

CONSTITUTION AND BY-LAWS  
CLAY COUNTY, MISSOURI 4-H COUNCIL

ARTICLE I

This organization shall be known as the Clay County, Missouri 4-H Council (the “Council”).

ARTICLE II

The purpose of the Council shall be to give leadership and direction to the 4-H program in Clay County, Missouri in cooperation with the County Extension staff. The Council shall achieve its purpose by doing the following:

1. Maintaining close communication and working relationship with the County youth staff.
2. Planning, coordinating and conducting all countywide 4-H events and activities.
3. Annually, determining the needs of leaders and club officers for training in subject matter and leader and officer roles and responsibilities.
4. Maintaining the responsibility of financial needs in conducting and promoting the county 4-H program.

ARTICLE III

Membership of the Clay County 4-H Council.

1. Clay County, Missouri 4-H, as a part of University of Missouri Extension, provides equal opportunity 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 race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status.
2. The membership of this Council shall include two (2) 4-H adult representatives and two (2) 4-H youth representatives from each club and two (2) 4-H adult representatives and two (2) 4-H youth representatives from the group of independent members with voting rights. Each club is to select an alternate for each of these Council delegates.
3. The names and email addresses of official voting delegates for each club and their alternates shall be given to the 4-H **Youth Specialist AS SOON AS THEY HAVE BEEN SELECTED.**
4. All 4-H leaders, members, parents and friends are invited to attend all Council meetings and activities, but only the official delegates (two adult and two youth representatives from each club and from the independent group) have voting power.
5. Ex-officio members of the Council shall include County Extension personnel, specifically the 4-H Youth Specialist. This member will be a nonvoting member.
6. 4-H clubs organized after January 1 shall select Council delegates and report the names and email addresses of their delegates to the Council secretary as soon as possible.

7. Council Delegates:
  - a. Attend the 4-H Council Meetings representing their respective club as a voting member
  - b. Report back to their respective club on business that has been discussed
  - c. Find an alternate from the delegate's club if the delegate cannot attend that will have full voting rights

## ARTICLE IV

### Officers and Executive Committee

1. The elected officers of the Council shall be: President, Vice President, Secretary/Reporter, Adult Treasurer, Youth Treasurer, and any other official office deemed necessary by the Council.
2. The president shall be eligible to cast a vote in the case of a tie. Each of the remaining officers shall have one vote.
3. The Executive Committee shall be composed of the elected officers. The Youth Specialist shall be a non-voting ex-officio member of the Executive Committee.

### Officer Job Descriptions

1. The President shall preside at all meetings of the County 4-H Council as well as partner with the 4-H Youth Specialist on creation of the meeting agenda.
2. The Vice President shall perform the duties of the president in the event of his/her absence. The Vice President shall serve as a non-voting ex-officio member of all committees.
3. The duties of the Adult Treasurer and Youth Treasurer shall be divided as follows:
  - a. The Adult Treasurer will keep an accurate account of money that may be the property of the 4-H Council and deposit all Council money in the bank.
  - b. The Youth Treasurer will make a report at each Council meeting of the account.
  - c. The Adult Treasurer will write checks from vouchers only.
  - d. The Adult Treasurer will close the books at the end of each year for audit. It is recommended the Youth Treasurer sits in on this process as a learning experience.
  - e. Both Treasurers will serve on the Budget & Finance Committee with the Adult Treasurer acting as chair.
4. The officers shall not serve longer than two (2) consecutive years in any one (1) office except, for the Adult Treasurer. In the absence of any new nominees for a position, the person currently serving in such position could run for an additional term, without violating the rule against serving longer than two years.
5. Any officer failing to attend two (2) meetings without a reasonable excuse shall automatically be out and the office shall be filled by the Executive Committee. The 4-H Youth Specialist shall determine whether an excuse is reasonable and any excuse must be provided to the 4-H Youth Specialist as soon as possible prior to the Council meeting.

## ARTICLE V

### Qualifications of Clay County 4-H Council Officers

1. The member must have completed the previous year in 4-H.
2. The member must plan to attend the majority of the meeting.

## ARTICLE VI

### Election Process

1. Nominations or volunteers will be accepted the night of the election for any office. Nominations will also be accepted in advance by submitting them to the Extension Office by the Friday prior to the election.
2. Voting will take place by secret ballot.
3. Election of officers will take place at the **OCTOBER** meeting.
4. Officers will take office at the **DECEMBER** meeting.

## ARTICLE VII

### Meetings

1. Regular meeting dates will be the **FIRST TUESDAY** in the months of February, April, May, June, August, October, December. Meetings will be rescheduled as necessary to accommodate other 4-H events.
2. The 4-H Council will call special Council meetings as needed.
3. A quorum shall consist of 50% of the voting members.
4. A quorum shall be present before voting on any motion.
5. An absent member may give permission to another voting member to be their proxy vote if appropriate notice is given of their absence along with notes on their thoughts regarding all agenda items in advance.

## ARTICLE VIII

### Miscellaneous

1. This Constitution and By-Laws may be amended, altered, changed, or repealed at any regular or special meeting of the members by the affirmative vote of 2/3 of all members present and voting, provided that notice of the proposed amendment, alteration, change, or repeal was taken back to 4-H clubs and presented prior to the next council meeting.
2. Any person representing a Clay County, Missouri 4-H organization shall direct all issues that impact Clay County, Missouri 4-H to the 4-H Council. Issues with any and all groups or organizations regarding 4-H shall be directed to and resolved through the Council at a regular or specially called Council meeting.