

GRUNDY COUNTY 4-H COUNCIL BY-LAWS

1. The Council President shall preside at all council meetings. In the absence of the president, the vice-president shall preside.
2. The Council Secretary shall keep all records of the council, keep the minutes of each meeting, read same minutes at the next business meeting, make a copy of the minutes to be left in the University Outreach and Extension Center for reference, and provide each club present at the council meeting with a copy of the minutes. The secretary shall have a copy of the notes of the last council meeting available upon request between meetings of the Grundy County 4-H Council.
3. The Council Treasurer shall be responsible for any money that may be the property of the 4-H Council. Checks shall require two signatures: one from the Council Treasurer or Council President, and one from the Treasurer's adult advisor. The treasurer shall prepare an "Income/Expenses Report" at the end of each yearly term.
4. The Council Reporters shall be responsible to see that the business of each meeting is written and submitted to the newspaper and radio station. The reporters are also responsible for reminding council members of the next council meeting by submitting a news item to the paper and radio station.
5. The Council Historian shall be responsible for maintaining a history of the Council's activities in a scrapbook provided by the Council. The scrapbook shall be on display at all Grundy County 4-H Council meetings.
6. The Council Photographers shall be responsible for providing the Council Historian with pictures from the Council's meetings and activities.
7. The Council Roll Call Person shall be responsible for calling roll during each Council meeting and reporting the attendance information to the Council Secretary following the roll call.
8. The Council Parliamentarian shall be responsible to monitor all meetings and ensure that proper parliamentary procedure is followed. The parliamentarian shall assist members in proper meeting procedure and etiquette in order to accomplish the business of the Council.
9. The Council Sentinel shall be responsible to assist the president in maintaining order, to keep the meeting room and Council equipment and supplies in proper condition, and to welcome guests and visitors.
10. The program committee with the vice president as chairman shall present a program for the year to the council.
11. The Council shall hold meetings as follows:

Fourth Monday in each-January, March, June and the fourth Tuesday in September or as the president shall call. Additional meetings may be held on the call of the president. Every effort will be made to contact each club leader of a change-the club leader will then pass the information to the club representatives.

12. The officers shall serve not longer than two consecutive years in the same office.

13. The nominating committee (appointed by the president at the September meeting) shall consist of one (1) adult and one (1) youth 4-H member from each club, one (1) adult and one (1) youth from the independent members, the Council President, the 4-H Youth Specialist, and the Youth Education Assistant. The nominating committee shall have a list of the nominations available in the University Outreach and Extension Center as of November 1, and shall report at the January Council meeting. The nominating committee will make every effort to see that each of the Grundy County 4-H clubs is represented during the election process. Independent members may also be considered for an office, but do not necessarily have to be an officer. Additional nominations may be made from the floor.

14. The election of officers shall be by ballot or roll call and shall be held at the regular January meeting. In case of a tie vote, the Council President shall flip a coin to break the tie.

15. The Volunteer Personnel Committee shall consist of the ex-officio members of the Grundy County 4-H Council. Ex-officio members of the Council include a University Outreach and Extension Staff Member, the 4-H Youth Specialist, the Youth Education Assistant, and others as deemed necessary. This committee shall deal with confidential matters with regard to 4-H members and leaders.

16. Three shall constitute a quorum of the executive committee and ½ of the voting membership shall constitute a quorum of the council.

17. Standing committees, other than the executive committee, shall be appointed annually by the 4-H clubs and shall consist of:

- Achievement Day Committee,
 - Awards & Recognition Committee,
 - Career Day Committee,
 - Contest/Judging Day Committee,
 - Program Committee,
 - Publicity & Promotion Committee,
 - Recreation Committee,
 - Livestock Committee,
 - Grundy Electric Dinner Committee,
- Other committees as may be authorized by the Council

18. All members and leaders are welcome to attend council meetings, but shall have no voting privileges unless listed among the voting membership of the Grundy County 4-H Council as designated in Article III.

19. All Council members shall have the right to vote by written proxy or through a representative of their club. This includes the Grundy County 4-H Council officers who are elected president or representative from their club. A written proxy should contain clearly stated specifics concerning the member's vote.

20. Each club and special interest club shall pay Council dues of \$0.25 per member, due by the March meeting. Clover Kids Clubs will pay the \$0.25 per member dues starting January 1, 1990.

21. Grundy County 4-H members must attend at least ½ of their 4-H club meetings and ½ of their 4-H project meetings before they are eligible to:

1. Complete the project and receive a completion pin
2. Enter Contest Day Activities
3. Exhibit a 4-H Achievement Day
4. Enter and show in 4-H classes at horse shows
5. Enter and show livestock at livestock shows and fairs
6. Enter state and national contest

22. The Council President shall appoint a Finance Committee consisting of the president, one adult leader from each Grundy County 4-H Club, and the Youth Education Assistant. The Finance Committee shall be responsible for submitting a budget to the Council for approval. The budget will include a projected amount that the Council will allow for the following, plus other activities as determined appropriate. The Council will vote to approve or amend the budget at the January Council meeting. Additional amendments may be made as necessary.

Achievement Day	Recognition/Awards program
Interstate & State Fair Transportation	Kansas City Conference
Teen Conference	Washington Focus
4-H Congress	4-H Camps
State Leaders Forum	Publicity & Promotion
Miscellaneous & Mailing	

23. The money made from serving the Grundy Electric meal shall be divided, with ½ for the 4-H Council and ½ for the 4-H clubs who helped serve the meal. A club that has provided a minimum of four (4) workers working two (2) hours each and that has helped provide items for the meal as requested shall receive \$100. The remaining profit will be divided evenly between those clubs that provided additional workers or other services.

24. The 4-H groups planning a fund raising activity should inform and receive approval from the extension personnel for 4-H within the county prior to beginning the project. Funds raised in the name of 4-H must be used only for 4-H activities.