

**BY LAWS**  
**YOUTH EXHIBITION POULTRY ASSOCIATION**  
January 2015

**Article 1: Duties of Officers and Board of Directors:**

**Section 1: The President (aka: National Director/Coordinator) shall be a member of and act as chairman of both the Board of Directors and the Finance, Ways and Means Committee. The President shall be a member of all committees unless otherwise provided. The President shall safeguard the interest of this association at all times and perform duties that pertain to this office. The President and Vice President shall be the sole interpreters of the Constitution and By-Laws as needed.**

**Section 2: In case of death, resignation or removal of the President, the Vice President shall become President and assume all duties of this said position until a new President is installed.**

**Section 3: The Board of Directors shall have general control and supervision of the affairs of the Association, the enforcement of all rules, not in conflict with the Constitution and By-Laws.**

**Section 4: The Board of Directors may vote by mail or email on questions demanding immediate consideration. The Board of Directors consist of the Vice President and all members of the Board of Directors.**

**(a) If a director fails to function or fulfill the duties of the office, either through death, disability or lack of interest the President with majority approval of the Board of Directors, may appoint, as needed, a new Director to serve on this committee.**

**Section 5: The Vice President shall be a member of the Board of Directors and the Finance, Ways and Means Committee. The Vice President shall preside at all meetings when the President is not present, and shall succeed the President to office in case of disability or inability of the President to continue office.**

**Section 6: The Secretary shall be the National Director/Coordinator of the Youth Exhibition Poultry Association or a person selected by majority vote to fulfill this position. This person shall devote their time and attention to the duties of the office and promotion of the objective of the Association. The secretary shall prepare and distribute all notices of meetings, conduct the general correspondence and keep on file all records of communication for a specified length of time, as proposed by the Board of Directors.**

**(a) The secretary shall keep records of the general youth membership roster. A copy of the youth membership will be forwarded to the treasurer on a monthly regime (at the end of each month).**

**(b) The secretary shall be the custodian of all property of the Association. An inventory of this property will be done semi-annually and all records kept in this office. The seal (logo) of this association will be kept in this office.**

**(c) The secretary's salary (if applicable) shall be determined by the Board of Directors and always paid by check. The secretary may be allowed compensation (if applicable) to attend important poultry meetings or exhibitions when he/she can be of service to the Association.**

**Section 7: The Treasurer shall be the National Director/Coordinator of the Youth Exhibition Poultry Association. The treasurer shall be the custodian of all the money belonging to the Association. All general funds shall be deposited in a bank or financial institution located in the Treasures locale. The Vice President shall be the second signature on this account in case the Treasurer is unable to perform their duties..**

**(a) The treasurer shall keep a complete record of all accounts received and dispersed. This record shall be available upon call by the Finance Ways and Means Committee. A financial report shall be prepared and given at the annual meeting (if applicable) or to the Board of Directors annually via mail or email, as the case presents itself.**

**Section 8: The offices of the Secretary and Treasurer may be combined into one single office, if the Board of Directors determines it to be in the best interest of the Association and a majority vote ensues.**

**Section 9: The cost of a youth membership in December 2014 is \$8.00 yearly, due on the same month the member joined.**

**(a) The cost of a membership will be reviewed every year by the Board of Directors on January 1st to reflect inflation.**

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Section 10: The treasurer shall in coordination with the secretary keep records of the general youth membership roster and collect annual dues. The treasurer shall send out a dues renewal postcard to members a month prior to the dues date. An email reminder will be sent to members whose dues are 30 days or more in arrears.

#### Article II—GRIEVANCES

The Board of Directors shall control the affairs of the club at all times and remove from office any member of the Board of Directors or a Youth Club Leader upon majority vote of the board, for misconduct or failure to adequately perform the duties of their office.

Section 1: A complaint or grievance against the Youth Exhibition Poultry Association, the Board of Director member, a Youth Leader or the National Director/Coordinator should be filed in writing to the Youth Exhibition Poultry Association. A copy of this grievance shall be sent to all members of the board of directors.

(a) A grievance must be made in writing or by email and addressed to the National Director/Coordinator. If the complaint appears to be warranted and the matter cannot be adjusted by the National Director and the remaining board of directors that are not involved in this grievance, he or she shall require the complainant to make his or her charges in the form of an affidavit, sworn to before a notary public, and upon such formal complaint received shall be presented to non-involved members of the board of directors.

(b) The defendant shall be furnished a detailed statement of the charges by registered or certified mail and notified of the day and hour the Board of Directors will hear his or her case, in the same letter. Both the defendant and the complainant shall have the right to appear in person. The Board shall have authority to summon witnesses and take depositions, with ample notice to both complainant and defendant to do likewise if desired. A majority vote of the Board of Directors shall determine the case. Any person found guilty shall have ninety days to file an appeal asking for a review of the Board at its next scheduled meeting.

#### Article III—National Director/Coordinator

The National Director/Coordinator of the Youth Exhibition Poultry Association is appointed by the Board of Directors of the Association.

(a) The Vice President of the Association will advertise and request a written resume' from any applicants interested in this position to be published in as many social media publications as possible. A deadline date shall be published in all publications. All resumes will be addressed to the Vice President.

(b) A copy of all applicants resumes' will be sent to the members of the Board of Directors to be reviewed. The Board of Directors will communicate by written letter or email to the Vice President as to their advice and vote to install a new Director/Coordinator. The Vice President will keep all records of this communication for 2 years.

(c)The National Director will accept and process all complaints and grievances regarding the youth leaders, the board of directors and the general membership following the rules set forth in this document.

#### Article IV—Secretary/Treasurer

The National Director/Coordinator shall hold the responsibilities of secretary and treasurer of the Youth Exhibition Poultry Association.

##### Section 1: Secretary:

The secretary shall take minutes at meetings of the board of directors and of the club. The secretary shall prepare an annual report for the board of directors. The secretary shall be responsible to process all membership applications, applications to become a youth leader and fulfilling orders and maintaining the youth club website. (see Article 1, section 6)

##### Section 2: Treasurer:

The treasurer shall collect and receive all monies due the club, pay fees and bills and keep an accurate record of all transactions. (see Article 1, section 7)

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**Article V —Youth Leaders**

Any person wishing to become a “youth leader” must file an application and sign a disclosure consent. These items can be requested from the national office or can be obtained online from the youth club website.

**Section 1:**

A background check on this applicant may be requested from the state in which they reside or other applicable information sources. Any information from the report utilized in whole or in part in making a adverse decision will be provided by the youth club office to the applicant and the Youth Exhibition Poultry Association Board of Directors.

**Article VI—Rule of Governance**

The club shall use Roberts’ Rules of Order in the carrying out of all meetings and club business.

**Article VII —Dissolution of the Club**

In the event of the dissolution of the club, all club assets will be turned over to the Southern Ohio Poultry Association and the American Poultry Association and other financial sponsors associated with the Association. The exact distribution of assets, including any inventory, shall be determined by a majority vote of the Board of Directors.

**Article VIII—Interpretation**

In all cases of dispute arising from interpretation of the Constitution and Bylaws of the Youth Exhibition Poultry Association, and on all other matters not covered herein, a majority vote of the Board of Directors shall decide the issue. Such decisions shall be declared final.