

CONSTITUTION AND BY-LAWS OF JEFFERSON COUNTY MEAT ANIMAL PROJECT

ARTICLE I. NAME

Section 1 – The name of the organization shall be the Jefferson County Meat Animal Project. From this point on it shall be referred to as MAP.

ARTICLE II. PURPOSE

Section 1 – The purpose of the MAP is to provide educational opportunities and support the principles for positive youth development through quality educational programs relating to livestock meat industry and provide an opportunity for the MAP youth members to market their product at the MAP sale.

Section 2 - The elected members of the seventeen (17) person committee shall oversee the operation of the MAP as a whole; serve as the policy making body for the MAP; provide a forum for committee members to discuss ideas and make decisions relative to the MAP; generate financial and other support for the MAP; and insure compliance with Wisconsin 4-H Youth Development Policy and the Jefferson County 4-H Constitution and By-laws.

Section 3 – The MAP shall be non-profit in nature.

Section 4 – The MAP will function as a sub-committee of the Jefferson County 4-H Leader's Association.

ARTICLE III. MEMBERSHIP

Section 1 – Membership in the MAP is open to all 4-H, FFA and Junior Livestock Breeders members enrolled in the Jefferson County MAP.

Section 2 – All adult leaders, club representatives and volunteers must be recognized by their organization as a certified volunteer.

Section 3 – Membership is open to all persons regardless of age, race, color, creed or religion, national origin, ancestry, gender, sexual orientation, marital or parental status, pregnancy, veterans' status, arrest or non-job program related conviction record, qualified disability or social economic level. All 4-H Clubs and programs must comply with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the American Disabilities Act.

Section 4 –Members and leaders must be in compliance with WI 4-H Youth Development Policy, Jefferson County 4-H Constitution and By-Laws and the MAP Constitution and By-Laws and the annual MAP Handbook.

ARTICLE IV. COMMITTEE REPRESENTATION AND DUTIES

Section 1— The MAP committee shall consist of seventeen (17) members: two (2) adults and two (2) youth (minimum grade of 9th in the fall) MAP members representing each species (beef, swine, sheep) sold at the Jefferson County MAP Sale; one (1) adult and one (1) youth (minimum grade of 9th in the fall) representing the Dairy Project; an FFA Representative, a Jefferson County Business representative and an adult member at large elected by the MAP committee at the August meeting. All committee members must be recognized as certified leaders by their representing organization before the first MAP Committee meeting (August) they participate in.

Section 2 – Election of the MAP committee. Species representative committee members shall be nominated from the floor at the annual awards night. Members interested in being part of the MAP committee, who are unable to attend the annual awards night, may submit their willingness to serve in writing. Notice will need to be to the MAP Chair or the Extension Agent by the start of the annual awards night. Voting shall be done by ballot by currently enrolled MAP and Dairy youth members during the annual awards night with a majority vote of those present necessary. UW-Extension Youth Development Agent or UWEX Office Representative is responsible for tallying the votes. All other committee members will be elected at the May MAP Committee meeting.

If there are not enough candidates identified from any one species members of the MAP Committee will vote at the August MAP meeting from a candidate pool of those who ran for the other three species but were not elected.

Section 3 - The term for adult committee members shall be two years in length beginning and ending at the August meeting. The term for youth committee members is one year; the youth can opt to run for an additional term if they are available.

Section 4 – Officers of the Committee. At the first committee meeting held following the elections, the MAP committee will vote for the following offices: Chair, Vice Chair, Secretary, Treasurer and Reporter. The one year term of office shall begin upon election during the August monthly committee meeting. An individual MAP committee member will be limited to two (2) consecutive annual terms in the office of Chairman, Vice Chairman, Secretary, and Reporter. There is no term limit for the office of Treasurer.

Section 5 – Duties of Officers

Chair: Shall preside at all regular and special meetings of the MAP committee; shall also be an ex-officio member of all standing or appointed committees; shall work with the UW-Extension agents to act on MAP situations which in his/her judgment would not require board action.

Vice-Chair: Shall preside in the absence of the chairperson and take care of the duties of the chairperson during his/her absence; shall be the liaison between the MAP and the Jefferson County Fair Park Board.

Secretary: Shall keep an accurate record of the proceedings of all MAP meetings; shall send minutes of meetings to the chairperson and the UW-Extension Office within seven working days after a meeting.

Treasurer: Shall take charge of all money taken in by the MAP; shall keep accurate up-to-date records of all monies received and paid out; shall pay only those bills authorized by the MAP; shall prepare a monthly financial statement for review by the MAP; shall have financial records audited annually by the Leaders Association Finance Committee. All checks require two signatures by the Chair and Treasurer with the Vice Chair as the back-up. Should a (youth) representative be voted in as treasurer, then he/she must be 18 years old at the time of election.

Reporter: Shall be responsible for all correspondence and communications; shall have all communications and correspondence approved by chair or UW-Extension before being sent for publishing; shall have all correspondence for 4-H newsletter to UW-Extension by the 15th of each month.

Section 6 - Whenever any vacancies occur within the committee by death, resignation, or otherwise; the same shall be filled without delay by a majority vote of the committee at the next monthly meeting following the resignation to complete the un-expired term of office.

Section 7 - The committee members are responsible for governing the annual MAP sale held during the Jefferson County Fair through the rules and policies listed in the MAP Constitution and By-Laws and annual MAP handbook.

Section 8 – The committee members are responsible for governing and enforcing the rules and policies in the yearly MAP handbook.

Section 9 – No youth committee member is allowed to sign their own point card.

ARTICLE V. MEETINGS

Section 1 – The MAP will hold at least ten (10) monthly meetings. Meetings will be held on the second Tuesday of each month at 7:00 pm unless otherwise noted at least one month in advance. The July meeting will be held on Thursday of the Jefferson County Fair at a time and place to be announced.

Section 2 – For all MAP meetings, a quorum shall consist of at least eight (8) committee members present.

Section 3 – An MAP meeting shall be called by the chairperson, or by at least five (5) MAP committee members or by the UW-Extension Office as it is deemed necessary.

Section 4 – MAP members shall regularly attend the monthly meetings. Absence from more than three (3) consecutive meetings without prior approval from the chairperson shall be cause for expulsion from the MAP.

Section 5 – A closed session may be called as deemed by a quorum of MAP committee members without notice. The MAP does not receive public funding and therefore does not have to comply with State Statute #'s 1982 thru 1985.

ARTICLE VI. FISCAL YEAR

Section 1 – The Fiscal year of the MAP shall begin July 1 and run through June 30.

ARTICLE VII. FINANCIAL

Section 1- All expenditures will be authorized by the MAP committee. Only 4-H member and 4-H certified leaders may vote on financial matters per the rules of the Wisconsin 4-H Program.

Section 2- The annual budget will be developed by the treasurer to be submitted to the MAP committee at the May meeting. The MAP committee will discuss, modify and approve the annual budget at the June meeting.

Section 3 – Annually the Leaders Association Board will approve the official records submitted by the September meeting.

Section 4 – The financial records of the MAP committee will be audited by the September meeting.

Section 5 – The committee charter renewal needs to be filled out and submitted to UW Extension office by the designated due date.

ARTICLE VIII. MANAGEMENT COMMITTEES

Section 1 - Management committees will be determined at a planning meeting held before the September monthly meeting.

Section 2 - All committee members are required to serve on at least one (1) of the management committees.

Section 3 - Each management committee will report of committee work done each month included in the monthly meeting agenda.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1 – Robert’s Rules of Order (latest revised edition) shall serve as the parliamentary authority.

ARTICLE X. TERM OF BY-LAWS

Section 1 – By-laws will run annually and renew automatically.

ARTICLE XI. AMENDMENTS

Section 1 – The By Laws may be amended by any meeting of the MAP committee by a quorum and a two-thirds majority of the MAP committee members present. Proposed amendments must have been presented at a previous meeting. MAP members will receive written notification by mail. Mailing will be done at least 7 days before the proposal meeting.

ARTICLE XII. DISOLUTION OF ORGANIZATION

Section 1 – Upon dissolution of the MAP, any assets remaining shall be conveyed to Jefferson County Leaders Association as selected by the affirmation vote of the majority of the members entitled to vote.

These by-laws have been approved and adopted by the representatives to the Meat Animal Project Committee at a meeting held on June 7, 2016 at the UW-Extension Office.

Signature of Chairperson Date

Signature of Secretary Date