

**ASHTABULA COUNTY JUNIOR FAIR BOARD  
CONSTITUTION**

**ARTICLE I - Name**

This organization shall be known as the Ashtabula County Junior Fair Board.

**ARTICLE II - Purpose**

The purpose of this group shall be to promote the interest of the Ashtabula County youth through their exhibits and activities at the Ashtabula County fair. The Ashtabula County Junior Fair Board will work in conjunction with the Ohio State University Extension office and the Ashtabula County Senior Fair Board.

**ARTICLE III - Membership**

**Item 1**

The Ashtabula County Junior Fair Board shall consist of youth representatives in good standing from recognized Junior Fair youth organizations including 4-H, FFA, Boy Scouts, Girl Scouts, Farm Bureau and other youth organizations acceptable to the Ashtabula County Senior Fair Board.

**Item 2**

Applications to the Junior Fair Board will be made available to all Junior Fair organizations. Each organization is responsible for having nominees complete the application and return it to the Ohio State University Extension Office by **September 1<sup>st</sup>** of the current year. Members will be selected by current members of the Junior Fair Board. A minimum of one completed year of participation in a youth organization is required for an application to be considered.

**Item 3**

The Junior Fair Board will not have a maximum number. The total number of members will be decided by the quality of applications each year.

**Item 4**

All members must be at least 15 years old or a freshman in high school as of **December 31<sup>st</sup>** in the year of application. The upper age limit of members shall be **18 years of age** as of December 31<sup>st</sup> for participation in the youth organization represented.

**Item 5**

Potential Junior Fair Board members who have completed applications by September 1<sup>st</sup> are expected to attend the September meeting where the incumbent Junior Fair Board members will then vote on whom to accept. New members will attend their first meeting in October.

**Item 6**

Members will review and sign the code of conduct annually and abide by the expectations set forth each year. Failure to do so will result in removal from the Board.

**Item 7**

Annually a group of Junior Fair Board members shall meet to review and revise the expectations required for the present year. Revisions will be presented and voted at the following meeting.

**Item 8**

The Junior Fair Board will operate on a calendar of September 1<sup>st</sup> to the October meeting of the following year (13 months).

## ARTICLE IV - Meetings

### Item 1

There will be **11** regularly scheduled meetings (August meetings will be held at Fair. December is when special events will take the place of a regular **meeting**), **2 community service events and special events**. Meetings will be held on the second Wednesday of the month at 6:30 PM at OSU Extension Office.

### Item 2

Members must attend 75% (13) monthly of meetings and events or will lose their position on the board. Members may be granted excused absences per occurrence. A member is responsible for notifying the Extension Office prior to the meeting by calling 576-9008 and leaving a message or by sending an email to the Extension Office if unable to attend. Those who do not call will be unexcused. Members must attend 2/3 of the meetings during the fair week and fulfill the requirements outlined in the code of conduct.

### Item 3

A quorum shall consist of two-thirds of the members and an advisor.

### Item 4

Snow Policy: If Jefferson Area Schools are closed the meeting is cancelled. If the member's school is cancelled the member does not need to attend but must inform the office prior to the meeting.

## ARTICLE V - Officers

### Item 1

Officers of the Junior Fair Board shall be president, vice-president, secretary, and treasurer.

### Item 2

Officers shall be at least a second-year member. If positions are not filled by incumbents, first year members may be nominated.

### Item 3

Election of officers shall be held at the October meeting.

## ARTICLE VI - Duties of Officers & Advisors

### Item 1

President - The president shall preside at sessions of the board and see that rules of the organization are enforced. The president shall prepare an agenda to be sent to all members prior to each regularly scheduled meeting. The president will follow and enforce parliamentary procedure.

### Item 2

Vice-President - The vice-president shall assume the duties of the president in his/her absence. Vice-president shall assist committees as needed and directed by the president.

### Item 3

Secretary - Secretary shall keep a record of all proceedings and businesses of the organization. This includes recording of minutes from all regularly scheduled meetings and handling all correspondence. The secretary shall prepare minutes to be sent out with an agenda prior to each regularly scheduled meeting. The secretary will also serve as the news reporter and shall write articles about JFB events for the paper including meeting announcements & fair activities.

**Item 4**

Treasurer - The treasurer shall collect and pay all bills. The treasurer shall keep a record of all expenses and all income and shall be responsible for the deposit of all funds.

**Item 5**

Advisors - The advisors, in conjunction with the Extension office, are responsible for overseeing meetings and informing persons of their appointment to or removal from the Junior Fair Board.

**ARTICLE VII - Adult Advisors**

A representative of the Ohio State University Extension, the Ashtabula County 4-H Educator and additional OSUE approved adults shall act as advisors and Ex Officio members on the Junior Fair Board. The Senior Fair Board, serving as Ex Officio members, will be made aware of and invited to all meetings.

**ARTICLE VIII - Committees**

**Item 1**

Each member must take an active part on at least one committee. Standing committees will include Entertainment, Advertisement/MAC Sale, Education/Cloverbuds, Community Service, and Super Showman/Booth Judging.

**ARTICLE IX - Responsibilities**

**Item 1**

Junior Fair Board members will volunteer to assist species chairpersons with shows and activities. See Junior Fair Board Expectations document for JFB requirements during fair week.

**Item 2**

Members will be asked to attend and serve on adult volunteer advisory committees.

**Item 3**

Junior Fair Board members will choose two community service projects to participate in each year. One project must benefit the Senior Fair Board/Fairground, and the other a community organization (501C3).

**ARTICLE X - Amendments**

**Item 1**

This constitution may be altered or amended by two-thirds vote of the members present at a regular or special meeting of the Junior Fair Board. Notice of such proposed alteration or amendment shall have been mailed by the secretary to each Board member at least one week prior to the meeting in which the amendments are proposed.

*Revised February 2005 (Article 3; Item 2 & Item 5)*

*Revised February 2006 (Article 3; Item 4)*

*Revised October 2007 (Article 3; Item 3)*

*Revised September 2007 (Article 3; Item 3)*

*Revised February 2011*

*Revised & Approved November 2011*

*Revised November 2012 (Article III Item 1, Article IV Item 3, Article VII, and Article VIII Item 1)*

*Approved 01/2013, Revised 01/2014 & Approved 2/12/2014, Revised & Approved 01/2015, Revised 11/2015*