

Policies

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Policies

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 2/28/2017
Review Date: 10/1/2019
Revised Date: 10/1/2019

1. Policy: Committee Participation & Attendance

Procedure:

1. Committee Participation: Every director will volunteer, or be appointed by the president, to a minimum of two (2) committees and have to Chair one (1) committee.
2. Committee members who are absent three or more times will no longer be notified of committee meetings, and will need to re-initiate interest to be notified of meeting.
3. A Director will be considered the Chairperson of a selected committee.
4. A second Director will agree to Co-Chair the committee.
5. All committees should encourage volunteers from the NWMF Membership to serve on the committee.
6. All membership volunteers must be in good standing with the NWMF and hold a Lifetime Membership or current Annual Membership that they will agree to renew to remain on a committee.
7. All committees should have at least three (3) members, to include Chair and Co-Chair.
8. Any current member of the NWMF can attend committee sessions and their public comments will be considered, polices are made by the Board of Directors.
9. Minutes will be taken at each committee meeting by a committee member.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 2015
Revised Date: 2/28/2017

2. Policy: Fair Board Directors

Procedure:

- a. A minimum of three (3) persons on committees.
- b. A person cannot be on the Fair Board of Directors if he/she is an active 4-H Livestock Council Officer or Species Chair.
- c. All cell phones will be turned off or on silent during the annual, special or monthly Board meetings.
- d. No texting by Board Members during meetings.
- e. Fair Board Directors will be allowed to store one item free for winter storage after all public storage is in. If there's more directors wanting to store than space available, directors with the most hours of volunteering during the previous year as determined by the winter storage committee will be considered first.
- f. Free rental of the grounds or buildings to a Fair Board Director and immediate family (spouse or children) all other rentals by a director's extended family (for example: Aunt's, Grandparent's, and/or Uncle's) 50% off.

- g. For the benefit of each Director, paid employee and camp host, a copy of any and all completed and signed contracts will be in the Fair Office readily accessible to be viewed if needed. Any and all contracts would include: livestock, off-season events, Fair events, rental of grounds and buildings, cleaning, garbage, vendors and animal records.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 2/28/2017

3. Policy: End of Year Report

Procedure: Every committee Chairperson will fill out an End of Year Report which is due by October Board Meeting. (See attached form)

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 2013
Reviewed and Revised: 2/28/2017

4. Policy: Code of Conduct

Procedure:

- a. Acceptable conduct is defined as "Conduct that is professional and cooperative and that positively affects that ability or could affect the ability of Fair board members to perform their tasks".
 - b. Disruptive conduct is defined as "Conduct that is demeaning, abusive, degrading, derogatory comments, intimidating, threatening or insulting and that adversary affects or could effect, the ability of Fair board members to perform their tasks".
 - c. Prohibited conduct is crude, profanity or similarly offensive language, sounds, innuendos or jokes, whether communicated verbally, by electronic mail or otherwise, relating to race, color, religion, national origin, gender, age, height, weight, marital status, disability or other protected classification.
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5. Policy: Removal of Directors

Procedure: A Director may be removed for the Board of Directors by one of five methods:

- a. Accumulation of four (4) absences from the regular Board Meetings.
- b. Conflict of interest resulting in Director's profit as determined by the Board of Directors.
- c. By the Membership at the Annual Meeting or a Special Meeting called for the purpose of removing a Director.
- d. A Director may be removed for conduct detrimental to the integrity and reputation of the Northwestern Michigan Fair, by a vote of three fourths of the seated Board of Directors. Should a Special or Annual Meeting, meeting of the Membership be called to remove a Director, or a request be made by five (5) directors.
- e. Members present at an Annual Meeting, a Director may be removed by a majority vote of the Members. That Director shall be considered removed and the seat vacant.
- f. Accumulation of four (4) absences from the regular Board Meetings. **Will be voted on by the board. The person in question must be present.**
- g. Conflict of interest resulting in Director's profit as determined by the Board of Directors.
- h. By the Membership at the Annual Meeting or a Special Meeting called for the purpose of removing a Director.
- i. A Director may be removed for conduct detrimental to the integrity and reputation of the Northwestern Michigan Fair, by a vote of three fourths of the seated Board of Directors. Should a Special or Annual Meeting, meeting of the Membership be called to remove a Director, or a request be made by five (5) directors.
- j. Members present at an Annual Meeting, a Director may be removed by a majority vote of the Members. That Director shall be considered removed and the seat vacant.
- k. **Violations of the By-Laws and/or policies and procedures. Will be voted on by the Board.**

6. Policy: Fair Week Responsibilities

Procedure:

- a. A meeting of all fifteen (15) Board Members, or their representatives, will take place each and every night or day of Fair week, starting with the first Saturday of Fair week, and continuing throughout the, including the following Saturday. This meeting will be held at 10:30pm, consistently throughout Fair week. If a situation occurs, the time can be changed by the President.

- b. If a Fair Board Director is unable to be on the grounds and available to help for Fair week due to work schedules or other issues, it is their responsibility to appoint someone 18 and older that can step in their place during the Director's absence. It is imperative that we have fifteen (15) Fair Directors or their representatives on the grounds to assist with anything and everything that may need to be attended to.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 2013
Revised: 2015
Reviewed: 2/28/2017

7. Policy: Contractual Work

Procedure: For all contractual work, a minimum of three (3) SEALED bids will be obtained. These bids will be obtained by the chairperson of the Buildings & Grounds Committee or someone he delegates to obtain them. If three (3) sealed bids are not obtained after all attempts have been made, the decision will be made from the sealed bids that were obtained. All sealed bids will be given to the chairperson of Buildings & Grounds and will be opened at a committee meeting, with the requirement of at least three (3) people present. The bids will be presented at the next board meeting along with a slip of paper with signatures of the persons present of the opening of the sealed bids

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 2015
Reviewed: 9/9/2021
Revised: 9/9/2021

8. Policy: Free Camping

Procedure: Free Camping during Fair Week is offered to the following people:

- a. All fifteen (15) Fair Board Members. Note: No substitutions allowed.
- b. All five (5) 4-H Livestock Executive Board Members. Note: No substitutions allowed.
- c. All eleven (11) Species Chairs, which includes: Dairy Feeders, Junior Beef, Steers, Swine, Sheep, Llamas/Alpacas, Horses, Goats, Poultry, Rabbits and Dogs. Note: No substitutions allowed. (No free camping available for Assistant Species Chair)
- d. All Superintendents of barns, which include: Horse Barn, Junior Beef Barn, Steer Barn, Swine Barn, Sheep Barn, Rabbit Barn, Poultry Barn, Llama/Alpaca Barn, Goat Barn and Dogs. Note: No substitutions allowed.
- e. Additional positions eligible for free camping, which include: Photographer, Veterinarian, Maintenance, Fair Office Secretary, and Electrical.
- f. One campsite per family for all people name above.

Any and all other request for free camping sites will be reviewed and approved by the Fair Board Directors on a yearly basis. *Note: The Fair Board Secretary will provide the name of the persons eligible for free camping to the Fair Office personnel.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 2010
Reviewed: 2/28/2017

9. Policy: Professional Environment/ Sexual Harassment: All Northwestern Michigan Fair visitors, members, associates and board of directors deserve to be treated with respect and dignity. Northwestern Michigan Fair promotes equal opportunities and prohibits discriminatory practices on the basis of race, color, sex, age, creed, religion, height, weight, national origin, marital status, disability or other impermissible criteria. Abusing the dignity of anyone through ethnic, racist, sexist or other derogatory comments, jokes or slurs will not be tolerated. All members who violate this policy will be subject to prompt disciplinary action up to and including discharge of duties and removal from property.

Procedure: Sexual Harassment in any form is strictly prohibited. Not only is sexual harassment a violation of the anti-discrimination policy of Northwestern Michigan Fair, it is also prohibited by federal and state laws. It is impermissible for any representative of the Northwestern Michigan Fair to engage in an action which harasses another individual by:

- Making unwelcome sexual advances or requests for sexual favors or other verbal or physical contact of a sexual nature, as a condition of the member's involvement;
- Making submission to or rejection of such conduct the basis for decisions affecting other members;
- Creating an intimidating, hostile or offensive working environment on the basis of sex.

Other Abusive Behavior:

Abusing the dignity of anyone through ethnic, racist, sexist or other derogatory comments, jokes or slurs are strictly prohibited. Prohibited conduct includes, but is not limited to:

- Crude or offensive language, sounds, innuendoes or jokes, whether communicated verbally, by electronic mail or otherwise relating to race, color, religion, national origin, sex, age, height, weight, marital status, disability or other protected classifications;
- The display of sexually suggestive or otherwise offensive objects pictures, letters, gestures or graffiti relating to race, color, religion, national origin, sex, age, height, weight, marital status, disability or other protected classifications;
- Unwanted sexual advances, including offensive touching, pinching, brushing the body or impeding or blocking movement.

Reporting a Complaint:

Any individual who believes that he or she has been a subject of harassment, who is aware of conduct prohibited under this policy or who feels that he or she has been retaliated against for having made a complaint of harassment or for having participated in the complaint process, is encouraged to immediately report any such incident. Any decimation or harassment including, but not limited to, sexual harassment or any other abusive behavior shall be made in writing to the Executive Board. It is not effective or sufficient to tell another member.

An accurate record of the objectionable behavior or misconduct is required so that a formal and impartial investigation (follow Harassment Investigation Procedure) may be undertaken. All members agree to cooperate in the investigation process. The investigators will do their very best to maintain confidentiality, but it must be understood that disclosure of certain facts and allegations may be necessary to assure a complete investigation and a fair resolution to the complaint.

Following completion of the investigation, appropriate remedial action will be taken.

The Executive Board will refer substantial cases of harassment to the Fair Committee for further recommendation consistent with the Correction Action and Fair Hearing Plan, if applicable. A single egregious incident such as physical or sexual harassment, assault, a felony conviction, a fraudulent act, stealing, damaging Fair property or inappropriate physical behavior may result in termination and removal from the Association.

Management Responsibility: Any member who is made aware of or observes harassment and fails to inform the Executive Board will be subject to disciplinary action up to and including removal from the Association, as determined appropriate by the Northwestern Michigan Fair Board.

Retaliation: Northwestern Michigan Fair strictly prohibits any retaliation against any member who, in good faith, has registered a complaint under this procedure. Retaliation in any form is unacceptable and will be dealt with accordingly.

HARASSMENT INVESTIGATION PROCEDURES:**Privileged Information**

Upon notification of an allegation of harassment, the Northwestern Michigan Fair should notify legal counsel for advice and direction on conducting an investigation. The investigation procedure contained in this document is intended as a guide for Fair Board representatives in obtaining information for use by legal counsel in evaluating the Fair Board's legal rights and responsibilities. Information obtained in this investigative process should be treated as confidential pursuant to attorney-client privilege unless directed otherwise by legal counsel.

Reporting Procedure:

The Professional Work Environment (Harassment) policy of the Northwestern Michigan Fair states that a member or associate who believes that he or she is or has been the subject of harassment shall report the alleged charge immediately to any Board Member. In performing the investigation, the attached Harassment Investigation Checklist shall be used as a guide. All information should be held in strictest confidence and disclosed only on a need to know basis to investigate and resolve the matter.

Step 1

The individual alleging harassment should be interviewed by the Board of Directors. A second person should accompany the member during the interviews with the complainant, the alleged harasser and witness, so that information obtained during the interviews can be corroborated. The individual alleging harassment should be informed that, in order to pursue the complaint, he or she must complete a board provided form specifically outlining the details of the complaint.

To ensure the prompt and thorough investigation of a harassment complaint, the complainant should provide as much of the following information as is possible:

- The name or person allegedly causing the harassment;
- A description of the incident(s), including the date(s), location(s) and the presence of any witnesses;
- The alleged effect of the incident(s) on the complainant;
- The names of others who might have been subject to the same or similar harassment;
- The steps the complainant has taken to try to stop the harassment; and
- Any other information the complainant believes to be relevant to the harassment complaint.

In the complainant refuses to complete the form or provide necessary information, the matter should not be further investigated by the Executive Board, unless circumstances clearly indicate otherwise.

Step 2

If the complainant identifies the alleged harasser as a Fair Board member, the Executive Board will evaluate the complaint and at their sole discretion, may either direct the investigation to continue pursuant to the remaining steps of this Harassment Investigation Procedure, or refer the matter to the Executive Committee for further recommendation consistent with the Corrective Action Plan and the Fair Hearing Plan, if applicable.

Step 3

Within 48 hours after receiving the complaint in writing, the alleged harasser will be called to meet with the Board of Directors and given a copy of the completed complaint form and informed of the seriousness of the allegations. The board

should review with the alleged harasser the Fair policy, indicate that a charge of harassment has been made and advise the alleged harasser of his or her right to be represented by legal counsel. The alleged harasser will then have the opportunity to refute the allegations by responding on the complaint form. The alleged harasser will also be asked to provide supporting information and/or the names of any witnesses who could refute the charges.

Step 4

The Executive Board will meet with the alleged harasser to discuss the seriousness of the allegations. If the evidence warrants it, the alleged harasser will be suspended for a period not to exceed two (2) weeks, pending a complete investigation, if applicable, the Fair Board's Corrective Action Plan and Fair Hearing Plan.

Step 5

During the two-week suspension period, the Executive Board will perform a complete investigation. They will interview and take statements from any witnesses provided by the complainant or the alleged harasser and investigate any other information provided or discovered in the course of the investigation. Upon completion of their investigation, the Board will make a decision on the validity of the claim and determine preliminary what, if any, remedial action should be taken by the Fair Board. The preliminary determination of the action to be taken, including removal from the Association, will be based on the facts on a case-by-case basis.

Step 6

Once a determination is made by the Executive Board, the results of the investigation generally and the proposed remedial action by the Board, if any, shall be reviewed with the complainant. The Board shall note the agreement or disagreement by the complainant with the remedial action. If the complainant does not agree with the proposed remedial action, the Board should discuss with the complainant his/her suggestion(s) for remedial action. After due consideration of the complainant's suggestion(s), the Board shall make a final determination as to what remedial action, if any, will be taken by the Fair Board. However, if the alleged harasser is a member, then the Executive Board will participate in determining the appropriate remedial action, and may at their discretion, refer such issues to the Executive Committee for further recommendations consistent with the Corrective Actions Plan and the Fair hearing Plan, if applicable. The complainant will be advised of this decision.

Step 7

If the allegations prove not to constitute harassment, the alleged harasser will return to duties retroactive to the date of suspension. False accusations will result in severe disciplinary action, up to and including removal from the Fair Association.

Step 8

A copy of the Board's final decision shall be included in the file of the alleged harasser only if the determination concludes that the individual engaged in prohibited conduct. No record of a complaint should be kept in the complainant's file, unless the investigation concludes that the complaint was reckless, frivolous or vexatious. The Board in secure files shall maintain all information pertaining to a harassment complaint or investigation.

HARASSMENT INVESTIGATION CHECKLIST:

Using the following checklist to guide investigations into alleged harassment. Your investigation must be thorough and impartial. Be persistent about obtaining information relating to the harassment complaint, but always show respect for all parties involved. Conduct all interviews in private and keep the information you gathered strictly confidential. Note that another qualified personnel representative should accompany the primary investigator during all interviews:

- Did the harassment occur **on** Fair property, or off-site?
- On what specific dates or over what period of time did the alleged harassment occur?
- Was the member's complaint contemporaneous with the alleged harassment? If not, why did the member delay filing the complaint?
- What is the relationship of the alleged harasser to the complainant?
- What specific unwanted advances conduct was involved?
- What evidence exists to support a claim of hostile environment harassment? In other words, from the perspective of someone similarly situated to the complainant in race, age, gender and other characteristics, was the oriented conduct sufficiently pervasive or severe to impact on the complainant's job performance or otherwise create an intimidating, hostile or offensive working environment?
- What steps, if any, had the complainant taken to stop the harassment prior to filing a complaint?
- What is the alleged harasser's response to the charges? Has he or she been advised of the right to seek legal counsel? If the individual denies the charges, is his or her account sufficiently detailed and internally consistent to be plausible? What corroborative evidence exists to substantiate the alleged harasser's account?
- Is the complainant's account sufficiently detailed and internally consistent to be plausible? What corroborative evidence exists to substantiate the complainant's account?

- Has anyone else been subject to the same conduct? What are the names of individuals who also might have been harassed?
 - Did another member know of the harassment? Is there evidence suggesting that the member should have known of the harassment?
 - Are there any witnesses to the conduct? Do the accounts given by the witnesses' conflict with or support the accounts given by the complainant and the respondent?
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Whistle Blowers Protection Act

Retaliatory action against members, who in GOOD faith report violations, is prohibited. The Federal False Claims Act includes a provision protecting any board member and/or associate member who lawfully acts in the investigation for, initiation of, testimony for, or assistance in a claim under the act.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 2000
Revised: 2/28/2017

10. Policy: Checks

Procedure:

- a. The Northwestern Michigan Fair Association will have two signatures from the five (5) Executive Board Members on each check written.
- b. An Executive Board Member can't sign a check made out to themselves.
- c. Checks will be written to payee with the amount before they are signed.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 2010
Revised: 2/8/21

11. Policy: Cash

Procedure:

- a. Cash will be counted by more than one person, with a minimum of three people present who are not related to each other. One must be Treasurer or Deputy Treasurer.
- b. Money from the gates, carnival, grandstand, pits, horse shows and 50/50 drawings and any other cash venues on the fairgrounds will either be picked up or dropped off at the office. Money will not be opened or counted until at least

- three people are available to count the money with the Board Member who signed present. One must be Treasurer or Deputy Treasurer.
- c. When depositing or withdrawing cash, there needs to be two signatures on Bank Envelope from Executive Board Members.
 - d. Minimum of two Fair board members will pick up any cash on the Fairgrounds. Initial count with each person signing off.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 2009
Revised: 2/28/2017

11. Policy: Budget Spending

Procedure:

- a. \$499 spending limit.
- b. No spending over \$499 at any one time without the approval of the Fair Board of Directors.
- c. A budget shall be put in place for the upcoming year.
- d. The Finance Committee will meet in September and have an income/expense budget for the upcoming year by the October Fair Board Meeting. Committee's that might go over budget will come to the Fair Board for additional funds to be approved.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 2009
Revised: 2/28/2017

12. Policy: SSN or EIN

Procedure:

- a. All documents with Social Security numbers and/or tax payer ID's will be kept in a safe place and destroyed.
- b. Documents with Social Security Numbers and tax payer ID's will be kept for seven (7) years in a safe place and then destroyed after.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 2009
Revised: 2/28/2017

13. Policy: Record Retention

Procedure: On a periodic basis the Fair Board may elect to scan an electronically store Meeting Minutes and related documents. At all times the Secretary will maintain a

minimum of ten (10) years (hard/paper/laptop) copy of Meeting Minutes and related documents on paper. (See Non-Profit Corporation Act (Act 162 of 1982) 450.2485 Sec 485. After ten (10) years the electronic and/or paper documents will be stored in the Fair Board Office.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 2013
Revised: 2/8/2021

14. Policy: Petty Cash

1. Procedure: During the months of May through September when the Fair Secretary is at the Fair Office they will have a petty cash box of \$300. During the months we do not have a Fair Secretary at the Fair Office there will be no cash money in fair office. (See attached cash box request form)
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Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: March 2012
Revised: 2/28/2017

15. Policy: Purchase Order

Procedure:

- a. Each board member will have paper purchase orders for requested purchases. They can be preapproved at board meetings and signed by an Executive board member for a future project during the next month.
- b. All Purchase orders need to have executive board members written or verbal approval in rare case or an emergency situation. For approval it goes down the ladder starting with President, Vice President, 2nd Vice President, Treasurer and Secretary. In an emergency situation Purchase order can be filled out after situation is handled.
- c. If you should purchase something and then turn in a receipt for reimbursement it will require written Purchase order and approval also before you are reimbursed.
- d. The Purchase order numbers will be the date and board members first initial of first name and first initial of last name then a number starting with 1 and sequential for Purchase orders for same day. It is helpful to put the building or project you are working on the Purchase order also. Please see attached for example.
- e. Staple receipt to Purchase Order.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: March 2012
Revised: 2/28/2017

16. Policy: Credit Card and Charge Account

Procedure:

- a. The Treasurer will keep all credit cards and track them for purchases and charges with the purchase order system. This will allow us to cost code purchase more effectively and have better control over spending of the Fairs money.
 - b. To check out a Credit Card the treasurer will have you sign for the card after seeing the approved Purchase Order. Once completing your project and have all the receipts bring the card back to the treasurer with the Purchase order and all receipts you will then sign that you returned the card.
 - c. All Charges will need to have a Purchase order approved by an Executive Board member (President, Vice President, 2nd Vice President, Treasurer or Secretary). Once approved and purchased, attach receipt from vendor to purchase order and turn into treasurer.
 - d. Fair Board Members and employees of the Northwestern Michigan Fair are the only ones who can check out a credit card. (See attached form)
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Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 3/14/2017
Review Date:
Revised Date:

17. Policy: All Board Meeting votes to be made by Written Vote.

Procedure: Any and all votes to be made at the Board Meeting will be done by written vote. The results will be noted in the minutes as passed or failed.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 3/14/2017
Review Date:
Revised Date:

18. Policy: No Camping

Procedure: No Camping on the fairgrounds when the camp is closed from October 16th through May 14th.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date 8/28/2017
Review Date:
Revised Date

19. Policy: Board meeting votes to be made by written vote.

Procedure:

- A. Any votes to be made at the board meeting upon request.
- B. Voting on a person
- C. Voting on a personal matter
- D. Removal of/or reprimand of a director
- E. Any purchases greater than \$500
- F. Any infrastructure changes.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 8/28/2017
Review Date:
Revised Date:

20. Policy: Background check on all Directors, Superintendents, and Assistants.

Procedure: Background check

- A. Every year a background check will be completed on acting board members and Superintendents and Assistants.
- B. All pay rolled employees
- C. All applicants will be subjected to back ground check prior to approval of the acceptance of their application.
- D. Background check will be conducted by third party.
- E. All results will be kept confidential

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 8/28/2017
Review Date: 9/9/2021
Revised Date: 9/9/2021

22. Policy: Animal Superintendents

Procedures:

- A. Anyone interested in a superintendent position will need to fill out an application.
- B. All candidates must be a Lifetime Member or a Current Annual Member of the Northwestern Michigan Fair Association.
- C. Applications will be reviewed by superintendent committee with recommendation presented to the Board of Directors.

D. Applications will be due September 1st and recommendations will be voted on at The October Board Meeting.

E. Superintendents selected after 2019 will be subject for re-election every 3 Years as per rotation.

F. All current Superintendents will be Grandfathered in and remain in their positions until the year of their rotation or are removed by the Board of Directors.

1. Rotation for Superintendents will be as follows.
 - a. 2022: Cattle, Dog, Draft Horse, and Goat
 - b. 2023: Sheep, Poultry, Horse, and Llama
 - c. 2021: Swine and Rabbit
2. During the October Board of the Directors Meeting, the Candidates for Superintendent will be voted on by the seated Board of Directors.

G. If a superintendent steps down or is removed from their position, an Application due date will be given out with notification of open position.

H. Background check will be conducted on all applicants and superintendents effective February 2019.

I. Annual review will be conducted on superintendents.

J. All complaints must be turned in to the President in writing. Signed and dated by the complainant within 30 days of the incident.

Northwestern Michigan Fair
Traverse City, MI 49685
Author: Bylaw and Policy Committee

Original Date: 2/5/2019
Review Date: 9/2019
Revised Date: 10/1/2019

23: Hiring Animal Judges

Procedure: Hiring Animal Judges

1. All NWMF Animal Superintendents will hire the judge(s) for their species. It is highly encouraged that they consult with the 4-H Specie Chair in selecting a judge. Mutual agreement is encouraged, but not mandatory.
2. Judges must be selected from outside the five-county area (Antrim, Benzie, Leelanau, Grand Traverse, and Kalkaska).
 - a. If a superintendent is unable to secure a judge, exhausting all contacts, a judge from within the five-county area may be hired as long as the judge is not related to or affiliated with any person or club competing in that species.
 - b. Judges hired from outside the five-county area may not be related to any person or club competing in that species program, this is to include the sale of animal(s) to the participant in that program.
3. Minimum of 3 bids must be secured (if possible).
4. Contract will be submitted to the Director/ Chairperson of Animal Superintendents.
5. Contract will be presented to the Fair Board for confirmation.
6. Only the Fair Board President or Secretary can sign the contracts. (Per contract policy)
7. All judges whose fees exceed \$599 will need to submit a W-9 form.

Northwestern Michigan Fair
Traverse City, MI 49685
Author: Bylaw and Policy Committee

Original Date: 10/1/2019
Review Date:
Revised Date:

24. Policy: Dogs

Procedure:

Fee for fair campers to bring and register their house pet(s), limited to dogs.

Northwestern Michigan Fair
Traverse City, MI 49685
Author: Bylaw and Policy Committee

Original Date: 10/1/2019
Review Date:
Revised Date:

25. Policy: Dogs on the Grounds

Procedure:

1. Any and all dogs that stay on the grounds must have all shots that are required by law. Provided proof may be a digital or physical copy of the Vet provided paperwork.
 2. All dogs must be licensed as required by law.
 3. A release form should be signed not holding the NWMF liable for any injuries or damage that the dogs may cause to the participants of any activity held on the NWMF grounds.
 4. All dogs must be on a maximum 6 foot physical leash at all times.
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Northwestern Michigan Fair
Traverse City, MI 49685
Author: Bylaw and Policy Committee

Original Date: 10/1/2019
Review Date:
Revised Date:

26. Policy: Role of the Chairperson, Co-Chair, and Volunteer Members

Procedure:

1. The NWMF Director/ Chairperson and Co-Chair will have read the Code of Conduct.
2. The NWMF Director/ Chairperson and Co-Chair will have read, signed, and returned the Code of Ethics statement. (we will add to policies)
3. The Chair and Co-Chair will call meetings for their committee to conduct business to encourage decision making sessions that will benefit the operation of and betterment of the NWMF. The Chair and Co-Chair must inform all volunteers on the committee of the day, time and location of the sessions that will be held.
4. Proper minutes will be taken and recorded from all Committee meetings and be available for the Board of Directors to review at any given time.
5. Discussions held during a Committee session should be treated as fact-finding and discussion, and should not be discussed, at length or detail, with others not on the Committee, other than the Board of Directors, until a conclusion or agreement has been

reached. This will allow the committee to make additions, retractions and final conclusions.

6. All committee Chairpersons will complete the End of the Year Report, due by October Board Meeting. See Policy 3.

Northwestern Michigan Fair
Traverse City, MI 49685
Author: Bylaw and Policy Committee

Original Date: 10/1/2019
Review Date:
Revised Date:

27. Policy: Rentals, Contracts, and Off Season Promotions

Procedure:

1. All contracts and rentals inquiries and potential agreements for the rental of the NWMF grounds will be overseen by the Director/ Chairperson and Co-Chair of these committees. Membership holders may also volunteer on these committees.
 2. All potential contract and rental agreements, will be brought to the Board of Directors for discussion, approval, or denial.
 3. All accepted contracts and rental agreements will be recorded, copied and filed within confines of the NWMF office. Directors of the committee may possess copies only, of accepted contract and rental.
 4. Directors of the above committees will supply paid support staff, such as, the Office Secretary and Grounds Keeper with detailed information about events/rentals on the grounds. Information to include dates and times of events, the usage of what portion of the fairgrounds will be used for the event and what buildings the event will be using. All activities/events that will occur on the fairgrounds will be posted in the Fair Office.
 5. Directors of these Committees will be available to the event holder, leasing/renting any portion of the NWMF grounds at any given time during the scheduled event. Directors in charge or appointed representative should make appearances during the event.
-

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 2/17/2020
Review Date:
Revised Date:

28. Policy: No open animal sales during the week of fair

Procedure:

1. There will be no open sales of animals during the week of fair for any animal.
2. All sales of animals will go through the 4-H Auction and will follow their guidelines and stipulations.
3. A sale of animal will be determined by or if there is an actual financial exchange on fair property.
4. There will be no for sale signs, advertising, flyers, postcards, etc... allowed to be posted at any point during fair week at any location. Locations being barns, trailers, campers, etc

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date 2/8/21

29. Policy: Deposits

Procedure:

- a. **Fair Week:** During Fair Week cash is counted by no less than 3 people. One being Treasurer or Deputy Treasurer.
- b. At end of each night, deposit is made by placing into the plastic bags, sealed, initialed and locked in safe for transport next day to bank.
- c. **Non Fair Week:** Money placed in envelope with count listing of amount enclosed and initialed by person turning in to Treasurer Office.
- d. Treasurer or Deputy Treasurer will open envelope, count, and sign sheet. They will also make the deposit slip ticket and take to bank.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date 2/8/21

30. Policy: Accounting/ Books

Procedure:

1. QBO will be accessible to the Treasurer (Full Admin), Accountant (Full Admin), Deputy Treasurer (Sales, Reports, Banking, and Expenses) and the President (Sales, Expenses, and Reports View Only). President can look/view books at any time.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 9/9/21

Review Date:

Revised Date:

31. Chain of Command for any Animal Exhibition at the NWMF.

Any Issues Occurring During the week of the Northwestern Michigan Fair Involving Animal Health or Safety of the Barn will follow the as for mention Chain of Command.

1. Exhibitor and Parent will contact Either the Open Superintendent or the Specie Person in charge of that barn. Open Superintendent will contact the Director of Superintendent (or their representative), 4H Species will contact the President of the Livestock Council to collect information on the issue. (Superintendent and Species person will maintain open communication of any and all animal health and barn safety issues as time permits) Health issues, neglect or abuse must be reported to the NWMF
2. For Any and All health issues contact the Animal Superintendent/NWMF Board. The

Veterinarian for the NWMF will be contacted, as a collective decision. For all animal health issues, the NWMF reserves the right for final say in any animal health issue.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 9/9/21
Review Date:
Revised Date:

32. Animals Discharged from the Fairgrounds prior to the Conclusion of Fair.

1. Any animal deemed unhealthy, by the NWMF Veterinarian, will be allowed to leave without penalty. Open Superintendent, Species Person, Director of Superintendents and Livestock President will be involved in assisting the departure of ill animal. (Owner/parent will be responsible for providing/arranging transportation.) All Directors from the Fair Board and Livestock Council will be advised as time dictates. Exhibitors will not be reimbursed camping and registration fees.
2. Any participant wishing to leave the grounds prior to the conclusion of Fair must request, in writing, for permission, citing the reason, with the date they wish to leave. The request will be discussed at the Fair Board meeting with a written response.
3. Any participant leaving, with their project, prior to the conclusion of the Fair without written permission from the Northwestern Michigan Fair Board, (excluding Family/personal emergency) will be subject to loss of premium award, ribbon standing and one year ban from returning to the NWMF.
4. Participant(s) needing to leave due to family/personal emergency will be handled on an individual basis, without loss of premium award, ribbon standing or ban.

Northwestern Michigan Fair
Grawn, MI 49637
Author: Bylaw and Policy Committee

Original Date: 9/9/21
Review Date:
Revised Date:

33. Health Check of All Animals Entering the Northwestern Michigan Fair.

1. All Animal projects will undergo a Health Check prior to the entrance of their respective barn. Location will be determined in joint collaboration between the Open Superintendent and the Species Person.
2. The Superintendent (or designee) and Species person (or designee) will be present at the time of check-in.
3. All Health forms will be submitted to the Superintendent (or Designee) prior to unloading the animal. (When possible, animals should be examined inside the trailer/vehicle, unless deemed unsafe.) No animals will be allowed inside the barn until examined. ALL health forms will be secured in the Fair Office, a copy may be retained by the Superintendent/Species Person.
4. ANY animal deemed unhealthy to enter the barn will be given a rejection form, with written reason for being rejected. Both the Superintendent and Species Person will

examine the animal in question. If joint examination is inconclusive the Fair Veterinarian will be consulted, and the Fair Veterinarian's examination results will dictate the decision to permit entry of the project or its rejection. Exhibitors will not be allowed to leave, alter, or replace the project and return. IF the Superintendent and Species Person rejects an animal, the exhibitor/parent may request a veterinarian check AT THAT TIME, once the animal leaves the registration exam table, any protesting is forfeited and the exhibitor disqualified. No registration or camping fees will be refunded.

5. All Animal Tagging/Identification are subject to MDARD regulations. Any and all animals NOT following tagging/tattooing will be sent home and not allowed readmittance.

6. ALL animal entries will follow Standard of Perfection guidelines. (Where applicable) Failure to comply will be grounds for disqualification.

7. Any changes are subject to NWM Fair discretion, in corroboration with MDARD recommendations.

Committee Chair End of Year Report

Committee:

Overview of the job:

Time lines, Due Dates, Deadlines:

Any special attention during week of the fair:

Any special attention during the year:

Frequency needed for committee meetings:

People or companies who you contacted contact:

Thank you notes needed:

People who helped out/ Volunteers:

New ideas or changes needed

Northwestern Michigan Fair Cash Box Request

Event: _____ Date: _____

Person in charge: _____

Picked up by: _____

Start up cash: _____ Verified By: _____

Prepared By: _____

Received By: _____

Returned By: _____

Total Sales: _____

Notes:
