

Constitution – By-Laws  
of the  
Washburn County Junior Fair  
Association Inc.

Revised January 31, 2011

## Washburn County Junior Fair Association Inc.

### Mission Statement

The Washburn County Junior Fair Association Inc. (a nonprofit organization) is an organization administered by volunteers promoting and enriching the lives and growth of our urban and agricultural youth groups. Each year this organization will conduct a county fair with emphasis on its youth and good family entertainment for its local communities.

Amendment to  
Washburn County Junior Fair Association Inc.  
Constitution – By-Laws

Article I:

Dissolution Clause: Upon the dissolution of the corporation, the Executive Board shall after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such purposes or to such organization exclusively for such purposes.

Article II:

Purpose: The corporation is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

Inurement of Income: No part of the net earnings of the corporation shall inure to benefit of, or be distributable to, its members, trustees, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

Legislative or political activities: No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in or intervene (including the publishing or distribution of statement) any political campaign on behalf of any candidate for public office.

Operational Limitations: Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions, to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

\*\*\*Amended March 29, 1996

## Constitution – By-Laws

Article I: The name of this organization shall be called the Washburn County Junior Fair Association Inc.

Article II: The Washburn County Junior Fair Association Inc. shall be affiliated with and support the Wisconsin Association of Fairs.

Article III: The objective of the Association shall be:

1. To conduct a county fair each year at the fairgrounds in Spooner, WI.
2. To keep the fairgrounds and buildings in good order.
3. To promote youth, urban and agricultural groups in Washburn County.
4. To be a nonprofit organization.
5. To enforce the disbursement of the premiums to meet Washburn County Junior Fair Association standards.
6. To comply with state statutes 93.23 and also with ATCP 160.

Article IV: Membership  
Any youth sixteen (16) or older who has demonstrated good leadership, or adult who works during the Fair or works with anything pertaining to the Fair, will be considered a member of the Fair Association. Any Association member, excluding the President, can make motions. A member will be granted voting privileges as long as they attend five (5) or more regular Fair Association meetings out of the last (11) meetings. There will be no absentee voting.

Article V: Officers:

1. The Executive Board will consist of nine (9) members serving three (3) year terms with three (3) positions coming up for election each year at the annual meeting. An Executive Board member must be an Association member with voting privileges and must maintain voting privileges.
2. After the close of the General election the Executive Board will meet to elect a President, Vice President, Secretary, and Treasurer.
3. Extension Personnel will not serve on the Executive Board but will continue to act in an educational capacity, and will not be allowed to vote.
4. The annual meeting will be held in October at such a time and place as designated by the President and Secretary. Unless a problem comes up the Executive Board could change date and time.
5. The Fiscal year will begin on January 1 and end on December 31 of the same year.

Article VI: Amendments:

1. Amendments to this Constitution and By-Laws shall be proposed at the September Fair Association meeting and voted on at the Annual Fair Association meeting held in October.
  - A. A copy of the proposed amendment is presented to the Secretary not later than fourteen (14) days prior to the September meeting.
  - B. A copy of the proposed amendment is included in the notice of the annual meeting.
  - C. A proposed amendment must be carried by a vote of two-thirds (2/3) of Association members present at the Annual meeting. With at least six (6) of the Executive Board members present.

Article VII: By-Laws

This Association shall adopt such By-Laws as may be required for the accomplishment of its objective. Changes will be effective immediately.

## By-Laws

### Article I: Meetings:

1. Regular meetings of this Association will be held on the last Monday of every month excluding December. If the last Monday of the month is a holiday, the meeting will be moved to the Monday prior to the holiday. The July meeting will be held the Monday before the fair.
2. Notices of the Annual meeting will be published in the local newspaper or on the local radio station.

### Article II: Order of Business:

1. The President with the Secretary shall compile an agenda for each meeting.
2. Business will follow this agenda with time at the end of old business and new business for any other.
3. All meetings shall be conducted properly using Roberts Rules of Order.
4. Association members' duties, responsibilities, and authorities: At any regular monthly meeting the Association members may suggest and discuss changes. Only Association members with voting privileges vote on motions. Changes approved by a majority vote of the members will be implemented. Constitution and By-Law changes must be made as stated in Article VI of the By-Laws.
5. Executive Board members' duties, responsibilities, and authorities: The Executive Board shall have the responsibility and authority to address issues and items of business in need of a timely response which may not be able to be delayed until the next regular monthly meeting. All Executive Board decisions will be presented and discussed at the next regular Association meeting.

### Article III: Duties of Officers:

1. President
  - A. To conduct all meetings in good order following the meeting agenda.
  - B. To be an ex-officio member of all committees and to attend or to designate the Vice president to attend these committee meetings whenever necessary.
  - C. To appoint an audit committee after the Annual meeting, unless one is provided by the county.
  - D. To appoint a Chairperson for all the standing committees.
  - E. President can appoint anyone from the voting body to fill a vacancy on the Executive Board until the Annual meeting, with a 2/3's vote of the voting members of the Association.
2. Vice President

- A. To preside over meetings of the Association and the Executive Board in the absence of the President or when asked to do so by the President.
  - B. To succeed to the office of the President if there is a vacancy in that office.
3. Secretary
- A. To record in permanent record all minutes of the Association and the Executive Board.
  - B. To carry out any necessary correspondence.
  - C. To keep an attendance record of guests and members of the Association.
  - D. To supply information recorded in the minutes when required by committees and officers.
  - E. To keep a copy of the Constitution and By-Laws up to date by inserting any future amendments.
  - F. To keep in the record books all Chairpersons reports on committee meetings as submitted by each committee.
  - G. To compile the agenda for each meeting, submit it to the President and have a copy for each member at the meeting.
  - H. To send notices of regular and annual meetings to the newspaper or to mail notices when the Executive Board feels it is necessary.
  - I. To select a member to preside over the regular meetings in the absence of the President and Vice President.
  - J. Secretary will make available a copy of minutes at the monthly meetings and upon request.
4. Treasurer:
- A. To keep an accurate record of all receipts and disbursements of the Association in books; which shall be and will remain the property of the Association.
  - B. To make payment of all authorized bills.
  - C. To present a report at all meetings of the Executive Board and the Association.
  - D. To permit the books to be audited annually by an auditing committee; which is the county, the results to be submitted to the Association.

Article IV: Committees

- 1. Standing committees will be formed for:
  - A. By-Laws and Constitution
  - B. Budget and Finance
  - C. Ribbons and Trophies
  - D. Advertising and Publicity
  - E. Entertainment for Fair
  - F. Commercial
  - G. Judges and Clerks

- H. Five-Year Planning
  - I. Premium Book
  - J. Sunshine
  - K. Scholarship
  - L. Fairest of the Fair
2. A committee will consist of Association members. The chairperson for each committee will be appointed by the President.
  3. Members of the Association may submit suggestions to the committee chairperson to be acted upon at the next committee meeting.
  4. All committee recommendations will be presented to and voted upon at the following Fairboard meeting.
  5. Committees will submit a written or oral report after each meeting to the secretary, to be incorporated into the minutes.
  6. Each committee shall meet at least once per year.
  7. Each committee is granted the authority to enter into contract for or make usual and customary purchases for items to fulfill their duties and responsibilities provided they do not exceed their annual committee budget.

Article V: Committee Responsibilities

1. By-Laws and Constitution Committee
  - A. To compile a constitution and by-laws and submit same to the Association.
  - B. To make amendments or revisions in the existing by-laws and to introduce new ones.
  - C. To meet prior to September Fair Association meeting.
2. Budget and Finance Committee
  - A. To compile a list of planned expenses for the coming year and submit them to the Association.
  - B. To determine how much monies are to be spent in each area of the Association submitted by each of the committees.
  - C. To accept and consider all the recommendations from Fairboard members.
  - D. To keep orderly records of costs and projected costs in the Association.
  - E. To meet prior to submitting budget to county.
3. Ribbons and Trophies Committee
  - A. Keep an inventory of ribbons and trophies on hand each year.
  - B. Check with the department heads for number and style of ribbons and trophies needed.
  - C. Order ribbons and trophies so they are on hand prior to the fair each year.
4. Advertising and Publicity Committee
  - A. To publicize the Fair and other Association activities.
  - B. To compile a Fair brochure for the coming Fair.
  - C. To look for, obtain, and work with sponsors.

- D. To work with Entertainment and Commercial Committees.
- 5. Entertainment Committee
  - A. To obtain entertainment for the Fair.
  - B. To submit an entertainment agenda to the publicity committee to coordinate the calendar.
  - C. Members that attend State Convention will be given privilege to book entertainment for the following fair.
- 6. Commercial Committee
  - A. To contact former vendors at the fair.
  - B. To allot space for vendors and collect the monies for such space.
  - C. To submit to the treasurer, the money with a clear and detailed report on such monies.
- 7. Judges and Clerks Committee
  - A. To use the approved judges list to select judges for the Fair with exception granted for emergencies.
  - B. To receive recommendations from department heads on selection of judges.
- 8. Sunshine Committee
  - A. To send flowers and cards at the appropriate time.
  - B. Monies to be taken out of the miscellaneous expenses.
- 9. Five-Year Planning Committee
  - A. Plans for needs and repairs for the next five years.
  - B. Work with Budget and Finance Committee.
  - C. Must submit projected plan yearly.
  - D. Ask department heads and superintendents what they need for the buildings.
- 10. Premium Book Committee
  - A. To work with superintendents for changes in the Fair Books.
  - B. See to compiling the Fair Books and finding the place to have them printed.
- 11. Scholarship Committee
  - A. Committee selects recipients.
  - B. Authorization of two (2) \$1,000 scholarships.
  - C. If sufficient funds, to request additional scholarship funds.
- 12. Fairest of the Fair Committee
  - A. To organize the contest.
  - B. To select the judges for the event.
  - C. Submit all appropriate forms to the state.

- Article VI: Fairgrounds Manager position:
- A. The Executive Board is responsible for the hiring, supervision, directing of duties and discharge of people in these positions.
  - B. Job Description:  
Works in cooperation with the Fair Association to manage the fairgrounds, ensuring that the facilities are kept in good repair and

attractive appearance; direct and supervise fair time employees in performing various duties, and mows grass, removes litter, cleans building, makes minor repairs to buildings and equipment. Supervise the winter storage. To report every month to the Fairboard, with either a written or oral report.

- C. Only Fairgrounds Manager to sign for authorized item.
- D. Petty cash fund with starting amount of two hundred dollars (\$200.00) must have itemized store receipts for amounts taken from petty cash. No purchases over twenty-five dollars (\$25.00).

Article VII: Secretary Support Personal position:

- A. The Executive Board is responsible for the hiring, supervision, directing of duties and discharge of people in these positions.
- B. Job Description:
  - Provide secretarial support to Washburn County Junior Fair Board and committees.
  - Update Fair Premium Book to reflect state and local changes.
  - Prepare and distribute fair entry forms for 4-H and other Youth Organizations, Open and Senior Classes. Check returning entry forms and enter into Blue Ribbon Fair Management System.
  - Prepare and mail judge and clerk packets.
  - Prepare and maintain judging forms for Washburn County Junior Fair from Blue Ribbon Fair Management System.
  - Enter judging results during and after the Fair.
  - Provide computer listings of fair department entries for superintendents and judges.
  - Prepare entry tags for all entries in the Washburn County Junior Fair.
  - Prepare judges' boxes complete with ribbons, trophies, judging sheets, affidavits, etc.
  - Attend Washburn County Junior Fair to maintain fair entry forms, judges' sheets, answer questions and solve entry problems.
  - Tally monetary totals on judging sheets and balance with computer sheet totals.
  - Provide judging results, computer list of entrants with premiums and necessary report forms to State Superintendent of Fairs in Madison within 30 days after close of Fair.
  - Prepare end-of-the-year Fair financial statement and send a copy to State Superintendent of Fairs in Madison.
  - Prepare premium checks.
  - Other small miscellaneous tasks related to Fair.