

JUNIOR LIVESTOCK ADVISORY COMMITTEE

BY-LAWS

MISSION STATEMENT

The mission of the Junior Livestock Advisory Committee is to advise the Napa Town and Country Fair to promote, support and equip Napa County children for agriculture in the twenty-first century.

Article I

NAME

The name of the organization shall be Junior Livestock Advisory Committee, hereinafter known as JLAC.

Article II

PURPOSE

JLAC shall be a non-profit organization whose purpose is to act as advisors to the Fair's Chief Executive Officer and the Napa Valley Exposition Board of Directors on livestock oriented matters. The committee's primary goal is to advise in the formulation and maintenance of a quality livestock program for the Napa Town & Country Fair. A scholarship fund will be in place to support scholarships for livestock exhibitors.

Article III

MEMBERSHIP

The JLAC shall be composed of local citizens. An active member is defined as a member that has attended at least six out the previous year's meetings, or attended the last two meetings.

Article IV

THE COMMITTEE

The Committee shall consist of the Executive Board, Appointed members and members at large. During matters that require a vote, each member shall have one (1) vote. A quorum of eight (8) shall be necessary to transact business.

A. Executive Board

The Executive Board (elected officers) shall consist of a President, Vice-President, Secretary, Treasurer, and Press Secretary. A quorum of three (3) is necessary to transact business.

1. The Executive Board shall develop an annual budget for approval by the JLAC general membership by the March meeting.
2. Interim between general meetings the Executive Board by three-fourths (3/4) vote shall be limited to an unbudgeted expenditure of \$200.00 without a vote by the general membership. Any expenditure by the Executive Board must be presented at the following general meeting.

B. Eligibility

Eligibility for an elected position (Executive Board) on the Committee shall be met by being an active member of the JLAC. Eligibility for the position of President, Vice-President, Secretary, Treasurer, and Press Secretary shall be met by being actively involved in the JLAC the year prior to election and attended at least ten (10) of the last two years meetings.

C. Term of Office

The Executive Board shall serve a term of one (1) year. The Executive Board members shall assume their duties on January 1st. An office shall not be held by the same person for more than two (2) consecutive years, unless there are no new people interested in running for office. Members shall be eligible for re-election to the same office after a one-year hiatus.

D. Vacancies

In the event of a vacancy, The President shall appoint a person to fill the vacancy for the unexpired portion of the term and such appointments shall be ratified by a majority of the Committee.

E. Officer Removal

An officer can be removed for failure to perform duties, attend meetings or other acts of moral turpitude by unanimous consent of the Executive Board and ratification by two-thirds (2/3) of the Committee.

F. Election of Officers

Members will be nominated for office and may accept or decline nomination. Officers will be elected sequentially by secret ballot and announced immediately as each office is filled.

G. Appointed Members

Eligibility for an appointed position on the Committee shall be met by being an active member of the JLAC. The Chairpersons at all committees shall be appointed or dismissed by the President with the approval of the Committee. In the event of a vacancy of a Chairperson, the President shall appoint a new Chairperson with the approval of the Committee.

H. Goal and Objectives

The Executive Board, in collaboration with the JLAC membership, shall establish specific goals and objectives for the year. These goals shall be met by establishing the necessary funding requirements.

Article V

DUTIES OF THE EXECUTIVE BOARD

A. President

It shall be the duty of the president to preside over all regular and special meetings of the JLAC and appoint the chairperson of each committee. The President shall be one (1) of five (5) co-signers of checks with the Vice-President, Secretary & Fair CEO and Fair Assistant Manager.

B. Vice-President

It shall be the duty of the Vice-President to become familiar with the duties of the president. Preside at all meetings in the absence of the President and to succeed the office of the President if that office should become vacant between elections.

C. Secretary

It shall be the duty of the Secretary to record the full and complete minutes to the Fair administration office for distribution. Also, to carry on such correspondence as the committee and the President shall direct.

D. Treasurer

It shall be the duty of the Treasurer to be responsible for all financial transactions of the JLAC. The Treasurer shall be prepared to present an up to date financial report at each meeting. The Treasurer shall not be one (1) of five (5) co-signers. The co-signers shall

be the President, Vice-President, Secretary & Fair CEO or Fair Assistant Manager. The Treasurer shall have the accounts and records ready for audit at the close of the fiscal year, which shall be designated as December 31.

E. Press Secretary

It shall be the duty of the Press Secretary to communicate with local clubs, media and committee's regarding JLAC events and meetings.

Article VI

MEETINGS

A. Regular Meetings

There shall be at least ten (10) regular meetings each calendar year and such other meetings as deemed necessary. The December meeting shall be designated as the annual meeting at which time officers shall be elected. The regular meetings shall be held on the first Tuesday of the month at the fairgrounds, unless changed by committee action.

B. Special Meetings

Special meetings may be called at any time by the President.

C. Meeting Notices

Notices of all meetings of the JLAC shall be sent out by the Fair Office at least one week prior to the meeting.

D. Agenda

The Agenda of each meeting shall be prepared by the secretary with input from the President.

E. Voting Significant Issues

Significant policy or procedural change(s) brought before the Committee for consideration, discussion and requiring a vote thereupon, shall be voted at the next or subsequent meeting, only after proper notification to members is made through listing said vote as an agenda item for the meeting at which the vote shall take place. Only active members can vote on significant items.

F. Order of Meetings

Meeting shall be conducted according to Robert's Rules of Order.

Article VII

AMENDMENTS

These By-Laws may be amended after listing the changes as a significant issue then ratified by two-thirds (2/3) vote at any following meeting and will become effective after thirty (30) days written notice has been given to the general membership. Notice in writing shall be posted at the Fair Office and shall be distributed in writing.

Article VIII

SAVINGS CLAUSE

Should any provision of these By-Laws be declared invalid or inoperative to by any competent authority of the Federal or State Government, the Committee shall have the authority to suspend the operation of the provision only.

Article IX

CONFLICT OF INTEREST

Any Committee member with a potential conflict of interest shall so state in writing and present the written statement to the Committee.

Article X

DISBANDMENT

In the event the JLAC is disbanded, all remaining funds and equipment will go to Friends of the Napa Valley Exposition.