairmen and treasurer must come from the adult membership and the secretary from the adult or older teen membership.

Section 4. Nominations shall be made from the floor and voted on by the members present by ballot or roll call, if requested.

Section 5. Officers shall serve for one year or until their successors are elected. Term of office shall begin at the close of the election meeting.

## ARTICLE V

### Meetings

Section 1. Regular meetings will be scheduled by Extension Office, usually April, July, October and November.

Section 2. The first meeting following the Guernsey County Fair shall be known as the Fair Evaluation Meeting.

Section 3. The first meeting following the Fair Evaluation Meeting shall be for the purpose of electing officers.

Section 4. Special meetings may be called at the discretion of the officers.

## ARTICLE VI

### The Executive Committee

Section 1. The Executive Committee shall consist of the following:

- 1) Chairman
- 2) Vice-Chairman
- 3) Secretary
- 4) Treasurer

Section 2. The Executive Committee shall have general supervision of the affairs of the Rabbit Committee between its regularly scheduled meetings.

Section 3. The Executive Committee shall be subject to the orders of the Rabbit Committee, and none of its acts shall conflict with the action taken by the Rabbit Committee.

## ARTICLE VII

### Voting Rights

Section 1. Only approved committee members will be eligible to vote, in accordance with committee by-laws. Approval is granted to eligible members who have met application deadlines and membership requirements.

Section 2. Each member in attendance has one voting right.

## ARTICLE VIII

### Committees

Section 1. An Audit Committee composed of at least two but no more than three members shall be appointed by the Chairman at the Fair Evaluation Meeting, whose duty it shall be to audit the Treasurer's accounts for the year. The Audit Committee shall report its findings at the next regularly scheduled meeting.

Section 2. A Bylaw Review Committee composed of at least three but no more than four members shall be appointed by the Chairman at the Fair Evaluation Meeting, whose duty it shall be to review the bylaws of the Committee and recommend proposed changes. The Bylaw Review Committee shall present said recommendations at the next regularly scheduled meeting.

Section 3. The Chairman shall appoint any other committees, standing or special, as deemed necessary by the Committee or the Executive Committee.

## ARTICLE IX

### Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Committee shall adopt.

## ARTICLE X

### Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Committee by a two-thirds vote.

Updated: November, 2017