

Cole County Youth Showcase By-Laws

Section 1–Officer Qualifications

1. Any volunteer who has served in the capacity of Superintendent or Voting Representative for at least one year will be eligible to serve as an officer and has been within the previous two years before the election of officers
2. Officers must meet the approved volunteer leader definition described in the Constitution.
3. Officer will serve for two years (one term) and must be nominated and elected for each term but cannot serve for more than two consecutive terms in that elected officer position. Starting at the August 2025 meeting the officers will be for a two-year term and will be voted as follows
 - 2025 President and Secretary for two years, Vice President and Treasurer one year term
 - 2026 Vice President and Treasurer for two-year term
 - 2027 President and Secretary for two-year term
 - 2028 Vice President and Treasurer for two-year term

Section 2- Officer Elections

1. The election of officers will be held at the August meeting and nominations for each position: President, Vice President, Secretary and Treasurer will be taken from the floor. Nominations will then be accepted or declined by the nominated person to be voted on by the Voting Membership.
2. The newly elected officers will assume their duties at the end of August meeting.

Section 3-Officer, Executive Committee, and Superintendent Resignation, Vacancy, or Removal

1. Resignation

- A. Any Officer, Executive Committee, or Superintendent member who wishes to resign their position must do so in writing and deliver to an officer of the Cole County Youth Showcase Board.
- B. Prior to the officer's final day, they shall provide all documents and pertinent information related to their current projects and duties to the President.

2. Removal

- A. Any Officer, Executive Committee member, or Superintendent failing to attend four Board meetings or without any representation by a designated person, shall automatically be removed from that office or position.
- B. Any officer who is not satisfactorily fulfilling their duties may be removed from office by a two-thirds vote of the voting representatives at the meeting provided a quorum of the Cole County Youth Showcase Board has been met.

3. Vacancy

- A. in the event of a resignation or removal, the voting process as outlined in Section 2-Officer Elections will be conducted at the next scheduled meeting.
- B. Once the election is complete, the newly elected member will immediately assume their respective responsibilities for that position.
- C. The newly elected member's term will end after the annual election scheduled at the August meeting of each year.

Section 4-Duties of Officers shall consist of the following but are not limited to:

1. President:

- A. Will preside at all meetings of the Cole County Youth Showcase.
- B. In the event of a tie vote, the President shall vote and break the tie.
- C. Shall be a member ex officio of all regular and special committees; and shall perform such other duties as are usual to the office.

2. Vice President:

- A. Shall perform the duties of the president in his/her absence
- B. Shall act as chairman of designated committees when requested

3. Secretary:

- A. Shall keep a record/minutes of all proceedings of each Board meeting, keep an accurate record of all attending members, and provide them to the University of Missouri Extension Cole County at least five (5) days prior to the Cole County Youth Showcase Board meeting.
- B. The secretary shall be responsible for counting the votes on motions before the Board.
- C. The secretary shall submit a copy to the University of Missouri Extension Cole County Office a copy of all corrected and approved minutes within a week after each meeting.

4. Treasurer:

- A. Collect all money due to the Cole County Youth Showcase and promptly deposit into the Cole County Youth Showcase bank account.
- B. Maintain an accurate record of all receipts and disbursements.
- C. Obtain approval from the Cole County Youth Showcase Board and pay all approved bills promptly from the Cole County Youth Showcase bank account.
- D. Submit a written financial statement and a copy of the Cole County Youth Showcase bank account reconciliation report at each Board meeting.
- E. The fiscal calendar year will be January 1 through December 31 to close the books and submit an annual financial statement, detailed transaction ledger, and all bank statements for audit.
- F. Serve as Chair of the Finance Committee.

Section 5-Executive Committee

- 1. The Executive Committee will be responsible for preparing, implementing, and reviewing a strategic plan for the Cole County Youth Showcase youth part of the fair.
- 2. The Executive Committee shall consist of various committees based upon their respective responsibilities. Each committee will appoint one person to report their information at the Board meetings. The Executive Committee will be grouped together into the following committees listed in Section 6, but can be adjusted as needed.

Section 6-Committees

- A. Administrative Committee-Fair Entry Superintendent, Website, Extension Staff Liaison/Fair Staff, Audio-Visual/IT Superintendent, Jefferson City Jaycees Youth Showcase Liaison, Fair Book Superintendent, 4-H Council representative, Website
- B. Exhibit Building-Conference Judging, Hams, Bacon
- C. Miscellaneous-Fashion Revue, Public Speaking, Royalty Contest
- D. Shooting Sports
- E. Auction, Beef, Sheep, Goats, Swine, Poultry, Rabbits, Livestock Judging Contest, Horse Show, Pee Wee & Small Animals, Dogs, Animals-Horse Show, Pee Wee & Small Animals, Dogs
- F. Finance/Marketing- Marketing and fundraising, ribbons & awards, advertising, and website as sub committees
- G. Constitution & By Laws

Section 7-Superintendents:

- A. Superintendent is defined as a volunteer with a knowledge of the project area, able to cooperatively work with others, provide leadership to the committee helping the project area, able to attend meetings throughout the year, provide input on the changes to the fair rule, secure volunteers to assist with the assigned area, provide recommendations for the improvements to the equipment and facilities, serve as a positive role model, organize the flow of the project area, monitor for safety, be responsible for the official results, select awards with approval of the Cole County Youth Showcase Board, and be the point of contact for questions.

- 1a. Each superintendent position will be for a one year 4-H term that ends in August and there will not be any term (year limits) on being a superintendent
- 1b. Each superintendent will be offered the opportunity to remain superintendent for the next 4-H/fair year
- 1c. If the Superintendent renews their responsibility for the new year, nominations will also be taken from the floor for that superintendent position.

- 1.1 if there are two or more nominations for the superintendent's position, then there will be a ballot vote determine the superintendent.
 - 1.2 If there are not any nominations from the floor for the superintendent's position, the current superintendent will continue with their responsibilities for the upcoming year.
- B. Superintendents or a designated person acting on the Superintendents' behalf shall attend a minimum of four Board meetings per fair year. If there is not representation by the Superintendent or a designated person after the fourth consecutive meeting, they will automatically be removed from that position.
- C. There will only be one (1) superintendent for voting purposes and contact for each area.
- D. A Superintendent wishing to resign their position must do so in writing and deliver to an officer of the Cole County Youth Showcase Board.
- E. The areas of superintendents are as follows; however, may change at any time upon the discretion of the Board President:

Audio Visual/IT, Barns, Beef-Market Show & Breeding Show, Carcass Jackpot, Dog Show, Exhibit Building, Fair Entry, Fashion Review, Feeder Class & Replacement Pen Show, Goats-Market Show & Breeding Show, Ham Show & Bacon Show, Horse Show, Livestock Auction, Livestock Judging, Poultry-Market Show & Breeding Show, Pee Wee & Small Animals Show, Prospect Market Calf Show, Public Speaking Contest, Rabbits-Market Show & Breeding Show, Royalty Contest, Sheep-Market Show & Breeding Show, Shooting Sports Match, Swine-Market Show & Breeding Show, Website.

Section 8 – Order of Business:

The President shall conduct the meeting in an orderly fashion following parliamentary procedure. The following order of business may be followed but can be changed by the President.

1. Call to order
2. Pledges
3. Approval of Minutes
4. Treasurer's Report
5. Committee Reports/Executive Committee
Administrative, Exhibit Building, Miscellaneous, Shooting Sports, Livestock, Finance/Marketing, Constitution & Bylaws
6. Unfinished/Old Business
7. New business
8. Any Announcements
9. Adjournment

Section 9 – Voting

The voting on any motions made at a meeting shall be done by the Voting Membership and Parliamentary Procedures. A simple majority (one half plus one) of the attending Voting Membership is required for a motion to pass. Parliamentary Procedure will not conflict with the Cole County Youth Showcase Constitution and any special rules of order that Cole County 4-H Council and the University of Missouri Extension may adopt.

Section 10 – Availability

- A. Upon request a copy of the constitution and by-laws will be provided.
- B. Any additional information regarding the Cole County Youth Showcase will be made by written request and turned into the Extension Office. All requests will be responded to within 30 days.

Section 11 – Amendments to By-Laws

Providing notice has been given at the previous meeting, these by-laws may be amended at any regular meeting by Parliamentary Procedures of votes cast by the Voting Membership.

- Reviewed and approved at the May 20, 2025