

MAUI 4-H LIVESTOCK ASSOCIATION

Constitution and By-Laws (Amended 08/23/2023)

Article 1 - Corporation Identification

Section 1.1 Corporate Name The legal name of this organization shall be MAUI 4-H LIVESTOCK ASSOCIATION, and shall only do business and be known as: MAUI 4-H LIVESTOCK ASSOCIATION.

Section 1.2 Purpose of The purpose of this organization is to develop fellowship and mutual understanding among all 4-H members, farmers, ranchers and those interested in livestock and its constituents.

Section 1.3 Location The principal office of the organization shall be in the County of Maui, State of Hawaii.

Section 1.4 Fiscal Year The fiscal year of the organization shall be September 1 through the last day of August the following year.

Section 1.5 Books and Records The organization shall keep correct and complete book and records of account, shall keep minutes of each proceedings of its Members(if any), Board of Directors and any committees having any authority of the Board of Directors, and shall keep registered office or principal office in the State a record of the names and addresses of its Members(if any) that are entitled to vote.

Article 2 - Membership

Section 2.1 Membership shall be open to all 4-H Members including parents, family members or others interested in the 4-H Livestock program.

Section 2.2 All past Presidents shall be inducted into the Association as honorary lifetime members.

Section 2.3 This organization shall follow the Hawaii State Livestock Council By-Laws and the Hawaii 4-H Policies and Procedures.

Section 2.4 All members are responsible to complete YQCA; Youth for the Quality Care of Animals assurance certifications prior to start of a project and have certificates made readily available and a part of their records for each species project.

Section 2.5 All members are required to uphold their current species project records (Project Book(Financial) and Record Book(Story) within Zsuites; <https://4h.zsuite.org/> online and

physical turn in and online submit at specific due dates provided by the Board of Directors and CTAHR Agent.

Article 3 - Officers, Executive Board and Responsibilities

Section 3.1 The Executive Board officers of this organization shall comprise a President, Vice President, Secretary and Treasurer. The Board of Directors of this organization shall comprise a President, Vice President, Secretary, Treasurer, Extension Advisor, Beef Chairman, Swine Chairman, Lamb Chairman, Goat Chairman, Awards Chairman, Publicity Chairman, Membership Chairman, Buyer Chairman, Hospitality Chairman..

Section 3.2 Executive Board Officers Responsibilities

President Responsibilities: Plan and preside over all meetings of this organization, call upon special meetings as necessary. Conducts meetings according to parliament procedure, notifies Executive Board Members of all meetings, Attends the monthly Hawaii State Livestock Council meetings as a representative and reports back with information covered. Arranges for the Vice President to preside over meetings if unable to attend. Fills any vacancies occurring on the Executive Board, organizes county shows and auctions, manages conflicts that may arise, be knowledgeable with rules and regulations, maintain and keep record of association physical inventory, oversee livestock programs ensuring everything is running properly.

Vice President Responsibilities: Presides when the President is absent, responsible to assist the President as needed.

Secretary Responsibilities: Keeps minutes of all meetings, including written copy of treasurer's reports, reads and provides written minutes of last meeting, maintains a permanent file of minutes for the last 5 years, takes roll call at all meetings, conducts all correspondence for the association, reminds members of special meetings by phone or postcard, etc, complies contracts for Buyers needed for auction, collects Scholarship applications and presents to Board of Directors.

Treasurer Responsibilities: Deposits all funds collected into established banking institutes, maintains a full and accurate account of receivables and payables in the books belonging to this organization. Pays out money when approved by the Executive Board, authority of a second signature to all checks written out. Compiles a written monthly treasurer's report and presents it to all monthly meetings. Maintains a permanent file for all treasurer reports, provides an annual treasurer report along with actual bank statements, with annual budgets vs actual expenditures or income. Files our end of year financial reporting to CTAHR to uphold our 501c3

Section 3.3 The Executive Board shall be the governing body of this organization. Policy making shall be the responsibility of the Board of Directors.

Section 3.4 In case the Office of President is vacated, the Vice President will assume all the duties of the said office for the balance of the term.

Section 3.5 In the case of a vacancy of any office, appointment shall be made by the Executive Board within 30 days.

Section 3.6 The immediate past President shall be an ex-official of the General Board with the right to vote at a General Member meeting.

Article 4 - Committees and Responsibilities

Section 4.1 Standing Project Committees - Beef, Swine, Lamb and Goat

- A. All Specie Chairman shall appoint at least 4 members to serve on their committee.
- B. The committee is responsible to provide written rules in compliance with the Hawaii State Livestock Council to each 4-Her prior to the commencement of each project. These rules shall be subject to prior approval by the Executive Board.
- C. The committee shall conduct project tours as specified in the written project rules.
- D. The committee shall schedule weigh in dates, time and place using a certified scale for county and state projects.
- E. The committee shall contact Slaughterhouse to arrange for slaughtering, carcass shows and pickups.
- F. The committee shall coordinate hauling of animals to slaughter except for Goats.
- G. Each committee is responsible for maintaining inventory of supplies needed for weigh-ins, and shows; such as ink for tattoo, ear tags, etc.

Section 4.2 Other Standing Committees

A. Publicity Committee

Responsibilities: Coordinates and promotes all publicity, related to this organization. Reports all organizations activities such as but not limited to write articles on weigh-ins, special activities, community services, show, auction, list of winners and Mahalo Ads to the general public via newspaper, magazines, television, radio, social media, etc. Compile and Post a Mahalo Board at the show, keep updated inventory of all 4-H banners, orders, places, and pick up sufficient banners or signs throughout the island promoting Show and Auction. Note: Banners/Signs are not allowed to go along State Highways.

- B. Membership Committee
Responsibilities: Solicits of new members and current members and maintenance of membership roster. Collects and issues receipts for membership dues and registration fees. Turns in all dues and fees collected to the Treasurer with a current list of All paid members as needed. Also maintains a list of lifetime members.
- C. Hospitality Committee
Responsibilities: Organizes the Pupu Party at Auction, keeps inventory of supplies on hand, purchases supplies as needed, compiles refreshment list for members for the Pupu Party with Distributing list to Club Leaders and 4-Hers, pickup and organize lei distribution for Judge, Auctioneer, Scholarship Recipients, Graduating Seniors and any guest that will be in attendance. Orders food and arranges delivery. Be made available at all times or have a volunteer to replace, keeps area clean at all times, packs up all leftovers after pupu party is over, take current inventory of all supplies prior to packing up to be sent back to Piiholo, packs all banners or supplies in cooler, help and assist organize award ceremony or other social event, work and stay within budget.
- D. Buyers Committee
Responsibilities: Responsible for recruitment of buyers, parents and 4-Hers shall be represented on this committee. Compiles a current list of Buyers and potential Buyers with addresses and contact information, list is updated and provided to Leaders to share with 4-Hers, Board of Directors one month prior to Auction. Keeps close contact with Buyers, keeping them up to date with information pertaining to auction and projects available. Sends invites to Buyers to attend Pupu Party and Auction, responsible for logistics of Auction in regards to Buyers Sign in until product is actually delivered to Buyer. Works closely with Slaughterhouse, 4-Hers, with 4-Hers and Families connect directly with Buyers for delivery. Sends out Mahalo/Thank you Cards also send out Holiday Cards and Save the Date cards to everyone on Buyers List, work and stay within budget.
- E. Awards Committee
Responsibilities: Compiles list of awards needed, maintains list of awards on hand, present to Executive Board for ideas for awards and approval. Work within the budget given, orders awards in a timely manner. Solicit donors for awards staying away from all current or potential buyers. Maintain a goal in bringing in enough donations to cover the cost of awards. Provide awarded 4-her's with information needed to send Thank you notes to donors. Send out Thank you notes and receipts to donors, maintain, display, and keep Friend of 4-H plaques up to date at all

times. Work with the Publicity Chair to get out the Mahalo Ad in the local newspaper.

Section 4.3 Special Committees may be appointed by the Executive Board whenever deemed necessary.

Article 5 - Meetings

Section 5.1 General Board Meetings shall be held monthly and shall be open to Board Members and Club Leaders as a guest, with no voting rights.

Section 5.2 At least 5 General Membership meetings shall be called with the start of our 4-H year starting September 1, of the current year.

Section 5.3 The annual August meeting of this organization shall be in person or virtual and its agenda shall be as follows:

- A) Call meeting to order
- B) Ascertainment of quorum
- C) Minutes of the last meeting
- D) Report of the President
- E) Report of the Treasurer
- F) Reports of the Committees
- G) Unfinished Business
- H) New Business
 - a) Election and installation of officers
 - b) Inaugural address by the New President
 - c) Other Business
- I) Adjournment

Section 5.4 The incoming Board of Directors shall meet shortly after the election to prepare and formulate the annual budget, show and sale policies and programs for the coming year and said budget copy shall be presented to all members at the first general membership meeting.

Section 5.5 Quorum - Fifty percent (50%) of the Board of Directors shall constitute a quorum for any board meeting.

Section 5.6 Quorum - Fifty percent (50%) of the General Membership in attendance at meeting shall constitute a quorum for any general membership meeting

Article 6 - Finances and Expenditures

Section 6.1 All monies collected or raised in the name of or in behalf of this organization shall belong to this organization.

Section 6.2 Upon adoption of the annual budget, no additional money, or funds belonging to this organization shall be expended nor shall any liabilities be contracted in behalf of or incurred against this organization, except as provided in the annual budget, without the approval of the Board of Directors.

Article 7 - Dues

Section 7.1 The annual dues of this organization shall be \$5.00. Renewal dues shall be due and payable at the beginning of the Association year and shall be paid on or before each year. The dues of new members shall be collected on or before the weigh in of project or starting of year April 1 of current year. Membership dues can be collected at General Member Meetings. With a current roster being made available at Association meetings as a reference.

Article 8 - Fundraiser and Community Service

Section 8.1 All active 4-H'ers participating in a livestock project are expected to take part in at least one community service outreach event with the Association or on a club level.

Section 8.2 Association may conduct fundraising event activities throughout the year as needed to support the program.

Article 9 - Elections

Section 9.1 Nominations for Board Positions will be conducted as a slate nomination.

Section 9.2 Further nominations from the floor may be made at the August meeting

Section 9.3 Elections shall be held by secret ballot providing that there is more than one nomination.

Section 9.4 Only paid members shall have the right to vote in the elections of officers.

Section 9.5 Proxies shall be prohibited for any and all meetings

Section 9.6 The Board of Directors shall serve at the discretion of CTAHR and hold said office for a term of 2 years or until there is a successor duly elected or appointed and qualified.

Article 10 - Delegates to the Hawaii State 4-H Livestock Council

Section 10.1 The President and Vice President shall be the official delegates to the Hawaii 4-H Livestock Council and any other delegate authorized to represent this organization shall be selected by the Board of Directors.

Article 11 - Amendments

Section 11.1 Any member of this organization may propose an amendment to the Constitution and By-Laws by presenting the same in writing to the Board of Directors.

Section 11.2 All proposed amendments approved by the Board of Directors shall be printed and given out at the general membership meeting to every member in attendance.

Section 11.3 All amendments approved by the Board of Directors must be ratified by a $\frac{2}{3}$ majority vote of the members present at the meeting.

Article 12 - Scholarship

Section 12.1 The Maui 4-H Livestock Association Scholarship Fund, this scholarship program will be instituted and overseen by the Board of Directors of the Maui 4-H Livestock Association. Selection process and details are entailed with the scholarship application.