

# Boone County Senior 4-H Council

## Article I – Name & Purpose

### Section 1.1- Name

The organization shall be known as the **Boone County Senior 4-H Council**.

A youth development program of the University of Missouri Extension, 4-H is intended for youth of all income levels, ethnic and cultural backgrounds and abilities. The 4-H program does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in enrolling members or in choosing leaders or volunteers for 4-H programs.

Boone County Senior 4-H Council authority is delegated to it by the Boone County Extension Council.

Hereinafter in these Bylaws, the Boone County Senior 4-H Council may be referred to as “the Council.”

### Section 1.2 - Purpose

The purpose of the organization shall be to guide, promote, and improve the 4-H program in Boone County through the following:

- Provide every interested youth in Boone County the opportunity to have a positive 4-H experience.
- Provide 4-H youth meaningful experiences that facilitate growth and development of the 4-H program and its members in Boone County.
- Recommend 4-H program needs and assist in meeting those needs to the Boone County Extension.
- Assist in planning, coordinating, and managing Boone County 4-H events and activities.
- Promote 4-H leader/volunteer training opportunities.
- Assist Boone County Extension in developing 4-H curriculum. Curriculum should meet youth developmental needs.
- Promote communication between Extension staff and 4-H Clubs and programs.

- Provide financial support to Boone County 4-H programs as approved and deemed appropriate by the Boone County Senior 4-H Council.
- Oversight for the activities of this Boone County Senior 4-H Council will be provided by the Boone County Extension Council.
- Establish and document policies and procedures of the Boone County Senior 4-H Council.
- Serve as the official policy making board for the Boone County 4-H program.

## **Article II - Membership**

Section 2.1 Council membership shall consist of voting and non-voting members.

Section 2.2 **Voting Members:** The Council, in order to operate efficiently and maintain a degree of continuity, suggests that voting members attend a majority of the Council meetings. Voting members are encouraged to participate in Council discussions and provide input regarding decisions made by the Council.

**4-H Club Representatives** – Each club shall provide one voting representative. This representative may be the Club Leader or a designee chosen by the Club Leader or, at the discretion of the Club Leader, may be elected by the club at-large.

In the event that a regular voting club representative is unable to attend the Council meeting, an alternate may be chosen. Boone County Extension staff member shall be notified. Alternates must meet the same qualifications as the club representative.

**County Clover Kids Committee** – The chair of the county Clover Kids Committee or their designee shall serve as a voting member to the Council.

**Junior 4-H Council** – A Junior 4-H Council Officer or Jr. Council designee shall serve as a voting member to the Council.

With the exception of Executive Committee term limits, voting members shall not be limited in the length of time they may serve as members of the Council.

All Council Members or designees should be registered with Boone County Extension by January 1 of the current 4-H year. All Council members must be approved through Missouri 4-H as an Official Volunteer.

Section 2.3 **Non-Voting Members:** Club Leaders, Project Leaders, Committee Chairs, Club Members, and Volunteers not serving as a representative from a club as a voting member, as well as parents and 4-H Youth Staff shall be non-voting members.

Section 2.4 4-H and Extension Staff shall act as an ex officio advisory roll.

### **Article III - Council Officers**

Section 3.1 The officers of the Council shall be President, Vice-President, Secretary, Treasurer, and Reporter. These officers shall be elected by a majority of the voting members present during officer elections. These individuals will also serve as the Executive Committee.

Volunteers are eligible to become officers if they have been approved as Official 4-H Volunteers by Missouri 4-H.

Section 3.2 Officers shall assume their official duties at the close of the fiscal year and shall serve for one year. Officers shall not serve more than **three** consecutive years in the same office.

Section 3.3 Each Council Officer must be from a different Boone County 4-H Club. Therefore, two officers shall not be named from the same 4-H Club.

Section 3.4 The nominating Committee shall present a slate of officers at the October meeting for election by the Council. Additional nominations may be taken during the October meeting.

Section 3.5 A vacancy occurring in an office shall be filled at the next regular meeting. The office will be awarded to the individual receiving the majority vote of those present.

Section 3.6 The Executive Committee shall be composed of the elected officers and the immediate past President, or in the absence of the past President, the most recent past President. If the past President is currently occupying another officer position, the most recent past President will serve as the past President. 4-H Youth Staff will be ex-officio members of the Executive Committee.

The Executive Committee shall also serve as the Volunteer Personnel Committee. They will review and make recommendations in concert with the Youth Specialist, all referrals from the annual Volunteer Screening system.

#### **Article IV. Duties of Officers**

Section 4.1 The President shall preside at all meetings of the council, shall be an ex-officio member of all committees (excluding the nominating committee), and shall perform all other duties usually pertaining to the office. The President shall plan meetings and prepare agendas with the assistance from 4-H Staff for Council Meetings. The President shall also enforce the by-laws. The President shall also serve as the Chairperson for the Budget Committee.

Section 4.2 The Vice-President shall act as aid to the President and shall perform the duties of the President in the absence of that officer. The Vice-President also serves as the Extension Council Liaison and serve as Program Committee Chairman.

Section 4.3 The Secretary shall keep an accurate record of all meetings of the council; shall keep on file a copy of the bylaws, a current membership list of the council, and a list of all standing and special committees; shall notify the new council members of the date of the November election meeting; and shall perform other duties as delegated.

Section 4.4 The Treasurer shall assist the Extension Center in maintaining an accurate record of receipts and expenditures and shall pay out funds

only within the limits of the adopted budget, and as authorized by the council. The Treasurer shall present a statement of account at every meeting of the council and other times when requested by the council, and shall make a full report at the annual budget meeting.

Section 4.5 The Reporter shall provide monthly news coverage of activities engaged in by the Council in consultation with the 4-H Youth Staff. The reporter also assists the secretary with duties as needed.

Section 4.6 The Executive Committee shall transact necessary business between Council meetings; complete business referred to it by the Council.

## **Article V. Meetings of the Council**

Section 5.1 The regular meeting of the Council shall meet on the 4th Tuesday of each month. Meetings may be added or cancelled at the discretion of the President. A minimum of five business days notice will be given if a regular meeting date is changed or a special meeting is called.

Section 5.2 Robert's Rules of Order Revised shall govern this Council in all cases to which they are applicable and in which they are not in conflict with these bylaws. Motions may be brought to the floor by voting members only.

Section 5.3 Annual audit report (in print) will be given at the January meeting.

Section 5.4 Representation from 50% of the voting members shall constitute a quorum.

Section 5.5 50% + 1 will constitute a majority.

## **Article VI. Committees of the Council**

All committees of the council are to meet the same requirements of Senior Council.

Section 6.1 Administrative Standing Committees

The Council shall appoint at least three Administrative Standing Committees: Audit, Budget, and Nomination. Membership for Council Audit and Budget Standing Committees should include at least one member from the previous year's committee. In the event that is not possible, the President shall appoint one continuing member from the committee. The remaining members of the Committee shall be appointed from the Council.

6.1.1 The **Audit Committee** shall be convened annually and meet as necessary in order to reconcile the Council revenues and expenditures against the financial records provided by the Treasurer and Standing Committee Chairs.

This Committee shall oversee the implementation of whatever financial review or audit the Council deems appropriate. This Committee shall report to the Council their findings at the conclusion of their review.

The Treasurer shall be a member of this committee.

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The Treasurer's account shall be examined annually by an auditor or the Audit Committee, who satisfied that the treasurer's annual report is correct, shall sign a statement of the fact at the end of the report. The auditor, or Auditing Committee, shall be appointed by the President (in consultation with the Treasurer) and shall report in January.

6.1.2 The **Budget Committee** shall meet to prepare the annual budget for the next fiscal year. The Budget Committee shall meet at such times as necessary to complete their mission. The proposed budget must then be submitted to the Council for approval at the first meeting of the fiscal year.

6.1.3 A **Nominating Committee** shall be chosen at the September meeting from the current Council voting members. A minimum of three individuals shall serve to identify nominees and ascertain their willingness to run for office. A slate of officers shall be presented at the October meeting for election.

## Section 6.2 Project/Event Standing Committees:

The Project/Event Standing Committees of the Council shall be under the direction of the President and include but is not limited to: Awards and Recognition, BBQ, Beef, Clover Kids, Demonstrations and Public Speaking, Dog, Fashion Review, Ham Curing, Horsemanship, Goat, Livestock Auction, Membership and Promotion, Personnel Resources, Sheep, Swine, Shooting Sports, Small Animal, and Youth Arts.

**Scholarship Committee** – Shall be appointed by the President annually and will make recommendations and oversee the proper and timely distribution of scholarship awards as approved by the Council.

## Section 6.3 The President, with the counsel of the Executive Committee, may appoint standing committees to promote the objectives and interests of the Council. Standing Committee Chairs should be in place by October 1.

The Project/Event Standing Committees are responsible for the planning and implementation of programs to benefit youth. These committees are intended to supplement and complement the ongoing efforts of 4-H Club and projects.

Each Standing Committee shall elect its own committee Chairperson. When a Chairperson steps down, a new Chairperson will be elected by the committee. Standing committee Chairs and members shall not be restricted to Council members, but must be approved as Official Volunteers by Missouri 4-H.

Project/Event Standing Committees should have a minimum of 5 members to represent different county areas as well as different ideas. Youth and teen 4-H members are urged to be a part of Standing Committees.

Project/Event Standing Committee Chairs shall notify Boone County Extension of scheduled meeting dates. Each Committee shall send the meeting minutes to the Extension office within 30 days of the meeting. Committee Chairs must share with the Council updates on

the status of their Committee and/or events and provide a final report at the close of their event. This report may be presented through the President, if the Chair is unable to attend the Council meeting.

## **Article VII. Fiscal Operations**

Section 7.1 The Council, Committees and Clubs will follow all University of Missouri 4-H fiscal policies as specified in the “Missouri 4-H Treasurer Record Book”, any and all policies outlined in the 4-H Program Director’s letter to the treasurers, as well as the state and federal regulations.

Section 7.2 The Fiscal Year for the Council shall match the University of Missouri’s fiscal year.

Section 7.3 Each Club Committee shall keep financial records, using the 4-H Treasurer’s Book as a guide. Groups maintaining bank accounts must submit to the Senior Council a) a record of account information including name of banking institution, b) the account number, c) the EIN number, and d) designated signatories. The Treasurer’s Book must be submitted at the end of the fiscal year.

## **Article VIII. Amendments**

These bylaws may be amended annually prior to the October meeting. Notice of proposed amendment(s) shall be given in writing to the President by July 1 of that year. The bylaw committee will consider suggestions and present edits to the council for approval at the October meeting.

## **Article IX. Liability**

Neither the members of the Executive Committee of the Boone County Senior 4-H Council nor volunteers or employees of the same shall become liable for decisions rendered or policies put into effect as allowed in the bylaws of the Council.

## **Article X. Dissolution**

The Council at any regular meeting or any special meeting for which due notice of the time, place and object of such meeting, shall be given as prescribed in these



bylaws by vote of two-thirds of the voting members thereon may discontinue its operation and conclude its affairs.

In the event of dissolution, the new assets of this corporation shall be equitably divided on the basis of number of members among the active local 4-H Clubs in Boone County. In the event there are no local active 4-H Clubs, the assets shall be distributed to the Missouri 4-H Foundation to be specifically used for programs and/or scholarships involving former Boone County 4-H members, in accordance with the Missouri 4-H rules and procedures.

If any Boone County 4-H Club or group disbands, the treasury balance must be turned over to the Council within 30 days of dissolution. A 4-H Club or group cannot under any circumstances transfer its balance of funds to individual members or volunteers.

After two years, the Council will review the new clubs in Boone County and allocate the funds evenly among the newly developed clubs. If no clubs have formed at the end of two years, the funds will be absorbed into the Council general funds. At that time, the Council will consider allocating the dissolved club's funds as stated in the club's bylaws or as the Council deems appropriate.

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