

BY-LAWS

Section 1 - The Saline Community Fair meetings shall be conducted by Roberts' Rules of Order, Revised.

Section 2 - A quorum shall consist of ½ of the board of directors.

Section 3 - A board member who is unexcused for three (3) regular meetings will be subject to removal from the board of directors. Excused absences shall consist of notification to the recording secretary or designee prior to the meeting.

Section 4 - The annual meeting shall be held in November of each year.

Section 5 - The regular meetings shall be held the second Tuesday of each month at a place stated at the prior meeting or by notification one day prior to the meeting. Starting time shall be 7:30 p.m.

Section 6 - Officers Duties

The president shall preside at all meetings. The individual shall be responsible for appointing all committees and superintendents. The individual shall call special meetings of the board of directors.

The vice-president acts in the absence of the president. In case of death or resignation, the vice-president automatically assumes the duties and the office of president, and at the next regular or special meeting a vice-president shall be elected.

The financial secretary assumes responsibility for procuring all fair ribbons, and takes care of all business correspondence, including all communications with the Michigan Department of Agriculture and Rural Development, insurance, contracts and legal items during the year. The financial secretary also aids committees with premium reports during the fair. The board may appoint an assistant financial secretary if necessary.

The recording secretaty keeps records of all meetings and special meetings, assists the financial secretary and president during the year. If necessary, an assistant recording secretary may be appointed by the board.

The treasurer receives and records all monies, pays all bills and keeps accurate records of checking accounts and investments at the banks as designated by the board. The board of directors may appoint an assistant treasurer. The president, treasurer and either the financial secretary or assistant treasurer must sign all checks over \$1,000.00. Two signatures are required on all checks over \$1,000.00. A bond shall be furnished for the treasurer and assistant treasurer by the board of directors. The treasurer shall chair the budget committee.

Section 7 - Department heads, Directors Emeritus, and other interested parties are invited to attend all fair board meetings, and when discussion occurs pertinent to them, they will be asked to attend. However, only Fair Board Directors may vote and make motions.

Section 8 - The Executive Committee is authorized to act between meetings on expenditures of monies not to exceed one thousand dollars (\$1,000.00).

Section 9 - Superintendents are volunteers assisting the Saline Fair Association and are responsible for overall department regulations, securing judges, and presentation of the exhibit.

Section 10 - There shall be a fair manager appointed by the board of directors. The individual acts as the board's agent in directing the operations immediately prior to, during and following the annual fair. The individual shall act as advisor to the board throughout the year. If necessary, an assistant manager may be appointed by the board.

Section 11 - The following standing committees shall be appointed at the annual meeting: Budget, Nominating, Audit, and all other committees shall be appointed as needed.

Section 12 - The by-laws may be changed by:

Any member may introduce and have discussed at any regular or special meeting.

Notice of the intended alteration or amendment of the By-Laws shall be given at least 30 days either via electronic or postal mailing prior to the annual meeting of the society; and it shall be the duty of the secretary in giving notice of the annual meeting, to specify the alteration or amendment to be brought before it at the Annual meeting. A vote of $\frac{1}{2}$ of the members present at the Annual Meeting is required for the change to take place, alteration(s) to the By-Laws are effective immediately at the close of the annual meeting at which the vote is taken to make such alteration(s) or amendment(s) are acted on.

Section 13 -The Board of Directors may establish policies and procedures separate from the By-Laws. As amended at the 2019 Annual Meeting, November 12, 2019.