

Cape Girardeau County 4-H Council Constitution

A Constitution is the basic framework to govern an organization. The procedures and policies set forth are not subject to frequent changes.

Article I – Name and Purpose

Section 1 – Name:

This organization shall be known as the Cape Girardeau County 4-H Council or Cape County 4-H Council.

Section 2– Purpose

The purpose of the Cape County 4-H Council is to:

- Develop, strengthen, coordinate and evaluate the programs of the 4-H clubs in the county.
- Cooperate with the Cape Girardeau County University of Missouri Extension 4-H Youth Specialist in order to strengthen, unify and promote the 4-H Youth Development program in Cape Girardeau County.
- Promote a substantial and lasting 4-H program in Cape Girardeau County without conflict to State and/or National policies.

Article II – Membership and Duties of Council Members

Section 1 – Nondiscrimination

No person is excluded from membership or participation due to race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status.

Section 2 – Voting Members

All members must be currently enrolled in 4HOnline

- Two adult leaders from each club, either the club leader and/or another adult.
- One youth member from each club, such as the club president or another officer.
- 4-H Clubs are to report the names of the Council members to the County Extension before October 1 each year.
- A Junior Leaders representative and two adult advisors shall be members of the Council.
- All Council members shall have the right to vote by proxy through a representative of their club. There shall be no more than three votes per club.

Section 3 – Ex-Officio Members

County Extension Youth Specialist and/or Youth Program Assistant act as ex-officio members.

Cape Girardeau County 4-H Council Constitution

Section 4 – Duties of Council Members

- Attend council meetings and participate in the activities
- Report happenings and upcoming events to clubs
- Study and understand the concerns of youth and assess the goals of youth and their families
- Understand 4-H as the Youth Development Program that offers a variety of delivery modes (school enrichment, out-of-school programs, clubs, etc.)
- Serve on work groups and committees as needed.
- Make contact with businesses, organizations and individuals on behalf of the 4-H youth program.
- Attend and participate in various 4-H and youth functions
- Encourage club participation in county-wide activities
- Look for communities and groups of individuals not being served. Help establish 4-H with those target groups.

Article III – Council Meetings

Section 1 – Meeting Times

Meetings shall be bi-monthly on the first Monday starting in October – October, December, February, April, June and August. All meetings will begin at 7:30pm. Additional meetings may be held on the call of the President or a majority of the Executive Committee.

Section 2 – Attendance

All members are expected to attend on a regular basis

Section 3 – Quorum

A quorum must be present to conduct any Council meeting. A quorum shall consist of a representation of 50% or more of the clubs.

Section 4 – Order of Business

The following order of business shall be generally followed at regular club meetings:

- Call to Order
- Pledge of Allegiance and the 4-H Pledge
- Roll Call
- Minutes of last meeting
- Treasurer's report
- Report of committees
- Unfinished business
- New business
- Announcements
- Adjournment
- Educational program/project work
- Recreation/refreshments

Cape Girardeau County 4-H Council Constitution

Section 5 – Parliamentary Procedure

Robert's Rules of Order shall generally govern the meetings of the club.

Article IV – Officer Election, Presiding Officers, and Officer Duties

Section 1 – Officer Election

- Officers shall be elected for a term of two years on alternate years. President, Secretary and Parliamentarian are elected in even years and Vice-President, Treasurer, Song Leader and Game Leader elected on odd number years.
- The election of officers shall be held at the August meeting and installation of officers at the regular October meeting.
- In the case of a tie, another vote will be taken.

Section 2 – Officers

- The elective officers of the council shall be President, Vice-President, Secretary, Treasurer, Song Leader, Game Leader and Parliamentarian.
- Any officer failing to attend three consecutive meetings, without a reasonable excuse, shall be automatically removed and the office shall be filled by the direction of the Executive Committee.

Duties of the individual offices are as follows

Duties of the President shall be

- to preside at all meetings of the club, enforce the by-laws and exercise supervision over the affairs of the club.
- to appoint standing and special committees.
- to serve as an ex-officio member of each committee, except the nominating committee.

Duties of the Vice President shall be

- to assist the President.
- to perform the duties of the President in the absence of that officer.

Duties of the Secretary shall be

- to keep accurate minutes of each 4-H Council meeting and make additions or corrections to the minutes at the next business meeting
- to have charge of necessary Council correspondence.
- to keep the roll and read the minutes at each meeting.

Cape Girardeau County 4-H Council Constitution

- to provide the County Extension office with a copy of the minutes of each Council meeting which will then be mailed to Officers and Club Leaders.

Duties of the Treasurer shall be

- to receive, hold and pay out all moneys of the club as designated by the adopted budget.
- to present to the Council any expenditures over \$500.00 to be approved by the Executive Committee.
- to keep an accurate record of the receipt and expenditures of all funds.
- to present a financial statement at each monthly meeting.
- to prepare a budget in consultation with the youth staff.
- to have books audited at the end of the year.

Duties of the Parliamentarian shall be

- to make decisions involving parliamentary rule.
- to interpret and make decisions regarding the Constitution and Bylaws.
- to install newly elected officers at the October meeting.

Duties of the Song Leader shall be

- to lead the group in songs at club meetings.

Duties of the Game Leader shall be

- to prepare and lead games during meetings.

Article V – Committees

- Members are expected to volunteer for committee assignments.
- The president has the authority to appoint committee chairs and members.
- No committee or group of people shall act on their own, without the knowledge and consent of the presiding Cape Girardeau 4-H Council. Such action may lead to dismissal as a volunteer by the state office.

Section 1 – Standing Committees

- A committee shall be appointed every four years by the President or youth specialist to consider and/or recommend suggested changes to the constitution unless change is requested earlier.
- Standing committees other than the Executive Committee shall be appointed by the Executive Committee for a one year term.
- Current active committees are listed in the Cape Girardeau County 4-H Council Committee Guide.

Cape Girardeau County 4-H Council Constitution

Section 2 - Executive Committee

- The Executive Committee shall be comprised of the seven elected officers and Extension staff members acting in a non-voting, advisory role.
- The Executive Committee shall have the authority to change meetings when deemed necessary.

Article VI – Constitution Amendments

- The Constitution may be amended at any meeting of the 4-H Council by a two-thirds vote of members present, providing the proposed amendment has been discussed at a previous meeting.