

SUWANNEE RIVER FAIR ASSOCIATION BY-LAWS

Amended and Adopted
September 2006

1. Membership in Association

- A. Eligibility-Any resident of Dixie, Gilchrist or Levy County.
- B. Meetings-There will be a minimum of two (2) meetings per year for the general membership.
- C. Dues-Persons meeting eligibility must submit \$5.00 annually.

2. Officers and Management

- A. Board of Directors- Each County shall be represented by four (4) Directors. Directors representing that county must be a resident of the county he represents. There shall also be one (1) Director-at-Large who may reside in any of the three (3) Counties. All Directors must be a member of the Association (in good standing).
 - 1) Term of Office-Directors shall serve a two (2) year rotating term so that each county elects two (2) Directors annually and a Director-at-Large every year.
 - 2) In the event that a Director's position is vacated for any reason, the remaining Directors representing that county shall appoint a replacement to serve out the term.
 - 3) Elections-Each County shall have 4 directors living in their own County. The directors for each County shall be nominated and elected by members in good standing from that County only. The Director-at-Large can be from any of the three (3) Counties and may be nominated and shall be elected by the general membership. Nominations and Elections shall take place at the first meeting of the fiscal year.
 - 4) Authority-Directors shall have the authority to administer any and all business of the Fair during a regular board meeting called by the President. Decisions and rulings shall be on the basis of majority vote at any meeting where a quorum of Directors is present; a quorum is defined as 7 or more directors. (Motions can be made or seconded by the membership, however only the Director can vote on the motion)
- B. Officers-The offices of President, Vice President, Secretary/Treasurer and General Superintendent shall be elected by the Board of Directors at the annual September meeting. All nominees, except the General Superintendent, shall be members of the Board of Directors. The office of Secretary/

Treasurer may be filled by a member in good standing. Terms of office shall be one year.

The office of General Superintendent shall be an ex-officio member of the Board of Directors, without voting privileges.

C. Committees

- 1) Executive Committee-Committee membership is to be made up of the President and one Director from each county. Members are elected by county directors at the annual meeting in September. The General Superintendent and the Secretary/Treasurer shall serve as ex-officio members, without voting privileges, at the pleasure of the President. The authority and charge of this committee will be:
 - a. Serve as a general grievance and remediation committee. This committee's decision is final.
 - b. Serve to meet and conduct business for the Fair in cases of emergency or when immediate decisions are called for as determined by the President at such time that regular board meetings cannot be called.
 - c. Perform an Annual internal audit.
 - d. Nominate and appoint all Superintendents.

The Board reserves the right to remove a committee member if so warranted.

- 2) Show and Category Committees-Committees will function to carry out the general responsibilities as listed below:

SUWANNEE RIVER FAIR COMMITTEE JOB DESCRIPTION

GENERAL RESPONSIBILITIES

FAIR ASSOCIATION

1. Nominate and elect Directors from each of the three counties participating in the Fair.
2. Provide input to the Board of Directors addressing concerns of the participating public.

BOARD OF DIRECTORS

1. Act as the decision making body of all Fair business defining the general scope and objectives of the Fair Association.
2. Identify and ratify all specific policies, rules, guidelines and decisions relating to the Fair. Approve all major expenditures of money and proposals for repairs, maintenance and new construction.
3. Elect from within the Board, officers including: President and Vice President. Nominate and elect Secretary-Treasurer. Appoint and approve General Superintendent who acts as recording Secretary. The Executive Committee shall nominate, subject to Board approval, all other Superintendents of the various Fair Divisions (shows).

EXECUTIVE COMMITTEE

To be made up of Fair President and one Director from each county to be elected by each county's Directors.

1. Serve as a general grievance and remediation committee during the Fair.
2. Serve as an emergency problem solving committee between the regular Directors meetings in order to approve immediate needs of construction, improvements and repairs.
3. Perform an annual internal audit in cooperation with the General Superintendent, Treasurer and Beauchamp & Edwards of Chiefland.

TREASURER

Maintain and manage the financial business of the Fair. These duties include:

1. Payment by the 10th of each month, all unpaid bills incurred by the Fair.
2. Deposit and record all income generated by the Fair.
3. Generate and sign all exhibitors' checks, no later than May 1. Checks are to be submitted to the General Superintendent for dispersal to Agents and Advisors.
4. Maintain all basic financial records including

checkbook and approved bills. This material will be provided to Beauchamp and Edwards of Chiefland no later than February 28, April 30, June 30 and August 31, to be submitted by the Treasurer personally.

5. Pay all commissions (ads and concession) no later than 30 days after submission of receipts.
6. Provide and deliver all necessary material to Beauchamp and Edwards for the purpose of annual tax return preparation.

GENERAL SUPERINTENDENT

Provide continuity of business twelve months a year and act generally as the repository of information concerning all aspects of the Fair's business. Specific duties include:

1. Serve as computer operator and coordinator of all computerized record keeping functions.
2. Serve as recording secretary for the Board of Directors.
3. Assist in, at any show Superintendent's request, carrying out that committee's responsibilities.
4. Act as an aide to the Fair Treasurer in processing bills and record keeping for the purpose of making disbursement and collecting income for the Fair.
5. Maintain all current and historical records.
6. Act as Assistant to the Fair President.
7. Order all awards and trophies, stationery and all supplies other than checks.
8. Solicit and secure sponsorships for each show division for the Fair.
9. Coordinate security including night watchman and law enforcement.

4-H AGENTS AND FFA ADVISORS

The general responsibilities are to act in an advisory capacity to the Board of Directors, and to be directly responsible in carrying out the responsibilities identified by the Board of Directors for each individual. Some specific responsibilities include:

1. Attend Board of Directors meetings.
2. Certify the eligibility of all participants identified as belonging to their specific club or chapter.
3. Distribute and collect all Fair information to club and chapter members in a timely manner.
4. Assist in the completing and prompt return of all registration forms no later than the dates specified.
5. Serve actively, in the committee capacity assigned.

6. Properly manage ad sales (when applicable) in a timely manner submitting receipts and records no later than the dates specified and in the format called for.
7. Collect and return all record books and halters to the exhibitors in his/her club.

SHOW SUPERINTENDENT

Superintendents are charged with the coordination and execution of all their respective committee's responsibilities. In addition, Superintendents are personally responsible for the following tasks:

1. Appointing, in cooperation with the President of the Board of Directors, their committee members. An updated list of committee members shall be presented to the General Superintendent no later than December 1, each year.
2. Approving with signature, all bills and expenditures incurred by the committee and timely submission to the General Superintendent or Treasurer.
3. Presenting proposed rule changes and amendments to the Board of Directors at regular Board meetings.
4. Coordinating with the Chairman of the Building and Grounds Committee to arrange for the construction, repairs or improvements of any needed materials or facilities needed for the superintendent's division.
5. Submit any Fair Book rule changes or edited verbiage for the fair book no later than December 1, to the Fair Book Committee Chairman.

COMMITTEES

BUYERS LUNCHEON

1. Plan and execute the Buyers Luncheon.

DAIRY AND DAIRY GOAT

1. Present at any appropriate time, proposals dealing with rule or schedule changes directly involving the Dairy shows.
2. Provide registration forms and a complete set of rules to all 4-H Agents and FFA Advisors no later than November 1.
3. Completed registration forms should be returned to show superintendent no later than January 15. Master registration sheet and all registration forms will be submitted to the General Superintendent no later than January 30.
4. Select and secure judges including show judge and showmanship judge (when applicable). Submit judges' name, title and address to the Fair Book Superintendent and General Superintendent no later than December 1.

5. Appoint a subcommittee from the general show (Dairy & Dairy Goat) committee to act as a screening board to settle any grievances relating to the specific show division. Submit names of this subcommittee to the Fair Book Superintendent and General Superintendent no later than December 1.
6. Provide for the final entry into the Fair including final registration, ring or pen assignments and entrants placards, and submit to entrants, a complete set of rules for the week of the Fair.
7. Coordinate and implement the show providing the General Superintendent a copy of the results immediately after the show.
8. Contact and arrange for all winners to be present at the Awards Ceremony, Tuesday night. A committee member should be present to present the awards.
9. Provide personnel to be present for the entire fair in order to monitor exhibits and to facilitate exhibit release on the appointed day and time.

FAIR BOOK AND AD

1. Administrate all advertisements sales.
 - a. Submit to all participating Advisors and/or Agents materials for ad sales no later than October 20.
 - b. Collect all ads and ad receipts from participating Advisors/Agents no later than December 1.
 - c. Submit to the General Superintendent all ad receipts with a master sheet listing clubs or chapters, total chapter sales, and chapter commissions, due no later than December 15.
2. Design and publish Fair Book
 - a. Submit final draft to printer no later than December 15.
 - b. Provide for distribution of the completed Fair Book no later than March 1.
3. Coordinate and supervise Fair photography during the week of the Fair.

GROUNDS AND BUILDING

Provide for and coordinate all construction, repairs and improvements to the Fair buildings and grounds. These responsibilities include:

1. Soliciting bids or proposals and hiring, supervising and approving the work of individuals to do assigned work.
2. To coordinate directly with the Executive Committee and to implement all emergency or discretionary repairs, improvements or construction not requiring bids.
3. To directly provide for the maintenance and repairs

of facilities as needed during the Fair.

4. To provide for and secure wood chips and the spreading of wood chips prior to the Fair.
5. To coordinate setting up for all Shows and Sales during the week of the Fair including the Awards Ceremony and Fashion Revue, as well as tables, pens and panels, chairs, and auctioneer stands for the sale.
6. Recommend and study major construction projects to the Board of Directors

HOME ECONOMICS

1. Present at any appropriate time, proposals dealing with rule or schedule changes directly involving the Home Economics Show.
2. Provide registration forms and a complete set of rules to all 4-H Agents and FFA Advisors no later than November 1.
3. Completed registration forms should be returned to show superintendent no later than January 15. Master registration sheet and all registration forms will be submitted to the General Superintendent no later than January 30.
4. Select and secure judges including show judge and fashion revue judge. Submit judges' name, title and address to the Fair Book Superintendent and General Superintendent no later than December 1.
5. Appoint a subcommittee from the general show (home economics) committee to act as a screening board to settle any grievances relating to the specific show division. Submit names of this subcommittee to the Fair Book Superintendent and General Superintendent no later than December 1.
6. Provide for the final entry into the Fair including final record keeping, entrants' placards, and submit to entrants, a complete set of rules for the week of the Fair. Submit final entry information to the General Superintendent for the entry into the master spreadsheet.
7. Coordinate and implement the show providing the General Superintendent a copy of the results immediately after the show.
8. Contact and arrange for all winners to be present at the Awards Ceremony, Tuesday night. A committee member should be present to present the awards.
9. Provide personnel to be present for the entire fair to monitor exhibits and facilitate exhibit release on the appointed day and time.

HORSE

1. Present at any appropriate time, proposals dealing with rule or schedule changes directly involving the

Horse Show.

2. Provide registration forms and a complete set of rules to all 4-H Agents and FFA Advisors no later than November 1.
3. Completed registration forms should be returned to Show Superintendent no later than January 15. Master registration sheet and all registration forms will be submitted to the General Superintendent no later than January 30.
4. Select and secure judges including show judge and showmanship judge (when applicable). Submit judges' name, title and address to the Fair Book Superintendent and General Superintendent no later than December 1.
5. Appoint a subcommittee from the general show (horse) committee to act as a screening board to settle any grievances relating to the specific show division. Submit names of this subcommittee to the Fair Book Superintendent and General Superintendent no later than December 1.
6. Provide for the final entry into the Fair including final record keeping, entrants' placards, and submit to entrants, a complete set of rules for the week of the Fair. Submit final entry information to the General Superintendent for the entry into the master spreadsheet.
7. Coordinate and implement the show providing the General Superintendent a copy of the results immediately after the show.
8. Contact and arrange for all winners to be present at the Awards Ceremony, Tuesday night. A committee member should be present to present the awards.
9. Provide personnel to be present for the entire fair to monitor exhibits and facilitate exhibit release on the appointed day and time.

JUDGING CONTEST AND RECORD BOOK

1. Present at any appropriate time, proposals dealing with rule or schedule changes directly involving the contests.
2. Select and secure judges. Submit judges' name, title and address to the Fair Book Superintendent and General Superintendent no later than December 1.
3. Coordinate and implement the contests providing the General Superintendent a copy of the results immediately after the show.
4. Contact and arrange for all winners to be present at the Awards Ceremony, Tuesday night. A committee member should be present to present the awards.
5. Collect, sort by County and Organization all record books. Submit to judges the books selected by

Agents and Advisors for judging and return to main office all record books.

bookkeeping during the sale.

4. Solicit for and supervise ring workers and runners during the sale.

RABBITS AND POULTRY

1. Present at any appropriate time, proposals dealing with rule or schedule changes directly involving the Rabbit and Poultry Show.
2. Provide registration forms and a complete set of rules to all 4-H Agents and FFA Advisors no later than November 1.
3. Completed registration forms should be returned to Show Superintendent no later than January 15. Master registration sheet and all registration forms will be submitted to the General Superintendent no later than January 30.
4. Select and secure judges including show judge and showmanship judge (when applicable). Submit judges' name, title and address to the Fair Book Superintendent and General Superintendent no later than December 1.
5. Appoint a subcommittee from the general show (rabbit and poultry) committee to act as a screening board to settle any grievances relating to the specific show division. Submit names of this subcommittee to the Fair Book Superintendent and General Superintendent no later than December 1.
6. Provide for the final entry into the Fair including final record keeping, entrants' placards, and submit to entrants, a complete set of rules for the week of the Fair. Submit final entry information to the General Superintendent for the entry into the master spreadsheet.
7. Coordinate and implement the show providing the General Superintendent a copy of the results immediately after the show.
8. Contact and arrange for all winners to be present at the Awards Ceremony, Tuesday night. A committee member should be present to present the awards.
9. Provide personnel to be present for the entire fair to monitor exhibits and facilitate exhibit release on the appointed day and time.

SCHOLARSHIP

1. Provide all 4-H Agents and FFA Advisors with scholarship applications no later than December 1.
2. Receive and distribute copies of completed applications to the Scholarship Committee members no later than March 1.
3. Hold final judging of scholarship applications prior to the Fair.
4. Submit winner names to General Superintendent no later than Monday of the Fair Week.

BEEF

1. Present at any appropriate time, proposals dealing with rule or schedule changes directly involving the Beef Shows.
2. Arrange for and carry out registration and weigh-in for participants. This includes:
 - a. Distributing entry forms to all 4-H Agents and FFA Advisors a minimum of one (1) month prior to the initial weigh-in.
 - b. Providing for the personnel necessary to carry out the initial weigh-in.
3. Arrange for and carry out the Beef Show:
 - a. Superintendents and President will select four (4) judges including show judge and showmanship judge (when applicable). Submit judges' name, title and address to the Fair Secretary no later than December 1. The secretary will then give them to a neutral person to pick a judge.
 - b. Appoint a subcommittee from the general show (beef) committee to act as a screening board to settle any grievances relating to the specific show division. Submit names of this subcommittee to the Fair Book Superintendent and General Superintendent no later than December 1.
 - c. Select and secure all State Inspectors, no later than December 1, and submit the names, titles and addresses to the Fair Book Superintendent and General Superintendent.
 - d. Provide for the final entry into the Fair, including final weigh-in, record keeping, ring or pen assignments, entrants placards, and submit to entrants, a complete set of rules for the week of the Fair. Submit final entry information to the General Superintendent for entry into the master spreadsheet.
 - e. Coordinate and implement the show providing the

SALES

Provide for and execute the sale of steer and swine. Specific responsibilities include:

1. Secure auctioneer and submit his name and address to the General Superintendent and Fair Book chairman no later than December 1.
2. Solicit for and secure bids for resale of swine and steers, as well as public kill facility.
3. Assist the auctioneer and handle ring receipts and

- General Superintendent a copy of the results immediately after the show.
- f. Obtain from the General Superintendent a show order and post it in the barn.
 - g. Obtain from the General Superintendent a sale order and post in the barn no later than 8:00 p.m., Tuesday Night.
 - h. Provide for the necessary labor and personnel to handle animals during the sale and to load out animals following the sale.
 - i. Contact and arrange for all winners to be present at the Awards Ceremony, Tuesday night. A committee member should be present to present the awards.

SWINE

1. Present at any appropriate time, proposals dealing with rule or schedule changes directly involving the Swine Show.
 2. Arrange for and carry out registration and tag/weigh-in for participants. This includes:
 - a. Distributing entry forms to all 4-H Agents and FFA Advisors a minimum of one (1) month prior to the initial weigh-in.
 - b. Providing for the personnel necessary to carry out the initial weigh-in.
 3. Arrange for and carry out the Swine Show:
 - a. Superintendents and President will select four (4) judges including show judge and showmanship judge (when applicable). Submit judges' name, title and address to the Fair Secretary no later than December 1. The secretary will then give them to a neutral person to pick a judge.
- b. Appoint a subcommittee from the general show (swine) committee to act as a screening board to settle any grievances relating to the specific show division. Submit names of this subcommittee to the Fair Book Superintendent and General Superintendent no later than December 1.
 - c. Select and secure all graders, no later than December 1, and submit the names, titles and addresses to the Fair Book Superintendent and General Superintendent.
 - d. Provide for the final entry into the Fair, including final weigh-in, record keeping, ring or pen assignments, entrants placards, and submit to entrants, a complete set of rules for the week of the Fair. Submit final entry information to the General Superintendent for entry into the master spreadsheet.
 - e. Coordinate and implement the show providing the General Superintendent a copy of the results immediately after the show.
 - f. Obtain from the General Superintendent a show order and post it in the barn.
 - g. Obtain from the General Superintendent a sale order and post in the barn no later than 8:00 p.m., Tuesday Night.
 - h. Provide for the necessary labor and personnel to handle animals during the sale and to load out animals following the sale.
 - i. Contact and arrange for all winners to be present at the Awards Ceremony, Tuesday night. A committee member should be present to present the awards.

Methods of Operation

1. Rules and Schedules
 - a. Rules, regulations, schedule or show changes or addendums must be presented to the Board for approval and be instituted before initial registration or weigh-ins or before December 1, whichever comes first.
 - b. Interpretation-The Superintendent of a show category has the authority of interpretation and enforcement of their board approved rules or regulations.
2. Accounting
 - a. Fiscal Year: The fiscal year shall end on June 30.