

# WAYNE COUNTY JR. FAIR BOARD CONSTITUTION

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## ARTICLE I - TITLE

This organization shall be known as the Wayne County Junior Fair Board hereafter referred to as "Board".

## ARTICLE II - FUNCTION

The Board's responsibility is to plan and conduct the Wayne County Junior Fair activities. The Board shall cooperate with and be under the supervision and direction of the Wayne County Agricultural Society (Senior Fair Board) and the committees and advisors assisting with the Junior Fair. The Advisors and Senior Fair Board shall have final authority over the Junior Fair Board in all matters.

## ARTICLE III - REPRESENTATION AND PARTICIPATION

The selection of representatives to serve on the Board shall be carried out by the respective organizations and approved by the Jr. Fair Superintendent and/or Senior Fair Board. The term of membership shall be one year, with members able to serve successive terms.

## ARTICLE IV - QUALIFICATIONS

All members of the Board must be members of their respective organization and shall continue active membership while serving on the Board. A vacancy occurring on the Board of Directors in any department shall be filled by the organization which the retiring director represents subject to approval by the Jr. Fair Superintendent and/or Senior Fair Board. A vacancy in any office of the Board shall be filled by a majority vote of the directors present at the next regular meeting after the vacancy occurs.

## ARTICLE V - ELECTION OF OFFICERS

At the post-fair meeting of the Board, nominations for the offices of president, vice president, secretary, assistant secretary and four directors will be accepted. Nominations will be closed and elections for the respective offices shall be held. Each officer shall serve a term for one year. All officers' terms shall begin immediately upon being elected and end on the last day of the Wayne County Fair.

## ARTICLE VI - DUTIES OF PRESIDENT

The president shall preside at the meetings of the Board and see that the rules of the Board are enforced.

## ARTICLE VII - DUTIES OF VICE PRESIDENT

The vice president shall assume all duties of the president in his/her absence and be responsible for overseeing all committees and reporting committee actions to the president.

## ARTICLE VIII - DUTIES OF THE SECRETARY

The secretary shall keep a record of all discussions and business proceedings of the Board. The secretary shall have three copies of the typed minutes of each meeting: one for secretary's book, one for president, and one

for the Extension Office (4-H Department).

#### ARTICLE IX - DUTIES OF THE DIRECTORS

The directors shall attend all executive meetings and aid in decisions to be made only by the Executive Committee.

#### ARTICLE X - DUTIES OF THE OFFICERS

The officers, plus the directors, make up the Executive Committee. This committee meets for one-half hour before every Board meeting and as needed throughout the year.

#### ARTICLE XI - DUTIES OF THE ASSISTANT SECRETARY

The assistant secretary shall assist the secretary in performing the secretary's duties and shall assume the duties of the secretary in case of absence.

#### ARTICLE XII - DUTIES OF ALL BOARD MEMBERS

1. To represent their organization and its membership on the Board and provide a two-way flow of information.
2. To attend all meetings of the Board, and as many of the Adult Action Committee meetings as possible.
3. To cooperate with adult advisors of the Board and departments.
4. To plan ahead of the fair for penning livestock, booth setup and whatever else needs to be done. This is a cooperative effort with Junior Fair Board, Senior Fair Board and Adult Action Committees.
5. To be an active member of the assigned department during the fair.
6. To assist in other areas outside your department as is deemed necessary.
7. To be on hand during judging to properly mark books, announce the show, keep the show moving, serving as host to the judge, etc.
8. To conduct themselves in a manner appropriate for their position of responsibility.

#### ARTICLE XIII - ATTENDANCE

Junior Fair Board members are allowed a maximum of five (5) excused absences. After the 2nd excused absence members may receive a warning letter that reminds them that if they miss any more meetings (3,4, and 5) they will have to make those meetings up through additional work days.

All make-up work days must be completed prior to the annual Labor Day work day. It is the member's responsibility to contact Mr. Foxx to make arrangements to make-up the missed meeting(s). In order to receive an excused absence the member must complete the on-line form available at

<http://go.osu.edu/2021attendanceform>.

Excused absences will generally be granted for school, work, 4-H, and FFA conflicts. Members that do not complete the web-form prior to missing a meeting will receive an unexcused absence. Members receiving two unexcused absences will be dismissed from the Junior Fair Board.

Members should be aware that if they miss 3 or more meetings in a year - that information may be considered by the Junior Fair Board selections committee in determining if they will be invited back on the board for the next year.

(Last updated January 2021)

# OVERALL JUNIOR FAIR BOARD RESPONSIBILITIES

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Be available to work as often as possible during the fair.

Check in at the Jr. Fair Office when you are on the fairgrounds. There may be extra help needed in different departments/circumstances. If available, you may be asked to assist with those situations.

You are not to be wearing your Junior Fair Board Nametag unless you are working.

## **DEPARTMENT RESPONSIBILITIES**

- Be available to assist anyone who may need you during the fair.
- Be considerate and thoughtful at all times. You are representing the Jr. Fair, 4-H and FFA.
- Be early to events happening in your department, i.e. check-in, shows, sales, etc.
- Check with other departments when they are having events to see if you may be of assistance to them.
- Ask your superintendent daily to see if there is something to be done.

## **SUPERINTENDENT'S RESPONSIBILITIES**

- Encourage department members and 4-H members.
- Be available to help work out conflicts.
- Delegate responsibility.
- Check with your department members every day and make sure everyone that is available is keeping an eye on the barns.
- Keep barns, area around the barns, and area around the manure wagon clean.
- Try to get younger members to realize the importance of keeping the barn clean.
- Make sure all details have been worked out before the shows and sale.
  - Check to see that the trophies and ribbons are in order; counted, boxed and organized.
  - Make sure show and sale orders are posted.
  - Is the PA system working?
  - Welcome the judge or judges.
  - Gather information about the judge to create a biography to share with the audience.
  - Are all JFB department members there and ready for the show/sale?
  - Have meal tickets for those who have earned them. Your Dept. Advisor will assist with this.
    - Meal tickets are ONLY for people who have been consistently helpful for the full show day.
  - Keep the shows and sales flowing; watch out for problems and work to solve them before they happen.

## **PARKING ARRANGEMENTS FOR JFB MEETINGS AND WORK NIGHTS**

- MEETINGS
  - Please park near the Sheep or DRAFT Horse Barns, Coliseum, or infield in front of the grandstand.
  - DO NOT park in the grass if we have had a lot of rain and the grassy area is soft.
- WORK NIGHTS THE WEEK PRIOR TO THE FAIR
  - Please park in the infield in front of the grandstand. DO NOT park beside the Jr. Fair Office or any livestock barn. This helps with traffic flow during set-up nights.

## **UTILITY VEHICLE USAGE**

The Utility Vehicle is provided by the Fair Board for use during the Wayne County Junior Fair. It is a PRIVILEGE and IS NOT TO BE ABUSED! Please review the following guidelines and rules concerning the use of the Utility Vehicle.

- YOU MUST BE 18 OR OLDER AND HAVE APPROVAL FROM EITHER THE JUNIOR FAIR SECRETARY MARCIA BRUECK or the JUNIOR FAIR SUPERINTENDENT DOUG FOXX TO USE THE VEHICLE....NO EXCEPTIONS!!!!
- THE VEHICLE MUST BE SIGNED IN & OUT BY THE INDIVIDUAL DRIVING IT ON THE CLIPBOARD LOCATED IN THE JUNIOR FAIR OFFICE.
- This vehicle is to be used for transportation of equipment and supplies to shows. Once you have taken the necessary supplies to your destination, it is to be returned to the Junior Fair Building.

*Reports of misuse, excessive speed, or reckless operation will prohibit that individual or department (should the situation warrant) from use of the vehicle for the remainder of the Wayne County Fair.*

***WATCH YOUR SPEED ENTERING, EXITING AND WHILE DRIVING THE UTILITY VEHICLE OR YOUR PERSONAL VEHICLE ON THE FAIRGROUNDS.***

*There are other activities and events going on throughout the summer....other lives at risk!*

**REMEMBER: YOU ARE A ROLE MODEL!**