

# ASSOCIATION OF CONNECTICUT FAIRS

## CONSTITUTION AND BYLAWS

### ARTICLE I NAME AND OBJECTIVE

This organization shall be known as the Association of Connecticut Fairs, Incorporated. The Association shall promote interest in agricultural fairs in Connecticut and be a nonprofit organization without stockholders.

### ARTICLE II MEMBERSHIP

**Section 1:** Member Fairs - Any agricultural fair sponsored by a nonprofit organization and conducted in Connecticut may make application to become a member of this Association and shall be known as an Associate Fair upon approval as such by the Board of Directors. An applicant must meet all requirements for membership.

An agricultural fair shall be defined as an event whose purpose is to educate the public about and promote Connecticut's agricultural industry and rural heritage. An agricultural fair shall feature exhibits of agricultural products and of home crafts such as baking, canning, and needlework. The purpose of such exhibits is to be in competition and to be judged and awarded prizes.

An Associate Fair must apply for full membership after holding two consecutive agricultural fairs in Connecticut as an Associate Fair. Classification of Member Fairs as Major, District, Grange, or 4-H will be decided annually by the Board of Directors. An applicant for full membership must meet the requirements of the classification it is applying for and must agree to always conduct its business in a manner which enhances the reputation of agricultural fairs.

A Member Fair shall honor any admission passes issued by this Association.

A Member Fair also shall abide by all rules, without modification, of any Association programs and activities it chooses to participate in. Member Fairs are not required to pay for their contestants' event expenses.

A fair may be removed from membership by the Board of Directors if that fair fails to meet the definition of an agricultural fair or does not abide by all the rules of membership.

**Section 2:** Supporting Members - Any person or organization may become a Supporting Member of this Association for any fiscal year upon payment of annual dues. Such membership shall be indicative of the person's or organization's support of agricultural fairs in Connecticut but shall not constitute any endorsement of the Supporting Member by this Association.

**Section 3:** Associate Member - Any person, organization or company may become an Associate Member of this Association upon payment of annual dues, due the first of December. The amount of the annual dues shall be determined at the Annual Meeting each year. Associate Members will be privileged to advertise at our Spring and Annual Meetings and will receive any Association communications. Being an Associate Member does not constitute endorsement by the Association of Connecticut Fairs.

**Section 4:** The annual dues for each class of members shall be set by vote of the Delegates at the Annual Meeting. If a Member Fair does not pay its dues by February 1 of each year, all its membership rights and privileges will be forfeited. Those rights and privileges will be reinstated going forward upon payment of the dues.

### ARTICLE III OFFICERS AND DIRECTORS

**Section 1:** The Officers of this Association shall be a President, two Vice-Presidents, Corresponding Secretary, Assistant Corresponding/Recording Secretary, Recording Secretary, Treasurer, and Assistant Treasurer. They shall hold their respective offices for one year or until the election of their successors. There shall be a Board of Directors of twenty-one persons who are active in Member Fairs - six to represent the Major Fairs and eight to be Directors At Large; both groups to be elected to serve a two-year term. There shall be three directors to represent the District Fairs, two to represent the Grange Fairs and two to represent the 4-H Fairs; each group to be elected to serve a three-year term. No Officer or Director shall receive any monetary salary for carrying out the duties of their office. Past Presidents shall serve as lifetime Directors of the Association with the same voting privileges as other Directors.

**Section 2:** An honorary directorship can be given for faithful service to Connecticut agricultural fairs. Honorary Directors are appointed for life and may attend all meetings. The Association may have no more than twenty Honorary Directors at any time.

**Section 3:** The President shall serve no more than three consecutive one-year terms.

**Section 4:** Newly elected Officers and Directors shall assume their duties at the conclusion of the Annual Meeting.

## ARTICLE IV VOTING PRIVILEGES

**Section 1:** Officers and Directors shall have a vote at special and regular meetings of the Officers and Directors but not at the Spring and Annual Meetings of the membership.

**Section 2:** Honorary Directors have no voting privileges.

**Section 3:** Delegates - Each Member Fair shall be entitled to two delegates authorized to vote at meetings of the membership. Delegates shall be selected by each Member Fair. Associate Fairs shall not be entitled to any voting delegates but may be represented at all meetings of the membership. Delegates may vote when issued proper credentials.

**Section 4:** Supporting and Associate Members have no voting privileges.

## ARTICLE V DUTIES OF OFFICERS AND DIRECTORS

**Section 1:** The President shall preside at all meetings of the membership of the Association, all meetings of the Officers and Directors, and by virtue of the office, be considered a member of all committees except the Nominating Committee. The President is to approve all bills presented to the Treasurer for payment; no bill to be approved unless provided for in the Association's approved budget.

**Section 2:** The First Vice-President, in the absence of the President, shall have all the responsibilities of the President.

**Section 3:** The Second Vice-President, in the absence of the President and First Vice-President, shall have all the responsibilities of the President.

**Section 4:** The Recording Secretary shall keep the minutes of all business meetings and shall furnish the Corresponding Secretary with a copy of said minutes for distribution to all Member Fairs and Officers and Directors of this Association.

**Section 5:** The Corresponding Secretary shall do the writing the Association may require, may receive money for the Association and pay it to the Treasurer. It shall also be the responsibility of the Corresponding Secretary to bill Member and Associate Fairs for dues at least sixty days prior to each February 1, to collect dues from and keep a list of Associate and Supporting Members, and to distribute copies of the Recording Secretary's minutes to all Member Fairs and Officers and Directors of this Association.

**Section 6:** The Assistant Corresponding/Recording Secretary shall perform all duties assigned by the Corresponding Secretary or Recording Secretary and have all the responsibilities of the Corresponding Secretary or Recording Secretary in their absence.

**Section 7:** The Treasurer shall have custody of the funds of the Association, shall maintain audit-ready records of the Association's financial transactions, shall pay all bills which have been approved by the President, and shall monitor the Association's budget. If, for any reason, the Treasurer is unable to do so, the Assistant Treasurer, First Vice-President, or President, in that order, may sign checks. There shall be an internal audit annually and an outside audit every five years or whenever there is a change of Treasurer.

**Section 8:** The Assistant Treasurer shall perform any duties assigned by the Treasurer and have all the responsibilities of the Treasurer in the absence of the Treasurer.

**Section 9:** The Corresponding Secretary, Assistant Corresponding/Recording Secretary, Treasurer, and Assistant Treasurer shall be bonded. The Officers and Directors shall determine the amount of the bonds at their first meeting of each fiscal year.

**Section 10:** The immediate past President shall act as advisor to the President until replaced with a new past President.

**Section 11:** The Officers and Directors shall have supervision over the general business of the Association, shall fill all vacancies that may occur among the Officers or Directors, shall prepare a budget proposal for each Annual Meeting, and shall amend the Association's approved budget as necessary. Officers and Directors shall meet four times a year. A quorum shall consist of ten persons eligible to vote.

**Section 12:** The unexcused absence of any Officer or Board member for two Membership or Board meetings in any fiscal year will cause that person to not be issued a state fairs season pass and may be reason for replacement. A vote taken at or subsequent to the second meeting missed, with a majority of the board present voting in favor of replacement, shall warrant a replacement being appointed to serve until the next election.

## ARTICLE VI COMMITTEES

**Section 1:** Unless otherwise stated in this document, all committees shall be appointed by the President unless appointed by the Delegates at the Spring or Annual Meetings.

**Section 2:** Scholarship Committee - One member of this committee is to be elected at the Annual Meeting for a five-year term. This means the committee will always consist of five persons and the member who has served the most years of their current elected term becomes chairman. No member may be reelected to this committee for at least two years after serving a five-year term.

**Section 3:** Nominating Committee - A five-member Nominating Committee shall be elected at the Annual Meeting. The Committee shall make recommendations to the following Annual Meeting concerning positions to be filled at that meeting and may make recommendations to the Directors

if any vacancies should develop between Annual Meetings. Each member of the Nominating Committee must be active in a Member Fair.

**Section 4:** Any committee with more than three members must have at least one member who is not an Officer or Director but who is active in a Member Fair or is a Supporting or Associate Member.

## **ARTICLE VII MEMBERSHIP MEETINGS**

**Section 1:** The Annual Meeting of the membership of this Association shall be held in the State of Connecticut during the first quarter of the fiscal year. The Officers, Directors, Honorary Directors, Nominating Committee, and one member of the Scholarship Committee shall be elected at that meeting. A Spring Meeting of the membership of this Association must be held during the month of March or on the first Saturday of April.

**Section 2:** Special meetings of the membership may be called at any time by the President at the request of the Officers and Directors. Thirty delegates shall constitute a quorum at any meeting of the membership.

**Section 3:** The Spring and Annual Meetings of the membership are open to all interested persons but only Member Fair delegates may vote and only Association Officers and Directors and Member Fair delegates may make and second motions. Anyone present may comment on any matter being discussed.

**Section 4:** The Corresponding Secretary shall give at least thirty days notice of the date and place of any meeting which will be held.

**Section 5:** The rules contained in the most recent edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for the Association unless otherwise specified in this constitution. The President is empowered to appoint a parliamentarian for each membership meeting for consultation as to the correct interpretation of the rules.

## **ARTICLE VIII FISCAL YEAR**

The fiscal year of this Association shall begin on October 1 of each year and end on September 30 of the following year.

## **ARTICLE IX AMENDMENTS TO THIS CONSTITUTION AND BYLAWS**

This constitution and bylaws may be amended by a two-thirds affirmative vote of the delegates present at the Spring or Annual Meeting. All changes shall become effective immediately upon passage. Notice of any proposed change must be sent to each Member Fair postmarked at least thirty days prior to the Spring or Annual Meeting.

## **ARTICLE X DISBANDING**

If for any reason, this Association should disband, any remaining assets shall be given to the State of Connecticut Department of Agriculture for use in the betterment of agriculture in Connecticut.

*Approved March 7, 2020.*

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