

Oakland County 4-H Fair Association By-Laws

At the Annual Dinner/Association meeting on September 19, 2016 the Fair Association approved this revised version of the Oakland County 4-H Fair Association By-Laws.

ARTICLE I. MEETINGS

SECTION 1. ANNUAL MEETING

Time and place of annual meeting shall be determined by the Board of Directors. Notice of such meeting shall be sent to all members of the Association by mail 15 days prior to the date of the meeting. The purpose of the Annual Meeting is to elect the Board of Directors and to amend by-laws if necessary.

SECTION 2. SPECIAL MEETINGS

Special meetings may be called by the Board of Directors or 25% of the Association. Notice of special meetings shall be sent to members at least 15 days in advance of the meeting, except as provided for in Article VI, Section 2. Business to be transacted shall be limited to subject matter listed in the notice. However, business not completed during a regularly scheduled meeting may be continued at the next available date and time as determined by a majority of the members present, without the fifteen day notice requirement.

SECTION 3. BOARD OF DIRECTORS

Shall meet at least 12 times each year

SECTION 4. EXECUTIVE COMMITTEE

Shall meet at least 12 times each year

SECTION 5. QUORUM

A. Annual meeting or special meetings shall be 25% of the membership.

B. Board of Directors meeting shall be a majority of the Board.

ARTICLE II. ELECTIONS

SECTION 1. Nominating Committee shall be responsible for securing a list of candidates for the Board of Directors and conducting election of directors. All Candidates must be secured prior to the end of the August Fair Board Meeting. Nominations will be closed at the end of Old Business at the August Fair Board meeting. Candidates shall declare their candidacy by submitting the "Application for Board of Directors Membership" and a resume detailing their qualifications. Candidates' resume may be no longer than one typewritten 8-1/2 X 11" sheet of paper and must contain the following: Name, address, phone numbers, email address (if applicable), and any personal or professional experience that they feel qualifies them for the leadership role on the board of directors.

SECTION 2. Election shall be by sealed ballot or online voting ballot. The ballot shall list the candidate and the term to be served along with each candidates resume and shall be posted online and mailed 15 days prior to the election.

SECTION 3. Ballots will be tabulated online and by paper with winner announced by the nominating committee; however, any member of the nominating committee seeking re-election shall be excused from the counting of ballots.

Section 4. In the event there are only six candidates seeking the six open positions on the board of directors a unanimous vote will be cast for those six candidates. It will be voted on by paper ballot by the current Board of Directors at the August Regular meeting and upon passing there will be no election process. (Sent out or online). If the vote is not unanimous a normal election process will take place following these By Laws. .

ARTICLE III. BOARD OF DIRECTORS

SECTION 1. COMPOSITION

The elected Directors of the Board of Directors shall be elected by the Association membership and will consist of 18 Directors, and the immediate past president (ex officio).

SECTION 2. QUALIFICATION

A director shall be a member in good standing of the Association, at least 20 years of age, with fair experience, and does not have a spouse on the Board.

SECTION 3. TENURE

- A. The term of office for each Director shall be 3 years
- B. Six members of the Board of Directors to be elected each year.
- C. The newly elected Directors shall assume their duties at the next regularly scheduled meeting.

SECTION 4. ATTENDANCE

Directors of the Board are expected to attend all scheduled meetings. Two unexcused, or a total of four absences per fair year shall subject their board position to review by the Executive Committee. The Executive Committee may declare this seat vacant. Resignation of a Director should be submitted in writing to the Executive Committee.

SECTION 5. VACANCIES

The Board of Directors shall appoint a person to fill and complete an unexpired term.

SECTION 6. DUTIES

- A. To elect the officers at the first organizational meeting immediately following the Annual Association Meeting.
- B. To promote the Oakland County 4-H Fair.
- C. To carry out the mandate and policies of the Association as determined by the membership at the Annual Meeting.
- D. To approve a budget.
- E. To review financial reports and adjust the budget as necessary.
- F. To enter into such contracts and agreements as the Association may require.
- G. To engage the General Manager and direct his/her activities.
- H. To serve as chairperson(s) to committees.
- I. To attend each day of the fair, unless the Director calls into the President with notice of absence.
- J. To prepare an annual report of the Fair for the Association members.

SECTION 7. OFFICERS

A. COMPOSITION

The officers shall consist of the following: President, Vice- President,

Recording Secretary, Treasurer, Corresponding Secretary, Parliamentarian, Historian, Sergeant at Arms, and past President. A past President is only considered ex-officio from the previous year.

B. ELECTIONS

1. Those wishing to run for office must announce their intent or be nominated at the first meeting immediately following the annual meeting.
2. A non-candidate Board of Director member shall be appointed by the Board of Directors to count the ballots or hands voting for the position of President. The President shall then conduct the remaining election of officers.
3. When there is more than one candidate for a position the vote shall be by written ballot.

C. QUALIFICATION

An officer shall have a minimum of five years Fair experience or one year as an active member of the Fair Board.

D. TERMS OF OFFICE

The terms for officers shall be one year.

E. VACANCIES

If any elected officer does not complete his/her term of office, the Board of Directors shall fill the vacancy by appointment to complete the term.

SECTION 8. A. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice-President, Recording Secretary, Treasurer, Corresponding Secretary, Parliamentarian, Historian, Sergeant at Arms, and Past President.

B. DUTIES of the Executive committee

1. Recommend the budget.
2. Recommend the calendar.
3. Arrange for an annual audit by a member independent of the board.
4. Recommends plans and policies.
5. Prepare agenda for each Board meeting.
6. Act between meetings of the Board on behalf of the Board in administering the affairs of the Association.
7. Recommends other fund raisers as deemed necessary.
8. Recommends Director Appointments when vacancies arise.
9. Develops job descriptions for officers, directors and employees.

SECTION 9. REMOVAL FROM OFFICE

Pursuant to Article III Section 4, ATTENDANCE, the Executive Committee may remove a Director from office for attendance as specified in that section.

A quorum of the Board of Directors, by motion and two-thirds majority vote, may remove any person from office/position at the discretion of the Board of Directors.

Only during Executive Session shall discussion-motions-voting be held regarding removing a Committee Chair/Director/Officer from office. A written secret ballot may be called for in the motion, in which case the highest ranking officer not involved in the vote will count the ballots and only

report the results.

Basis for removal may be, but is not limited to, the following:

Criminal conviction;

Violation of the Oakland County 4-H Fair Association Code of Conduct;

Insubordination;

Dereliction of Duty(ies)

ARTICLE IV. COMMITTEES

SECTION 1. TYPES OF COMMITTEES

A. Standing Committees

B. Special Committees

SECTION 2. APPOINTMENTS

A. The President, with the approval of the Board of Directors, will appoint the committee and the Chairperson(s) of both standing and the special committees.

B. Committees

1. Standing

Finance

Membership/Dinner

Nominating- Responsibilities under Article II, Sections 1, 2 and 3.

By-Laws

Rules

Special Committees— The list of committees to be determined by the Executive Committee and published annually in the Fair Book. Special Committees may be established from time to time as needed, with its mission clearly identified, a time upon which its report is due and a Chairperson named. These Special Committees do not require entry in the Fair Book.

ARTICLE V. FINANCES

SECTION 1. FISCAL YEAR

Fiscal year of the Association is from October 1st through September 30th.

SECTION 2. ANNUAL DUES

Annual dues for members shall be established by the Board of Directors. There shall be no dues for ex officio members

SECTION 3. MEMBERSHIP YEAR

The membership year shall be from August 1st through to the following July 31st.

SECTION 4.

Dues must be paid before August 1st for voting privileges at the Annual Meeting of the Association.

ARTICLE VI. AMENDMENTS

SECTION 1. The Articles of Incorporation and By-Laws may be amended by a vote of two-thirds of the members present at any Annual or Special Meeting.

SECTION 2. Notice of the proposed amendments presented at the Annual or Special Meeting shall be post marked 30 days prior to the Annual or Special Meeting.

SECTION 3. Amendments to the Articles of Incorporation and By-Laws shall take effect immediately.

ARTICLE VII. DISSOLUTION

SECTION 1. PROCEDURE

Board recommendation to the membership at an Annual or Special Meeting by vote of two-thirds (2/3) of the members present at the meeting.

- ARTICLE VIII. RULES
Roberts Rules of Order (Revised) shall govern the Association in all cases to which they are applicable.
- ARTICLE IX. AFFILIATION
The Oakland County 4-H Fair Association is an affiliate member of:
The Michigan Association of Fairs and Expositions
- ARTICLE X. EVENTS
- SECTION I. The Oakland County Fair
This Association and its Board of Directors shall put on an annual event called ***The Oakland County Fair***. It is the intent of this Association to put on this week long event in an alcohol free family atmosphere supporting the Mission Statement of this Association.
- SECTION II. OTHER EVENTS
In conducting other non-youth related events this Association will conduct business as allowed for in the Articles of Incorporation.

The Michigan Festival and Events Association
The International Association of Fairs and Exhibitions

Revised dates: 10/95, 2/96, 10/96, 1/98, 8/98, 12/01, 9/02, 7/14/03, 06/21/04, 1/16/06, 08/21/06, 9/18/06, 9/15/08, 9/21/09, 9/19/16