

San Joaquin Junior Show & Auction Council

Bylaws

Article I Name

The name of the organization shall be the San Joaquin Junior Show & Auction Council.

Article II Purpose

Section 1. To promote the future of the youth exhibitors in San Joaquin County through the production of an annual Junior Show & Auction.

Section 2. To negotiate with the 2nd District Agricultural Board of Directors when producing events at the San Joaquin County Fairgrounds.

Section 3. To follow all rules and regulations as set by the California Department of Food and Agriculture under Division of Fairs and Expositions when producing annual event.

Section 4. This organization is a nonprofit public benefit organization and is not organized for the private gain of any person. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or private person.

Article III Membership

Section 1. Classification of Membership. The membership of the organization shall consist of Regular Members and Associate Group Members.

- A. Regular Membership may be granted to any individual aged 18 or older, partnership, company or other entity engaged in promoting youth livestock exhibitors in San Joaquin County. A Regular Member shall have full voting rights and privileges of membership as long as the member's dues are current for that membership year.
- B. Associate Group Membership may be granted to any association, club or other organization with a permanent presence in California and having vital interest in the organization and the aims and purposes of the youth livestock industry. An Associate Group Member shall have no voting rights or privileges of membership.

Section 2. Application for Membership. All applications for membership and dues shall be presented to the Treasurer, who shall present same to the Board of Directors for approval. Applications are available year round.

Section 3. Dues. The membership year of the organization shall be from August 1 through July 31. Annual dues for all classifications of membership shall be fixed by the Board of Directors with approval of the Regular Members. Dues and applications will be receivable August 1st of each year and become delinquent on December 15th. The name of a member whose dues and applications are not received by December 15th shall be removed from the membership roster and shall not be restored until an application has been received with the member's dues. Dues shall be \$10 Regular and \$20 Associate Group.

Article IV Meetings

Section 1. Board Meetings. The Board of Directors shall meet on the first Tuesday of the month of at a time and place to be designated by the Board of Directors.

Section 2. Regular Meetings. The regular meeting of the organization shall be held in September at a time and place to be selected by the Board of Directors. Election of the Board of Directors will take place at this regular meeting.

Section 2. Special Meetings. Upon given notice, special meetings of the Regular membership may be called by the president or the Board of Directors. The notice shall specify the purpose for which the meeting was called, and no business shall be transacted at the meeting other than that which pertains to that purpose.

Section 3. Notices of Meetings. Notice of a regular meeting and of a special meeting of the membership shall be notified by the Secretary to each Regular member at least ten days prior to such meeting.

Section 4. Quorum. One-fifth (1/5) of the Regular members shall constitute a quorum at any meeting of the organization.

Article V. Officers and Delegates

Section 1. Officers. The officers of this organization shall be President, Vice President, Secretary, Treasurer, Immediate Past President and six Delegates, three each from San Joaquin County 4H/Grange and FFA chapters residing in San Joaquin County. The elected officers of this organization shall serve without compensation.

Section 2. Election of Officers and Appointment of Delegates. The election of officers shall be held every year by ballot during the September regular meeting of the organization, with officers and directors to be installed at the next Board meeting. Officer and Chairman Committee applications are available online at www.sanjoaquinagfest.org, and may be submitted to the Nominating Chairperson. Three delegates each and their alternates of FFA Advisors and three delegates and their alternates from 4-H/Grange shall be selected for their respective organization and brought forward for installation by the Regular membership. The term of office shall be one year.

Section 3. Removal. Any officer may be removed by a majority vote of the Regular members of the organization. Any delegate may be replaced by the organization appointing the delegate as necessary upon giving the organization 30 days' notice.

Section 4. Vacancies. If at any time a vacancy occurs in the office of President, the duties of, but not the office of President, shall be assumed by the Vice President until an election can be held. If a vacancy occurs in the office of Vice President, the duties of, but not the office, shall devolve on the Secretary until an election may be held. Vacancies in the offices of Secretary and Treasurer shall be filled by appointment of the Board until an election may be held.

Section 5. Standing Committees. The standing committees of this organization shall be Auction, Marketing, Governance, Operations, Events, Facilities, and Parking/Credentials.

- A. The President shall appoint the chairpersons of the standing committees within 30 days of taking office.
- B. The chairperson of a standing committee shall remain in place until the president appoints a chairperson.
- C. The chairperson of a standing committee shall serve as a member of the Board of Directors.

Article VI Board of Directors

Section 1. Board Members. The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past President, six Delegates (three each from 4H/Grange and FFA), and all Standing Committee Chairpersons.

Section 2. Eligibility. No person may qualify as a director unless person is a Regular member in good standing.

Section 3. Meetings. Meetings of the Board of Directors may be called at any time by the President or by four directors. The notice of the time and place of such meeting shall be given to each director at least five days prior to such meeting.

Section 4. Polling Procedure. When necessary, the President may poll the individual directors by telephone or email and any action thus authorized shall be ratified at the next regular meeting of the Board.

Section 5. Quorum. A majority of the seated directors constitutes a quorum for the transaction of business at a meeting of the Board of Directors.

Section 6. Powers. The Board of Directors shall have the power to:

- A. Fix and enforce penalties for any violation of these bylaws.
- B. Conduct, manage and control the affairs and business of this organization, and make rules and regulations not inconsistent with the laws of the State of California or the Bylaws of this organization.
- C. Authorize and the control the expenditures of all funds.
- D. Accept or decline all applications for membership.
- E. Remove and appoint all officers and prescribe their duties in addition to those specified in Article VII of these bylaws. Removal must be by a two-thirds (2/3) vote of those present at a meeting at which a quorum is present.

Section 7. Absences. In the event a 4H/Grange or FFA delegate or the delegate's alternate shall fail to attend two consecutive meetings of the Board of Directors without reasonable excuse, the organization represented by the delegate shall appoint a replacement.

Article VII Duties of Officers

Section 1. President. The President shall preside at all meetings, call such meetings of the members or the Board of Directors as the President may deem necessary, see that all of the Bylaws and rules of this organization are enforced and generally supervise the affairs of the organization. The President shall appoint all committees as authorized by these bylaws or the Board of Directors.

Section 2 Vice President. The Vice President shall assist the President in all matters pertaining to the affairs of this organization, and in the event of resignation, inability to act, or death of the President, shall assume the duty of President for the extent of the inability or until an election for President is held and a new President elected.

Section 3. Secretary. The Secretary shall keep a record of all the proceedings of the Board of Directors and members, conduct all official correspondence of the organization, be responsible for keeping an accurate current role of membership, and be responsible for all Board and member notices.

Section 4. Treasurer. The Treasurer shall keep and maintain adequate and correct accounts of the properties and business transactions of the organization, deposit all monies to the credit of this organization as designated by the Board of Directors, accept membership for submission to the Board of Directors and keep complete records of all members, and with one other officer as appointed by the Board shall sign all checks for the disbursement of the funds for this organization.

Section 5. Immediate Past President. The Immediate Past President shall be the most recent past President and shall serve as an advisor to the Board.

Section 6. Delegates. The Delegates shall represent the organization from which they are appointed, three each plus one alternate from San Joaquin County 4H/Grange and FFA chapters residing in San Joaquin County. On behalf of the organization they represent, Delegates shall place all votes and keep the organization informed of all actions taken by the Board.

Article VIII Nominating Committee

The Nominating Committee shall meet before the September membership meeting and shall consist paid members in good standing. The chairperson of the committee shall present to the September regular meeting the names of the candidates proposed for each of the offices of the organization for a vote by the membership.

Article IX Amendment

These bylaws may be amended by the majority vote of all Regular members at any meeting, regular or special, as long as the proposed amendments are sent to each member at least ten days prior to the date of such meeting.

Article X Parliamentary Procedure

“Robert’s Rules of Order” shall govern all parliamentary proceedings. The President and all other officers of this organization shall familiarize themselves with the above rules of order.

Article XI Political Limitations

No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Article XII Dissolution

Upon the dissolution or winding up of the organization its assets remaining after payment, or provision for payment, or all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under IRC Section 501(c)(3).

Standing Committees

AUCTION COMMITTEES:

AUCTION

Shall be responsible for submitting and overseeing a workable auction proposal including but not limited to Auctioneers, bank card fees, clerks, sale tables, auction catalog, sale recording, sending out buyer numbers and buyer info packet; sign up buyers; complete sale and receivables for sale closeout.

LIVESTOCK TRANSPORTATION, PACKING & PROCESSING COMMITTEE:

Shall be responsible for presenting bids and plan for species processing and transportation cost of livestock for recommendation to the membership. Responsible for coordinating all processing, pick up and delivery of animals, packing, contracts and follow up. Responsible for getting all resale and custom processing prices to marketing committee for printing in catalog.

MARKETING COMMITTEES:

PROMOTION

Coordinate with Events Committee to promote extra events during show time. Is responsible for all PR, marketing, media, and social media for event.

SPONSORSHIP

Shall be responsible for developing levels and areas of sponsorship for the event; including but not limited to individual classes, show rings, officials, and overall event; and implementation of such plan. Shall work with Awards Committee for list of classes and extra events that awards/prizes are needed for.

SPONSORSHIP EVENT

Shall be responsible for developing and implementing an engaging event for AgFest for the purposes of fundraising and AgFest awareness.

WEB SITE

Shall maintain the www.sanjoaquinagfest.org web site. Shall work with the 2nd District Agricultural Association to provide links between sites.

GOVERNANCE COMMITTEES:

BUDGET/AUDIT

Shall be responsible for submitting a workable proposed budget to the Board of Directors for recommendation to the members. Shall audit the treasurer's report prior to November 10 of each year.

BYLAWS

Shall review the bylaws annually, and submit proposed amendments or revisions, if any, to the Board of Directors for recommendation to the membership.

NOMINATING

As stated in Article VIII of bylaws.

INSURANCE

Review upon renewal insurance policies and bring forth any changes to the policy as needed.

OPERATIONS COMMITTEES:**OFFICIALS**

Shall provide list of Livestock Managers, judges, and vets including fees and services provided, to be approved by Board. Shall mail and follow up on all contracts. Includes judges for all small and large animal livestock and for Master Showmanship judges in coordination with Livestock Manager. Shall work with barn chairs, Ag Ed Science/Ag Mechanics, Guidebook and Livestock Manager, Special Events to Coordinate schedule and daily schedule for Agfest, including but not limited to check in, show schedule and sale order.

BARN CHAIRS:

Shall be responsible for each species at check in, during the week barn activity, during the show, checking with awards to be sure that the awards for your specie are correct especially when changes are made to the guidebook, being sure award are correct prior to the show, selling at auction, develop and implement written plan to facilitate the auction of said species, including line up, sales ring, holding pens, loading out for transport. Shall work with Facilities Committee on set up for barn, show ring, sale ring and holding pen needs.

STILL EXHIBITS COMMITTEE:**Ag Ed Science – Ag Mechanics – Floral & Horticulture**

Shall be responsible for developing and implementing a written plan to facilitate the exhibition and auction of student projects and still exhibits, including line up, sales area and loading out to buyers. Shall work with the San Joaquin 4H, Grange and FFA chapters residing in San Joaquin County to ensure that projects done as part of program curriculum are accounted for. Provide list of all projects in need of inclusion in Guide Book, judging, and auction. Facilitate premium payouts with treasurer. Could include but not limited to Ag Mechanics, woodshop and entomology, floral, home and garden. Could include but not limited to Ag mechanics, woodshop, entomology, floral, home and garden.

GUIDEBOOK & RULES COMMITTEE

Shall be responsible for working with the Official Chair, Barn Chairs and Still Exhibit, Events (Awards, Jr. AgFest Board, Special Events, Farm to Fork) Facilities and Parking/Credential Committees to facilitate the annual update of the guidebook. Shall keep accurate record of proposed changes and revisions to guidebook. Shall be responsible for posting to website and distribution to clubs.

Shall keep current on CDFA rules and regulations and monitor compliance at event. Shall review premium books to ensure proper publication of all applicable rules and policies governing event.

EVENTS COMMITTEES:

JUNIOR AGFEST BOARD:

Shall be responsible for getting information out to youth exhibitors, recruiting of members, taking member application, election of junior officers, hosting junior meetings. Shall serve as Advisor to Junior Board.

AWARDS

Shall be responsible for coordinating, organizing and presenting all awards. Shall work with Special Events to confirm list of additional events that may require additional prizes. Shall work with Sponsorship to provide accurate list of awards needed. Responsible for ordering and sorting of all ribbons.

AGRICULTURAL EDUCATIONAL SCHOLARSHIPS

Shall be responsible for collecting, working with treasurer on depositing funds; keeping track of scholarships received for each individual. Prepare listing of scholarships to be paid to each individual; be sure that all individual recipients have sent in the applications and have entered into AgFest to be eligible; work with Treasurer to pay individuals with statements of donors; Send thank you letter to donors. Keep track of all donors – donating more than \$5,000.00 and submit to treasurer.

HOSPITALITY

Shall arrange and coordinate all meals for officials and volunteers and buyers' meal as determined by committee. Shall work with Standing Committee's to confirm list of needed daily meals. Shall work with Events committee to provide food and beverages as needed for additional approved events.

SPECIAL EVENTS

Shall work with volunteers and leaders on extra events to take place during Junior Livestock Show, submit proposed list and budget. Shall help facilitate the completion of agreed upon events. Keep complete and accurate records. Could include but not limited to hay bucking, fitting contest, Master Showmanship event, junior social.

FARM TO FORK – A SPECIAL EVENT Committee to promote AgFest in a Farm to Fork Dinner presented at the direction of the committee; its organization is used for Fundraising with proceeds to

help enrich the experience of the Youth exhibitors during AgFest; funds go towards Awards; Scholarships, but not limited to awards and scholarships.

FARM TO FORK SCHOLARSHIPS: Committee is to set criteria for Scholarship; distribute forms for Scholarship to Ag Teachers; via 4H Office; via Website; coordination with Communication Coordinator for deadlines; Committee Review and Selection; administering Scholarships.

COMMUNICATION COORDINATOR

Shall be responsible for working with each Standing Committee to develop list of all volunteers needed for event and appointing and monitoring each area not designated as a Standing Committee, including but not limited to entries, weigh-ins, clerks (show and auction), and shall communicate with committees and get information out via email/text alerts/website for upcoming timelines, events and during AgFest Events.

FACILITIES COMMITTEES:

FACILITIES

Shall develop list of projects by priority and making recommendation to membership and property owner/manager. Shall coordinate set up of all facilities, grounds and barn preparation, weigh-in (scale set up and calibration) show and auction ring set up; included but not limited to shavings, tables, chairs, hoses, Sound System, TV's, Coolers, Hand Wash Stations, animal waste/bedding removal, livestock load out preparation. Responsible for setting up work crews and securing heavy equipment needed. Work with Parking Committee to coordinate RV/Wall Parking etc. Work with Event Committee to coordinate all events scheduled, work with Auction to facilitate the Auction.

STORAGE

Coordinate set up ; Coordinate clean-up and tear down after event, and return of equipment and office and return and organize at Storage

PARKING/CREDENTIAL COMMITTEE

PARKING

Shall be responsible for developing and implementing a comprehensive plan for RV, inside, and livestock trailer parking and Handicap Parking. Work with the fair on general parking, and determine a parking plan for Auction(s). Hang up and take down all parking signage.

CREDENTIALS

Responsible for monitoring and distribution of wrist bands, RV and inside parking passes. Including, but not limited to inside wall, all volunteer, RV Parking and wristbands. Work with Official Committee to assign judge parking/wristbands, Events for special event entrance passes. Facilitating fair office with listing of exhibitor and volunteer wristbands. Providing volunteer in office/distribution and sales of such credential and other special event tickets as needed.

SECURITY

Responsible to bring names and contracts for Security provided during AgFest, pre-event set up; during event; RV Parking area, Gates and Night Security for board approval. Review with Guards expectations and follow up daily with review of previous days events. Review security hours charged and maintain hours worked; work in coordination with Parking and Credentials, Events and Facilities. Prepare a Plan of Action and implementation of Emergency Exits to post.

Amendments to Bylaws approved at General Meeting on 9/10/19

Grammatical Errors

Change Title – omit **County**

Article 1 – omit **County**

Article II -Section 2 change cooperate to negotiate

-Remove Section 3

-Re-number Section 4, 5 to 3 and 4

Article IV

Section 1 – change *months* to **month**; remove *of November, December, January, February, March, April, May, July, September, October*; remove *selected*; add **designated**

Section 2 – Remove *on the first Tuesday of*; insert **in**; remove the word *shall* insert **will**; remove *the September regular* insert **this**

Section 4 – Remove the word *sent* replace with **notified**

Article V

Section 1 - Remove the words *and for no more than two consecutive terms in each office*

Section 2 – Remove *November* replace with **next**; remove *any time before the July meeting*

Section 5 – Standing Committees: Remove *Officials* change to **Operations** add **Parking/** before Credentials

Section 5.B. remove *December meeting* add **president appoints a chairperson**

Article VIII Nominating Committee add **meet before the September membership meeting** and remove *be appointed by the President at the July Board meeting*; remove *four Regular members and two members each may be appointed by San Joaquin County 4H and Delta-Cal Section FFA* and insert **and paid members in good standing.**

STANDING COMMITTEES

Changed to incorporate duties and more detail than previous

Amendments to Bylaws approved at Regular Meeting on 09/06/22

Article V.

Section 1. Add **Grange** – Omit *Delta Cal Section*, Add after FFA, ***chapters residing in San Joaquin County***

Section 2. Omit **each**; Omit **San Joaquin County 4H and Delta Cal Section**; Add after FFA ***Advisors and three delegates and their alternates from 4-H/Grange.***

Article VI

Section1 : Add **Grange**

Article VII

Section 1. Omit entire sentence ***The president shall be a member of the Livestock Advisory Committee of the 2nd District Agriculture Association.***

Article VI

Section 6. Omit **Delta Cal Section** Add after FFA ***chapters residing in San Joaquin County.***

Standing Committees:

Governance: Add ***INSURANCE Review upon renewal insurance policies and bring forth any changes to the policy as needed.***

Still Exhibits Committee: Add **Grange** Omit: **Delta Cal Section** Add after FFA ***chapters residing in San Joaquin County***

STORAGE: Omit ***by taking everything from Storage to the Fairgrounds;***

