

ARTICLE 1: MEMBERSHIP

Section 1. Membership types and privileges:

- A. **Family Membership:** Immediate family residing at the same residence/farm are eligible to be covered under a family membership. This membership type qualifies a family for one vote per paid membership. Eligible for all member benefits currently offered which are published on the WDGA website.
- B. **Individual Membership:** Any individual who is 18 years of age or older. This membership qualifies an individual for one vote per paid membership. Eligible for all member benefits currently offered which are published on the WDGA website.
- C. **Youth Membership:** Any youth up to the age of 18 (age as of January 1st for that membership year). This membership type has no voting rights within the WDGA. Eligible for all other member benefits currently offered which are published on the WDGA website.

Section 2. The membership year shall be from January 1 to December 31.

Section 3. There shall be (1) one vote per paid membership

Section 4. Membership dues and benefits shall be established by the Board of Directors. These are available on the WDGA website.

Section 5. Membership payment date, nonpayment of dues, & cancellation of membership

- A. Dues paid on or after November 1 shall be effective for the following membership year commencing upon January 1 following date of payment.
- B. In the event payment of dues is not made by January 31 for the year in which dues are payable, membership shall be canceled.
- C. Upon payment of dues by a member whose membership has been canceled, said membership shall be reinstated.
- D. When any member shall be in default in the payment of dues, said member will be considered a member not in good standing and shall not be allowed to vote on any matter required to be voted on by active members. In addition, such members shall be dropped from effective membership and placed on the inactive list. Such membership shall not be reinstated until they have paid said dues at which time voting rights would be reinstated.
- E. Termination of membership: Other than provided in Section 5, sub-division B, membership may be voluntarily terminated at any time by the member via written notice to the association secretary.
- F. The current Board of Directors reserves the right to put a membership to a vote in the event there is a complaint about a member of the association or a direct encounter with the board that poses an issue of direct harm to the future of the association. This vote of the board would determine whether this membership would be dismissed or allowed to remain. Board vote is considered the final authority on such matters.

ARTICLE 2: MEETINGS

Section 1. There shall be at least (2) two general membership meetings per year. One to be held in Spring and the other to be held in fall/winter, with at least a (20) twenty days notice to the membership. Notice of the meeting can be a combination of mailed, emailed, or social media.

Section 2. Meetings shall be conducted according to Robert's Rules of Order.

Section 3. Special membership meeting may be called by the board of directors provided at least (10) ten days notice is given to membership.

Section 4. A special meeting may also be called by petitioning members, so long as 10% of the membership shall elect in writing to call a meeting and provided further that at least a (10) ten days notice is given to the membership.

Section 5. A quorum for special meetings shall be 10% of the voting membership. A quorum for the two general membership meetings shall be 10% of the voting membership.

Section 6. Any motion can be brought to the floor by a member present, or by an absentee motion delivered to the Secretary, or member of BOD, before the meeting is called to order by the Chair.

ARTICLE 3: OFFICERS

Section 1. All officers and Directors shall be members of the Wisconsin Dairy Goat Association and be an active member for 1 year prior to being nominated and/or elected. To be considered as active you must have attended at least (1) one WDGA meeting annually. You may also assist with but not limited to WDGA events (fall convention, youth trainings and events, state show, training offered by the WDGA). Directors will be elected after the fall meeting and before the end of the year. They will start their term of office January 1st of the following year. The WDGA does not have any residency requirements for anyone to be an officer or director.

Section 2. **PRESIDENT:** The President shall be chief executive officer of the Wisconsin Dairy Goat Association and shall preside at all meetings thereof and at all meetings of its Board of Directors and shall appoint persons to fill vacancies on all committees. The president shall collaborate with the current board of directors to develop an agenda prior to any scheduled meetings. The President also is a bank authorized signer to act alongside the treasurer and can sign checks or distribute funds as necessary. Each year the new president will need to meet the treasurer at the Wisconsin Dairy Goat Association's designated bank to get the correct forms filled out for signing power.

Section 3. **VICE PRESIDENT:** The Vice President shall act as president at any time that the president is incapable or unable to act and shall preside in place as the President as above.

Section 4. **SECRETARY:** The secretary shall record the minutes of all meetings of the Wisconsin Dairy Goat Association. All motions made and actions taken will be recorded and kept on file by the secretary. The secretary will maintain committee assignments and distribute contact

information to committee chairs. The secretary shall not be required to be a member of any committee, nor shall the secretary be required to attend committee meetings, unless a member. All updates pertaining to membership will be sent directly to the treasurer. The secretary will send the minutes of meetings to the communications director and the web-master for publication. Minutes will also be saved in the WDGA Google drive for future viewing.

Section 5. **TREASURER:** The Treasurer shall collect and deposit all of the money for the Wisconsin Dairy Goat Association, shall pay the bills and maintain a set of books accounting for said monies received and paid out. The Treasurer shall prepare a year-end financial statement for publication and distribution to members prior to or at the first membership meeting of the year. The Treasurer shall keep and maintain a current roster of all members and shall deliver the same to the publication's director at least (10) ten days prior to any publication and to the secretary at least (10) ten days prior to the mailing of any ballot. Treasurer position may consist of more than (1) one individual. This will allow a more thorough accounting of memberships and monies in accounts. It will also allow an easier transition when someone steps down. The Treasurer will have an authorized signer at the bank, a debit card and will hold the WDGA credit card. If more than one person is Treasurer they will both be authorized signers. If an individual is removed from said position or steps down all rights will be removed and cards turned into highest remaining official.

Section 6. **COMMUNICATIONS DIRECTOR:** The Communications Director shall be responsible for coordination of communications on behalf of the Wisconsin Dairy Goat Association. Communication tasks consist of any current WDGA social media accounts, mass email to industry or membership, newsletter mailing, special event support, or handling specific tasks requested by the Board of Directors. The Communications Director shall stay in communication with the Webmaster to update the WDGA website. This position is not required to perform direct updates to the WDGA website, but can in future if the Communications Director has the correct training and approval of the Webmaster to assist.

Section 7. **Non-Elected Positions** exist for the current roles as outlined:

Webmaster/Assistant Webmaster: Maintains the current website on behalf of the Wisconsin Dairy Goat Association. This position does not constitute as a voting member on the Board of Directors, but is included in on board communications as necessary for awareness with regard to website updates. This can be one individual or a combination of two individuals who work together to maintain the WDGA website.

Newsletter Coordinator(s): Responsible for recruiting newsletter content, drafting newsletter and working with the Communications Director to deliver an annual newsletter for the membership. This position does not constitute as a voting member on the Board of Directors, but is included on board communications as necessary when relevant to this position. This position can be held by one individual or a combination of two people who work together to carry out the duties of annual newsletter generation.

ARTICLE 4: DIRECTOR STRUCTURE

Section 1. Director positions can only be held by (1) one member of a family, partnership or business. This does not apply to Communications, Treasurer, or any non-elected position delegated within the Wisconsin Dairy Goat Association.

Section 2. Directors of the Wisconsin Dairy Goat Association shall consist of (7) seven Directors, (1 or 2) one or two Treasurer/Treasurers & (1) one Communications Director that will each be elected for a (3) three year term. (3) Three positions will be elected annually by the membership at large.

Section 3: Election process would be:

Year 1 election: Director #1, Director #4 & Treasurer

Year 2 election: Director #2, Director #5 & Communications Director

Year 3 election: Director #3, Director #6 & Director #7

Section 4: (3) Three positions on the Board of Directors will be elected each December and take office starting January of the next year for a (3) three year term.

Section 5: Each January the elected Board of Directors for the Wisconsin Dairy Goat Association will hold a meeting either in person or on-line to assign the following positions: President, Vice President & Secretary. These (3) three positions are held for (1) one year.

Section 6: Treasurer & Communication Director positions will be elected for a (3) three year term by the membership at large. If the individual wishes to stay on as Treasurer or Communications Director and is elected back, this is granted. The individual must still run and/or be nominated and listed on the ballot.

Section 7: The Wisconsin Dairy Goat Association Board will consist of (9) voting positions in total each having (1) one vote on items. These positions are : (7) seven directors, treasurer/treasurers, communications director. If the treasurer position is held by more than (1) one person then the position only qualifies for one vote.

Section 8: A quorum for all Board of Director meetings shall be (5) five members of the board.

Section 9: A term limit of (3) three (3) three-year terms per director for a maximum of (9) nine consecutive years. A member must be off the Board of Directors for a minimum of (1) year before running or being nominated again. There is no maximum number of times an individual can be on the Board of Directors. The Treasurer and Communications Director positions do not apply for the term limits as long as they have been voted back to the Board of Directors by the membership at-large.

Section 10: The Board of Directors shall conduct business of the Wisconsin Dairy Goat Association in between public meetings.

Section 11: All members of the Board of Directors are required to review the WDGA Bylaws once elected and must sign an acknowledgement of having reviewed said bylaws by no later than January 31st of the new year after elections.

ARTICLE 5: STANDING COMMITTEES

Section 1. Committees of Wisconsin Dairy Goat Association are appointed and fulfilled as needed by the President. All committees will be chaired by a WDGA Board Member and consist of a membership group, minimum of 2 members, with common interest and goals of the committee.

Section 2. Committees of the Wisconsin Dairy Goat Association shall be:

- 1) Fall Field Day Committee
- 2) Youth Committee
- 3) Show Committee
- 4) Fundraising Committee
- 5) Youth Representative Judging Committee

Section 3. **FALL FIELD DAY COMMITTEE.** The Fall field day committee shall be chaired by a member of the Board of Directors, and consist of at least (2) two additional members appointed by the President. This committee is responsible for all education programs except those pertaining to youth. The committee shall present a program outline and budget to the Board of Directors at least (30) thirty days prior to the event. A report, including the financial statement, shall be presented to the members at the annual meeting of the year.

Section 4. **YOUTH COMMITTEE.** The youth program committee shall be chaired by a member of the board of directors and consist of at least 2 additional members appointed by the President. This committee is responsible for any training, activities, and awards pertaining to youth. This committee shall present a program outline and budget to the Board of Directors at least (30) thirty days prior to any event. A report, including the financial statement, shall be presented to the members at the annual meeting of the year.

Section 5. **SHOW COMMITTEE.** The Show committee shall be chaired by a member of the board of directors and at least 3 additional members (or more as needed) appointed by the President. This committee shall be responsible for conducting the annual spring show, including but not limited to; securing judges, awards, aligning volunteers for show staff, any bedding or additional penning needs, and judges arrangements. The committee will work closely with BOD for any and all financial decisions. The committee will create a budget outline and present it to BOD for approval. A report, including the financial statement, shall be presented to the members at the annual meeting of the year.

Section 6. **FUNDRAISING COMMITTEE.** The Fundraising committee shall be chaired by a member of the board of directors and consist of at least 2 additional members. The fundraising committee will be in charge of securing fundraising opportunities throughout the year. Fundraising

will be completed to help replenish WDGA funds and used to help keep member added programs in place. A report, including the financial statement, shall be presented to the members at the annual meeting of the year.

- A. The Fundraising Committee will be in charge of replenishing WDGA Youth Fund. This fund is used for sponsorship of Wisconsin State Fair Junior Dairy Goat Show, Youth based programming offered to WDGA members, and other scholarship opportunities.
- B. Fundraising committee will help procure and run raffle tables at WDGA events, most particularly Spring show and Fall Field Day.
- C. Fundraising committee will assist with planning the annual auction, if scheduled. Additional special events and sales can be presented and approved by BOD to help fill fundraising needs.

Section 7. **YOUTH REPRESENTATIVE JUDGING COMMITTEE.** The Youth Representative Judging Committee shall be chaired by a member of the board of directors and consist of at least 3 other members. Members of this committee must not have a youth seeking to run as the WDGA Youth Representative. These members are appointed by the current Board of Directors and will work in collaboration to review and select the WDGA Youth Representative. All essays are submitted to the Secretary who then removes the name and assigns each a number for tracking. The secretary will submit all essays to this committee for review and selection. Upon full review of essays, the committee will provide their selection to the Secretary who will keep record and add to results to be announced with the new Board of Directors.

ARTICLE 6: WISCONSIN DAIRY GOAT ASSOCIATION YOUTH REPRESENTATIVE

Section 1: Youth Representative eligibility is as follows:

- A. Youth must be between the ages of (12-20) twelve - twenty years of age as of January 1st the year they would serve.
- B. Youth must be a resident of the state of Wisconsin. The only exception to residency would be if a youth is a full-time student attending an out of state school, but is originally from the state of Wisconsin.
- C. The youth need to be a current member in good standing of the Wisconsin Dairy Goat Association. Good standing is defined as having attended at least one membership meeting annually, been a WDGA member for a minimum of one year, and active in at least one WDGA event as listed in Article 3 Section 1.
- D. The youth needs to be involved in dairy goats while having the knowledge of how to milk a goat and willingness to share their knowledge of dairy goats and the industry.

Section 2: Youth will be eligible to apply for this position by submitting an essay on a chosen topic announced by the Board of Directors at the fall meeting. Essays for youth representatives will be due by an agreed upon date set by the committee who will be reviewing all submissions. All

details relating to the essay topic, due date and committee who judges submitted youth essays must be released and voted on by completion of the fall meeting.

Section 3: An announcement will be made at the same time as newly elected directors as to who the new youth representative will be.

Section 4: They will take their role effective January 1st of the next year or when results of the essay contest are released.

Section 5: Youth representative responsibilities for the year may include but are not limited to:

A. Represent the Wisconsin Dairy Goat Association at the Wisconsin State fair Jr. and Open dairy goat show, W.D.G.A. State Show, other state regional shows as able and any W.D.G.A. youth activities.

B. Assisting the State Fair Youth Committee in planning and fundraising efforts.

C. Duties at State fair include but are not limited to: Assisting with award ceremonies, working with Wisconsin State Fair Dairy Promotion Staff on "Dairy Lane" education and milking demonstrations.

D. Duties at the W.D.G.A State show include but are not limited to:

Handing out awards/prizes for Best In Show, working with raffle organizers on recruitment of prizes and obtaining such, assisting with exhibitor check in, or potentially assisting as a ring steward or show secretary.

E. Assist with planning/programming of the youth events at the Fall Field Day.

F. Provide dairy goat promotions through newspaper articles, radio interviews and other media, attending and/or speaking at special events as requested.

Section 6: Wisconsin Dairy Goat Association Youth Representative will attend board meetings, participate in conversations and be considered as representing the voice of WDGA's youth members.

Section 7: Youth cannot be youth representative in consecutive years but can apply more than once.

Section 8: Youth representatives will receive Wisconsin Dairy Goat Association logo apparel to be worn at any Wisconsin Dairy Goat Association event or function they are required to attend. The youth representative is allowed to keep these items at the end of their term. A spending limit of \$50.00 is allowed. Youth may buy more items at their own expense.

Section 9: The Wisconsin Dairy Goat Association agrees to underwrite mileage at the current state rate per mile one way from home to any association sponsored function in which the youth representative is required to attend up to \$250.00 per year **OR** a \$250.00 scholarship may be issued for costs accrued to attend the ADGA National Convention. Itemized receipt of mileage or proof of attendance is required to receive a scholarship.

Section 10: The WDGA Youth Representative. will be a member of the Youth Committee.

ARTICLE 8: ELECTIONS

Section 1. Any WDGA member in good standing, wishing to be a candidate for elected officer position or open board of directors position, needs to be present or to be able to accept nomination during fall membership meeting. Nominations will close during the fall membership meeting. Any members nominated and unable to confirm or agree to nomination, nomination will be void.

Section 2. The secretary is responsible for preparing the ballots at least (30) thirty days prior to the date of the voting deadline. All ballots will be sent by email to active WDGA membership in the form of designated software determined by BOD. A paper ballot can be made upon request to the secretary.

Section 3. Any mailed ballot must be tallied by a member who is not currently on the board of directors or listed on the ballot.

Section 4. All voting must be completed by the voting deadline.

Section 5. A simple majority of votes received will elect any officer or Director-at-large. In case of a tie, there will be a revote by the rules outlined in article 8, section 2.

Section 6. If a vacancy occurs on the Board of Directors, it shall be filled within 90 (ninety) days by special election. Special elections can be conducted either by email or during a special meeting. In the event that there is a position no active member wishes to fulfill, BOD will hold a vote to allow special considerations including a consecutive term, out-of-state youth member for the Youth Rep., or other decision to fill the vacancy. This will include Board of Directors, WDGA Officer Position, or Youth Representative.

Section 7. Voting deadline will be listed on the ballot.

Section 8. All ballots will contain a write-in section. Any member wishing to be a write-in candidate will be completely responsible for their own campaign. WDGA is not responsible to notify the membership of write-in candidates.

ARTICLE 10: VOTING

Section 1. Board Nominations shall take place at the last meeting of the year.

Section 2. Elections of Officers, Directors, and any other currently appointed position shall take place by online voting or paper ballot upon request.

Section 3. Ballots shall include space for write-in votes. Instructions for return of the ballot shall also be included with the ballot.

Section 4. All paid members for the current membership year will be emailed a link to vote online or sent a paper ballot upon request to carry out the voting process.

ARTICLE 12: BYLAW AMENDMENTS

Section 1. This document can be amended by a simple majority of the members at a meeting provided that amendments be proposed at the previous General Meeting, or that the membership has been notified at least forty-five (30) days in advance of the meeting.

Section 2. The WDGA by-laws will be reviewed for up-dates no less than every 2 years and no more than every 4 years.

Article 13: COMPLAINTS AND RESOLUTION

Section 1. Members who have a complaint are able to submit this in writing within 30 days of the incident by emailing or sending a hard copy via US Mail to the WDGA president. Contact information for the president is available on the WDGA website.

Section 2. Upon receiving a written complaint from a member, the president must present the complaint in question to the Board of Directors within 7 days.

Section 3. The Board of Directors must provide a written response to the complaint with any proposed solutions or actions within 30 days.

ARTICLE 14: DISSOLUTION

In case the Wisconsin Dairy Goat Association finds it necessary to dissolve as it is no longer meeting its purpose and mission as listed in the articles of incorporation and by-laws as an organization. In order to dissolve the following process needs to be followed:

1. The Board of Directors must vote with a two thirds majority in favor of moving the dissolution to members. This should be documented in minutes. The Board of Directors works on a plan of dissolution, including a timeline for dissolution and distribution of assets and finances. Assets and finances cannot be given to any member or Board of Director. The finances must be given to a non-profit organization promoting the dairy goat industry or be used on membership driven events and programming before dissolution.
2. Membership needs to be notified of the dissolution proposal 30 days before vote. Membership must vote via private ballot - whether mailed or online - in favor of the dissolution with a two-thirds majority.
3. If approved, all final bills, taxes and assets must be settled before closing the bank account and notify the IRS of the dissolution.

Article 13: Other Programs

Share-A-Kid Program

Section 1. The Wisconsin Dairy Goat association supports the WDGA Share-A-Kid program in partnership with the appointed member or membership group.

Section 2. In support of the Share-A-Kid program the Wisconsin Dairy Goat Association offers a free (1) one year membership to the farm/family that donates a kid to the program the year following the donation.

Section 3. Winners of the Share-A-Kid program will be featured on the WDGA social media page and website to promote the program and its donors.

Section 4. The application and contract for submission of an essay into the Share-A-Kid program is subject to annual board review and approval.

Section 5. The appointed member or membership group will work with the communications director to distribute all materials necessary for the WDGA Share-A-Kid program which includes email, website, or social media channels.

Section 6. The WDGA Board of Directors reserves the right to end the partnership with the appointed member or membership group if the member or group is not meeting the needs of the program.

Section 7. The WDGA Share-A-Kid program is open to all applicants, but preference is given to in-state residents.