

# La Paz County

## Youth Livestock Committee

### BY-LAWS

Adopted- October 13th, 2020

Revised- December 27th 2025



**Chairman- Kyleen Baldenegro**

**Vice-Chairman- John Nelson**

**Secretary- Rachel Taylor**

**Treasurer- Lori Baldenegro**

**Sergeant of Arms- Joshua Grenwalt**

**General Board Member: Brad Makrdichian**

~~**General Board Member: Chad Rissinger**~~

**General Board Member: William Alcaida**

**General Board Member: Fernando Baldenegro**

**General Board Member: Bailey Makrdichian**

**General Board Member: Josh Grenwalt**

**General Board Member: Melanie Kimberlan**

**General Board Member: Pam Wolfe**

**General Board Member: Nicci Collier**

**General Board Member: Sandra Cruz**

**General Board Member: Brenda Palma**

**General Board Member: Kalee Page**

**General Board Member: Josh Banuelos**

**4-H Program Coordinator- Debbie Pedegrew**

**PHS FFA Liaison- Emmanuel Munoz**

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## **CONSTITUTION ARTICLE**

### **ARTICLE I: The said name of the Organization is:**

**La Paz County Youth Livestock Committee.**

**P.O. Box 1588, Parker AZ, 85344**

Accountant: Lara Cramer

1. La Paz County Youth Livestock Committee is a non-profit 501(c)3 Organization under the La Paz County Fair Association Inc.
2. The principal operation of the La Paz County Youth Livestock Committee shall be in or around the County of La Paz. The boundaries for La Paz County Youth Livestock is all of La Paz County/Parker Unified School District which includes Big River, California.
3. The La Paz County Youth Livestock Committee shall be affiliated with La Paz County Fair Association Inc and shall comply with the principles, rules and regulations articulated and decreed by the La Paz County Fair Board.

### **ARTICLE II: Mission:**

The purpose of the La Paz Youth Livestock Committee shall be to function as an adult body organizing and directing the Youth Livestock activities within the guidelines established by the La Paz County Fair Board in cooperation with the Extension 4-H Program of the La Paz County and the Future Farmers of America Program of the Parker Unified School System. The primary purpose of the Committee shall be to organize, guide, and supervise all related details of the livestock show, auction, and disposition of animals in relation to the La Paz County Fair.

### **ARTICLE III: Executive Members:**

1. Committee and Numbers. The management or the property and affairs of La Paz County Youth Livestock Committee shall be vested in the Members of the Committee. The number of Members shall not be less than ten (10) nor more than eighteen (18). The Members shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors have been duly elected and qualified.
2. Vacancies. If any vacancies occur in the Committee following the annual

election the public will be notified we are accepting applications.

Application can be turned into any committee member and presented at the next regularly scheduled meeting.

3. Special Meetings. The Chairman or Vice Chairman, whenever they deem it advisable, or at the request of five (5) Members, issue a call for a special meeting of the Committee. Notice of each meeting shall be given by the Secretary to each Member either by Email or Text at least twenty-four hours preceding the meeting.
4. Duties and Powers. If any member is inactive for more than 3 consecutive meetings, they can be voted off the Committee. The Executive Members shall have the power to appoint such Standing Committees as it shall determine appropriate and to delegate such powers to them as the Committee shall deem advisable and which it may properly delegate. The Executive Members shall have the power, by a vote of 2/3 of those present at any regular or Special Meetings, to discipline, suspend or remove any Executive Member, General Member or Committee Member of "La Paz County Youth Livestock." in accordance with the procedures.
5. The Committee Members shall decide all matters pertaining to the finances of La Paz County Youth Livestock Committee, and it shall place all income in a common treasury. All monies shall be deposited to the credit of the organization in a local financial institution selected by La Paz County Fair Board.
6. All disbursements from Arizona Financial Credit Union, Parker, AZ 85344, shall be made by check, debit or cash budget as pre-established by the Committee. All checks and withdrawals shall be authorized and/or signed by one (2) authorized signers.
  - Check signers shall be Chairman, Vice Chairman, Second Vice Chairman, Secretary and Treasurer
  - Debit card holder shall be Treasurer.

## **ARTICLE IV: Executive Committee Member Duties**

**Chairman:** The chairman shall be the Chief Executive Officer of the organization. He/she shall have general supervision, direction and control of the business and affairs of the organization with approval of the Executive Board.

- He/she shall be the head representative of the organization and he/she shall report and turn in all information and minutes, treasurer's report and all other required reports to the La Pa County Fair organization
- He/she shall be a member of all the standing committees and have the

general powers and duties of management usually vested in the office of Chairman of a corporation.

- He/she shall have such other powers and duties as may be prescribed by the Committee or By-laws. He/she shall review, with approval of the Executive Members who hold office at the time, members of the committee.
- He/she shall review, with approval of the Committee Members, all expenditures over \$200.00 made by the organization: however, all expenditures must contribute to carrying on the activities of the organizations.
- He/she shall attend all meetings or events held by La Paz County Youth Livestock pertaining to this job title.
- He/she shall appoint an alternate as either being VC #1, or VC #2 to represent the organization in his/her absence.

**Vice Chairman:** The Vice Chairman shall preside at meetings in the absence of the Chairman. In case of the absence or disability of the Chairman, the Vice Chairman together with the Second Vice Chairman shall perform the duties of the Chairman. When acting, shall have all the powers of the office, and shall have such other duties as from time to time may be assigned by the Committee or by the Chairman.

- He/she shall serve in any other capacity the Chairman of or Committee deems necessary.
- He/she should attend all meetings or events held by La Paz County Youth Livestock pertaining to this title.

**Secretary:** The Secretary shall keep a book of minutes with all of the Committee Members, who are present, and the proceedings thereof.

- He/she shall keep a list of all committee members of the La Paz County Youth Livestock into the minutes after they have been approved by the Committee.
- He/she shall give notice of all meetings of the Executive and General Committee meetings and keep minutes of each meeting.
- He/she shall have such powers and shall perform such duties as may be directed by the Chairman and/or Committee.
- He/she will read or have available the minutes to be read in the event of his/her absence at all organization meetings.

- He/she shall email minutes from the previous meeting to all committee members at least 7 days before the next scheduled meeting. ‘ ● He/she will monitor organization email accounts and keep the committee apprised of pertinent information.
- He/she will ensure La Paz County Youth Livestock Bylaws are accurate and up to date.
- He/she will ensure Exhibitors Rules & Regulations are accurate and up to date.

**Treasurer:** The Treasurer shall receive and keep all the funds of the organization and pay them out on an organization check or draft for such purpose as authorized by the Committee.

- He/she shall keep full and accurate records and reports of all bank records.
- He/she shall give a financial report at each meeting to be entered into the minutes and forwarded with an organization representative to be delivered to La Paz County Fair Board.
- He/she is to receive and enter all funds accepted in the way of contributions or from any other source.
- He/she shall have the authority to sign checks.

**Sergeant-at-Arms:** The Sergeant at Arms is an officer responsible for maintaining order and security for the committee.

- Ensures meetings follow proper rules of procedure.
- Enforces rules of decorum (proper behavior).
- Removes disruptive individuals if necessary.
- Assists the chairperson in keeping proceedings orderly.

## **ARTICLE V: General Board Position:**

**Fundraising Coordinator:** The Fundraising Coordinator shall be responsible for acquiring organization sponsors and program advertisers; maintains all records relating to sponsorship.

- Provides sponsorship programs for the entire organization.
- Suggest new and innovative ideas for the entire

- organization.
- Responsible for collecting raffle items if needed
- Maintains appropriate records for the Treasurer.
- Head of committee if needed.
- Reports back to the Committee with information from fundraising committee meetings.

**Media Coordinator:** The Media coordinator will keep lines of communication open throughout the season.

- He/she will be responsible for updating and responding on the La Paz County Youth Livestock facebook page.
- He/she will keep up to date with other social media outlets.
- He/she will be responsible for checking and responding to emails sent to the program.

## **ARTICLE VI: Membership**

### **SECTION I: Executive Members**

Will only meet in lue of extreme circumstances

- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Sergeant of Arms

### **SECTION II: Committee Member**

**Elections:** Elections for Committee members shall be held during the January Committee meeting at which all expiring terms will be filled. Newly elected members listed below will take office at the January election meeting.

- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Sergeant at Arms

**Term in office:** Executive Committee Member is elected for a one year term. Members may not hold the same position for over three years consecutively without the Committee's approval. Executive Committee Members may run for consecutive terms. Executive Committee Members may run for non-consecutive terms while meeting eligibility requirements. Voting for office will take place in January.

**Voting:** All members can vote in a regular meeting

### **SECTION III: Resignation/Vacancies**

- Resignation of all La Paz County Youth Livestock., Committee members shall be in writing, addressed to the Chairman and Secretary prior to the next regularly scheduled meeting to be presented, read, and recorded into the Minutes.
- Any Committee member resigning or being terminated for whatever reason shall have no claim on any property or assets of La Paz County Youth Livestock.. All records and items belonging to La Paz County Youth Livestock.. shall be turned over immediately to a member in good standing of the Committee.
- In the instance of a vacancy mid-term, the Chairman has the authority to appoint a temporary replacement until nominations and election can take place. Permanent placement is to occur in a timely manner.

### **SECTION IV: Termination for Misconduct**

#### **Executive Committee Member and/or General Committee Member**

- Should any Executive Committee member and/or General Committee member be guilty of misconduct, or conduct being detrimental to the organization which render him/her unfit for membership with the organization (member not in good standing), the Committee shall, upon written complaints by any members, investigate the matter and shall notify the member(s) that the matter is now under investigation. Any member(s) of the organization may be removed with 'just cause' by a 2/3 vote of the Committee Members at the time of investigation. The Committee shall review the results of the investigation and decide

if the results have merit for the termination and enter the decision into the Minutes.

- Any member is entitled to due process of law to be heard and to defend themselves and has a right to appeal their case only to the Committee who is the Hearing Board at the organization level.
- At least seven days must pass between the date the charged parties receive written notice and the hearing itself. The only exception is a written Waiver of Notice from the charged parties. NOTE: Written Waiver of Notice is a written agreement by a charged person/organization to hold a hearing in less than seven days which constitutes a Waiver of Notice.

## **SECTION V: Reinstatement**

### **Executive Committee Member and/or General Committee Member**

- Any member whose membership is terminated by either resignation, termination, or otherwise, and who desires again to be a member, shall generate an application for membership in the regular manner, for approval of the Committee at that time. Approval for membership will take a 2/3 vote of the Committee for reinstatement. Application for reinstatement can only be submitted after any penalty period has ended.

## **SECTION VI: Code of Ethics**

### **As a member of the La Paz County Youth Livestock Committee, I will:**

- Listen carefully and respect the opinion of my fellow Committee colleagues
- Respect and support majority decisions of the Committee ●  
Recognize that all authority is vested in the full Committee when it meets in its legal session
- Keep abreast of developments relevant to issues that may come before the Committee
- Participate in Committee meetings and actions.
- Bring to the attention of the Committee any issues I believe will have an adverse impact on the La Paz County Youth Livestock Committee,

- the La Paz County Fair Association, and the communities we serve
- Attempt to understand and interpret the needs of those we serve to the Committee, and interpret the actions of the Committee to those we serve
  - Refer perceived complaints or problems through the Chairman of the La Paz County Youth Livestock Committee
  - Be an advocate for all of the Youth in La Paz County
  - Be an advocate for all of the business community
  - Recognize that my job is to ensure that the Committee is well managed, not to manage the Committee
  - Consider myself as "trustee" of the LPCYLC and do my best to ensure that it is well maintained, financially secure, growing, and always operating to the best interest of the LPCYLA and community
  - Always work to learn how to do my job better
  - Declare conflicts of interest between my personal life and my position on the Committee, and abstain from voting or discussion when appropriate

**As a member of the Committee, I will not:**

- Criticize fellow Committee members or their opinions, in or out of the board room
- Use LPCYCL for my personal advantage or that of my friends or relatives
- Discuss the confidential proceedings of the Committee outside of the board room
- Promise before a meeting how I will vote on an issue
- Interfere with the duties of the Chairperson or undermine the Chairperson's authority with staff members

**Article IX: MEETINGS (Review Section Headings)**

**SECTION I: Regular Meetings (open)**

La Paz County Youth Livestock Committee regularly scheduled Board meetings will be held the fourth Monday of each month.

**SECTION II: Annual Meetings**

La Paz County Youth Livestock., annual meeting for the election of the Executive and General Members for the following year will be held during

the regularly scheduled July Meeting.

### **SECTION III: Special Meetings**

Special meetings will be called at the discretion of the Executive Members. If a request for a special request is submitted in writing by anyone outside of the Committee the Committee shall respond within 48 hours and scheduled within 3-5 business days.

### **SECTION IV: Attendance**

Attendance for regularly called meetings of the Committee are allowed via the following:

- In person
- Via phone
- Via other electronic means

### **SECTION V: Voting**

Voting by the Committee is allowed via the following:

- In person
- Via phone
- Via email
- Via other electronic means

### **SECTION VI: Quorum**

The quorum of La Paz County Youth Livestock Committee will be considered 2/3 of the Members.

### **SECTION VII: Inspection of records**

Any member of the Committee may inspect the organization records during regular meetings by making a request at least seven days prior to such inspection. Such a request is to be made upon the Chairman or Secretary in writing.

### **SECTION VIII: Contracts**

The Executive Members may authorize any officer or agent to enter into any contract or execute any instrument in the name of and/or on behalf of the organization, but such authority must be confined to specific instances, and authorized by the Executive Members.

## **SECTION IX: Liability of Members**

No member of the organization shall be individually liable for organization debts. No committee shall be empowered to enter into contracts or agreements or to obligate organization for payment of any money or other things of value without specific approval first secured from the Committee.

## **SECTION X: Ownership**

All interest in the organization or its property of any members resigning, expelled, or otherwise ceasing to be a member, shall be vested in the organization.

## **SECTION XI: Amendments**

These By-laws may be amended at any La Paz County Youth Livestock Committee meeting by a 2/3 vote of the members present provided the text of the proposed change was read at the previous Committee meeting and notice of said change was given to the Committee members at least seven days prior to the next meeting.

## **SECTION XII: Procedures**

*Roberts Rules of Order* shall govern the procedures of meetings as far as they may be consistent with the Articles of Incorporation and By-laws herein. All officers, coaches, managers, cheer coaches and other Committee members, if appointed or elected, will conduct themselves consistently with the Code of Conduct.

The undersigned witness that these By-laws have been adopted on the 13th day of October 2020 and revised on the 27th day of December 2025.

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**Kyleen Baldenegro/ Chairman**

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**John Nelson/ Vice Chairman**

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**Rachel Taylor / Secretary**

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**Josh Grenwalt/ Sergeant of Arms**

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**Lori Baldenegro/ Treasurer**

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**Brad Makrdichian/ General Member**

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**William Alcaida/ General Member**

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**Melanie Kimberlan/ Gen Member**

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**Fernando Baldenegro/ Gen Member**

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**Bailey Makrdichian/ Gen Member**

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**Pam Wolfe/ General Member**

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**Nicci Collier/ General Member**

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**Sandra Cruz/ General Member**

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**Kalee Page / General Member**

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**Brenda Palma / General Member**

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**Josh Banuelos/ General Member**