

# CONSTITUTION AND BYLAWS

For Greene County 4-H Leaders' Council

## Article I

DEVELOPED: January 1967

REVISED: 1972; November 1987; October 1990; March 1992;

August, 1993; February, 2010; April 2017

### Name:

This organization shall be known as the Greene County 4-H Leaders' Council.

## Article II

### Purpose:

The purpose of this organization shall be to guide, promote and improve the County 4-H programs in such ways as:

1. Establishing communication between extension staff and 4-H clubs.
2. Plan and coordinate county events and activities.
3. To assist in determining needs and promoting 4-H leader training programs.
4. To suggest areas and give leadership for expanding and carrying on 4-H club work.

## Article III

### Membership:

The membership shall consist of:

1. Two adult representatives selected by each club with each adult to have one vote. Representatives may be the club leader or any other adults selected to represent the club on the Council. At least one adult from each club must participate in a majority of the Leaders' Council meetings by and including the May meeting for their club members to be eligible to participate in any county 4-H event during the year.

2. Ex-officio members shall consist of:

County extension personnel

One representative of the County University Extension Council

A representative of the Greene County 4-H Foundation

Membership is open to all, regardless of sex, race, color, ethnic group, or socio-economic level.

#### Article IV

##### Officers and Executive Committee:

1. The elective offices of the Council shall be: President, President-Elect, Secretary and Treasurer.
2. The Executive Committee shall be composed of the four elected officers and the retiring President. An extension staff member shall be ex-officio member of the Executive Committee.

##### Bylaws of the 4-H Council

1. The President shall preside at all meetings of the county 4-H Leaders' Council; shall serve as ex-officio member of all committees and shall perform all other duties generally pertaining to the office.
2. The President-Elect shall perform the duties of the President in the event of his or her absence. He or she shall act as an aid to the President.
3. The duties of the Secretary shall be to:
  - a. Keep accurate minutes of each 4-H Council meeting and provide same official minutes to be reviewed at the next business meeting to be voted on for approval.
  - b. Keep the roll of attendance by club at each Council meeting.
  - c. Provide the County University Extension Center with an approved copy of the minutes of each 4-H Leaders' Council meeting.
4. The duties of the Treasurer shall be to:

- a. Keep an accurate account of monies administered by the 4-H Leaders' Council.
  - b. Make a report at each meeting of the account.
  - c. To close the books at the end of each year for an audit.
5. The 4-H Council shall hold regular meetings on the third Thursday of each month, excluding July and December at 7:00 p.m. – 9:00 p.m. at the extension office (primary meeting place). If the primary meeting place is not available, an alternative meeting place must be set for each 4-H year and approved by current Leaders Council Elected Officers. If necessary, meetings can be extended past 9:00 p.m. with a motion by Leaders' Council.
  6. The majority of clubs present shall constitute a quorum of the county 4-H Council and three shall constitute a quorum of the executive committee.
  7. The President shall select a Nominating Committee at the June Council meeting. The annual election of officers shall be by ballot or show of hands and shall be held at the regular meeting in August. Newly elected officers shall take their offices at the October meeting.
  8. Committee Chairman shall be appointed by the President by the October Council meeting and shall consist of: Alumni, Awards, Health Relays, Recognition, Share-the-Fun, Personal Presentations, Teen Council Advisors, Horse Bowl, Fundraising/Publicity, Fair, and such other committees as may be necessary and authorized by the Council. Members may include people other than 4-H Council members.

Committee chairman have the responsibility to select and meet with their own committee membership and prepare a budget to be submitted to the Treasurer by the 2nd Thursday of November. The Treasurer will present the entire budget to Leaders Council for approval at the November Council meeting. The approved budget will be submitted to the Greene County 4-H Foundation upon request.

Fair Superintendants shall be selected no later than the March Council meeting and shall consist of: Dog, Cat, Horse, Exhibits, Beef, Dairy, Rabbit, Sheep, Swine, Goats, Poultry, Livestock Judging, and such other committees as may be necessary and authorized by the Council. Members may include people other than 4-H Council members.

Fair Superintendants and/or Leaders Council have the responsibility to select and meet with their own committee membership and prepare a budget to be submitted to the Treasurer by the 2nd Thursday of November. The Treasurer will present the entire budget to Leaders Council for approval at the November Council meeting.

9. These bylaws may be amended at any meeting of the county 4-H Council by a two-thirds vote of members present, providing the proposed amendment has been discussed at a previous meeting or a notice of such an amendment has been provided to each club at least 10 days prior to the meeting.
10. Members of 4-H ages shall be as follows: 5-7 Clover Kids (State Rule), 8-18 regular members (State Rule). 4-H age is determined by the date in the Clover of the program year.
11. A policy manual will be maintained as approved by Leaders' Council. Individual policy changes can be voted on only once per 4-H year at Leaders' Council.