

CONSTITUTION AND BY-LAWS
Of
EAST UMATILLA JUNIOR FAIR ASSOCIATION

EIN No. 93-0821256
Adopted September 25, 2013

ARTICLE I – Definitions

Association Member – The membership of this Association shall be composed of persons who are interested in and will lend their assistance in the promotion of the purpose of this Association.

Voting Member – Is an Association Member who has attended a minimum of two meeting in the previous fiscal year. Voting members are eligible to vote on elections, bylaws and recalls.

Officers – Chairman, Vice Chairman, Secretary and Treasurer

Board Members – Five elected Association Members who have attended a minimum of two meetings in the previous fiscal year. (This will not go in effect until September 2014)

Executive Board – Consists of the officers and board members.

Quorum – Two-Thirds of Siting Executive Board

Majority vote – Two-Thirds of the membership present.

Fiscal Year – October 1st through September 30th.

ARTICLE II – MEMBERSHIP

Section 1: The membership of this Association shall be composed of persons who are interested in and will lend their assistance in the promotion of the purpose of this Association. Members shall also reside in Umatilla County or reside in the boundaries of Walla Walla, College Place or Touchet School Districts.

Section 2: Active members shall consist of members who are interested in the Youth Activities of the Community.

ARTICLE III – EXECUTIVE BOARD

Section 1: The officers of the East Umatilla Junior Fair Association shall consist of Chairman, Vice-Chairman, Secretary, Treasurer will be elected in accordance with the provisions of the Article III Section 4. Not more than one office may be held simultaneously by the same person.

Section 2: The Executive Board Members shall consist of five members (plus officers) and serve a term of three years. They will be elected in accordance with the provisions of Article III Section 4.

Section 3: A system of retirement of board shall be practiced so that at least one Board Member leaves the office each year.

Section 4: **Election and Term of Office** - The Officers of the East Umatilla Junior Fair Association shall be elected by a majority vote of the voting members at the annual meeting. Each Executive Board member shall hold office for a three year term and thereafter until their successor shall have been dually elected and qualified. Executive Board members may not serve more than three consecutive terms, or 9 years. Executive Board members must take a two year leave of absence after serving nine consecutive years.

Section 5: Executive Board member may be removed when the board member is not doing the duties of their position or missing more than three meeting without a good justification. Decisions are made by a majority vote and will be supported by all Board members. The voting membership shall be given written notice two weeks before the meeting and the affirmative vote of two-thirds of the present eligible voting membership. Written justifications must be submitted to the Chairman or Vice Chairman.

Section 6: **Vacancies** - A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by a vote of the Executive Board for the unexpired portion of the term.

Section 7: **Chairman** - The chairman shall be the chief executive officer of the East Umatilla Junior Fair Association and, in general, shall supervise and control all of the business and affairs of the East Umatilla Junior Fair Association. They may sign, with the secretary or any other proper Officer of the East Umatilla Junior Fair Association authorized by the Executive Board, any deeds, mortgages bonds, contracts, or other instruments or documents which the Executive Board has authorized to be executed; and they shall perform all such other duties as may be prescribed by the Executive Board from time to time.

Section 8: **Vice Chairman** - In the absence of the Chairman, the Vice Chairman shall assume the duties of Chairman. In charge of overseeing the appointive committees, Article V Section 2:

Section 9: **Secretary** - The Secretary is the recording officer of the association and the custodian of its records, except those specifically assigned to others. The Secretary is responsible for the following:

1. The official membership rolls
2. Send out meeting notices to the membership
3. Conduct the general correspondence of the association.
4. Send out draft minutes one week prior to the next scheduled meeting
5. Manning the office during the show
6. Send out all the necessary thank-you notes for the show
7. Send out the contract and premium book to the judges that are chosen by the superintendants

Section 10: **Treasurer** - The Treasurer shall be responsible for all funds and securities of the East Umatilla Junior Fair Association; receive and give receipts for money due and payable to the East Umatilla Junior Fair Association in such banks, trust companies or other depositories as shall be selected in accordance with the provision of the Bylaws; and perform such other duties as from time to time may be assigned to them by the Executive Board. Responsible for submitting a full written financial report of all accounts of the East Umatilla Junior Fair Association

at the beginning of every meeting showing all transactions and chairperson of the Financial Committee

Section 11: **Board Members** - Each member of the Board will be responsible for the organization of a given area, or areas of the show. The Board Member will have people, or committees under them to perform the work of the show. It will be the responsibility of the Board Member to see that the duties connected with that area of the show are carried out.

1. Livestock (Swine, Sheep, Beef, Goats, Horse, Llamas)
2. Home Economics, Creative Arts, Demonstrations, Special Events, Contests, and Miscellaneous
3. Office
4. Dog Show, Archery, Rifle
5. Small Animals, Janitorial Services

It is the policy that the Board Members will function as a unit, but with the advice and much assistance from the other members of the Association. Board Members act as, or secure, Superintendent for the divisions they are over. Superintendents are responsible for obtaining the judges. Responsible for the entire Division before, during and after the annual show and report the progress available if requested at each meeting.

Section 12: Voting of the Board, when necessary, can be done by electronic communication and must be documented in the next meeting minutes.

ARTICLE IV – MEETINGS

Section 1: The Association Executive Board shall meet monthly. The meeting in May is for the purpose of reviewing the preceding Show and make recommendations for future reference. The annual meeting for the Association will be held in September for the purpose of electing the open positions on the Executive Board and reviewing and approving the annual budget.

Section 2: At all Annual Meetings all voting members of the Association shall be entitled to vote.

Section 3: Special Association meetings of the members may be called at any time by the Executive Board Members or upon written request of any two Executive Board Members or any 10 members.

Section 4: Special meetings of the Executive Board shall be called at any time by the order of the Chairman or on the order of any two Executive Board Members when dealing with emergency issues that can't wait till the next meeting. Meeting can be held by phones calls, emails or text messages if necessary.

Section 5: Meetings will be conducted using Robert's Rules of Order and shall govern the procedure at meetings of the Executive Board and the Association.

ARTICLE V – COMMITTEES

Sections 1: Standing Committees will be the Finance Committee and the Building and Grounds Committee

A. Finance Committee

1. The committee shall consist of the Chairman, Treasurer, two board members and Association's accountant.
2. To prepare a budget for the fiscal year.
3. Separate accounts shall be made for the necessary categories of receipts and expenses and reported on every financial report
4. Chairman, Treasurer and Secretary will be signer on all financial accounts. All checks exceeding One Thousand dollars are required to have two signatures.

B. Building and Grounds Committee

1. The committee members will consist of at least one Executive Board Member and other Association Members as appointed and approved by the Executive Board.
2. Set up a long range building plan and submit to the Executive Board at the annual meeting in September.
3. Be responsible for construction, maintenance, repair and improvement of buildings, grounds and equipment owned by the East Umatilla Junior Fair Association.
4. Recommend budget needs for the fiscal year to the finance committee.
5. Is responsible for regulating rental fees, renting, leasing, and/or loaning of the supplies, buildings and grounds of the East Umatilla Junior Fair Association. Fees will be set by the Executive Board.
6. Must submit a written report to the Executive Board semi-annually (May and September meetings), or upon request of the Executive Board
7. Any action taken by this committee must be submitted to the Executive Board for approval at either a regular or special meeting.

Section 2: Appointive Committees – positions can be held by any Association member.

- A. Awards
- B. Kitchen
- C. Sale
- D. Publicity/Website
- E. Entries
- F. Premium Book
- G. Fundraising
- H. Show RV Parking
- I. Weigh Master

ARTICLE VI – Bylaws

Section 1: The Bylaws may be altered, amended or repealed and new Bylaws may be adopted by majority vote of the Voting Association Members present at any annual, regular or special meeting, with at least fifteen (15) days written notice in the newspapers servicing Umatilla and Walla Walla County is to be given of intention to alter, amend or repealed the Bylaws or to adopt new Bylaws at such meeting.

Section 2: Bylaws will be reviewed annually by the executive board.

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