

Constitution and By-Laws
Of
New London County 4-H Fair Association, Inc.

Article I

The name of this Association shall be: "New London County 4-H Fair Association, Inc."

Article II

Purpose

The purposes for which this Association is formed are as follows:

- 1 To promote 4-H, in New London County, as is carried on by the United States Department of Agriculture, the University of Connecticut and the New London County Extension Council.
- 2 To hold a Fair and Exhibit at which 4-H projects shall be brought together for display and recognition.
- 3 To evaluate the progress made during the year by the young people engaged in the 4-H program.
- 4 To develop leadership skills by holding offices, serving as superintendents and serving on committees.
- 5 By these and other effective means to promote, publicize and improve the 4-H program in New London County.

Article III

Place of Business

This Association shall be located in New London County, State of Connecticut, and shall have its headquarters in the New London County Extension Center, 562 New London Turnpike, Norwich, CT 06360.

Article IV

Membership

All enrolled members of the New London County 4-H program are members of the Fair Association. The 4-H officers, superintendents, event chair people, and committee members as well as any other 4-H members who attend the 4-H fair meeting constitute the voting membership. Adult advisors do not vote.

Voting

1. No voting by proxy.

Article V

Officers

The Officers of the Association shall be: President, three (3) Vice presidents, Secretary, Exhibit Secretary and Assistant Exhibit Secretary, Treasurer, and Assistant Treasurer. The above officers must be enrolled members in the New London County 4-H program. The duties of these officers shall be those prescribed by the By-Laws, or such as may in the future be assigned by the Executive Committee.

Article VI
Advisors

Up to 10-15 adult advisors will be elected annually. They will advise the 4-H'ers and committees, but not vote. The Extension Educator assigned to the New London County 4-H program will serve as ex-officio advisor. All advisors must be or become registered Connecticut 4-H volunteers.

Article VIII
Executive Committee

The Executive Committee shall consist of the officers and 2 or 3 advisors. (Refer to Article 5) The Chairperson of the Executive Committee shall be the President of the Fair Association. The duties of the Executive Committee shall be those outlined in the By-Laws and any additional duties that the welfare of the Association may render necessary. A quorum in an Executive Committee meeting shall consist of 5 (five) officers and 2 (advisors). Every effort should be made to have the area affected by the meeting be represented. Any action of the Executive Committee must be brought up and discussed at the next general meeting.

Article VIII
Meetings

- Section – 1 At least 9 meetings will be held annually. The meeting schedule will be determined each year.
- Section – 2 Annual Meeting – The Annual Meeting will be held on a November date to be determined annually. Officers will be installed at the annual meeting.
- Section – 3 Special Meetings – Special Meetings shall be called by the Secretary upon notification from the President. Also a Special Meeting may be called by petition of 5 (five) or more Association members and or advisors.

Article IX
By-Laws

This Association shall enact such By-Laws, and rules and regulations, governing the proper conduct of its business as may from time to time become necessary. The Executive Committee will review the By-Laws every five years.

Article X
Amendments

This constitution may be altered or amended at any meeting of the Association by a vote of 2/3 (two-thirds) of the members present. The contemplated change(s) must be presented at one meeting and voted on at the following meeting. Notification of the contemplated changes and voting date will also be mailed to all 4-H families.

BY-LAWS

- Section 1. Duties of the President – The President shall preside at all Association meetings and meeting of the Executive Committee. He/She shall act as General Manager

of the Fair Association and shall give such instructions to the various committees and superintendents as necessary.

Section 2. Duties of the Vice-President for Agriculture – This Vice-President shall act as Assistant General Manager and shall have general supervision of the Agricultural Superintendents and Exhibits. He/She shall arrange for equipment for livestock pulls.

Section 3. Duties of the Vice-President for Exhibit Building – The Vice-President for Exhibit Building shall act as Assistant General Manager and shall have general supervision of Exhibit Building Superintendents and Exhibits.

Section 4. Duties of the Vice-President for Business – The Vice-President for Business shall act as Assistant General Manager and be in charge of all contact with concessions and commercial exhibits.

4A. In the absence of the President, his or her roles are to be assumed by the Vice-President for Business. If the President and Vice-President for Business are absent, the Vice-President for Agriculture shall assume the President's roles. If the President, Vice-President for Business, and the Vice-President for Agriculture are absent the roles of the President shall be assumed by the Vice-President for Exhibit Building.

Section 5. Duties of the Secretary – The Secretary shall have charge of the correspondence of the Association, shall at the request of the President, or Vice-Presidents acting in the absence of the President, call meetings of the Executive Committee of the Association. He/She will keep records of the Association's business and minutes of all Association and Executive Committee meetings.

The Secretary shall send written notice to all voting members, stating the nature of the business to be transacted at all meetings.

Section 6. Duties of the Treasurer and Assistant Treasurer – The Treasurer shall have charge of all funds received by and paid out by the Association. He/She shall keep accurate records of such receipts and expenditures and shall submit a financial statement of the Association's business at the Annual Meeting and with an advisor file appropriate state and federal forms.

He/She shall pay all bills, approved and ordered paid by the Executive Committee.

The Assistant Treasurer shall assist the Treasurer in their duties.

Section 7. Duties of the Exhibit Secretary and Assistant Exhibit Secretary – The Exhibit Secretary and Assistant will receive pre-entries for exhibits, will set-up the Superintendent notebooks for each department and will record the pre-entries in each notebook prior to the 4-H Fair. They will assign exhibitor numbers and will tally the summary of premium points for each exhibitor using the information provided by the Superintendents.

Section 8. Duties of the Executive Committee – The Executive Committee consisting of the officers shall guide the affairs of the Association.

Section 9. Any nominations for the Executive board can be made from the regularly scheduled October meeting through the regular November meeting. All Executive Board positions, Advisors, Chairpeople, and superintendents will be voted on according to Section 11 for the ensuing year.

The Executive Committee shall have the authority to fill any vacancy in the Officers, Advisors, Chairpeople and Superintendents that may occur during the year.

The Executive Committee shall be the court of final appeal in all cases of dispute during the 4-H Fair.

The Executive Committee shall annually appoint two adult advisors to examine the financial accounts of the Association, and file a report with the Executive Committee previous to, or at, the Annual Meeting.

The Executive Committee shall be committee directly in charge of the Fair, shall appoint and direct all committees necessary for the proper conduct of the Fair. Rules and regulations will be voted on by the Association.

Section 10. Duties of Superintendents – Superintendents shall have charge of their departments at the Fair within the guidelines of the Association.

They shall submit a suggested class list for the department of the Association for approval and shall contact judges. They shall be responsible for the arrangement of equipment and exhibits, the assignment of space, the keeping of an accurate account of all winnings on a form provided for this purpose, the supervision of the departments during the fair, and removal of the exhibits and equipment at the close of the Fair.

Each Superintendent shall appoint such Assistants and he/she deems necessary for the successful execution of the duties of their office.

Section 11. Election of Elected Officers - The Officers, Superintendents, Chairpeople and Advisors shall be elected at the regular November meeting of the Association. The above shall hold office for one year, or until others are appointed in the stead. The Officers shall be installed at the Annual Meeting in November on a date to be determined annually.

Nominations for the above positions shall be presented in accordance to Section 9. Nominations from the floor will be invited.

In election of the above, any enrolled New London County 4-H member attending the meeting will have one vote. There will be no vote by proxy.

Section 12. Date/Place – The date on which this Association will hold it's Fair shall be decided annually by the Association membership.

Section 13. Thirty (30) days written notification of a proposal to dissolve the New London County 4-H Fair Association and the date of the vote must be given to enrolled 4-H members at the stated meeting will determine the outcome.

Upon dissolution, assets of the New London County 4-H Fair Association will be turned over to the New London County 4-H Advisory Committee.

Section 14A. When an Executive Board member or Superintendent is unable to complete or carry out the duties of his or her term of office:

The resigning member shall be encouraged to give at least one month's notice in writing to the Executive Board. The Executive Board will vote on the acceptance of the resignation.

Each member shall be notified that the office is vacant.

The nominations for a member to fill the now vacant position shall be open for one month and be voted upon at the next Fair Association meeting.

Section 14B. If an Executive Board member fails to abide by their corresponding duties as outlined by the by-laws, then:

1. The Executive Board member in question of failure of following through with their responsibilities will be provided a chance to give a verbal or written explanation for their errors.
2. If the Executive Board member continues not to follow their responsibilities a warning from the Executive Board will be issued to the person in error.
3. If the Executive Board member is still violation the responsibilities, they are supposed to follow they shall be removed from the Executive Board.

Michael Wolf

President

Grace Balogh

Secretary

Jim Holdridge

Designated Adult Advisor

Anne Staebner

Designated Adult Advisor

As voted by New London County 4-H Fair Association, April 2, 2019

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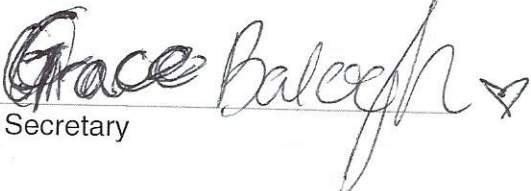
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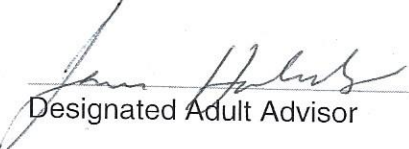
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President



Secretary



Designated Adult Advisor



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