

# 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 operations.

## 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.

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 team 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 is mandatory unless prior notification of non-attendance is made to an advisor. Members are expected to attend 75% of all Junior Fair Board activities (meetings and events). Dismissed members shall be officially notified by the Junior Fair Board Advisory Committee.

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

SECTION VI: 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 Jr. Fair Board membership selection committee will open applications November 15 and close the application period on December 15<sup>th</sup>. Applications will be available on the Fair website during this period.

SECTION II: The Membership Selection team will be made up by the Junior Fair Board Advisory Committee and the Fair CEO. They will review applications and will notify applicants of their decision by mid-January.

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 and CEO.

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) Keeps a record of attendance at meetings and events.

SECTION IV: Treasurer

- 1) Oversees the budget for Junior Fair Board
- 2) Reports the financial standing of the board at each meeting.
- 3) Serves as the chair of the public relations committee.
- 4) Works with the Fair Friends when coordinating fundraising opportunities.

SECTION V: Information Officer

- 1) Serves as the chair of the public relations committee.
- 2) Serves as the liaison to the Fair CEO on fair publicity.
- 3) Creates all press release regarding Junior Fair Board activities.

ARTICLE VII: ELECTIONS

SECTION I: Elections

- 1) To be held during the first board meeting of the term year.
- 2) All members may run for any office except President or Vice-President, which require one year of prior membership.

- 3) Candidates may be self-nominated, or nominations may 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 election results.

## ARTICLE VIII: STANDING COMMITTEES

### SECTION I: Fair Committee

- 1) Works with advisors to complete a Jr. Fair Board schedule of events and list of duties for Jr. Fair Board members 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: Public Relations Committee

- 1) Assists the Information Officer with all press releases regarding the Junior Fair Board activities.
- 2) Collects media related to Junior Fair Board activities.
- 3) Takes pictures of Junior Fair Board members during official events and activities.
- 4) Creates something (yearbook, video, digital photo book, etc) to document the year for all members.

### SECTION III: Fundraising Committee

- 1) Will work with the advisors to come up with fundraising opportunities for Junior Fair Board.

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.