

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.
3. The names, phone numbers and email addresses of official voting delegates for each club shall be given to the Extension 4-H Youth Staff 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 privileges.
5. Ex-officio members of the Council shall include County Extension personnel as designated. These members will be non-voting members.
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. If the delegate cannot attend, they should let the club leader know and work with them to find an alternate that can attend to represent the club. The alternate will have full voting rights.

## ARTICLE IV

### Committees

1. The following Standing Committees will be appointed each year: Budget and Finance, Expansion and Review, 4-H Awards, 4-H Fair, and Constitution and ByLaws.
2. Special committees shall be appointed by the President as determined by the Council's immediate needs. Special committees will appoint their own chair and will serve only as long as needed.

## ARTICLE V

### 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.

## ARTICLE VI

### 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. A designated Extension 4-H Youth Staff member 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 Extension 4-H Youth Staff 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 member of committees as appointed by Extension 4-H Youth Staff.
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, receipts, and invoices only.
  - d. The Adult Treasurer will close the books at the end of each year for audit.
  - 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 anyone (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 Extension 4-H Youth Staff shall determine whether an excuse is reasonable and any excuse must be provided to the Extension 4-H Youth Staff as soon as possible prior to the Council meeting.

## ARTICLE VII

### Requirements 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.
3. The President shall be 14 years of age or older and have been on the 4-H Council in some capacity the previous year.

### 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 if there is more than one candidate for an office.
3. Election of officers will take place at the October meeting.
4. Officers will be installed and begin their duties at the December meeting.

## ARTICLE VIII

### PARLIAMENTARY AUTHORITY

1. **PROCEDURE** The business of the Clay County 4-H Council shall be conducted on a representative basis and parliamentary procedure shall be followed to fullest the extent possible at all meetings.
2. **ROBERT'S RULES OF ORDER** The rules contained in the most current edition of Robert's Rules of Order Newly Revised will guide 4-H Council procedure in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules the Council may adopt.

#### ELECTRONIC OR ZOOM MEETINGS

1. Members may participate in regular and special meetings of the 4-H Council, the Executive Board, standing committees, and special committees by electronic, computer or phone conferencing platforms (such as Zoom, but not limited to Zoom) or through other electronic means as long as all the members may simultaneously hear each other and participate during the meeting.
2. Members participating electronically in 4-H Council meetings shall have all the rights of membership and voting privileges and will be counted in the quorum.

#### AMENDMENTS TO THE CONSTITUTION AND BYLAWS

1. This Constitution and ByLaws may be amended 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 was taken back to 4-H Club and presented prior to the next 4-H 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 all groups or organizations regarding 4-H shall be directed to and resolved through the Council at a regular or specially called Council meeting.