

**Adair County 4-H Council**  
**CONSTITUTION AND BY-LAWS**  
**Revised March 2008**

**Article I**

Name: This organization shall be known as the Adair County 4-H Council.

**Article II**

Purpose:

1. The purpose of this organization shall be to guide, promote, and improve the Adair County 4-H program through these methods.
2. Identify the developmental needs of youth.
3. Approve the 4-H curriculum, which meets developmental needs.
4. Plan, coordinate, and manage county events and activities.
5. Establish communication between Extension staff and the 4-H units.
6. Promote 4-H leadership development efforts.
7. Assume responsibility for financial support of 4-H programs.
8. Give leadership to expanding 4-H programs with special emphasis to disadvantaged and minorities.
9. Insure the 4-H programs are carried out in accordance with affirmative action guidelines.

**Article III**

Membership, Voting Privileges, Quorum:

1. Ex-officio membership shall consist of:
  - a. County extension personnel.
  - b. One representative of the County University Extension Council.
  - c. A representative of the County 4-H Junior Council.
2. Regular membership shall consist of five representatives from each county 4-H club. This shall be the club leader or assistant leader plus one other adult and three club members. All but the leader or assistant leader are to be selected annually by each club. Their names must be reported to the council secretary by August 15.
3. Each of the five representatives described above shall have one vote on the council and shall be counted to determine quorum.
4. Quorum is defined as one-third of the 4-H Council's regular membership.

**Article IV**

Officers, Tenure, Executive Committee:

1. The seven officers of the council shall be: President, First Vice-President, Second Vice President, Secretary, Treasurer, Reporter, and Parliamentarian. A Council Officer may not also serve as a representative for their club.
2. The President's office shall be filled by an automatic move to that office of the person elected the preceding year to the office of First Vice-President. Hence, in accepting a nomination to the office of First Vice-President, a person should be aware that he is, in effect, agreeing to serve a two-year term: the first year as First Vice-President and the second year as President.
3. The offices of First Vice-President, Second Vice-President, Secretary, Reporter, and Parliamentarian shall be filled annually by direct election. The treasurer's office shall be held for two years.
4. Tenure in the Presidency and First Vice-Presidency is limited to one year. The remaining four officers shall serve no longer than two consecutive years in the same office.
5. The Executive Committee shall be composed of the seven officers of the council **and each of the club leaders or assistant club leaders**. An Extension Staff member shall be ex-officio member of this committee. Two-thirds shall constitute a quorum of the Executive Committee.

## **BY-LAWS OF THE 4-H COUNCIL**

### **Duties of Officers**

1. The President shall preside at all meetings of the Council, preside over the Executive Committee, appoint standing and special committees, and shall have the authority to change meetings or to call special meetings when deemed necessary.
2. The First Vice-President shall act as chairman of the Program Planning Committee, perform the duties of the President in the event of absence, and assume the duties of the President at the time the President retires from office.
3. The second Vice-President shall act as co-chairman of the Program Planning Committee and perform the duties of the First Vice-President in the event of absence.
4. The duties of the Secretary shall be to:
  - a. Keep accurate minutes of each 4-H Council meeting and to read the same at the next business meeting.
  - b. Call the roll at each meeting of the council to determine both attendance and quorum.
  - c. Take care of the necessary 4-H Council correspondence.
  - d. Provide the county University Extension Center with a copy of the minutes of each Council meeting.
  - e. Mail or email a copy of the minutes of each meeting to Club Leaders and 4-H Youth Specialist within one week of the Council meeting.
5. The duties of the Treasurer shall be to:
  - a. Keep an accurate account of money that is the property of the 4-H Council.
  - b. Make a financial report to each Council meeting.
  - c. Pay bills as approved by Council of Executive Committee.
  - d. Invest funds as directed by Council.
  - e. Close the books at the end of the year for an audit.
6. The duty of the Reporter shall be to write a news release following each council meeting and submit it to the newspapers, radio, and television stations which will accept news releases.
7. The duties of the Parliamentarian shall be to see that meetings are conducted according to proper custom and Robert's rules of order. They will also receive a copy of Robert's Rules of Order Newly Revised In Brief. For any question that this volume cannot answer, they may refer to a full copy of Robert's Rules of Order at the local library.
8. Any officer who is absent from three meetings without good reason shall be automatically relieved of office, and the vacant office shall be filled as soon as possible by appointment by the Executive Committee.

### **Election of Officers:**

9. Each club is asked to submit names to the Nominating Committee before the May council meeting, of members or adults that will run for office on the 4-H Council. The Nominating Committee shall be organized at the November Council meeting along with the other committee sign-ups. The Nominating Committee shall present a proposed slate of potential officers at the May Council meeting and the final slate of candidates, shall be voted on at the July meeting. The officers shall be as follows: President, First Vice President, Second Vice President, Secretary, Treasurer, Reporter, Parliamentarian.
10. Election of officers shall be by ballot at the July meeting following the presentation of the slate by the Nominating committee. No club shall have more than two members/adults serving as Council Officers during any program year, unless by no fault of the nominating committee, there is no other option.

### **Duties of Voting Members:**

11. The club leader from each club shall turn in club membership forms Y630 to the Extension Center by September 1, for re-enrolling members.
12. Voting members shall make their presence known at roll call of each meeting.

13. When present, voting members and officers, excluding the presiding officer (who shall vote only in case of a tie), may vote on all business called to a vote.
14. When absent, voting members may vote by proxy through a representative of their club, the proxy to have made their identity known at roll call.

#### **Meetings:**

15. The Council shall hold six meetings per year on the first Saturday of the odd numbered months as follows: September, November, January, March, May, July. The regular meeting held in July shall be known as the Annual Meeting and shall be for the purpose of electing officers. The newly elected officers may be called upon to assist the existing Executive Committee in the conduct of business, which arises during the period following their election but prior to their installation, however, primary responsibility remains in the hands of the existing Executive Committee during this lame duck period. The authority to make temporary changes in the schedule and to call special meetings belongs to the President.

#### **Standing Committee and Special Committee:**

16. Standing committees other than the Executive Committee shall be appointed by the President and shall include program, budget and finance, awards, promotion and membership, constitution and by-laws committees as well as others that may be authorized by the Council.
  - a. The office of Fair Liaison, shall be an elected office. Two Fair Liaisons shall be elected to serve for a two year period. One liaison be elected each year and serve a two year term. The senior liaison will be the one who served the previous year. This should allow for continuity in the position.
17. Special Committees shall be appointed by the President and authorized by the Council.
18. Members of both Standing and Special Committees may include people other than 4-H Council members.

#### **Duties of Committee Members:**

19. Job descriptions of each committee of the council shall be provided to each committee member by the County Extension Center.
  - a. Duties of the Executive Committee should include only those matters deemed necessary by the Council Membership.

#### **Amendment of the Constitution and By-Laws:**

20. There shall be a standing committee to consider and/or recommend suggested changes of the Constitution and By-Laws.
21. These By-Laws may be amended at any meeting of the Council by a two-thirds vote of members present providing the proposed amendment has been discussed at a previous meeting or a notice of such amendment has been sent to Council members ten days prior to the meeting.

#### **Membership Participation:**

##### **New members:**

22. New member is an individual that has never been a 4-H Member or has a period of inactivity for one project year or more. New members may enroll at any time, however must attend the majority of club meetings from their enrollment month through June 30 in order to be eligible to exhibit at the NEMO Fair. Members that enroll after a project has been completed may be responsible to find their own leadership for their projects. To be eligible for completion of project year, member must have attended the majority of club meetings from time of enrollment to August 31 and submitted project records.

##### **Re-Enrollment:**

23. Re-enrollment forms will be distributed in June. Forms are due at the Extension Center by September 1 for full participation as outlined in #24. Any additional projects will be accepted until January 1.

24. Recognition and awards are available for members who meet the standards established by the Council. To qualify for participation in county, district, sub-regional, state, or national events, members must have been enrolled by September 1 of the program year. However forms will be accepted for full participation until September 30 with an additional fee of \$15. After September 30, enrollments will be accepted, the \$15 fee will be imposed, but the member will not be eligible to participate in county, district, sub-regional, state or national events. Standards for completion are:
- a. A majority of club meetings held since member's enrollment must be attended. Example would be 6 out of 10.
  - b. Membership dues must be paid by the November council meeting. New members must have their dues paid within 30 days of enrolling if after the November Council meeting. If they are not paid by the above times, then membership will be restricted on a county level if the event is sponsored by the County 4-H Council.
  - c. Project reports must be turned in with the Secretary's book. A majority of projects must be completed and project records turned in (i.e. if enrolled in 4 projects, must complete 3 projects and turn in 3 project records). No individual project records will be accepted from individuals at the Extension Center. Projects must be dropped by May 1, by submitting written request to the Extension Center.
  - d. All Secretary's Books with project records and Treasurer's Books must be turned in to the Extension Center by October 1 by the club leader or club secretary. Outstanding club, outstanding club leader, friend of 4-H, I Dare You Award, Key Award, Gilt Award and any other awards made possible by the 4-H Council must be turned in to the Extension Center by October 1 by the individuals applying for the awards or the person responsible from their club. National Report Forms or their equivalents are due November 1 at the Extension Center. These would include the Missouri Report Form for 4-Her's ages 8-11, Adair County Report Form for 4-Her's ages 12 and 13, and Missouri 4-H Information, Criteria and Application for ages 14 and over.
  - e. Effective September 1, 1998, members must attend a majority of club meetings (i.e. 6 out of 10) by June 30 to be eligible to exhibit at the NEMO Fair. Clubs must submit a list of ineligible members to the Extension Center by July 1.
25. All clubs must participate in all county fund raisers to receive county premiums at the Kirksville Fair. This participation involves a combination of efforts: working at the event; donating needed items; or getting needed items for the event.

### **Self-Determined Projects**

26. Only projects not otherwise listed in The Clover can be called a self-determined project.
27. Members must enroll in self-determined projects on their enrollment forms with the project named (i.e., Self-determined: Sign Language).
28. Self-determined project members must follow guidelines listed in The Clover under self-determined project. Write out a plan. Show the course of action you plan to take. This must be turned in to your club leader with your enrollment form. At the end of the year you must fill out a Project Record and turn it in to the secretary the same as for all other projects.

### **Clover Kids**

29. Clover Kids must be between the ages of 5-7 by January 1 of the program year. Dues will be assessed. Clover Kids will not be eligible to receive premiums or to sell any project item that they have made or raised in the county 4-H program, at any county sponsored event. Completion will be determined by the Clover Kids Club Leader.

### **Independent Membership**

30. Independent membership is available to youth who cannot attend 4-H club meetings due to distance or other special circumstance. Applications for independent membership will be due to the Adair County Extension Center no later than November 1 of the program year or within two weeks of enrollment. Applications will be reviewed for approval by the Affirmative Action Committee.

31. Independent members will be required to pay family dues to Adair County 4-H Council.
32. Independent members must be between the ages of 8-18 by January 1 of the program year.
33. Independent members will meet as a group and elect a Key Leader to coordinate participation in 4-H Council, community activities and 4-H reports. This Key Leader will report to the Adair County Extension Center by October 15. Independent members will be represented at 4-H Council by a maximum of 2 adults and 2 members. One representative must be the key leader.
34. To complete the year, independent members must attend a majority of project meetings and turn in project records one week prior to the beginning of the NEMO District Fair.

### Teen Option

35. Members 14 and older may choose the Teen Option by entering into a Teen Option Contract, and fulfilling the requirements set forth therein. The contract allows for a member 14 and over to attend 4 club meetings, instead of 7, and fulfilling a leadership role as set forth in the Teen Option Contract. This Contract must be completed, signed and submitted by the date specified on the form.

### Financial Reporting and Use of the 4-H Name and Emblem

36. All clubs, committees, functions, etc., using the 4-H emblem and maintaining a treasury must submit a yearly financial statement on the approved form. All clubs will be required to submit their financial statement with their secretary's book. All others will be required to submit their statements to the Extension Center within 60 days after the final function of the program year.

### Fiscal Policies

#### Insufficient Funds Checks

37. In the event of a check returned for insufficient funds, the party submitting the check is responsible for any charges or fees incurred, as well as for full payment of the amount due.
38. If a party has more than two checks returned for insufficient funds in the course of a program year, no further checks will be accepted from that party during the program year.

### Award/Trip Financial Responsibilities

39. In the event a member forfeits a trip awarded to them and paid for from another source, the member must immediately notify the Youth Development Specialist. **Financial responsibility will be required unless the member qualifies for the free lunch program, with** official verification being presented to the Youth Development Specialist.
40. Members who qualify for the free lunch program will be required to perform community services at the rate of one hour for every \$10.00 value of trip.
41. A member may only be presented a scholarship/trip once.

\*Constitution reviewed: by-laws revised 11/90

\*Constitution reviewed: by-laws revised 8/92

\*Constitution reviewed: by-laws revised 3/93

\*Constitution revised: by-laws revised 1/95

\*Constitution revised: by-laws revised 7/98

\*Constitution reviewed: by-laws revised 11/01

\*Constitution reviewed: by-laws revised 11/02

\*Constitution reviewed: by-laws revised 7/05

\*Constitution reviewed: by-laws revised 9/9/2006

\*Constitution reviewed: by-laws revised 7/7/07

\*Constitution reviewed: by-laws revised 3/1/08

"Equal opportunity is and shall be provided to all participants in Extension programs and activities, and for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability or status as a Vietnam-era veteran. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or military organizations associated with the armed forces of the United States of America."