

MEDINA COUNTY AGRICULTURAL SOCIETY  
CONSTITUTION

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**Table of Contents**

Article I, Name	Page 2
Article II, Mission	Page 2
Article III, Membership	Page 2
Article IV, Directors	Page 2
Article V, Elections	Page 3
Article VI, Annual Meeting	Page 4
Article VII, Organization & Meetings	Page 4
Article VIII, Amendments	Page 5
Article IX, Compensation	Page 5
Article X, Bonds	Page 5
Article XI, Fair Dates	Page 5
Article XII, Executive Committee	Page 5
Article XIII, Finance/Audit Committee	Page 6
Article XIV Bylaws	Page 6
Article XV, Meetings	Page 6
Article XVI, Order of Business	Page 7
Article XVII, Duties of Officers	Page 7
Article XVIII, Rules and Regulations	Page 8
Article XIX, Competition	Page 8

MEDINA COUNTY AGRICULTURAL SOCIETY  
CONSTITUTION

---

**Article I, NAME**

**Section A.** The society shall be known as the Medina County Agricultural Society, located in Medina, Ohio.

**Article II, MISSION**

**Section A.** The mission of the Society shall be to provide a center of activity for the preservation and promotion of agriculture through the enhancement and management of the Fairgrounds.

**Article III, MEMBERSHIP**

**Section A.** Any resident of Medina County of legal voting age in the State of Ohio may become a member of the Society by paying annually the membership fee fixed by the Board of Directors. No person shall pay for or secure more than one such membership and that membership shall be for that person. The membership entitles one to vote at the election of the Society, to make entries without charge, except as otherwise stated, and includes seven (7) admissions to the Fair. No membership will be issued to corporations, partnerships, or firms.

**Section B.** Agricultural Society memberships shall be placed on sale December 1 each year and shall remain on sale an average of thirty (30) hours each week at a place specified by the Society. Sales will stop at close of business the Sunday before Fair begins. Sales will resume Tuesday, after the Fair ends until November 30.

**Section C.** Notices of the sale of membership tickets and date of their expiration shall be printed in the annual fair book and in at least one newspaper of general circulation in the county at least twice during the period of the sale, once when they go on sale and again no less than seven (7) days before sale is terminated.

**Section D.** Membership ticket stubs shall bear dates (day and year) the membership begins and terminates, the name of the Society and a space for the signature of the purchaser of said membership.

**Article IV, DIRECTORS**

**Section A.** The Board of Directors shall consist of not more than thirty (30) members selected in the following manner:

1. Starting in 1982, and every third year thereafter, one (1) Director shall be elected from each of the following townships:
  - Spencer, Sharon, Westfield, Hinckley, Liverpool. Additionally, two (2) Directors shall be elected from Brunswick City, and two (2) Directors shall be elected At-Large.
2. Starting in 1983, and every third year thereafter, one (1) Director shall be elected from each of the following townships:
  - Litchfield, Brunswick Hills, Granger, Chatham, Medina. Additionally, two (2) Directors shall be elected from Medina City, one (1) from Wadsworth City, and one (1) At-Large.
3. Starting in 1984, and every third year thereafter, one (1) Director shall be elected from each of the following townships:
  - Homer, Guilford, Harrisville, Montville, Lafayette, York, Wadsworth. Additionally, one (1) Director shall be elected from Wadsworth City, and one (1) Director elected At-Large.
4. In addition to the above, two (2) At-Large Directors shall be elected:

MEDINA COUNTY AGRICULTURAL SOCIETY  
CONSTITUTION

---

- One in 1990, and one in 1992.
- 5. The term of office for all elected Directors shall be three (3) years, arranged so that, as nearly as possible, one-third of Directors' terms expire each year.
- 6. An additional At-Large Director shall be elected in 1996 to a one-year term. Beginning in 1997, and every third year thereafter, this At-large position shall be elected to a three-year term.
- 7. In the event a vacancy, the Board of Directors shall fill the position by appointment. The appointee must be a resident of Medina County but is not required to reside in the same township/city as the vacated seat.
  - Nominations may be made from the floor for a period of one (1) minute.
  - The appointee shall serve until the next annual election.
  - The appointee must purchase a current membership within 30 days of appointment before being sworn into office.
- 8. If no candidate from a specific township or city applies for the corresponding position, the seat shall be considered an At-Large/Said position and shall be filled as such for the remainder of the term.
  - This position will remain At-Large/Said until a candidate from the original township or city wins the election, at which point the position will revert to its original designation.

**Section B.** If a Director changes residence within Medina County, their change of address shall not affect their current term of office.

**Article V, ELECTIONS**

**Section A.** The election of Directors will be held at the Fairgrounds on Friday during Fair Week between the hours of 1 P.M. and 7 P.M.

**Section B.** The election shall be conducted by ballot. Each ballots must be marked with a "Mark" opposite the name of each candidate being voted for.

**Section C.** Only persons residing in Medina County and of legal voting age in the State of Ohio and holding membership in the Medina County Agricultural Society may vote.

**Section D.** Members of the Society must declare their candidacy for the office of Director to the Society by filing with the Elected Secretary or his or her designee. The Elected Secretary or his or her designee with an election advisory committee, will review the petition for validity by the July board meeting. Candidates will be notified if the petition is not valid. The petition shall be signed by ten or more current members of the Society and filed with Elected Secretary or his or her designee at least thirty days before the election. Only candidates who have filed a valid petition will be eligible for election as a Director. Each petition shall indicate the position sought whether At-Large, Township, City, Full or Unexpired Term. The official ballot shall contain only the names of those candidates who have filed a valid petition. Said ballot shall be posted inside and outside the Fair Office the entire week of fair. An official notice of elections shall be published in a local newspaper and by electronic means by the elected Secretary, as determined by the Board, no later than two (2) weeks before the annual election of directors.

**Section E.** Each candidate must declare the position sought whether At-Large, Township, City, Full or Unexpired Term, and said petition must be signed out by the Elected Secretary or his or her designee. No candidate may possess more than one petition. To change a petition sought, the Elected Secretary or his or her designee must void the original petition and issue a new petition. All petitions shall be available

MEDINA COUNTY AGRICULTURAL SOCIETY  
CONSTITUTION

---

for inspection. Photocopies of petitions, as they are signed out, shall be retained by the Chief Administrative Officer.

**Section F.** The term of office of the retiring Directors shall expire at the end of the current fair. The Directors-elect shall begin with the regular meeting following the Fair.

**Section G.** The Elected Secretary or his or her designee of the Society shall supply the membership roll of the Society to the Judges of the elections. The Judges of the Society shall:

- (1) Verify the right of each member to vote before they issue ballots;
- (2) Permit no member of the Society to vote by proxy.

**Article VI, ANNUAL MEETING**

**Section A.** The annual meeting of the members of the Society shall be held the second Wednesday of each December at 7 P.M.

**Article VII, ORGANIZATION AND MEETINGS**

**Section A.** Nominating and Election Process for Officers

1. During the regularly scheduled August meeting, the President shall appoint a Nominating Committee composed of five (5) Directors, including a chairperson, to recommend candidates for the offices of President and Vice President.
2. The election for President and Vice President shall take place on the second Wednesday of September. These officers shall assume office on October 1.
3. During the regularly scheduled October meeting, the President shall appoint a committee, composed of five (5) Directors including a chairperson, to recommended candidates for the offices of Secretary and Treasurer.
4. The election for Secretary and Treasurer shall take place on the second Wednesday of November. These officers shall assume office on December 1.

**Section B.** Nominations for Officers from the floor must be held open for one (1) minute per office.

**Section C.** The President shall not serve more than three (3) consecutive years.

**Section D.** The President and Vice President must be Directors. The Elected Secretary and Elected Treasurer must be Directors.

**Section E.** The President, Vice President, Secretary, and Treasurer's compensations shall be designated by the Board in the Annual Budget.

**Section F.** At the first scheduled meeting following their election, elected and appointed Directors shall qualify by taking the oath (or affirmation) before a competent authority (designated by Law): "I do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of Ohio, Laws of Ohio and rules and regulations of the Department of Agriculture of Ohio, pertaining to agricultural societies and to the best of my ability perform the duties of Director of the Medina County Agricultural Society, so help me God."

**Section G.** Meetings and activities of the society are to be conducted in accordance with Robert's Rules of Order.

**Section H.** Official, Committee and Officer reports are limited to 10 minutes. If a vote is required after the discussion at the end of the 10 minutes and a conclusion cannot be reached, the subject will be referred back to the committee for further clarification.

MEDINA COUNTY AGRICULTURAL SOCIETY  
CONSTITUTION

---

**Article VIII, AMENDMENTS**

**Section A.** Amendments to the constitution or bylaws may be proposed by:

1. A majority of the Board of Directors at a scheduled meeting, voting in favor **of** or placing an amendment on the ballot, or
2. Filing a petition with the CAO of the Society at least fourteen (14) days prior to the annual meeting **of** the membership of the Society. Said petition must set forth the proposed amendment and be signed by not less than 25 members.

**Section B.** If an amendment is proposed, it shall be submitted to the membership of the society for voting on the day of the annual meeting of the Society.

**Section C.** When more than one amendment is submitted at the same time, they shall be submitted as to enable the members to vote on each amendment separately.

**Section D.** If the majority of the membership votes for the proposed amendment it shall become a part of the constitution or bylaws.

**Section E.** Any or all changes of dates and times for each Annual Fair shall be voted on by the Board of Directors.

**Article IX, COMPENSATION**

**Section A.** The compensation of the Board members shall be determined by the Board of Directors in accordance with the rules of the Ohio Department of Agriculture.

**Section B.** Directors may be employed to provide services to the Society. Compensation for such services shall be set by the Board of Directors at a regular or special board meeting.

**Article X, BONDS**

**Section A.** Officers designated by the Board shall be bonded by the Society in an amount to be determined by the Board.

**Article XI, FAIR DATES**

**Section A.** The Board shall set the dates for the annual Fair, subject to the approval of the Ohio Department of Agriculture.

**Article XII, EXECUTIVE COMMITTEE**

**Section A.** The Executive Committee shall consist of the following members:

- President
- Vice President
- Six (6) additional Directors, appointed by the President. One of these six, during the first term of a new President, shall be the immediate past President.
- The Chief Administrative Officer (CAO) and Chief Financial Officer (CFO), who shall attend all meetings (non-voting).
- The Elected Secretary and Elected Treasurer, who are also required to attend (non-voting unless already members of the Executive Committee).
- Note: No Director who is a paid employee of the Society shall serve on the Executive Committee.

MEDINA COUNTY AGRICULTURAL SOCIETY  
CONSTITUTION

---

**Section B.** The Executive Committee shall meet on the first Wednesday of each month, or at the request of the President. Its purpose is to propose and recommend actions to the full Board of Directors.

**Section C.** The Executive Committee shall be responsible for the management of buildings, grounds, rentals, and leases, excluding those related to Fair activities.

**Section D.** The Executive Committee shall assist and provide recommendations to all committees and their respective Chairpersons.

**Article XIII, Finance/Audit Committee**

**Section A.** The Finance/Audit Committee shall fulfill the responsibilities of an audit committee in accordance with the recommendations of the Ohio State Auditor.

**Section B.** The Committee shall meet quarterly and additionally as needed, including meetings with representatives of the Ohio State Auditor when applicable.

**Section C.** The Finance/Audit Committee shall audit financial statements, confirm paper trail on randomly chosen expense checks and receipts and confirm board policy is followed.

**Section D.** The Finance/Audit Committee shall report to the full board at a regular Board of Directors meeting quarterly.

**Article XIV, BYLAWS**

**Section A.** A quorum of the Board of Directors must be present in order for voting on any action affecting business of the Society.

1. A quorum shall be defined as 50% plus 1 of seated directors.

**Article XV, MEETINGS**

**Section A.** The regular meeting of the Board of Directors shall be the second Wednesday of each month at 7 P.M. at the Fair Office. A time and date change must be approved by 2/3 majority vote at least one month in advance. Meeting could be cancelled for extra ordinary circumstances by the consensus of the Executive Committee.

**Section B.** Special meetings may be held, when necessary, at the call of the President or as requested by not less than three members of the Board of Directors.

**Section C.** Written notice of special meetings of the Board of Directors shall be delivered personally to each director or sent to each director by mail, telephone, or any form of electronic communication at least two days before the meeting. The notice must specify the purpose of the meeting.

**Section D.** If any member of the Board of Directors is absent for any three (3) regular board meetings in a fiscal year, the Board of Directors has the option of removing that director and appointing a new director to serve until the next regular election of directors. the CAO will announce to the board when three (3) meetings have been missed on the third missed meeting.

**Section E.** Each committee shall meet before the annual budget meeting to compile a budget and discuss changes for the next year.

**Section F.** During each committee meeting, minutes will be kept, and a copy will be turned into the Fair Office.

**Section G.** All chairpersons of board committees must be a member of the Agricultural Society by the annual meeting.

**Section H.** Directors will be compensated for each official meeting (maximum of 12 per year) if in

MEDINA COUNTY AGRICULTURAL SOCIETY  
CONSTITUTION

---

attendance by the beginning of New Business. If the Director enters the meeting after the beginning of New Business, the Director will be counted as "Attending Only" and will not be compensated for that meeting.

**Article XVI, ORDER OF BUSINESS**

**Section A.**

1. Roll Call
2. Pledge of Allegiance
3. Approval of the previous month's minutes
4. Guests & OSU Extension Agent
5. Officials
6. Financial Report
7. Bills to be paid
8. Donations
9. Report by Committees
10. Report by Officers
11. Unfinished Business
12. New Business
13. Adjournment

**Section B.** The order of business may be temporarily suspended at any meeting upon a majority vote of a quorum present (See Section A under Bylaws).

**Article XVII, DUTIES OF OFFICERS**

**Section A.** It shall be the duty of the President to:

1. Conduct Board of Director meetings
2. Chair a Committee composed of the Vice President and any other Officers that are Directors (not less than five (5) which shall make all other committee assignments
3. Chair Executive Committee meetings
4. Serve as ex-officio member of all committees
5. Act as liaison for coordinating committee recommendations
6. Serve as the official spokesperson for the Board of Directors
7. Assume any additional duties as jointly agreed on by the Board of Directors and the President
8. Accept volunteers comprised of Board Members and Officials for elections (3 judges and 3 clerks for 2 shifts: 1-4 P.M., 4-7 P.M. and tallying). If there are no volunteers, the President will appoint judges and clerks, per the current edition of the Red Book.
9. Sign all contracts.
10. Provide general supervision of all affairs of the Society including operations of the Society's office if questions arise.

**Section B.** It shall be the duty of the Vice President to assume all duties of the President in the event of his/her absence or vacancy of office and to perform such other duties as are determined by the Board of Directors.

**Section C.** An up-to-date job description shall be on file at the Fair Office for the Elected Secretary's position.

MEDINA COUNTY AGRICULTURAL SOCIETY  
CONSTITUTION

---

**Section D.** An up-to-date job description shall be on file at the Fair Office for the Elected Treasurer's position.

**Section E.** An up-to-date job description shall be on file at the Fair Office for the CAO's position.

**Section F.** An up-to-date job description shall be on file at the Fair Office for the CFO's position.

**Section G.** No officer or director shall engage in job evaluation type discussions with any employee of the Medina County Agricultural Society without the opportunity for that employee to request and have a witness.

**Section H.** Any Director convicted of being in violation of the Constitution of the United States, the Constitution of Ohio and rules and regulations of the Department of Agriculture of Ohio or cause may be removed from office by an 80% vote of the total Board of Directors present at a regularly, scheduled meeting.

**Article XVIII, RULES AND REGULATIONS**

**GENERAL**

The Board of Directors may enact such Rules and Regulations for conducting the business of the Society and conduct the annual Medina County Fair, Medina, Ohio which do not conflict with the Constitution or bylaws, regulations of the Ohio Department of Agriculture or laws of the State of Ohio.

**DURING THE ANNUAL MEDINA COUNTY FAIR, THE FOLLOWING RULES AND REGULATIONS APPLY:**

**Article XIX, COMPETITION**

**Section A. COMPETITION OPEN TO ALL UNLESS OTHERWISE SPECIFIED**

1. Competition for premiums must conform to all the rules and regulations of the Society.
2. All articles and animals competing for premiums in open class entries must be owned by person offering the same or by some member of the family.
3. No animal can compete for more than one premium except the group classes, production classes, hitch classes, and Jr. Fair livestock being shown in open classes.
4. In the livestock department, each exhibitor is limited to two premiums in one division class unless department rules state only one entry.

**Section B. ENTRIES**

1. Sunday before fair will be devoted to entries and arrangements of still exhibit articles.
2. All livestock must be in place by 8 A.M. Monday or 11 A.M. Thursday according to department regulations, unless given special permission by the Department Chairperson.
3. The Fair Board reserves the right to have any animal that is uncontrollable removed from the Fairgrounds by the owner.
4. NO person preparing to make entries will be permitted to examine previous entries upon the books of the CAO and all competitors attempting to interfere with the duties of the committee will forfeit their right to a premium.
5. No straw will be furnished by the Fair board.
6. All Open Class entries, including Jr. Fair Livestock will be released at 8 P.M. Sunday, the last day of fair. Jr. Fair Livestock sold in the Jr. Fair Sale will be released beginning at 6 A.M. Sunday, the last day of fair. Premiums will be forfeited if entries are released earlier without special permission by the Department Chairperson.
7. All who make entries of animals or articles must determine for themselves under



MEDINA COUNTY AGRICULTURAL SOCIETY  
CONSTITUTION

---

which class they will make their entries. **Once entered, no changes will be made.**

8. All persons making open class entries must purchase a membership, season, or mini ticket. An entry fee of 10% of first place or 50 cents minimum, whichever is greater, will be charged in the livestock departments.

9. Jr. Fair exhibitors are not required to purchase an exhibitor's ticket to enter Jr. Fair classes. Jr. Fair exhibitors may exhibit in Open Class Shows and MUST abide by Open Class Rules.

**10. ALL ENTRIES AND FEES MUST BE IN THE CAO'S HANDS BY JULY 20. NONE WILL BE ACCEPTED AFTER THIS TIME. NO REFUNDS ON ENTRY FEES. ENTRIES WILL BE ACCEPTED AFTER JUNE 1, ON FIRST COME FIRST SERVE BASIS UNTIL PEN OR STALL SPACE IS FILLED AND NOT LATER THAN 4 P.M. JULY 20. ALL MAIL IN ENTRIES MUST BE POSTMARKED BY JULY 15. NONE WILL BE ACCEPTED AFTER THIS DATE.**

11. A veterinarian will be on call the entire week of the fair. All jr. fair and open class exhibitors who request the services of the veterinarian on call will assume the responsibility of his/her fee.

**Section C. JUDGES**

1. Judges will not award any article or animal a premium unless, in their opinion, it is decidedly meritorious.
2. Judges and Chair will be very careful that entry cards are attached to all exhibits.
3. Judges will not attach placement ribbons to more articles than there are premiums offered in a class and they will not attach placement ribbons to exhibits not provided for in the printed list.
4. No person shall act as judge on an animal or article in which they have a personal interest.

**Section D. EXHIBITORS**

1. Any person selling property on exhibition will not be allowed to deliver the same until 8 P.M. of the last day of Fair, except Jr. Fair sale animals which may be removed the last Sunday, beginning at 6 A.M.
2. All persons exhibiting stock of any kind and occupying sheds, pens, or stalls will be required to have such sheds, pens, or stalls and aisles cleaned by 10 A.M. each day and kept clean during the day, this to be monitored by the chair of the department.
3. All persons exhibiting purebred animals will be required to furnish registration certificates upon request to the Superintendent in charge when the animals are shown.
4. One parking pass will be given for each firm, farm, partnership, or family living in one house. Parking permits will be available from the Fair Office on the Sunday before fair, providing a list of names is submitted by Friday before fair, from the chair of the department. No Jr. Fair exhibitor will be given a parking pass.
5. Livestock trailers will park in designated area.

**Section E. PREMIUMS**

1. The Society reserves the right to withdraw any premium offered for good cause at the time of exhibition.
2. No unsound animals can be awarded a premium.
3. Any premium must be picked up at the Fair Office by August 31 of the current year. Premiums will be available after 8 P.M. the last day at the place designated in the Fair Book. Any premium not picked up by August 31 will be deemed and declared forfeited to the use of the Society. The Fair Office will be open after Fair week as designated in the Fair Book.

MEDINA COUNTY AGRICULTURAL SOCIETY  
CONSTITUTION

---

4. Premiums will be paid only on animals and articles named in the judge's book.
5. In the event of any occurrence beyond the Society's reasonable control, the Society reserves the right to pay the premiums prorated from the actual receipts.

**Section F. MISCELLANEOUS**

1. All persons selling property not on exhibition will be charged a fee for said privilege.
2. No exhibitor or concessionaire having secured space on the grounds shall sublet any part of such space allowed to him/her.
3. No gambling or games of chance or any immoral exhibition of any kind will be allowed on the grounds. All persons knowing of such immoral practices are requested to report the same to the Chair of Security and/or President of the Society.
4. Any disrespect shown by an exhibitor or his/her agent toward any judge or official of the fair shall forfeit any or all premiums awarded to him/her and be banned from participation for a period of not less than one (1) year. The penalty will be handed down by a committee of the department or committee having jurisdiction over the activity involved.
5. The Society will use all reasonable care to protect and ensure the safety of livestock and articles entered while on exhibition on the grounds but will under no circumstances be responsible for any loss or injury that may occur.
6. No person shall be permitted to make solicitation of any nature on the Fairgrounds except in contracted concession or commercial rented space.
7. No person will be permitted to post signs, distribute handbills, advertising, sell or distribute any free merchandise unless under contract.
8. Disorderly conduct of any kind is forbidden. Those indulging therein will forfeit the right to remain on the grounds. ONLY AT THE DISCRETION OF THE CHAIR OF SECURITY AND SHERIFF'S DEPUTY WILL THEY BE PERMITTED BACK ON THE GROUNDS.
9. Under penalty of law, beer, wine and/or spirits of all kinds are strictly prohibited on the grounds during the annual Medina County Fair. Only sales of beer and/or wine being sold by the Medina County Agricultural Society during the Medina County Fair are permitted. In accordance with the Ohio Attorney General's opinion 2013-23 the Medina County Agricultural Society (MCAS) may authorize the use of moneys to acquire beer and/or wine and a liquor permit to sell beer and/or wine at an event that is open to the public and conducted on the fairgrounds and retain the revenue derived from the sales.
10. ALL ILLEGALLY PARKED CARS WILL BE TOWED.
11. SHIRTS AND SHOES MUST BE WORN AT ALL TIMES ON THE FAIRGROUNDS
12. The only animals that are permitted on the grounds are those animals being exhibited or in competition in the fair, except for service dogs or service mini horses.
13. Any vehicle displaying commercial or personal signs must be removed from the grounds overnight unless under contract with the Board of Directors. Any signs obstructing traffic flow will be removed at the owner's expense.
14. All Jr. Fair Livestock Committee members are under the jurisdiction of the Senior Fair Board. Any Jr. Fair Committee member exhibiting unbecoming conduct, as determined by the Senior Fair Board, may be removed from said committee and fairgrounds after investigation. Investigation will be conducted by the Jr. Fair-Committee, in consultation with the 4-H Educator or FFA advisor, and by majority vote of the directors of the Senior Fair Board.

MEDINA COUNTY AGRICULTURAL SOCIETY  
CONSTITUTION

---

**Section G. RULES AND REGULATIONS FOR FOOD SERVICE OPERATION**

1. Lunch and food stands shall operate under the state and county health regulations.
2. Must be licensed
  - a. Mobile Licensing (Medina Co. or another Ohio county)
  - b. Temporary Licensing (Medina Co.)
3. Must have:
  - a. Handwashing facility hot water, soap, and paper towels.
  - b. Equipment washing facility (3 vat, soap, sanitizer, test kit).
  - c. Adequate cold and hot holding facilities for time and temperature controlled for safety of foods.
  - d. Adequate backflow protection, potable water hoses and wastewater holding facilities.
  - e. Covered waste container.
4. Follow Ohio Revised Code 3717 and Ohio Administrative Code 3717-1, 3701-21 and 901:34.