



# **BY-LAWS**

## **Of The Putnam County Agricultural Society**

### **Article I – Quorum**

**Section 1** – For the transaction of business, any eleven members of the board shall constitute a quorum.

### **Article II – Duties of Officers**

**Section 1** – It shall be the duty of the President to preside at all meetings of the Board, use such authority as the best interest of the Society may require and exercise such other duties usually incumbent upon such officer. Year December 1 to November 30.

**Section 2** – It shall be the duty of the Vice-President to assume all the duties of the President in the event of his absence or vacancy of office, and assist the President in any manner necessary for the success of the Fair.

**Section 3** – It shall be the duty of the Secretary to keep a list of members of the Society, she/he shall collect money from all sources, pay over the same to the Treasurer, taking her/his receipts for same and submit a detailed statement of the Fair at such time as designated by the Society Board of Directors. She/he shall make out a report to the State Department of Agriculture, as required by said department, keep a correct account of all receipts and expenditures of money, pay all bills after they have been approved by the parties contracting, or by the proper committee, record the minutes of all meetings and with the finance and auditing committee pay premiums awarded, give a satisfactory bond, and attend to all business connected with this office.

### **Article III – Committees**

**Section 1** – The Board of Directors may appoint an executive committee of not less than five members from their own number who shall have charge of the management of the business and affairs of the Society in the interim between the meetings of directors with power generally to discharge the duties of the Board of Directors but not incur debts, excepting for current expenses unless specifically authorized. They shall at all times act under the

direction and control of the Board of Directors and shall make report to the same for their acts, which shall form a part of the records of the Society. The president, vice-president, and treasurer shall be members of said executive committee.

**Section 2** – The standing committees shall be appointed not later than the annual meeting for the revision of the premium list, by the president, vice-president, and treasurer.

### **Article IV – Duties of Committees**

**Section 1** – It shall be the duty of the Auditing, Finance & Budget Committee to inspect and audit the accounts and of its findings report to the Board of Directors, said reports to show itemized statement of receipts and expenditures for the year.

**Section 2** – It shall be the duty of the Grounds and Buildings Committee to see that the buildings, fences, and other property are kept in property repair, to oversee the erection of new buildings and any other improvements upon the grounds, and employ a suitable person as custodian of the grounds according to the direction of the Board.

**Section 3** – The duties of their standing and special committees shall be defined in the resolution authorizing their appointments.

### **Article V – Duties of Superintendents**

**Section 1** – The Superintendent of Gates shall appoint ticket takers to the end of the greatest good to the Society.

**Section 2** – The Superintendent of Departments shall grant space, oversee the arrangements of exhibits to the greatest advantage in making them neat and attractive.

**Section 3** – The Superintendent of Classes shall have charge of their respective classes, secure competent judges to place the awards, record any decision of the judges to place the awards, record the decision of the judges in the proper class book and have a general oversight of class or classes.



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### **Article VI – Order of Business**

#### **Section 1**

Roll call  
Reading and approval of the adoption of minutes  
Bills and accounts  
Unfinished business  
New business  
Report of special committees  
Report of standing committees  
Report of officers  
Miscellaneous business  
Appointments  
Adjournment

**Section 2** – These by-laws may be temporarily suspended at any meeting by a majority vote of the board.

### **Article VII – Protests**

**Section 1** – All protests shall be made in writing and filed with the Directors of Agriculture within 60 days following the Putnam County's Annual Fair. All protests shall be a complete statement of facts pertaining to the violation constituting the charge made against the Society. Protests must be signed by all members of the protesting group and each person signing shall have full knowledge of all facts and allegations set forth in the protest and be able to support them with affidavits when requested by the Department of Agriculture. All interested will be notified of the date and place of hearings and full opportunity afforded to present evidence relevant to the protests; however, only those questions submitted in the protest will be considered in the hearing, said party failing to appear shall forfeit all rights to the matter under consideration.

### **Article VIII – Bond**

**Section 1** – The secretary shall give bond to be approved by the Board of Directors in the sum of \$20,000; the treasurer to give like bond in the sum of \$20,000. The expenses of said bond to be paid by the Agricultural Society.

### **Article IX – Meetings**

**Section 1** – The regular meeting of the Board of Directors shall be the first Tuesday of the month at the Fairgrounds or a designated place.

**Section 2** – Special meetings may be held, when necessary, at the call of the president or at the call of the secretary by not less than three members of the Board of Directors.

**Section 3** – Written notice of special meetings of the Board of Directors shall be delivered personally to each director or sent to each director by mail, telegram, cablegram, or radiogram at least two days before the meeting. Such notice, however, may be waived by any director either before or after the meeting. The notice need not specify the purpose of the meeting.

**Section 4** – Individuals requesting to speak during the hearing of the public will receive 5 minutes for their presentation and if needing more time, they must receive approval from the board. Next, guests are not to interrupt a board meeting, and guest proposals will be decided on either right away, during the new business, or at the next meeting. Also, when a committee needs time to decide on the proposal, that Committee will meet and have their decision by the next board meeting. Finally, any disruptive persons waive their rights to attend meetings and the board has the right to remove them.

### **Article X – Alcohol Sales**

**Section 1** – The Putnam County Agricultural Society shall authorize the sale of intoxicating beverages by permit holder at a Society event and receive proceeds from these sales.