

Clark County Junior Livestock Association Constitution

Article I – Name

Section 1:

This organization, an affiliate of the Clark County Fair, and therefore a de facto and de jure instrumentality of a government agency, shall be known as the Clark County Junior Livestock Association, and shall be hereafter referred to as the “Association” in this Constitution.

Article II – Purpose

Section 1:

To conduct an annual livestock show and sale for members of youth organizations (i.e. 4-H and FFA).

Section 2:

To work with Cooperative Extension Service, Agricultural Education Departments, Livestock Groups and Individuals, in a wide range of youth involvement in livestock showmanship, judging, etc.

Section 3:

To make arrangements and provide for facilities to accommodate a livestock show and sale.

Section 4:

To solicit bids, arrange for buyers and transact all business of sales, including arrangements for slaughtering, processing, grading, etc.

Section 5:

To manage a livestock show and sale in accordance with rules and regulations set forth by the Association.

Section 6:

To promote sportsmanship, self-reliance, individual initiative, responsibility and other positive character traits of youth in exhibiting, showing and selling livestock.

Section 7:

To conduct the business of the Association as a non-profit organization and maintain a sound economic policy.

Section 8:

To assist the Cooperative Extension Service Agents and Agricultural Educators to facilitate youth development through livestock projects and activities.

Section 9: Educate the public about agriculture, animal husbandry, livestock shows, and the meat industry.

Section 10: Educate and promote good agricultural practices among exhibitors.

Article III – Membership

Section 1:

Membership in the Association shall consist of community leaders, businessmen, parents, youth organization leaders, and Agricultural Educators, who have an interest in youth and livestock and represent diversified interests and abilities. Extension staff representatives may be ex-officio members of this Association.

Section 2:

Membership in the Association is open to representation without regard to race, color, sex, or national origin.

Section 3:

New board members shall be nominated and accepted only by a majority vote of the board members of the Association.

Article IV – Officers

Section 1:

Officers of the Association shall consist of President, Vice-President, Secretary, Assistant Secretary (Appointed by the Secretary) and Treasurer.

Article V – Meetings

Section 1:

Regular meetings of this Association shall be scheduled for the first Tuesday of each month with the exception of June, July and August, with a written or electronic notice sent to each member and posted on the website at least ten (10) days prior to scheduled meetings with the agenda for the upcoming meeting and the minutes from the previous meeting attached. If all officers and species stewards unanimously conclude that a meeting is unnecessary, they may cancel the meeting with proper notice (10 days prior to scheduled meeting). December and January meetings may be held in conjunction with weigh-in with proper notice (10 days prior to scheduled meeting).

Section 2:

The annual meeting and election of officers shall be held biennially in September on the first Tuesday, in odd numbered years, with nominations for officers being conducted in that meeting.

Section 3:

Special meetings may be called by the President upon proper notification of all members. Special meetings may also be called by the Vice President, with the approval of 3/5 's of the association's board members, with proper notification of all members. Special meetings may also be called by a majority of officers and stewards with proper notification of all members.

Section 4:

With prior approval from the secretary, voting members may participate in meetings electronically via phone or video conferencing if available, with the exceptions of the meeting immediately preceding the show, and the biennial election of officers. Virtual attendance will count towards yearly attendance totals, but only members attending in person will be allowed to vote.

Section 5:

Meetings are open to the public. Board membership will decide an appropriate length of time for public comment.

Article VI – Quorum and Voting

Section 1:

One half of the voting membership of the Association shall constitute a quorum.

Section 2:

A majority vote of the board (voting) members present shall be required to pass a motion.

Article VII – Amendments

Section 1:

This constitution may be amended at any meeting of the Association by two-thirds vote, a quorum being present, providing the proposed amendment has been discussed in a previous meeting and agreed upon by a majority present at that meeting. Notice of the proposed amendment must be sent to Association members at least ten (10) days prior to the next regular meeting.

**Clark County Junior Livestock Association
By Laws**

Article I – Duties of Officers

Section 1:

President

- A. Shall preside at all meetings of this Association.
- B. Shall have authority to appoint standing, project and special committees and fill vacant committee positions and report said appointments at the nearest meeting accordingly.
- C. Shall appoint a liaison to the Clark County Fair and Rodeo Board.
- D. May make additional appointments as needed (ie social media specialist, technology specialist, parliamentarian) and report said appointments at the nearest meeting accordingly
- E. Shall accept protests at the fair per the rule book.

Section 2:

Vice-President

- A. Shall, in the absence or disability of the President, perform the duties of the President.
- B. Shall act as an ex-officio liaison between standing committees and the President. Shall report to the board on committees at meetings or assign someone on the committee to do so.
- C. Oversee the Sponsor committee and Grounds and Maintenance committee.
- D. Will hang the banner for Grand and Reserve Grand Champion photos.

Section 3:

Secretary

- A. Shall keep an accurate record of all meetings of the Association and of the livestock show, excluding money records.
- B. Shall provide minutes for meetings.
- C. Shall be responsible for all necessary Association correspondence.
- D. Shall appoint an Assistant Secretary.
- E. Shall upload meeting minutes and agendas onto the CCJLA website.
- F. Shall create a sale order and auction book with the help of the assistant secretary.
- G. Shall print front and back tag numbers and provide exhibitors with numbers, safety pins, wrist bands, and sponsored T-shirts.
- H. Shall oversee the organization of social media accounts.

- I. Shall hire a photographer with board approval for market, Grand and Reserve Grand Champions, showmanship and Saturday Awards. Will provide exhibitors with information on how to obtain pictures (i.e. link on ccjla.com)
- J. Contract a judge for the show

Section 4:

Assistant Secretary

- A. Shall oversee the Show Prize Committee to coordinate the purchase of all awards, prizes, banners, and ribbons.
- B. Should handle all news releases before and after the fair.
- C. Shall make all arrangements for advertisement (i.e. weigh-in dates, pre-show, Grand and Reserve Grand Champion Buyers/pictures and winning exhibitors/pictures).
- D. Shall provide the announcer with a script of winner's, prizes, and sponsors for Saturday's awards.
- E. Shall help the secretary create a sale order and auction book.
- D. Shall assist the Secretary wherever needed.

Section 5:

Treasurer

- A. Shall keep an accurate record of monies of the Association.
- B. Shall Provide a Financial Report each Association Meeting.
- C. Shall provide for an annual review of the financial record of the Association.
- D. Shall provide a yearly budget.
- E. Shall provide the cash awards to the prize committee for the Saturday Awards presentation.
- F. Shall keep, and provide a tax preparer with, records for the year.
- G. Shall oversee the Auction and the Auction Committee.
- H. Shall bill buyers and send a tax exempt receipt to them after they pay.
- I. Shall pay exhibitors after money is collected from buyers.
- J. Shall create buyer's contracts.
- K. Shall purchase ear tags for weigh-in.
- L. May appoint an Assistant Treasurer for non financial duties, with the approval of the President.
- M. Shall oversee the
 - i. Ordering of supplies for the auction including buyers numbers, bonus money forms and buyer's contracts.
 - ii. Sending of exhibitor meat pick-up information, pre-check, and a thank you list for buyers, bonus money sponsors, and prize sponsors.

iii. Send buyer letters and fair entrance tickets to the previous year's buyers.

Section 6: An officer may be removed from office with a 3/5s vote for failure to discharge duties or for conduct unbecoming to the organization.

Article II – Election of Officers

Section 1:

Election of officers shall be held at the biennial September meeting of the Association, to be held the first Tuesday of September, in odd number years.

Section 2:

Officer nominations shall be made from the floor. Executive members shall not be related to each other unless there aren't any other nominations.

Section 3:

The term of office will be two years and each officer may be re-elected according to the interests of the membership of the Association.

Section 4:

Any officer who resigns, or must be replaced for any cause, shall be replaced by appointment with a board member of the Association to complete the term of office by the President. The Vice-President shall become the President in the event of a vacancy in that position.

Section 5:

The office of president shall have a term limit of two consecutive terms, a former president may run for re-election only after one full term has transpired since their prior departure from office. In the event that the Vice President fills out the remainder of a vacated presidency, they shall be eligible to run for and be elected to 2 consecutive terms.

Article III – Removal From Office

Section 1: An officer may be removed from office with a 2/3s vote for failure to discharge their duties, for violating the associations bylaws, constitution, or show rules, or for conduct unbecoming of a board member and officer.

Article IV – Membership

Section 1:

Membership in the Association shall include, but not be limited to, the following representation: Businessmen, youth organization leaders, parents and community leaders as needed. There shall be two types of membership classes, “board member” and “associate member”

Section 2:

An “interested party” is defined as a meeting attendee that wishes to join or support the association.

Section 3:

An “interested party” may become an “associate member” after attending two consecutive meetings and being presented for associate membership at the second meeting, and then confirmed by a majority vote of board members at the third consecutive meeting attended.

Section 4:

Associate members are ineligible to vote. Associate members may present others as associate members, and speak on items during meetings. Associate members are eligible to chair and are required to serve on committees. Associate members are ineligible to hold elected office, but may be appointed to other positions.

Section 5:

“Board members” have all the rights of associates, and may also chair committees, vote on all business before the association, and vote in elections and are eligible for elected office.

Section 6:

A vacancy among board members may be filled from the roster of associate members by the most senior associate member. Seniority shall be determined by attendance, with those who have attended more meetings being more senior. The most senior associate member must be presented for board membership at one meeting, and then voted in by a majority at the next meeting. If a senior associate member refuses a seat on the board, they shall retain their seniority, and the seat shall be offered to the next most senior member. Attendance will be verified by past meeting minutes.

Section 7:

Board Members should attend all regularly scheduled meetings. Any member who misses 3 meetings (September - May), shall, with a majority vote, lose their voting privileges, and shall be made an “associate member” An associate member shall forfeit their membership if they do not serve on a committee in any given calendar year.

Section 8:

The total regular board membership shall not be less than nine (9) nor more than thirty (30).

Section 9:

Any member who fails to discharge their duties, violates the rules of the organization, or engages in conduct unbecoming of a member (ie. swearing, yelling, etc.) may be censured or expelled from the association with a 2/3rds vote.

Section 10: By unanimous vote of a quorum at any meeting, the Association may vote to bestow honorary membership to individuals who have served in or supported the Association, or the livestock show honorably for an extended period of time.

Article V– Committees

Section 1:

All committees shall be designated at the direction of the President of the Association or by a board member at a meeting, following Robert’s Rules of Order, to meet specific needs of the Association.

Section 2:

Committee chairpersons shall be appointed by the President, or by a board member at a meeting, following Robert’s Rules of Order.

Section 3:

The chairperson of committees shall conduct and give leadership to the committee and report the result of the committee effort or assignment at the meeting of the Association. The board will then discuss and vote on the proposed changes (either item by item or collectively).

Section 4: A standing show committee consisting of the CCJLA presidency and the stewards of all species will be assembled for decisions that need to be made at the fair. The show committee (9 members) may oversee all decisions that need to be made during the fair with 6 votes of 8 members present.

Section 5: It is mandatory that board members and associate members be on at least one committee. All committee changes and decisions are subject to a 2/3 vote of approval by the board. Members can volunteer for any and multiple committees. Officers may appoint individuals to committees. Officers, species stewards, the committees and their responsibilities are as follows:

I. "Buyers committee" responsibilities shall consist of, but are not limited to, the following: to advertise and recruit new individuals and businesses to support the livestock sale, encourage exhibitors to thank buyers via letters or an appropriate gift, and to coordinate with and assist the Buyers Dinner Committee.

II. "Grounds and Maintenance" committee shall coordinate with the county to ensure facilities are adequate and cared for. The committee shall organize pen-set up and swine shade set-up, and make sure the facilities are clean and maintained during and post-fair. "Grounds and Maintenance" may assign FFA Chapters and 4-H Clubs to assist them during the fair. The committee shall assist with the Herdsman Contest and make recommendations to the board for needed items. They will work with facilities maintenance to coordinate and repair electricity problems and any other facility problems that may arise. They shall contact Nevada Department of Agriculture Division of Weights and Measures to certify scales, within 1 month of the show.

III. "Buyers' Dinner" committee shall organize the buyers' and community dinner, including, but not limited to, food, paper goods, tables, chairs, tablecloths, setup, and clean-up. Recommendations for catering services shall be approved by the board.

IV. "Sponsor Committee" and "Prize Committee" (Coordinate with each other)

The Sponsor Committee shall recruit sponsors or verify continued sponsorship for the buyers' dinner, and prizes. Shall create a sponsor list to be mailed and posted for exhibitors to write thank you's. Shall maintain sponsorship banners in the barn. Items to auction at the sale (i.e. quilts, pickled eggs, etc.) are to be procured by this committee. Raffles and other fundraisers are also under the direction of the Sponsor Committee. The Sponsor Committee is under the direction of the Vice-President.

Prize Committee- Under the direction of the Assistant Secretary, shall order buckles, prizes, ribbons, Grand and Reserve Grand Champion Banners. Will consult the rule book for the prize money allocation. Will organize the awards and hand them out to exhibitors during the Saturday Awards presentation.

V. "Pre-Show/Jackpot/Practice Committee" With approval of the board, this committee may organize a practice jackpot, as a means of giving exhibitors a practice opportunity, and to fundraise for the association. In addition, the committee may hold showmanship practices and clinics and a pre-show.

VI. “Packers Committee” Shall make arrangements for animal transport to slaughter facilities. Shall make arrangements for meat transport and schedule and alert members when and where “delivery day” is (coordinate with Treasurer and Social Media Specialist). Shall invite, solicit, and contract, subject to board approval, meat processors and facilities. May organize a carcass contest.

VII. “Evening and Sunday Activities” With the board’s approval, shall organize and sponsor appropriate evening activities (ie. dances, games, socials). Subject to the board's approval, may organize Old Timers Showmanship, Sheep Fitting Contests, and other entertainment and contests as well.

VIII. “Auction Committee” Under the direction of the Treasurer and subject to board approval, shall make arrangements for a licensed auctioneer to facilitate the sale. Shall assist with registering buyers, and recruiting volunteers to assist with the auction.

IX. “Educational Display/ Record Books” Shall work with and assist Extension staff with organizing an educational display contest. Shall work with Extension, 4-H leaders, and FFA to organize a record book contest.

X. “Livestock Judging Committee/ Livestock Education Challenge” Shall work with 4-H and FFA to organize, run, and score a livestock judging contest at the livestock show. Will create and score the Livestock Education Challenge according to the rule book.

XI Social Media and Technology committee

Shall post events and updates on Social Media (i.e. Facebook and Instagram, etc.) to keep exhibitors and interested individuals updated on the happenings of the Association. Members of this committee will all have administrative rights to all social media to ensure the account information isn’t lost with one individual. This committee will also maintain the domain and update the ccjla.com webpage and work to ensure that computers, wi-fi connections, printers, and other technological necessities to run the show are in place and working prior to the show, as far as possible.

Article VI —Stewards

Section 1: Each species shall have 1-2 stewards. The officers shall unanimously select stewards from the board membership or the associate membership of the organization. It’s recommended that there be a “senior steward” that can train a “junior steward” to eventually become the “senior steward”.

Section 2: The responsibilities of the stewards are as follows: Stewards are responsible for the weigh-in and tagging of their respective species. Stewards shall create market classes, to be approved by the president, and ensure classes run smoothly. Stewards will work with the Secretary and President to create Showmanship classes. Stewards shall be responsible for creating a map for the pen-set up committee that they feel is optimal for their barn, and for keeping their areas clean and in-order. They shall work with exhibitors to provide appropriate animals for Livestock Judging and Round Robin, as needed, and should remain present to safeguard those animals during those contests. Steward shall make the scales available for weight checks during practices and at the request of exhibitors, as is reasonable. Stewards are responsible for the re-tagging of animals as needed and informing the Secretary. Stewards will also be responsible for lining up classes, determining entrance order, and helping in the ring when their respective animals are being shown. Stewards shall enforce the show rules as passed by the board.

Section 3: A steward may be removed from office by unanimous vote of all officers for failure to discharge duties and conduct unbecoming of a board member. A steward may also be removed to allow others an opportunity to serve in that position.

Article VII – Amendments

Section 1:

These by-laws may be amended at any meeting of the Association by two-thirds vote, a quorum being present, providing amendment has been discussed in a previous meeting. Notice of the proposed amendment must be sent to Association members at least ten (10) days prior to the next regular meeting.

If a committee has proposed additions, deletions, and amendments and presented them at a meeting; discussion and amendments can be made from the floor, before the vote, at the following meeting.

Article VIII Parliamentary Authority

Section 1:

“Robert’s Rules of Order, Newly Revised” shall be the parliamentary authority on all matters not covered by the Constitution and By-Laws of this Association.

Section 2:

“Robert’s Rules of Order, Newly Revised” shall be the parliamentary authority of standard procedure for the conduct of all meetings of this Association.

Article IX– Suspension of By-Laws

Section 1:

These By-Laws may be suspended in case of emergency or natural disaster by unanimous vote of all present at a meeting called for such a stated emergency.

The foregoing was adopted by the General Membership of the Clark County Junior Livestock Association of September 7, 1987 as the official instrument of the Association

Revised October 1999

Revised November 2002

Revised May 2003

Revised August 2005

Revised November 2007

Revised November 2015

Revised March 2022

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