

Tulelake Butte Valley Fair Junior Fair Board By-Laws

ARTICLE I: NAME

SECTION I: The official name of the organization shall be the Tulelake Butte Valley Fair Junior Fair Board.

ARTICLE II: PURPOSE

SECTION I: The main purpose of this board is mentorship and the development of young people in the areas of leadership, community organization and fair operation.

ARTICLE III: MEMBERSHIP

SECTION I: Open to all 10A district youth currently in the 8th grade up to 19 years of age and in high school, prior to the first day of fair of the year of application. Each member will serve for a one-year term. Membership will not exceed 20 members.

SECTION II: The term of membership on the Junior Fair Board shall begin January 1 and end on October 31 of each calendar year.

SECTION III: A member of the Junior Fair Board may serve more than one year by reapplying for an additional year of membership if he/she is accepted by the Membership Selection Committee and if he/she has met the prior year Junior Fair Board obligations in a satisfactory manner.

SECTION IV: Attendance at all Junior Fair Board meetings, parades and Fair events are mandatory unless prior notification of non-attendance is made to an advisor. Unexcused absences, that result in a member missing more than 25% of Junior Fair Board activities may result in immediate dismissal from the Junior Fair Board. Dismissed members shall be officially notified by the DAA.

SECTION V: Candidates must live in the 10A district and be in good standing with their school.

SECTION VII: No members of the Junior Fair Board shall associate with drugs, alcohol or tobacco of any form while working on Junior Fair Board activities. Members of the Junior Fair Board shall not use any obscene language while working on any Junior Fair Board activity. Each member of the Junior Fair Board should conduct him/herself in an appropriate manner in order to set a good example for others.

ARTICLE IV: APPLICATIONS

SECTION I: The Junior Fair Board membership selection committee will open applications on November 1 and close the application period on November 15th. Applications will be available on the Tulelake-Butte Valley Fair website during this period. Applications must be turned into the Fair office.

SECTION II: The Membership Selection Committee shall be composed of the Fair CEO and two Fair Board Directors. New members will be notified by the selection committee after they have been confirmed ca position on the Junior Fair Board.

ARTICLE V: VOTING PROCEDURE:

SECTION I: Voting will follow Robert's Rules of Order. If there is a dispute over the decision of the chairperson, the matter(s) will be taken to the Junior Fair Board senior advisors.

ARTICLE VI: OFFICERS

SECTION I: President

- 1) Presides over all meetings of the Junior Fair Board and develops agenda with appropriate consultation with senior advisors.
- 2) Approves all chairpersons and is an at-large member of all committees.
- 3) Serves as the Junior Fair Board liaison to the Fair Board.

SECTION II: Vice President

- 1) Presides over meetings in the absence of the President.
- 2) Assists the president in maintaining order.

SECTION III: Secretary

- 1) Records and distributes all minutes and agendas and keeps a copy of each for the Junior Fair Board's permanent files.
- 2) Maintains an accurate record of all meetings.
- 3) Drafts annual donation letter and completes thank you cards for donors.

SECTION IV: Treasurer

- 1) Works with mentors to maintains a running balance of the Junior Fair Board budget and expenditures.
- 2) Documents all donations to Junior Fair Board and provides a list of donors the Secretary for thank you cards.
- 3) Takes pictures and maintains a scrapbook of all Junior Fair Board activities.

SECTION V: Information Office

- 1) Serves as the chair of the public relations committee (if created)
- 2) Serves as liaison to the Fair CEO on fair publicity.

ARTICLE VII: ELECTIONS

SECTION I: Elections

- 1) To be held during the second board meeting of the board year.
- 2) All members may run for any office except President or Vice-President, which require one year of prior membership.
- 3) Nominations must come from the floor.
- 4) All voting for office will be by closed ballot.
- 5) Senior advisors will count the ballots and advise the Junior Fair Board of results.

ARTICLE VIII: STANDING COMMITTEES

SECTION I: Fair Committee

- 1) Works with advisors to complete a Junior Fair Board schedule of events and list of duties for Junior Fair Board member activities during fair.
- 2) Assist with coordinating awards ceremony and handing out awards during fair.
- 3) Assist fair staff with distribution of advertising posters & flyers.
- 4) Assist with making announcements during fair.

SECTION II: Create Public Relations Committee

- 1) Information Office will serve as committee chair.
- 2) Handles all press release regarding Junior Fair Board activities.
- 3) Collects media related to Junior Fair Board activities.
- 4) Takes pictures of junior fair board members during official events and activities.
- 5) Creates something (yearbook, scrapbook, video, digital photo book, etc) to document the year for all members.

SECTION III: Fundraiser Committee

- 1) Treasurer will serve as committee chair.
- 2) Comes up with fundraiser ideas and present to full board for final approval.
- 3) Will determine all needs to pull of fundraisers.
- 4) Oversee all fundraiser operations.

SECTION IV: There shall be other committees as deemed necessary.

ARTICLE IX: AMENDMENTS

SECTION I: Amendments to the Junior Fair Board Bylaws will be made by majority vote of the Junior Fair Board.

ARTICLE X: MEETINGS

SECTION I: The Junior Fair Board will meet monthly on the fourth Wednesday of each month at 6 p.m. when possible.

SECTION II: Meetings will be held at the Fair office unless scheduled previously to be held in a different location to accommodate the geographic diversity of the Junior Fair Board.