

## Rusk County 4-H Small Animal Committee Constitution

### **Article I – Name**

The name of this committee shall be the Rusk County 4-H Small Animal Committee.

### **Article II - Mission Statement**

The mission of the Rusk County 4-H Small Animal Committee is to provide an educational experience for all 4-H youth to enhance personal growth, responsibility, and to gain knowledge of the small animal project.

### **Article III – Membership**

- a) The membership of the Rusk County 4-H Small Animal Committee will consist of any adult or youth actively involved in the small animal project.
- b) A voting member must have attended two meetings within the 4-H calendar year.

### **Article IV – Officers**

- a) The officers shall consist of: President, Vice President, Secretary, and Treasurer
- b) All positions shall be elected annually at the October meeting
- c) The officers shall see that all operations of the group are maintained and operated smoothly

### **Article V – Amendments**

- a) Any member may propose an amendment to the bylaws at a general meeting. A two-thirds vote of those present and eligible to vote at the following meeting shall be required to pass the amendment

### **Article VI – Meetings**

- a) The committee's annual meeting shall be in October where we will hold elections and may change our by-laws.
- b) Regularly scheduled meetings will be held for organizational purposes
- c) Educational meetings will be discussed and approved at the committee meetings
- d) Special meetings shall be called at the discretion of the President.
- e) Meetings of the committee shall be conducted and governed by the Roberts Rules of Order except as otherwise provided for in these by-laws.

### **Article VII – Finances**

- a) This organization shall manage and maintain all of its own monies
- b) The major source of income shall be the percentage commission collected from the annual small animal auction
- c) All monies shall be used to promote youth small animal production, educational programs, and related projects and activities
- d) An annual financial report shall be prepared and given to the Rusk County 4-H Leaders Council
- e) The financial report, upon request, will also be available in the UW-Extension office for public inspection

**Article VIII – Dissolution Clause**

Upon dissolution of the Rusk County 4-H Small Animal Committee, any assets remaining shall be conveyed to the Rusk County 4-H Leaders Council with all funds to be used in youth small animal projects.

## **Rusk County 4-H Small Animal Committee By-Laws**

### **Article I – Election of Officers**

- a) Officers may be nominated by any member of the Rusk County 4-H Small Animal Committee
- b) The nominee must accept the nomination in order to be placed on the ballot
- c) The officers shall be elected by a ballot vote at the annual meeting in October
- d) All members who have attended two meetings within the 4-H calendar year may vote
- e) Ties for election of office are to be broken by the President
- f) The president will elect members for vacant positions

### **Article II – Duties of Officers**

**President** - It shall be the duty of the President to preside at all meetings of the organization. The President shall be an (ex officio) member of all regular and special committees and shall perform such other duties as are usual for such an officer. The President is allowed to vote only if needed to break a tie vote.

**Vice President** – It shall be the duty of the Vice President to perform the duties of the President in case of disability or absence from meetings. The Vice President shall be a member of the budget and audit committees.

**Secretary** – This officer shall keep in permanent form complete and accurate records of all resolutions and proceedings of the meetings, and shall perform all duties pertaining to the office and such other duties as may be determined by the Council.

**Treasurer** – This officer shall keep in permanent form complete and accurate records of all finances of the Organization and shall perform all duties pertaining to the office. The Treasurer is chairman of the budget and audit committees.

### **Article III – Regular meetings**

- a) Regular meetings of the committee will be held at the LEC.
- b) Project meetings will be held at an appropriate location to be announced.

### **Article IV – Quorum**

A majority of the voting members of the committee will constitute a quorum.

### **Article V – The Committee Year**

The committee year will follow the same dates as the 4-H year, October 1 to September 30.

### **Article VI – Rules of Order**

Roberts Rules of Order shall govern the meetings of the club

### **Article VII – Club Reporting**

Annually, the Rusk County 4-H Small Animal Committee will submit a Committee Information form, a Committee Financial form with proof of money transactions from the previous year, a copy of their committee calendar for the upcoming year, and an updated copy of the committee constitution and bylaws