

The Darke County Dog Committee

Constitution

Article I. Name

The name of this organization shall be the Darke County Dog Committee (the "Committee"). The Committee shall be organized as an unincorporated association.

Article II. Purpose

The purpose of this Committee shall be:

1. To aid in the development of the Junior Fair program, as well as, the 4H Dog program in partnership with Junior Fairboard Members, 4-H Dog Advisors, Senior Fairboard and 4-H Extension.
2. To establish and enforce rules with regards to showing dogs and any dog related projects.
3. To help analyze the needs and interests of all county youth exhibitors enrolled in 4-H and/or Jr. Fair.
4. To assist with planning, evaluating, and recommending educational experiences and programs that will meet the needs and interests of county youth.
5. To seek local financial resources, as needed, to conduct, promote and expand the dog program.
6. The Committee is organized exclusively for charitable and educational purposes.
7. The Committee will not discriminate against race, religion, creed, color, national origin, disability, sexual orientation, gender, or age.

Article III. Membership

Section A. Members

The committee members shall consist of any active/approved 4-H dog club advisor, three (3) Jr. Fairboard representatives, an FFA representative and ex-officio members. The ex-officio members are:

- 1) County 4-H Youth Development Professional for Darke County
- 2) Junior Fair Coordinator
- 3) Designated Sr. Fairboard members

Ex-officio members shall not be permitted to vote.

Section B. Eligibility

1. Jr. Fairboard
 - a. Elected at Jr. Fair election held during the week of the Darke County Fair
 - b. Term is determined at voting
 - c. Able to serve on the Committee starting **October** 1st of their elected term until expired.

2. 4-H Dog Advisors
 - a. Approved through OSU Extension
 - b. Have required Code of Conduct signed and on file with Extension
 - c. Have required fingerprinting and any trainings that are required by Extension
 - d. Cannot have any disciplinary action filed against them on file with Extension
3. FFA Advisor
 - a. Approved per guidelines established by FFA.
 - b. FFA may have one advisor representation if they so choose.

Section C. Member Expectations

In order to be considered a member in good standing, committee members shall:

1. Adhere to Code of Conduct standards.
 - a. 4-H Advisors **must** conduct themselves accordingly.
 - b. Jr. Fairboard **must** adhere to standards established by Jr. Fairboard.
2. Serve as Chair or Co-Chair for at least one (1) working committee.
3. Committee members who are not in good standing are not eligible to represent their club in the voting process.

Section D. Nominations

The officers of the committee shall be nominated at the October meeting of each calendar year.

- 1) A term of office shall begin January 1st of the following year and continue through December 31st of the same year.
- 2) Nominations may only be made by current committee members whom are in good standing and fulfill all member expectations.
- 3) Nominee's must have served on at least two (2) working committees in the year of nomination and have fulfilled all member expectations.

Section E. Elections

The officers of the committee shall be elected at an annual election held in November of each calendar year.

- 1) Each current dog club shall have one (1) vote.
 - a. Unless voting privileges have been terminated.
- 2) Each current elected Jr. Fair Representative shall have one (1) vote.
- 3) The FFA Representative shall have one (1) vote. (As applicable)
- 4) In the event of a tie, the current President shall cast the deciding vote.

Section F. Meetings

The general meetings of this committee are open to any parent or interested party at any time but the committee may go into executive session.

- 1) Each dog club will be represented by at least one (1) 4-H Advisor.
 - a. Each dog club 4-H advisor will conduct themselves according to the Code of Conduct standards that are signed yearly.
- 2) The President shall preside at all meetings of the committee and have in mind at all times the best interest of the Junior Fair and of this committee.
- 3) The Vice-President shall perform the duties of the President in his/her absence and such other duties as shall be assigned by the President.
- 4) A quorum shall be necessary to pass a rule, conduct business and elect officers.
- 5) A quorum shall consist of **committee members in attendance** from the following combined group:
 - a. Enrolled Dog Club Representatives (1 per club)
 - b. Jr. Fair Representatives
 - c. FFA Representative (as applicable)
- 6) Special meetings may be called by the President at any time, providing all members of the committee have been given 24 hour notice except when Jr. Fair occupies the dog barn during the Darke County Fair.
- 7) Robert's Rules of Order shall govern the meetings of this committee.
- 8) Attendance:
 - a. If any current, active dog club fails to attend more than three (3) regular meetings, that club will then have all voting privileges terminated for the remainder of that calendar year.
- 9) The Committee meets every month except for December and August.
 - a. The **Pre Fair** meeting will be set by the Committee and may or may not fall in the month of August.

Article IV. Officers and Duties

The officers of the committee are: President, Vice-President, Secretary and Treasurer. Officers shall perform duties as listed herein.

1. If an officer resigns or can no longer serve as an officer, the members of the committee will select a replacement.

Section A. President

- 1) The President shall preside at all meetings of the committee and have in mind at all times the best interest of the Jr. Fair members and of this committee.
- 2) The President may appoint and assign committees for any special purposes as deemed necessary.
- 3) The President shall have the decided vote in the event of a tie.
- 4) The President shall review and confirm that all appropriate shot records and dog licenses are current for each dog being exhibited.

Section B. Vice-President

- 1) The Vice-President shall perform the duties of the President in his/her absence and such other duties as assigned by the President.
- 2) The Vice-President shall assist the President in reviewing of shot records and dog licenses.
- 3) The Vice-President shall give reports or updates from working committees in the absence of the Chair or Co-Chair.

Section C. Secretary

- 1) The Secretary shall keep a record of all proceedings and handle any necessary correspondence of this committee.
- 2) The Secretary shall provide the Committee members with the record of meeting minutes at least one (1) week prior to the next scheduled meeting.
 - a. Secretary is responsible for collecting committee members contact information including preferred method of contact, address, email address, and preferred phone number.
 - i. Secretary will provide each committee member with a roster of the current committee.

Section D. Treasurer

- 1) The Treasurer shall receive and take care of all monies belonging to the committee
- 2) The Treasurer shall pay out monies on behalf of the committee as directed.
- 3) The Treasurer shall keep an accurate record of all receipts and expenditures.
- 4) The Treasurer shall provide a written statement of receipts and expenditures at each regular meeting.
- 5) The Treasurer will turn over records to an audit committee at the November meeting to be audited.
 - a. Audit will be performed by at least one (1) Senior Fairboard member, one (1) Jr. Fairboard member and County OSU Extension 4-H Youth Development Representative.
- 6) The Treasurer will be responsible for any additional financial reporting as needed.

Article V. Committees

Section A. Executive Committee/Session

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer and Jr. Fair Representatives. This committee shall make any business decisions that must be made prior to the next regular business meeting. Committee members may also delegate decisions to this group.

Section B. Working Committees

Working Committee shall be defined as a committee that is not already the responsibility of Junior Fairboard Representatives, the responsibility of any superintendent/secretary of the dog barn, or the responsibility of Sr. Fairboard. Working Committees shall consist of a Chair, Co-Chair and enough members to complete the task.

- 1) Any current committee member may volunteer for Chair or Co-Chair.
- 2) Chair and Co-Chair of each working committee will serve for one (1) year.
- 3) Each working committee shall present a report and/or findings to the full committee at each monthly meeting for any action that may be necessary.
- 4) Working committees may be appointed by the President and serve as long as needed.

Section C. Standing Committees

Standing Committees shall be defined as any task that is performed by full committee participation.

- 1) Examples include:
 - a. Pre Fair meeting
 - b. Rule Review after Fair
 - i. Including any updates or changes that need to be made for the next year.

Article VI. Amendments

Any proposed amendments to the Constitution of the Darke County Dog Committee must be presented at a regular meeting and cannot be voted on until the next regular meeting.

- 1) Written notice of any proposed amendment to the Constitution will be sent out to all voting members of the committee at least one (1) week prior to the regular meeting at which proposed amendments are to be voted on.
- 2) This Constitution shall be effective immediately upon the simple majority vote of the committee members at the business meeting of the Darke County Dog Committee and signatures of the Darke County Dog Committee President, Secretary, at least one (1) Jr. Fairboard Representative and Senior Fairboard Representative.

Article VII. Dissolution

Upon the dissolution of the Committee, Committee assets shall be distributed for one or more exempt purposes within the meaning of section 501©3 of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.

- 1) The Committee will vote to determine how to divide assets according to voting rights and privileges set forth in this constitution.

This Constitution was adopted by majority vote of the Darke County Dog Committee members

on this _____ day of _____, 2017.

X _____, President _____
Date

X _____, Secretary _____
Date

X _____, Jr. Fairboard _____
Date

X _____, Sr. Fairboard _____
Date