

Gallatin County 4-H/FFA Market Livestock Committee

By-laws

Article 1 - Name

1. The name of this organization shall be the Gallatin County 4-H/FFA Market Livestock Committee.

Article 2 - Source of Authority

1. The authority of the Gallatin County 4-H/FFA Market Livestock Committee to use the 4-H name and emblem is derived from the legal responsibilities of the United State Department of Agriculture, the Land Grant University System, and Montana State University Extension.

Article 3 - Purpose

The Purpose of this committee shall be to:

1. To develop and promote all livestock projects (Beef, Sheep, Swine, Goat, Rabbit, and Poultry) in 4-H and FFA on a county wide basis.
2. Provide members the educational experience and support to responsibly raise, care for and sell their 4-H/FFA market animal.
3. To organize & facilitate the Gallatin County 4-H/FFA Market Sale.
4. To create and enforce the Fair Book Rules specific to all livestock species. Barn rules may not contradict Fair Book Rules.
5. To work together as a committee to set and enforce the standard for all livestock projects (Beef, Sheep, Swine, Goat, Rabbit, and Poultry).

Article 4 - Membership

1. Committee shall consist of 2 members per specie
 - A. 2 Beef, 2 Swine, 2 Sheep, 2 Goat, 2 Poultry , 2 Rabbit
 - I. Each specie committee will individually nominate their representatives.
 - II. Must be certified 4-H volunteer.
 - III. Must be an active member of the specie committee they are representing
 - IV. One member of the committee must be a member of the Gallatin County Unlimited Leaders Council.
2. Youth member
 - A. Two youth members will be selected from 4-H or FFA
 - B. Senior (14-18) 4-H or FFA members only
 - C. Applicants are selected through an interview process with the County Extension Agent/ FFA Advisor, and approved by the Committee members
 - D. Youth members will serve as a voting member for a one year term.
3. Community Member
 - A. Nominated by the extension agent and approved by the committee. Every effort will be made to nominate a candidate who evenly represents all project areas and to ensure equal representation throughout the county.
 - B. Cannot be an enrolled volunteer with Gallatin County 4-H or FFA.
 - C. Cannot have a child in either 4-H or FFA
4. If a member misses 2 meetings during the 4-H calendar year (October 1- September 30), they may be excused from the committee by an affirmative vote of the Committee members.
5. Vacancies
 - A. Each specie is responsible for filling their vacancy by the next regularly scheduled meeting.
6. Voting
 - A. All committee members are voting members. (President only votes in the case of a tie vote)
 - B. No proxy voting is allowed. Members must be present to vote.
 - C. Members that represent a specie with a vacancy on their committee, their vote only counts as one.
 - D. Gallatin County Extension Agent and FFA Advisor shall be ex-officio members serving as advisors with non-voting rights.

7. Terms of Membership

- A. Term length will be 3 years, with the ability to serve for 2 consecutive terms if they are re-nominated for the second term.
- B. After two consecutive terms, member must take one year off before eligible to be re-elected.
- C. New members will take office at the annual meeting.

Article 5 - Officers

1. The officers of this committee shall be a president, president-elect, secretary and treasurer. The officers shall serve throughout the year, unless removed for just cause or excused by vote. All officers shall be elected from the voting membership.
2. The officers of the Gallatin County 4-H/FFA Market Livestock Committee shall be elected at the annual meeting and shall take office immediately. The officers shall serve a two year term.
3. All nominees must give consent, agreeing to serve if elected, before becoming a candidate, and must be present at the election meeting unless formerly excused by the chairperson of the Committee.
4. No officer shall for reason of holding office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer for receiving any compensation from the organization for the duties other than as an officer.
5. Officers will be allowed to complete term in office if their term on the committee is expired.
6. Duties of Officers
 - A. President
 - I. The President shall preside at all meetings of the Gallatin County 4-H/FFA Market Livestock Committee.
 - II. Appoint committees
 - III. Set Agenda
 - IV. May call special meetings as needed
 - B. President-Elect
 - I. Shall perform the duties of the president when he/she is unable.
 - II. Preside over committees as needed
 - C. Secretary
 - I. Record the proceedings of the meeting and provide a copy to the Extension Office
 - II. Conduct correspondence and notify members of meetings
 - III. Record attendance of meetings.
 - D. Treasurer
 - I. Keep full and accurate account of all receipts and expenses.
 - II. Prepare financial statements for Extension Office and Livestock Committee.
 - III. Write checks as needed
 1. All money transactions are required to have two signatures, one of which shall be the president. Treasury may not be a signer of money transactions, and all four designated signers must be an active member of the Gallatin County 4-H/FFA Market Livestock Committee.
 - IV. Treasurer must serve on the Market Sale Committee

Article 6 - Standing Committees

1. At least one Livestock Committee member must be on each sub-committee and must facilitate the sub-committee meetings. Other volunteers on sub-committees may be 4-H/FFA volunteers or community members. All sub-committee members must be approved by the Gallatin County 4-H/ FFA Market Livestock Committee.
 - A. Market Sale Committee
 - I. Processors, Brand Inspection, Trucking, Resale Buyer Bids, BBQ, Auctioneers, Commissions
 - II. Each specie must have one leader actively serve on this committee
 - III. Treasurer/Bookkeeper is required to serve on this sub-committee
 - B. Marketing and Publication

- I. Buyer guides, marketing material, thank you publications.
- II. Each specie must have one leader actively serve on this committee.
- C. Fair Book
 - I. Create and purpose changes to Fair Book.
 - II. Work with Extension office to produce yearly Fair Book.
 - III. Each specie must have one leader actively serve on this committee.
2. Special Committees may be appointed by the president as needed.

Article 7 - Meetings

1. Annual Meeting (October/November)
2. Fair planning (January)
3. Fair planning review (March)
4. Final Fair approval (May)
5. Post Fair (August)
6. Other meetings by the committee, executive board, or sub- committee will be held as deemed necessary.
7. All meetings shall be open to the public. Only committee members can vote.
8. Quorum 60% of total elected members (not members present)

Article 8 – Responsibilities

1. Set standards for all livestock projects
2. Create and enforce policies for all livestock projects
3. Evaluation of past year projects
4. 4-H advisory review of current policies
5. Bookkeeping
 - A. Hire a bookkeeper or elect a qualified treasurer to serve in this role
6. Mortality Insurance
7. Liability Insurance
8. Pay species check-off fees
9. Create county wide Market Livestock contracts

Market Sale Sub-Committee Responsibilities

1. Processor Contracts and arranging processors
2. Oversee and carry out operations of the market sale
3. Collect money from buyers, review totals, supply buyers with receipts and disperse checks to sellers after commission is deducted.
4. Brand Inspections
5. Trucking
6. Resale Buyer Bids
7. Runners
8. Auctioneers/Ringmen
9. Auction company or clerking staff
10. Buyers BBQ
11. Commissions
12. Any other duties as assigned by the president

Marketing & Publication Committee Responsibilities

1. Prepare and distribute promotional flyers, date and distribute sale invitations to potential buyers.
2. Prepare post fair newspaper thank you insert.
3. Arrange for a photographer to photo each animal and exhibitor for the publication
4. Disperse photos to each exhibitor in a timely manner
5. Collect payment from each exhibitor for their publication fees
6. Buyer recognition
7. Any other duties as assigned by the president

Fair Book Committee

1. Evaluate Fair Book policies and rules
2. Help write new rules to be voted on by the Gallatin County 4-H/FFA Market Livestock Committee.
3. Communicate changes to Extension office.
4. Edit final fair book
5. Ensure county policies and rules are in line with State 4-H/FFA regulations and follow industry standards.
6. Any other duties as assigned by the president

Article 9 - Parliamentary Procedure

1. Robert's "Rules of Order" shall be used as a standard procedure for conduct of meetings.
2. New agenda items must be submitted in writing 1 week prior to the scheduled meeting and will need to be approved by the President/Extension Agent and FFA advisor.
3. Non-agenda items can be heard, but not voted on at the meetings.

Article 10 - Amendments

1. Any proposed amendments to these by-laws may be introduced by any member at any regular meeting of the Gallatin 4-H/FFA Market Livestock Committee.
2. Proposed changes may be voted on at any meeting provided, voting members were provided proposed changes in writing two weeks prior to meeting.
3. Proposed by-law changes need affirmative vote of 2/3 of the members present.

Article 11 - Dissolution of Gallatin County 4-H/FFA Market Livestock Committee

1. Upon dissolution of the Gallatin County 4-H/FFA Market Livestock Committee, the committee shall, after paying or making provisions for the payment of all of the liabilities of the Livestock Committee, dispose of all of the assets of the council to the Gallatin 4-H Foundation, or if the Gallatin 4-H Foundation has been dissolved, to the Montana 4-H Foundation for the purpose of benefiting the county or state 4-H programs.

Article 12 - Whistleblowers Protection

1. To maintain the highest standards of conduct and ethics, the Gallatin County 4-H program will investigate any suspected fraudulent or dishonest use or misuse of resources. Any allegations of dishonesty will be handled with sensitivity, discretion and confidentiality to the extent allowed for by law. The 4-H organization will use its best efforts to protect whistleblowers against retaliation.

Article 13 - Document Retention and Destruction

1. Document retention and destruction: The following procedures for the retention and destruction of Records will be followed.

· Charter	permanent
· By-Laws	permanent
· EIN Paperwork	permanent
· 990 tax returns	7 years
· Annual Reports and Audits	7years
· Bank Records	3 years
· Donor Records and Acknowledgement Letters	3 years
· Grant paperwork	3 years after completion
· Minutes	3 years
· Correspondence	3 years
· Yearly Program Plans	3 years
2. Copies of all permanent records will be kept on file at the local Extension office. The Extension offices in collaboration with organizational leaders are the designated persons to identify the records that have met their required retention time and will oversee the destruction. All destruction will be by shredding.

ADOPTION

The Officers of Gallatin County 4-H Council has duly adopted these By-Laws,
The 31st day of January 2017

, President
Gallatin County 4-H Market Livestock Committee

Date

, Secretary
Gallatin County 4-H Market Livestock Committee

Date

, Gallatin County FFA Advisor

Date

, Gallatin County 4-H Agent

Date