



Sheboygan County Meat Animal Sale

P.O. Box 115 • Plymouth, WI 53073

Bylaws

Article I

General

Section 1: Name

This organization is known as the Sheboygan County Meat Animal Sale.

Section 2: Purpose

The Sheboygan County Meat Animal Sale is organized to achieve the objective of providing an educational program for the youth of Sheboygan County in the area of large meat animal production and marketing.

Section 3: Area

Sheboygan County, Wisconsin

Section 4: Limitation of Methods

The Sheboygan County Meat Animal Sale shall observe all local, state and federal laws which apply to a non-profit organization as defined in Section 501 (c) (3) of the Internal Revenue Code.

Article II

Meeting

Section 1: Annual Meeting

The annual meeting of the Sheboygan County Meat Animal Sale will be held within 30 days of the Meat Animal Sale. A full report of the work and the finances of this organization shall be made and whatever other business that shall be brought before the meeting shall be addressed. The time and place shall be fixed by the Board of Directors and notice thereof publicized at the Sheboygan County Fair.

Section 2: Board Meetings

The board shall meet monthly as needed at such regular times and places as will be determined by them.

Section 3: Quorums

A majority of board members must be present to constitute a quorum.

Section 4: Notices, Agenda, and Minutes

Notice of all meetings must be given at least (7) days in advance. An advanced agenda and minutes must be prepared for all meetings. Individuals wishing to address the Board of Directors should notify chairperson to be put on agenda for the next board meeting.

Article III

Board of Directors

Section 1: Eligibility

Any person having an interest in the objectives of the organization.

Section 2: Composition of the Board of Directors

The Board of Directors shall be composed of nine directors; one director from each project area (beef, sheep, swine) and four directors at large. On even years, two directors at-large and one director from the beef and sheep project will be elected. On odd years, two directors at-large and one director from the swine project will be elected. Officers will be elected by the Board of Directors at the board meeting following the elections in October. Directors shall be elected for a limit of three consecutive 2 year terms, which must be followed by at least one year leave from serving on the Board of Directors. Each fall 2 Youth representatives will serve a one-year term.

Section 3: Nominations

Board of Directors will appoint a nominating committee, which will consist of (3) members. It is suggested to have two nominations for each open position on the board. Nominations will also be accepted at the annual meeting.

Section 4: Election

Elections will be held at the *Annual End of Year Evaluation Meeting*. One ballot per 4-H/FFA project member, one per project leader and one per FFA advisor will be mailed to persons enrolled in the projects in the current year.

Absentee ballots must be received by the start of the *Annual End of Year Evaluation Meeting*.

Section 5: Seating of new directors

All newly elected Board members shall be seated at the next board meeting following the *Annual End of Year Evaluation Meeting* elections.

Section 6: Vacancy

A member of the Board of Directors who shall be absent from three (3) consecutive regular meetings shall be dropped from the board unless confined by illness or other approved absence. Vacancies on the board may be filled by the Board of Directors by a majority vote.

Section 7: Duties of Officers

- A) Chairperson: the Chairperson shall serve as the chief elected officer of the Sheboygan County Meat Animal Sale and shall preside at all meetings of the Board of Directors.
- B) Vice-Chairperson: the Vice-Chairperson shall exercise and perform the duties of the chairperson in the absence or disability of the chairperson.
- C) Treasurer: the Treasurer shall be responsible for receipt and disbursement of funds. Funds shall be kept in financial institutions, invested in a manner approved by the Board of Directors.
- D) Secretary: the Secretary shall prepare notices, agendas and minutes of meetings of the Board of Directors. The secretary shall be keeper of all legal documentations and records as may pertain to the organization for a minimum of 7 years.

Article IV

Committees and Divisions

Section 1: Appointment and Authority

The chairperson by and with the approval of the board of directors shall appoint all committees and committee chairpersons. The Board of Directors may appoint such and have committees as deemed necessary to carryout the program of the organization.

Section 2: Limitation of Authority

No action by any committee member, director or officer shall be binding upon or constitute an expression of the policy of the organization until it shall be approved by the Board of Directors.

Section 3: Finance Committee

The Finance Committee shall have cause to be audited annually, the books and accounts of the organization, at the close of business for the fiscal year and report its findings to the Board of Directors.

Section 4: Advertising and Publicity

The Advertising and Publicity Committee will develop advertising material, pre-sale programs, arrange for sale photographer, distribute advertising material and arrange for press coverage.

Section 5: Buyer Relations and Registration Committee

The Buyer Relation and Registration Committee will develop and implement activities that will promote public relations efforts with buyers, register buyers, provide bidder identification signs and complete and post Thank you signs post sale.

Section 6: Trucking and Auctioneers

The Trucking and Auctioneers Committee is responsible for pre-sale contact with truckers and auctioneers.

Section 7: Physical Arrangements Committees

The Physical Arrangements Committee will arrange for and assist in setting up sale ring holding pens, seating areas, picture area (pre-sale and post-sale).

Section 8: Hospitality Committee

Arrange for and set up pre-sale social hour. Arrange for servers and any other helpers needed to effectively serve sale registrants in a timely manner.

Section 9: Sale Order Committee

Develop the sale order and have it printed. Supervise animal movement during the sale.

Section 10: Identification Committee

The Identification Committee will accept, process and record data for sale during weigh-ins. Includes arranging for use of equipment for conformance to sale rules and regulations.

Section 11: Scholarship & Grant Committees

Will collect applications and select recipients of the scholarships and Grants to be awarded annually.

Section 12: Ad Hoc Committee

Ad Hoc Committees are formed by the Chairperson from time to time as necessary to address special situations. Committee assignments are assigned with each situation and discharged after completing their task.

Article V

Finances

Section 1: Funds

All money shall be placed in a general operating fund or invested in a manner approved by the Board of Directors. Funds unused from the current year's budget shall be carried forward and placed in the contingency account of the new budget.

Section 2: Disbursements

Upon approval of the budget, the Treasurer is authorized to make disbursements on accounts and expenses provided for in the approved budget. All other non-budgeted items must first be approved by the Board of Directors before disbursements of funds can proceed. Disbursements shall be made by check.

Section 3: Fiscal Year

The fiscal year of the organization shall close on October 31st.

Section 4: Budget

Budget items and changes may be approved during any regular meeting of the Board of Directors.

Section 5: Audit

The accounts of the organization shall be audited annually as of the close of business on October 31st. The audit should be available to all in the organization.

Article VI

Dissolution

Section 1: Procedure

The organization shall use its funds only to accomplish the purpose specified by these bylaws and no part of said funds shall be distributed to those of the organization. On dissolution, any funds remaining shall be distributed to one or more organized and qualified charitable, educational organizations, or scholarship fund to be selected by the Board of Directors.

Article VII

Parliamentary, Authority

Section 1: Roberts Rules of Order shall be followed by the Board of Directors.

Article VIII

Section 1: Revisions

These bylaws may be amended or altered by a 2/3 vote of the Board of Directors present providing the notice for the meeting includes the proposals for amendments. Any proposed changes shall be submitted at a previous board meeting.

Adopted May 8, 2000

Amended by 2/3 majority vote September 22, 2009

Amended by 2/3 majority vote March 12th, 2012

Amended by 2/3 majority vote January 2nd, 2013

Amended by 2/3 majority vote November 6, 2014

Amended by 2/3 majority vote December 3, 2015

Amended by 2/3 majority vote January 6, 2016