

Kent County Youth Agricultural Association Bylaws

Article 1: This organization shall be known as the “Kent County Youth Agricultural Association” (KCYAA).

Article 2: KCYAA is dedicated to providing an equal opportunity learning environment with a focus on agriculture and the personal growth of all youth.

Article 3: Membership of KCYAA is open to all individuals 18 years of age or older as of the annual meeting date. The membership dues are twenty-five (25) dollars annually and must be received annually by October 1st. Membership includes eligibility to vote at the annual meeting, discounts on rentals, and a complimentary parking pass for the week of fair during the current membership year. Membership dates are November 1 to October 31.

Article 4: KCYAA Board of Directors (Board) will consist of eight directors elected from the membership.

1. Directors are to be elected for 3-year terms with no limit on the number of consecutive terms. **2.** Four missed board meetings during the fiscal year, November 1 to October 31, will be considered a resignation of a director. Seats vacated mid-term will, at the Board’s discretion, be filled by appointment at a regular Board meeting. Vacancies not filled will be left vacant until the next annual meeting.

3. Officer positions include President, Vice President, Secretary and Treasurer. Officers will be elected at the first regular board meeting following the annual meeting. These positions are one-year terms with no term limits with the following responsibilities:

a. President: the president will conduct the board meetings according to Robert’s Rules of Order, represent the association as directed by the Board and sign documents as directed by the Board.

b. Vice President: the vice president will assume the presidential duties in the absence of the president, organize the standing committee structure and become president if the president leaves office. **c.** Secretary: the secretary will keep the minutes of board meetings and the annual meeting, correspond with other organizations as directed by the Board and prepare reports as needed by the association. **d.** Treasurer: the treasurer will keep accurate financial records of income and expenses, present an annual budget for the fiscal year beginning November 1st, assist with submitting reports to government agencies, and ensure that all checks are signed by two Board approved persons relevant to respective accounts. **4.** A Board Director may participate in a Board meeting by conference telephone or any similar communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

Article 5: Regular Board meetings are held the second Wednesday of every month. The meeting time will be established by the Board at the first official Board meeting of the fiscal year; however, the Board can adjust as needed with appropriate notice and approval. The annual meeting is held on the first Wednesday of November of each fiscal year. Special meetings may be called by a majority of the executive committee with at least 5 days prior notice given to the Board. Majority of the Board at any meeting shall constitute a quorum.

1. A meeting may be changed or canceled by approval of the Executive Committee.

Article 6: The Executive Committee consists of the President, Vice President, Secretary and Treasurer. This committee is delegated the authority to act for the board on emergency matters, or recurring matters, that must be settled before the next regular board meeting. The Executive Committee reports to the board at its next meeting where recommendations are reviewed. Executive Board meetings are set by the committee.

Article 7: Standing committees are comprised of association members and volunteers who are in charge of carrying out the duties of each respective committee.

For the operation of the Kent County Youth Fair (KCYF), the following standing committees are established:

Kent County Youth Fair Exhibition Committee

Responsible for creation and execution of guidelines, policies, and decisions pertaining to KCYF exhibitors and their families. This committee is comprised of a chair and vice chair appointed by the KCYAA board, two KCYAA board members (at least one being an KCYAA Executive Board Member), the department superintendents, auction chairperson, and the exhibition manager who serves as an ex-official member.

Kent County Youth Fair Facilities & Revenue Committee

Establishes and monitors the fiscal well-being of the KCYF and coordinates the use of the campus and facilities during the fair. This committee is comprised of the executive director, two KCYAA board members, and sub committee chairs (included but not limited to: parking, safety, camping, entertainment, partnerships and publicity).

Kent County Youth Fair Junior Directors Committee

The purpose of this committee is to give youth exhibitors the opportunity to develop leadership skills and assist with immediate functions of the fair, including any special projects to be determined by the Junior Directors Committee. The KCYAA Board of Directors will appoint one KCYAA board member and one other adult to serve as co-advisors of this

committee. Membership of the committee is comprised of individuals between the ages 15 and 19 years of age as of January 1 for the year in which their term begins. The committee shall have a minimum of four members not to exceed ten members.

This committee is empowered to elect their officers, determine their meeting schedule, and define project scope. The Junior Directors committee will share their activity reports regularly to the KCYAA board.

Article 8: The board meetings of the KCYAA are to be conducted according to the most recent edition of Roberts Rules of Order.

Article 9: Bylaws may be amended at the annual meeting with at least 30 days' notice to be given to the membership outlining the proposed amendments. A two-thirds majority vote of membership in attendance at the annual meeting is necessary for amendments to pass.

Article 10: A nominating committee of at least three persons will seek board candidates and conduct the election at the annual meeting using secret ballots. Tellers will be selected from the general membership.

Article 11: In the event that the KCYAA is dissolved, all real estate and assets will revert to the Lowell Area Community Foundation.

(Amended 11/5/2025)