

## **General Rules for Fair Association Directors and Members**

### **Article I: Committees**

**Section 1:** There shall be Twelve (12) general business committees.

**Section 2:** These committees shall be appointed by the president and have as many members as deemed necessary with appointments needing to be approved by the board of directors. All committee members must be members of the Association.

**Section 3:** The appointment of the members of the committees, exhibit superintendents, judge of awards, etc. must be made with strict reference to the fitness of the person to satisfactorily handle that particular work.

**Section 4:** When any appointment is made, the secretary must notify the appointee, in writing, if he/she is not in attendance at the meeting where the appointments are made and read, stating the work which will be expected, quoting Section 4, article VIII from the bylaws and enclosing a return card on which the appointee can accept or decline the appointment.

**Section 5:** All Committee Chairs must have working email, phones and voicemail that are checked weekly at minimum. Any chair may be removed and replaced at the discretion of the Executive Committee. Any Chair person must have a working phone with voicemail and be able to return calls in a timely manner.

#### **Section 6:**

Business Committees

1. Executive Committee
2. Finance and Insurance Committee (to include Audit, Budget, Insurance and Tickets. Treasurer shall be the chair person).
3. Buildings and Grounds (includes maintenance and grounds planning).

4. Traffic and Parking
5. Safety, Security and Evacuation
6. Equestrian Events/Shoreline (to include show camping, show contracts and shoreline management).
7. Rental Committee (to include winter storage, flea market and grounds rentals).
8. Publicity and Sponsorships (to include advertising, grants, sponsors, online, sign and fair book).
9. Entertainment (to include grandstand and free fair week events, current and upcoming).
10. Exhibitor Administration (to include entries, ribbons/trophies and premiums).
11. Camping (Fair and Non Fair organize camping for fair and non-fair camping).
12. Livestock Auction

### **Article II: Rules for Guidance of Committees**

**Section 1:** The chairperson of each committee, when calling a committee meeting, will notify each member of his committee of the time and place of said meeting. The member shall then notify his/her chairperson that he/she will be present or state why it is not possible.

**Section 2:** All committee reports must be in writing.

**Section 3:** The executive committee shall have charge of the grounds and buildings and all other property of the association, and shall properly care for same. The executive committee shall have charge of all business transactions of the association, including negotiating all contracts.

**Section 4:** Subject to the assigned responsibilities of the designated committees, all contracts shall be made and or approved by the board of directors. Said contracts shall be signed by the president or the secretary and the chairperson of the pertinent committee.

**Section 5:** All monies received by any director or committee appointee belonging to the association, shall, as soon as possible, be paid over to the treasurer and his/her receipt taken therefore.

**Section 6:** All payments of obligations of the association shall be made in the following manner: An itemized statement or bill shall be prepared and approved by the chairperson of the committee incurring the obligation; this bill shall be approved by action of the board; the voucher will then be passed to the treasurer for payment. The voucher will be retained by the finance committee with said vouchers being consecutively numbered.

**Section 7:** Each business committee shall submit a yearly budget by the March meeting with the chairperson authorizing legitimate expenses as covered by that committee's budget responsibilities. No expenses may be incurred by any board member outside of the budgetary guidelines without prior approval of the board.

**Section 8:** Any contracts, agreements and other related information must have copies distributed to the President, Secretary and Fair Office.

**Section 9:** An appeal may be taken in all cases from the action of any standing or special committee, but the decisions of such committee, chairperson or superintendent shall be considered a rule governing until the executive committee shall otherwise order.

**Section 10:** A simple majority of any committee will constitute a quorum for the transaction of business at any regularly called meeting.

**Section 11:** The finance committee will insure that prepare a statement will be filed with the Secretary of State on or before the twentieth day of December, in accordance with Section 5960, Act 80, 1855, P.150. App. February 12 amended. The finance committee will provide budgetary updates

at each regularly scheduled board of directors meeting.

**Section 12:** The finance committee will handle MDARD required filings are completed. A current copy of the bylaws must be on file with the Department of Agriculture & Rural Development. In addition, the cash receipt and expenditures and premiums paid must be filed with the Department within 120 days after the close of fair.

**Section 13:** The finance committee will ensure the accounting firm completes the 990 tax document and it's filed properly and on time.

**Section 14:** All Facility keys loaned out for any purpose shall be issued and returned to/from the director in charge of the event in a timely manner, following any rental or facility use.

### **Article III: Duties of Committees**

Section 1:

The executive committee will prepare a special set of rules, detailing the duties of each business committee, and define their scope of action, giving such suggestion as they may deem necessary to intelligently start the machinery of the committees in proper operation, including setting up and maintaining budget guidelines.

### **Article IV: Superintendents of Exhibits and Classes of Exhibits**

**Section 1:** Each class/department of the fair will be the responsibility of one superintendent, who with such assistants or clerks as may be needed, will have the overseeing of judges, will make a full report of all entries and awards to the secretary of the association before the close of the fair. Each superintendent will make a general report of the business and changes needed in his/her section at

the annual meeting of the association. The executive committee shall confirm in writing the nominations of all assistants made by superintendents in charge of departments of the fair.

#### **Article V: Officers**

**Section 1:** The Board of Directors will meet daily each day of fair (Time TBD), exclusive management of the same. Such superintendents will have charge of the entries of all articles of their section, the for the transaction of business and to adopt measures to carry out the program of the fair and secure full execution of the rules of the association, and shall have their offices on the grounds during the fair and their location publically designated.

**Section 2:** The president, secretary and treasurer will be found at the fairgrounds each day of the fair, where they will attend to the business pertaining to their offices.

**Section 3:** All directors, employees and superintendents will be properly identified.

**Section 4:** The president, secretary and treasurer shall give bonds at such times and such sums as shall be determined by the executive committee and all other persons authorized to receive money for the association shall give bonds in such sums as the executive committee may direct.

**Section 5:** All membership tickets shall be sold by the secretary and treasurer or under their supervision.

**Section 6:** The Treasurer must keep general running balance in their possession containing all current account balances, checks outstanding and money or monies received, etc.

**Section 7:** Any director wishing to utilize the facilities may request so from the executive committee free of charge.

#### **Article VI: Admissions and Fees**

**Section 1:** All communications regarding of making application for space should be addressed to the chairperson of concession and privileges.

**Section 2:** Definite space will be leased to each applicant upon contract, specifying size and location and the use to be made of the same.

**Section 3:** No change of position will be allowed without the consent of the superintendent in charge or chairperson of the concession and privilege committee.

**Section 4:** No imposition, fraud or deceit shall be practiced in selling of goods.

**Section 5:** No games of chance or immoral exhibitions will be allowed on the grounds. No shows that make an extra demonstration on the outside of their rents to attract the attention of the public will be allowed, except by special permission.

**Section 6:** All buildings, booths, or tents erected must be clean and present a good appearance, and together with the grounds surrounding must be kept neat and tidy.

**Section 7:** With each contract nontransferable grounds passes, for the admission of the applicant and necessary helpers, will be furnished.

**Section 8:** The association reserves the right to close for clause, any stand or booth, or terminate any privilege held or used in violation of these rules.

**Section 9:** All leases shall be subject to such exclusive contract as may be made by the association.

**Section 10:** No intoxicating liquors shall be sold or given away on any part of the fairgrounds during the fair.

### **Article VII: Bills and Claims**

**Section 1:** Any Director may spend \$100 or less for materials or supplies. Any expenditure below \$200 may be approved by the President, Vice Presidents or Treasurer. Any expenditure \$500 or below may be approved by the Executive committee. Any expenditure that is over \$500 MUST be approved by the full board of directors. Expenditures that are unavoidable such as utility bill and operating expenses are not required to follow this rule.

**Section 2:** All fair related bills and claims against the association, especially those made on the orders of the superintendents, must be presented to the secretary or treasurer within two (2) weeks after the close of fair.

### **Article VIII: Superintendent of Exhibit**

**Section 1:** The fairgrounds will be open for the reception of stock and articles for the exhibition on the Saturday prior to the fair week through Saturday of fair week.

**Section 2:** All animals entered for exhibition must be placed in the several departments by the time stated in the fair book.

**Section 3:** All animals and articles entered must remain in their assigned location during fair week, until the time stated for the pertinent department in the fair book to allow full enjoyment by fairgoers unless released by order of the superintendent of the department. Otherwise, exhibitor will forfeit any premium earned and/or the privilege to exhibit at the fair.

### **Article IX: Exhibitors**

**Section 1:** Competition is open to anyone who wishes to display his/her exhibit in the divisions available, unless restrictions are imposed by the board of directors or the executive committee. Where restrictions are imposed, the reason for the restriction should be made known to the exhibitor.

**Section 2:** Entries can be made in advance of the fair to fair office, via email to [registration@masoncountyfairgrounds.com](mailto:registration@masoncountyfairgrounds.com) or to P.O. Box 153 Scottville, MI 49454.

**Section 3:** Persons entering livestock must, at the time of entry, give a list of the stock, stating the age and breed of the animals, the breeder's name and residence, and particular class and division in which the animals are to be entered.

**Section 4:** Exhibitors should make themselves familiar with the premium list and rules that they may enter their animals in the proper section and class. They should make their entry cards carefully.

**Section 5:** Exhibitors should make themselves familiar with the code of conduct. Any exhibitor found to have broken the code of conduct:

- First offense; verbal warning issued by a Director
- Second offense; written warning will be issued.
- Third offense; Removal from fairgrounds.

Permission to return to the fairgrounds will only be granted after a meeting with the Board of Directors.

**Section 5:** Except in the case of herds, sweepstakes, specials and horse shows, no animal can be entered in more than one class or compete for more than one premium.

**Section 6:** Each article or animal entered for a premium must bear an entry card showing the number, section and class, to which the same belongs. Which cards, duly filled out, will be furnished. Exhibitors will see that their entry cards

are in proper place and can be readily seen by the judge.

**Section 7:** All entries must be made in the name of the owner or joint owners, actual growers, or producers, investors, or manufactures. Entries must have an exhibitor number.

**Section 8:** Each exhibitor shall personally see to the entry of his/her animals or articles, then put them in the places assigned to them by the superintendents in charge, and remove the same at the close of the fair.

**Section 9:** The association reserves the right to refuse any entries offered especially if an unreasonable amount of room is required or a potentially dangerous situation created. A statement requesting special consideration should accompany each entry if the exhibitor has any thought that his/her entry may need special consideration.

**Section 10:** Exhibitors wishing to erect separate buildings or tents and exhibitors requiring additional work in the building or elsewhere, must apply to the chairpersons of buildings and grounds committee. In all such cases, the exhibitor must bear any expense.

**Section 11:** Exhibitor will not be allowed to sell goods during the fair, without special permission of the superintendent of concessions and privileges though they may receive and book orders and all articles or animals may have the price of each attached, nor will they be permitted to call attention to their exhibits in a noisy or disorderly way.

**Section 12:** Ample space and facilities for exhibitions and display will be all machines and other articles entered for exhibition only, and for which no awards are offered but all such goods must be duly entered and will be subject to the general rules of the fair.

**Section 13:** No animal or article will be entitled to a place on the grounds until entry shall has been made as above, except the case of emergency, and then at the discretion of the superintendent of the department.

**Section 14:** All state and public institutions shall be allowed to exhibit, but shall not be permitted to compete for premiums.

**Section 15:** Western Michigan Fair Association is not responsible for lost or stolen property or any injuries to person or livestock.

**Section 16:** No pecuniary consideration or inducement other than the premiums offered shall be paid to exhibitors entering for premiums.

**Section 17:** A veterinarian will be on call, but not necessarily on the grounds.

#### **Article X: Entries**

**Section 1:** Competition is open to all unless otherwise specified.

**Section 2:** All exhibitors must file their entry forms and necessary forms by the deadline which is printed on the entry form in the back of the book. Mail entries to: WMFA P.O. Box 153 Scottville, MI 49454. Entries may also be emailed to [registration@masoncountyfairgrounds.com](mailto:registration@masoncountyfairgrounds.com) or may be dropped off at the fair office located at 5302 W. US-10 Ludington, MI 49431.

**Section 3:** All youth livestock exhibitors are required to enter in a showmanship class.

**Section 4:** Ownership is not required for a youth exhibitor to show in any animal class other than market class.

**Section 5:** Exhibitors must be the owner of the market animal.

#### **Article XI: Judging**

**Section 1:** Judges shall not have a management or supervisory role at the fair. There shall not be an ongoing and direct relationship between the judge and any fair board member, show secretary, employee, or exhibitor within the class or classes being judged.

**Section 2:** No person shall be allowed to interfere with the judge during judging.

**Section 3:** The decisions of the judge are final in all classes.

**Section 4:** Danish system of judging shall be used to judge all youth exhibits.

**Section 5:** The American system of judging shall be used in all adult Open class judging.

#### **Article XII: Livestock Market Sale**

**Section 1:** The Western Michigan Fair Association provides the venue on the week of fair and in partnership with structured organizations, whose purpose is to educate and help youth understand how to raise and market a livestock project.

**Section 2:** The Western Michigan Fair Association requires youth market registration forms by April 1<sup>st</sup> of the current year.

All animals must be tagged on the dates the WMFA designates or the animal will not be eligible to be sold. In addition, possession dates listed in the fair book must be adhered to or the project will not be eligible to enter the sale.

#### **Article XIII:**

#### **Duties and Privileges of Exhibitors**

**Section 1:** Exhibitors will at all times be giving the necessary personal attention to whatever they may have on exhibition, and at the close of the fair, take charge of the same. Exhibitor will be responsible for leaving his/her space with a clean and neat appearance. Exhibitors must present a clean

stall/booth slip issued by the WMFA representative to get premium checks.

**Section 2:** An exhibitor who tears off a premium ribbon or authorizes another person to do so, in the presence of the awarding judge, or shall otherwise insult the awarding judge, or show unsportsmanlike behavior, shall forfeit the premium and be excluded from exhibition.

**Section 3:** Exhibitors of livestock are expected to exercise due discretion in regard to exhibiting their animals safely while both in and out of their stall.

**Section 4:** No person except Fair Representative or employees of the association shall be allowed in the buildings after closing hours, except upon the written order of the Executive committee.

**Section 5:** Parking livestock trailers will be controlled by the Western Michigan Fair Association.

**Section 6:** No motorized vehicles allowed on Midway without written permission from Fair Secretary (Exceptions: motorized wheelchairs, official fair vehicles and pre-approved golf carts).

**Section 7:** Any said complaint resulting in a drug test, cost will be picked up by the complainant with said money to be used for the drug test if said test turns out negative. If any Exhibitor with dairy cows (milking) and these animals have been given antibiotics and had not reported this to anyone, **This Exhibitor will be totally responsible for the entire tank of milk** and the Western Michigan Fair Board President (Or Vice President or Superintendent) reserve the right to determine whether sufficient evidence exists to merit further action, with the complaint cost to be set at \$300.00. Money is to be paid at the time of complaint pertaining to any drug violation.

**Section 8:** All exhibitors should read and be familiar with the Code of Conduct for exhibition at the Western Michigan Fair.

**Section 9:** Exhibitors should make themselves familiar with the code of conduct. Any exhibitor found to have broken the code of conduct:

● First offense; verbal warning issued by a Director

● Second offense; written warning will be issued.

● Third offense; Removal from fairgrounds.

Permission to return to the fairgrounds will only be granted after a meeting with the Board of Directors.

6. Camping will be available for the Fair week.
7. Closing the building will be done by the Fair Association or his/her designate.
8. Tear down and removal time is 8:00pm Saturday of Fair week or 9am – 1pm on Sunday.
- 9. Any early exit forfeits privileges for the following year.**
10. Games of chance must be licensed – See State of Michigan Game of chance website.

## **COMMERCIAL EXHIBITORS RULES**

1. The building will be locked from 10:00pm until 12:00 noon, at which time it will be opened for the day by the Fair Association Superintendent or his/her designate.
2. Exhibitors are to keep booths neat and clean.
3. Make booths presentable, as they will be judged in two categories: Commercial and Non-Profit for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place plaques.
4. Parking arrangements will be made by Fair Association superintendent.
5. Three (3) passes will be given to each exhibitor. A \$5.—fee will be charged for each additional pass.