



2020

REVISED : AUGUST 2020

BYLAWS
AND POLICIES

**WE ARE A
501c3
NON PROFIT
ALL VOLUNTEER
ORGANIZATION
BRINGING FAMILY
ORIENTED EVENTS
TO PEOPLE LIKE
YOU.**

**ALL PROCEEDS
DIRECTLY BENEFIT
THE FAIR.**

Established 1952

P.O. Box 372 Crownsville, MD. 21032
Office: 410 923-3400 Fax: 410 923-6305
Web: www.aacountyfair.org
Email: info@aacountyfair.org

TABLE OF CONTENTS

ARTICLE 1 MEETING OF MEMBERSHIP	3-5
SECTION 1 MEETING	3
SECTION 2 QUORUM	3
SECTION 3 SPECIAL MEETING	3
SECTION 4 VOTING	4
SECTION 5 ORDER OF BUSINESS	4
SECTION 6 NOMINATIONS	4
SECTION 7 ELECTIONS	4
SECTION 7A ABSENTEE BALLOT	4
SECTION 7B BALLOTS	5
SECTION 8 INSTALLATION	5
SECTION 8A OATH OF OFFICE	5
ARTICLE II DIRECTORS	5-7
Section 1 MEMBER	5
Section 2 HOW ELECTED	5
Section 3 TERM OF OFFICE	5
Section 4 DUTIES OF DIRECTORS	6
Section 5 BOARD OF DIRECTORS	6
Section 5A DIRECTORS' MEETING	6
Section 6 NOTICE OF MEETINGS	6
Section 7 QUORUM	6
ARTICLE III OFFICERS	8-11
Section 1 NUMBER	8
Section 2 ELECTION	8
Section 3 DUTIES OF OFFICERS	8-11
ARTICLE IV SEAL	12
ARTICLE V MEMBERSHIP	12-14
SECTION 1 REGULAR MEMBERSHIP	12
SECTION 2 ASSOCIATE MEMBERSHIP	12
SECTION 3 PERIOD OF MEMBERSHIP	12
SECTION 3A FAMILY MEMBERSHIP	13
SECTION 4 DUES	13
SECTION 5 MEMBERSHIP CARD	13
SECTION 6 HONORS MRMBERS	13
SECTION 7 ADD REMOVAL/DISCHARGE	13
ARTICLE VI INDEBTEDNESS AND LIQUIDATION	14-16
SECTION 1 INDEBTEDNESS	14
SECTION 2 LIQUIDATION	14
ARTICLE VII AMENDMENTS	14
SECTION 1 AMENDMENTS	14
ARTICLE VIII COMMITTEES	15
SECTION 1 STANDING COMMITTEES (Membership, Nominating,	15
POLICIES	16-21

Anne Arundel County Fair, Inc.

2020

Bylaws and Policies



**THESE BYLAWS AND POLICIES
HAVE BEEN PRODUCED FOR THE
BENEFIT OF ALL FAIR MEMBERS**

Reprinted: September 2020

ARTICLE I

MEETING OF MEMBERSHIP

SECTION 1.....MEETINGS:

Membership meetings shall be held the third Tuesday of January, April, June, August, and November. The November meeting shall serve as the corporate meeting and Election of Officers. Membership meetings will be held at 7:30 PM at the Fair Office unless otherwise stated or informed by mail/email or telephone. **(Amended 8/11/2020).**

SECTION 2.....QUORUM:

Ten (10) members, including three (3) officers, shall constitute a quorum at any regular or special meeting of the Anne Arundel County Fair, Inc.

SECTION 3.....SPECIAL MEETING:

Special meetings of the Anne Arundel County Fair, Inc. may be called by the Board of Directors or the President, providing, however, that three (3) days notice be given as to time, place and purpose of the meeting. Notice may be given by phone, writing email or text. No business other than that specified in the call for the meeting shall be transacted at these special meetings. **(Amended 8/2019)**

SECTION 4.....VOTING:

Any person who has not paid their dues for the current membership year by **April 20th**, will not be considered a member for the purpose of voting. A majority of votes will determine election to office. **(Amended 8/2017)**.

SECTION 5.....ORDER OF BUSINESS:

All proceedings of the Anne Arundel County Fair, Inc. shall be conducted according to these Bylaws. Any condition not otherwise provided by said bylaws shall be governed by Robert's Rules of Order.

1. Roll Call of Officers and Board of Directors
2. Proof of Notice of Meeting or waiver of notice
3. Reading of Minutes of preceding meeting and Board of Directors meeting
4. Reading of Communications
5. Treasurer's Report
6. Committee Reports
7. Unfinished Business
8. New Business
9. Good and Welfare of the Anne Arundel County Fair, Inc.
10. Adjournment

SECTION 6.....NOMINATIONS

The nominations of Officers and Board of Directors shall be submitted August 1 through September 30 of each year. Nominations cannot consist of nominees that would exceed the total of five (5) fair members belonging to the same non-profit organization, or more than three (3) fair members belonging to a for-profit organization **(Amended 8/19/08)**.

SECTION 7.....ELECTIONS

The election of Officers and Board of Directors shall be held at the Annual Membership Meeting in the month of November each year. **(Amended 8/15/02)**.

SECTION 7a.....ABSENTEE BALLOT:

An absentee ballot must be mailed to the Fair's Recording Secretary by November 1st. Ballots postmarked after November 1st will be invalid. **(Amended 8/2018)**.

POLICIES

Director:

- He/She must be a current voting member of the Anne Arundel County Fair, Inc. for two years, OR
 - He/She is a current voting member and has been an Event or Department Chairperson for a full one-year term minimum. **(Adopted 8/15/06)**.
29. Reserve Officer Donations:
Set the donation for the Reserve Officers in accordance with the Fair Week agreement and which will go into effect Fair Week 2006. **(Added 6/13/06)**.
30. Allow BGE to use the fairgrounds as a staging area for their equipment during an area disaster.
(Adopted 6/19/07).
31. To preserve the integrity of the election held at the annual membership meeting in the month of November, no fair member on the ballot, nor family member of ones on the ballot, will be allowed to tally the votes.
(Adopted 10/8/19).



**THESE BYLAWS AND POLICIES HAVE
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POLICIES

26b. Persons under the age of 18 (con't):

5. Must have permission from parents or guardian to operate equipment
6. During the open hours of operation of Fair sponsored events the person **WILL NOT** be allowed to operate equipment in areas that the general public has access to. (Amended 4/30/2013).

26c Renters of Fairgrounds:

No renter is allowed to drive fair equipment.
(Amended 4/30/2013)

27. Adoption of the new Fair logo for all Fair advertising, etc. (Adopted 7/13/04).

28a Qualification of Office b Qualification of Office . (Added 12/11/2007).

If the Board cannot find a member that fits the above criteria then the Board can appoint a person by majority vote to fill an open vacant Board seat. (Amended 11/13/18).

President:

He/She must be a current voting member of the Anne Arundel County Fair, Inc. AND

- He/She must have served a full term of office as a Director or have served a full term as another Officer OR
- He/She must have held the position as Fair Week Manager within five (5) years of being nominated. (Amended 11/13/18).

Vice President:

- He/She must be a current voting member of the Anne Arundel County Fair, Inc., AND
- He/She must have served a full term of office as a Director or has served a full term as another Officer, OR
- He/She must have held the position as Fair Week Manager for a full year within five (5) years of being nominated. (Amended 11/13/18).

SECTION 7b.....BALLOTS:

A tally of the vote should be kept for one (1) year by the Recording Secretary. In the event a vacancy occurs on the Board of Directors, the Board will use the tally as an aid to select potential prospects for the vacancy.

(Amended 08/21/07).

SECTION 8.....INSTALLATION:

The installation of Officers and Board of Directors shall be in the month of January. All membership dues by the individuals elected must be paid prior to installation of Officers and Board of Directors. (Amended 8/2019).

Section 8a.....OATH OF OFFICE: Any Officer or Director at their installation must execute the following Oath of Affirmation:

To the office which you were duly elected: Do you solemnly swear (or affirm) that you will faithfully promote, protect, execute and enforce the goals, bylaws, policies procedures and membership of the Anne Arundel County Fair, Incorporated for the duration of your elected term. (Adopted 8/15/06). (Amended 8/2019).

ARTICLE II

DIRECTORS

SECTION 1.....MEMBER:

The affairs and business of the Anne Arundel County Fair, Inc. shall be managed by a Board of Directors consisting of the Officers as described in Article III, Section 1, and fifteen (15) additional members elected five (5) each year from the General Membership. (Amended 8/15/06).

SECTION 2.....HOW ELECTED:

Directors will be elected by ballot on the night of the election. A majority of votes cast is required for election.

SECTION 3.....TERM OF OFFICE:

The term of office of each Director shall be for three (3) years or until his/her successor has been elected. (Amended 8/19/97).

POLICIES

SECTION 4.....DUTIES OF DIRECTORS:

The Board of Directors shall have the control and general management of the affairs and business of the Fair. Such Directors shall in all cases act as a Board, regularly convened by a majority. They may adopt such rules and regulations for the conduct of their meetings and the management of the Fair as they deem proper, not inconsistent with these Bylaws. (8/15/02).

SECTION 5.....BOARD OF DIRECTORS

The Board of Directors shall establish and maintain a "Lawn Equipment Upgrade Account". All Fair corporate Events shall be taxed 5% of their net profits and these funds used exclusively for the purchase of "upgraded" or "new" lawn maintenance equipment. (Amended 8/2015).

SECTION 5A.....DIRECTORS' MEETINGS:

Monthly meetings of the Board of Directors are to be held. Time and place will to be determined by the Board of Directors. Special meetings of the Board may be called by the President upon written/email request of five (5) Directors. (Amended 8/2018).

SECTION 6.....NOTICE OF MEETINGS:

Notice of meetings shall be given by service upon each Director in person, or by mailing, emailing to his/her last known post office address, or by telephone using last known telephone number, at least five (5) working days before the day therein designated for such meeting. At any meeting, which every member of the Board shall be present, although held without notice, any business may be transacted which might have been transacted if the meeting had been duly called. (Amended 8/2018).

SECTION 7.....QUORUM:

At any meeting of the Board, twelve (12) members of the Board shall constitute a quorum for the transaction of business; but in the event of a quorum not being present, a lesser number may adjourn the meeting to some future date, not more than ten (10) days later. (Amended 8/15/02).

SECTION 8.....VOTING:

At all meetings of the Board of Directors, each Director is to have one (1) vote. Voting on any specific issue will be done at a meeting either in person, or via video/audio conferencing when available. (Amended 8/11/2020).

25. Recommendations from the Audit Committee
(Adopted 2/11/03).

- a) Establish and maintain a separate file folder for each CD and savings account. The folder should be labeled with the CD/Savings account number and fund name. The folders should contain periodic statements and reconciliations and all documentation such as deposit slips, copies of CD'S correspondence, etc.
- b) All checking account deposit entries on the registers should show source of income.
- c) Revise the monthly "account balances" report to provide the Board members with the information they need and should have.

26. Operating Fair Equipment (Tractors, Mowers, Golf Carts, etc...) Only persons with a valid driver's license be allowed to drive the Fair's riding equipment and that no renters be allowed to use the equipment. This equipment is to be used for fair business only. (Adopted 8/19/04).

26a. Persons 18 years and over:

- 1) It is recommended, but not required, to have a valid drivers license
- 2) The person must be a Fair member or a registered volunteer of the Anne Arundel County Fair, Inc.
- 3) The person MUST have approval from the Fair President and the equipment manager or grounds manager (Approval between managers and president can be done by phone if not all are present)
- 4) If while operating equipment and it should break, it is recommended to help the maintenance manager with the repair, unless the equipment manager deems it not necessary. (Amended 4/30/2013).

POLICIES

13. The Best in Show recipients will be admitted free to participate in the awards ceremony of the Fair Week. Family members, however, will need to pay an admission fee.

(Amended 8/2017).

14. A copy of each rental with date, time, price and name of renter should be kept on file. Copies should also be available for each Board member.

15. No gas grill nor kitchen equipment will be part of a rental. These items are to be used exclusively for Fair events.

16. The Exhibit Building can only be rented with the Board of Director's approval.

17. Only 4-H horse shows will be allowed during Fair Week.

18. No rentals will be allowed on workdays or two (2) weeks before the Fair with out Board approval. (Amended 10/14/97).

19. There will be no riders on the Anne Arundel County Fair's insurance policy. They must only use the user policy.

20. There will be no signage or other forms of advertising on the Fair Midway or other use areas without compensation or consideration to the Anne Arundel County Fair, Inc. This policy was established to ensure fairness to our vendors and sponsors. (Adopted 6/11/96).

21. The Rental Committee will have to check with the Fair Event Chairperson for new rentals/events one week prior to or after Fair sponsored events. (Amended 11/13/18).

22. The names of those people who abstain from voting on Board motions will be recorded in the minutes. (Amended 11/13/98).

23. Scheduled meetings will be cancelled if the Snow Emergency Plan is in effect at 5:00 p.m. of the meeting day or Anne Arundel County Schools evening classes were closed due to winter weather. (Amended 11/13/18).

24. Allow event Chairpersons to make deposits. (Amended 2/11/03).

SECTION 9.....VACANCIES:

Vacancies in the Board occurring between annual meetings shall be filled for the un-expired portion of the term by a majority vote of the remaining Directors, or be held open until the next annual meeting as determined by the Board of Directors.

SECTION 10.....REMOVAL OF DIRECTORS

Any Director missing three (3) consecutive Board meetings shall be contacted by the President who will request a written statement of his/her intentions. The written statement will be then presented to the Board of Directors who shall then decide by majority vote on whether the Director in question should be removed from the Board. (Amended 8/15/02).

SECTION 11.....SPECIAL EVENTS:

Anyone wishing to use the Fairgrounds for a Fair special event must submit a request in writing or via email to the Board no later than thirty (30) days before the event, for approval. (Amended 8/2018).

SECTION 12.....EMERGENCY AND CORPORATE REAL ESTATE FUND

The Board of Directors shall establish and maintain an "Emergency and Real Estate Account" All Fair corporate events shall be taxed 5% of their net profits and these funds put into the escrow account. In a "State of Emergency", monies may be duly withdrawn after a three fourths majority vote by the Board of Directors. Monies may be used for the purchase of a permanent site for the corporation and it's activities. (Added 8/15/03). (Amended 4/17/10).

ARTICLE III

OFFICERS

SECTION 1.....NUMBER:

The Officers of the Anne Arundel County Fair, Inc. shall be:

1. President
2. Vice-President
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer
6. Assistant Treasurer
7. Past President **(Amended 8/15/02).**

SECTION 2.....ELECTION:

All Officers of the Anne Arundel County Fair, Inc. shall be elected by ballot at the Annual Membership Meeting in November each year and shall hold office for a term of (1) year or until their successors are duly elected. No person shall hold more than one (1) elective office. **(Amended 8/15/02).**

SECTION 3.....DUTIES OF OFFICERS:

The duties and powers of the Officers of the Anne Arundel County Fair, Inc. shall be as follows:

PRESIDENT:

- The President shall preside at all meetings of the Board of Directors and Membership meetings.
- He/She shall present at the November Membership meeting a report of the conditions of the business of the Fair association.
- The President shall appoint the Fair Week Event Manager, subject to the approval of the Board. He/She shall appoint such subordinate managers, assistants and committees as he/she finds necessary to manage the business of the Fair. **(Amended 8/13/18).**
- He/She shall appoint and remove, employ and discharge, and fix the compensation of all servants, agents, employees and clerks of the Anne Arundel County Fair, Inc., other than duly appointed Officers, subject to the approval of the Board of Directors.

POLICIES

9. All monies received from Fair sponsored events will go into the General Fund. **(Amended 8/1/92).**

10. No money will be withdrawn or transferred from one account to another without the Board of Director's approval. The money will be returned, as soon as possible, to the correct account. An accurate accounting will be kept to ensure the money is returned. **(Amended 6/16/92).**

11. A budget will be submitted to the Board of Directors at the December meeting. The Board will review and then submit it to the January Membership for approval. **(Amended 11/13/18).**

12. All major improvements and services will be put out for bid. Multi-year contracts should be considered and should also include a cancellation clause for both parties. **(Amended 8/1/92).** The person or committee should attempt to get a least three (3) bids. If the improvement or services is not included in current's budget, the person or committee must get prior approval from the Chairperson or Fair Board that is in charge of the budget category the improvement or services would fall under, before any work is done.

If the chairperson of the budget category is not available and said improvement or services is felt to be an emergency, then an emergency board meeting must be called for approval before any work is to be done. If the said improvement or services needs immediate attention and there is not enough time to call an emergency board meeting, then the approval must come from the Fair President and Treasurer before any work is done. If the chairperson of the budget category denies approval, then the said improvement or services must have board approval before any work is done. If the work is performed without the board approval then the Anne Arundel County Fair, Inc., will not be held liable for payment. **(Amended 8/2010).**

POLICIES

Reprinted: September 2020

1. Upon notice of an illness, all Fair members who are hospitalized should receive a get well card and either a plant, flowers or fruit basket with a limit of one (1) plant, flower or fruit basket per year. A card will be sent for subsequent hospitalizations. The cost is set at up to \$75.00.

(Amended 8/2017).

2. In the event of an illness, the Fair members should receive a get well card. (Amended 6/10/97).

3. In the event of the death of a Fair member or a member of their immediate family, (immediate family defined as husband, wife, mother, father, children), a sympathy card and either flowers or a contribution to a charitable organization, the amount set by the Board, should be sent. The amount is now set at Up to \$75.00. A sympathy card will be sent to a extended family members (extended family is defined as brother, sister, grandchildren). (Amended 8/2017).

4. The Membership should be provided with a list of committees including the name of the chairperson plus all members. (Adopted 8/14/01).

5. Every committee, none excluded, shall submit a budget to be approved by the Board of Directors.

6. The chairperson of each committee should contact the advertising chairperson at least six (6) weeks prior to the event to plan their advertising schedule.

7. An income and expense report should be provided with event comments and suggestions to the Board by every Chairperson after each event. A tentative report will be expected in 30 days with the final report due at 45 days after the event. (Amended 1/13/99).

8. When the Nomination Committee is in session, all people coming off the Board or the Officers who have so served their term, shall be given the courtesy of a call and asked if they wish their name to be returned to the slate as a nomination. All nominees shall be called for their acceptance.

- He/She shall see that the books, reports, statements, and certificates required by the statutes are properly kept, made and filed according to law.
- He/She shall sign and make all contracts and agreements in the name of the Anne Arundel County Fair, Inc.
- He/She shall sign all notes, drafts or bills of exchange, warrants or other orders for the payment of money duly drawn by the Treasurer.
- He/She shall enforce these Bylaws and perform all the duties incident to the position and office, and which are required by law.
- He/She shall have the power to declare a "State of Emergency" in the event of an unforeseen or natural disaster. (Added 8/15/03).

VICE-PRESIDENT:

In the event of the absence or inability of the President to preform his/her duties, the Vice President will perform all duties and have all powers and responsibility of the office of President. (Amended 2001).

RECORDING SECRETARY:

- The Recording Secretary shall keep the minutes of the Board of Directors and of the Membership in appropriate books.
- He/She shall be custodian of the records and the Seal and affix the latter when required.

CORRESPONDING SECRETARY:

- The Corresponding Secretary shall give and serve all notices of the Corporation.
- He/She shall keep accurate membership list provided by Membership Committee Chair rolls in the manner prescribed by these Bylaws, alphabetically arranged, their respective places of residence, post office address, zip code and telephone, at the time of the most recent membership renewal. (Amended 8/13/18).

CORRESPONDING SECRETARY (Con't):

- He/She shall present to the Board of Directors at the stated meetings all communications addressed to him/her officially by the President, or any Officer or Member of the Anne Arundel County Fair, Inc.
- He/She will be given updated membership list with all pertinent data by the Membership Committee. (Amended 8/2018).
- He/She will check the Anne Arundel County Fair mailbox located at the Crownsville Post Office. (Amended 8/2018).
- He/She will bring all mail to office, open it, sort it, place in appropriate mailbox and notify the person who receives this mail by telephone, text or email. (Amended 8/2018).
- He/She will check the telephone for messages and notify the respective members/chair people. (Amended 8/2018).
- He/She will send out email reminders as appropriate for

TREASURER:

- The Treasurer shall have the care and custody of and be responsible for, all the bills and securities of the Anne Arundel County Fair, Inc., and deposit all such funds in the name of the Corporation in such bank (s) or trust companies, or safe deposit vaults as the Board of Directors may designate.
- He/She shall sign, make, and endorse in the name of the Corporation all checks, drafts, warrants and orders for the payment of money, and pay out and dispose of same and receipt thereof, under the direction of the President and Board of Directors.
- He/She shall exhibit at all reasonable times his/her books and accounts for any Officers or Director of the Fair.

ARTICLE VIII

COMMITTEES

SECTION 1.....STANDING COMMITTEES:

The President shall with the consent of the Board of Directors, appoint the following standing committees of the Corporation:

Membership:

The Membership Committee will consist of a minimum of three (3) members. This Committee will approve applicants for membership and will also be responsible for membership enhancement and appreciation activities. (Amended 8/15/00). The Committee must update records in a timely manner. At the end of the month, a raised membership list must be provided to the Corresponding Secretary for distribution (if new members have been added). (Amended 8/2019).

Nominating:

Consisting of three (3) members. This committee shall present at least one (1) candidate per office and at least five (5) candidates for Directors of the Corporation at the October Membership meeting. (Amended 4/17/10). (Amended 8/2019).

Ad Hoc:

The President shall appoint such other committees as he/she feels are necessary for the prudent conduct of the business of the Corporation. Committee members must be members of the Anne Arundel County Fair, Inc. but may accept assistance as required from non-members and businesses as appropriate.

END OF BYLAWS

NOTES/UPDATES

(Amended 8/15/00)

SECTION 7.....REMOVAL/DISCHARGE

Any member with just cause can be removed from the membership roster by either majority vote of the Board of Directors or Presidential decree.

ARTICLE VI

INDEBTEDNESS AND LIQUIDATION

SECTION 1.....INDEBTEDNESS

The amount of indebtedness of the Corporation shall not exceed five hundred thousand dollars (\$500,000).

SECTION 2.....LIQUIDATION

In the event of the liquidation or dissolution or the winding up of the affairs of the Corporation, the assets shall be expended in a manner which would promote or foster the cultural interest in Anne Arundel County.

ARTICLE VII

AMENDMENTS

SECTION 1.....AMENDMENTS:

Amendments to these Bylaws must be submitted to the Bylaw Committee, in writing, by the April Membership Meeting. The Bylaw amendments shall be duplicated and distributed and then read to members present at the June Membership Meeting. At the August Membership Meeting this shall be repeated and then voted upon. Two-thirds of the Membership present at the August meeting are needed for approval.

(continued from Treasurer)

- He/She shall render a statement of the condition of the finances of the Corporation at each regular meeting of the Board of Directors, and at such other times as shall be required of him/her, and a full financial report at the January meeting of the Membership.
- He/She shall prepare and submit such reports of income, expense, attendance, etc. as are required by Federal, State and local government for tax, licensing or other purposes.
- He/She shall keep or have correct books of accounts kept of all its business and transactions and such other books of account as the Board of Directors may require.
(Amended 8/2017).
- He/She shall authorize and audit to certify the Treasurer's books, annually and before they are turned over to the Treasurer-Elect.

ASSISTANT TREASURER:

He/She will perform all duties pertaining to the office of Treasurer upon the request of the Treasurer, the President or the Board of Directors.

SECTION 4.....VACANCIES, HOW FILLED:

All vacancies, in any office, shall be filled by the Board of Directors, without undue delay at its regular meeting, or at a meeting specifically called for that purpose.

SECTION 5.....COMPENSATION OF OFFICERS:

No Officer or Director shall receive salary or compensation.

SECTION 6.....REMOVAL:

The Board of Directors may remove any Officer or Director by a majority vote, at any time with just cause.

ARTICLE IV

SEAL

SECTION 1.....SEAL:

The Seal of the Corporation shall be as follows: We are currently unable to reproduce for these pages. (January 2002).

ARTICLE V

MEMBERSHIP

SECTION 1.....REGULAR MEMBERSHIP:

Application for regular membership must be in writing on an application form furnished by the Anne Arundel County Fair, Inc. (or a copy thereof). The application must be approved by the Membership Committee before regular membership becomes effective. Regular members will be entitled to admission to the Fair as well as full voting privileges. Applicants for regular membership must be at least 18 years of age. (Amended 8/11/2020).

SECTION 2.....ASSOCIATE MEMBERSHIP:

Application for associate membership must be in writing on an application form furnished by the Anne Arundel County Fair, Inc. (or a copy thereof). The application must be approved by the Membership Committee before associate membership become effective. Associate members may be of any age. Associate members do not have voting privileges. (Amended 8/11/2020).

SECTION 3.....PERIOD OF MEMBERSHIP:

Membership shall be for one (1) year beginning January 1st and ending on December 31st. Application for membership for the succeeding year may be made during the Fair.

SECTION 3a...FAMILY MEMBERSHIP:

Application for Family Membership must be in writing on an application form furnished by the Anne Arundel County Fair, Inc. (or a copy thereof). The Membership Committee must approve the application before membership becomes effective. Family Memberships will be entitled to one vote per membership and one free admission to the fair. Optional: Two votes per family and two free admissions to the Fair. (This will increase the dues to \$20.00). (August 2007).

SECTION 4.....DUES:

Regular membership dues shall be ten dollars (\$10.00) per year. Members failing to renew their membership by August 31st, each year, will be dropped from the membership roll, and must apply as new members to regain membership.

SECTION 5.....MEMBERSHIP CARD:

Each new member will be issued a membership card after approval by the Membership Committee. Renewing members will be issued new cards on application in accordance with Section 3. No new membership cards will be issued during the month of September.

SECTION 6.....HONORS MEMBERS:

Presented by the President with the approval of the Board of Directors, Recipient of the Honors Membership will be entitled to lifetime privileges of a regular member, right to one (1) vote, to serve as a Director or Officer, free entrance into the Anne Arundel County Fair for two (2), and serve on committees. The Honors Member (s) will be recognized at the Annual Volunteer Dinner for the calendar year. In the event there is no volunteer dinner, the presentation will be at the last General membership meeting of the calendar year. The President will present the member (s) with a certificate and membership card. No dues are to be paid, however, the Honors Member is required to renew their membership notice with the Membership Committee each year. (Amended 8/18/98).