

Jefferson County, Missouri 4-H Council

CONSTITUTION

&

BYLAWS



4-H Council Constitution and By-laws reviewed and approved on the meeting of August 21, 2008

CONSTITUTION
Jefferson County, Missouri
4-H Council

ARTICLE I

NAME

This organization shall be known as the Jefferson County 4-H Council.

ARTICLE II

PURPOSE

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

1. Identifying the developmental needs of youth and approving a 4-H curriculum which meets those developmental needs.
2. Establishing and maintaining communications among Extension Staff, 4-H leaders, and 4-H family members.
3. Formulating and conducting policies and regulations relating to county-wide 4-H activities.
4. Planning and conducting county-wide 4-H events and activities.
5. Assisting in determining needs and promoting 4-H leader training programs.
6. Suggesting areas and providing leadership for expanding and carrying on 4-H club work and programs.
7. Assuming responsibility for the financial needs of the 4-H program.
8. Giving leadership to expanding 4-H programs with special emphasis to disadvantaged and minority youth.
9. Insuring that 4-H programs are carried out in accordance with affirmative action guidelines.

ARTICLE III

MEMBERSHIP OF 4-H COUNCIL

The membership shall consist of:

1. Two adult representatives and two 4-H member representatives elected by each club.
 - a. The adult representatives may be any 4-H leader.
 - b. The 4-H members must be thirteen (13) years of age by January 1st of the current 4-H year.

AMENDMENT TO JEFFERSON COUNTY 4-H CONSTITUTION & BY LAWS

There has been a proposal to amend the Constitution & By Laws in Article III Section 1b to the Constitution, this section shall be replaced by:

- b. The 4-H members must be (8) eight years of age by January 1st of the current 4-H year.***

This proposal was voted and approved January 27, 2005, amendment to be implemented in January 27, 2005.

- 2. Ex-officio (non-voting) members of the 4-H council shall be:
 - a. County Extension personnel.
 - b. Extension Council members.
 - c. Members of 4-H Council committees who are not elected 4-H club representatives to the 4-H Council.
 - d. Others as appointed by the Executive Committee.

ARTICLE IV

OFFICERS & EXECUTIVE COMMITTEE

- 1. Officers
 - a. The elective offices of the 4-H Council shall be:
President, Vice-President, Secretary, and Treasurer.
Officers must be 4-H leaders or members and must be thirteen (13) years of age by the time they take office. 4-H Council officers shall not succeed themselves in the same office for more than two one-year terms.
 - b. *The duties of the President:*
 - 1) The president shall preside at all meetings of the 4-H Council and of the Executive Committee.
 - 2) The President shall develop an agenda for each 4-H Council meeting and Executive Council meeting.
 - 3) The President shall appoint all standing committees.
 - 4) The President shall appoint or approve all special committees. Extension Staff may set up special committees with the approval of the President.
 - 5) The President may call special meetings of the 4-H Council or Executive Committee providing members are notified at least forty-eight (48) hours in advance.
 - 6) The President shall be ex-officio member of all committees.
 - 7) The President shall be responsible for seeing that this Constitution & Bylaws are abided by.
 - c. *The duties of the Vice-President:*

- 1) The Vice-President shall perform the duties of the President in the event of the absence of the President.
- 2) The Vice-President shall serve as Parliamentarian for the 4-H Council and the Executive Committee.
- 3) The Vice-President shall serve a Publicity Director and shall publicize the activities of the 4-H Council and the 4-H program.
- 4) The Vice-President shall perform other functions and duties as delegated by the President.

d. *The duties of the secretary:*

- 1) The Secretary shall perform the duties of the President in the absence of the President and the Vice-President.
- 2) The Secretary shall call the roll of 4-H Clubs and their voting delegates at each 4-H Council meeting.
- 3) The Secretary shall call the roll at Executive Committee meetings.
- 4) The Secretary shall keep accurate minutes of each meeting of the 4-H Council and the Executive Committee, and shall read the minutes at subsequent 4-H Council or Executive Committee meetings.
- 5) The Secretary shall be responsible for counting the votes and only the votes of elected voting delegates or of their proxy delegates, on motions before the 4-H Council.
- 6) The Secretary shall conduct the correspondence of the 4-H Council and shall send thank you notes for contributions from various individuals, agencies, and organizations.
- 7) The Secretary shall develop and keep an updated listing of 4-H Council or Executive Committee decisions that have to do with county-wide 4-H policy requirements or regulations and shall maintain an up-to-date copy of this *Constitution & Bylaws* and shall be responsible for seeing that they are abided by.
- 8) The Secretary shall perform other functions and duties as delegated by the President.

e. *The duties of the Treasurer:*

- 1) The Treasurer shall perform the duties of the President in the event of the absence of the President, Vice-President, and Secretary.
- 2) The Treasurer shall keep an accurate account of all 4-H Council monies received and expended and shall record the source of all monies received.
- 3) The Treasurer shall receive and deposit all 4-H Council monies.
- 4) The Treasurer shall pay bills for the 4-H Council promptly.
- 5) The Treasurer shall make a full report of the account (monies received, monies expended, monies deposited, bank balance, cash on hand and outstanding bills) at each 4-H Council or Executive Council meeting.
- 6) The Treasurer shall write out and mail receipts for all monies

received.

- 7) The Treasurer shall close the books at the end of each 4-H Council year, (December) for audit.
- 8) The Treasurer shall serve as ex-officio member of the budget committee and fund raising committee.
- 9) The Treasurer shall perform other functions and duties as delegated by the President.

2. Executive Committee:

- a. The Executive Committee shall be made up of the four elected 4-H Council officers, the immediate past President, and anyone appointed by the President.
- b. The duties of the Executive Committee
 - 1) The Executive Committee shall meet on an "on call" basis between the regular meetings of the 4-H Council.
 - 2) The Executive Committee shall carry on the necessary interim business of the 4-H Council.
 - 3) The Executive Committee may authorize the expenditure of 4-H Council funds of up to one hundred-fifty (\$150.00) dollars, providing that funds are available.
 - 4) The Executive Committee may enter into contracts providing that they do not cause the 4-H Council to be liable for over one hundred-fifty (\$150.00) dollars.

AMENDMENT TO THE JEFFERSON COUNTY 4-H CONSTITUTION & BY LAWS

There has been a proposal to amend the Constitution & By Laws by adding Article V to the Constitution, as follows:

Article V

Past President Image

The past president image shall be added to the officers and executive committee of the 4-H Council.

Duties of the Past-President:

- 1. *The past president of the 4-H council, will fill in for missing officers during the 4-H Council meetings.*
- 2. *The past presidents will help the Extension Youth Staff with the leadership training and any other 4-H related activities when other 4-H Council officers cannot be present.*

ADDITION TO THE JEFFERSON COUNTY 4-H CONSTITUTION & BY LAWS

Addition for the Article V was voted and approved January 25, 2007, amendment to be implemented in January 25, 2007.

BYLAWS
Jefferson County, Missouri
4-H Council

1. The Jefferson County 4-H Council, and programs conducted by the 4-H Council, shall be open to all persons who are otherwise eligible under 4-H requirements without regard to race, color, national origin, sex, religion, age, disability or status as a Vietnam era veteran.
2. 4-H Council and Executive Committee meetings:
 - a. The 4-H Council shall hold its regular meetings on the fourth Thursday evening of each month, except during July, when the meeting shall be held the Thursday evening before the 4-H Fair, and during November and December, when the meeting shall be held on the third Thursday evening.
 - b. A quorum for conducting business at 4-H Council meetings shall consist of a minimum of eight (8) voting delegates. A quorum for Executive Committee meetings shall be a minimum of three (3) voting members.
 - c. In the event that the school district in Hillsboro, Missouri cancels school due to adverse weather conditions, any meeting of the 4-H Council or the Executive Committee scheduled for that day will not be held. It shall be the duty of the Executive Committee to either cancel the meeting or to reschedule it for another day.

AMENDMENT TO JEFFERSON COUNTY 4-H CONSTITUTION & BY LAWS

There has been a proposal to amend the Constitution & By Laws in Section 2a, this section shall be replaced by:

- a. ***The 4-H Council shall hold its regular meetings on the fourth Thursday evening of the following months: September, January, March, May; and the third Thursday of November; and the Thursday evening before the 4-H Fair in July.***

This proposal was voted and approved June 26, 1997, amendment to be implemented in September 1997.

AMENDMENT TO JEFFERSON COUNTY 4-H CONSTITUTION & BY LAWS

There has been a proposal to amend the Constitution & By Laws in Section 2a, this section shall be replaced by:

- a. ***The 4-H council shall hold meetings at time and days decided by the representatives in attendance at the previous meeting. The time and day will be announced in the News and Notes as well as in postcard reminders.***
- b. ***A quorum for conducting business at 4-H Council meetings shall consist of a minimum of six (6) voting delegates. A quorum for Executive committee meetings shall be a minimum of three (3) voting members.***

This proposal was voted and approved May 22, 2000, amendment to be implemented in June 2000.

3. Should the President be unable to complete the term of office, the Vice-President shall assume the office of President. The 4-H Council shall elect a new Vice-President to complete the term of the vacated office. Should any other officer of the 4-H Council be unable to complete their regular term of office, the 4-H Council shall elect an officer from its membership to complete that term of office.
4. Any officer or Executive Committee member failing to attend three (3) meetings in succession without a reasonable excuse shall automatically be out of that office. Any officer or Executive Committee member who is not satisfactorily fulfilling his duties shall be asked by the 4-H Council to resign before the next scheduled 4-H Council meetings. Replacement offices shall be elected as set forth in *Bylaw Number Three*.
5. Nominations for officers for the coming year shall be made at the October meeting of the 4-H Council. Any member may nominate one candidate and only one candidate for each office. A member may nominate himself for office. Nominations will not close until after at least two (2) candidates are nominated for each office. Nominees attending the October meeting should affirm that they will serve if elected. Nominees not attending the October meeting should be agreed to serve if elected before they were nominated.
6. After they have been nominated and have affirmed that they will serve, the nominees' names shall be placed on a ballot. The ballots shall be distributed to the voters and the election held at the awards banquets provided that the awards banquets are held between the October and December 4-H Council meetings. If they are not held during that time period, the Executive Committee shall choose a method of conducting the election which must be completed by the December meeting. The votes shall be counted at the December meeting so the new officers may be installed at the January meeting.

AMENDMENT TO THE JEFFERSON COUNTY 4-H CONSTITUTION & BY LAWS

There has been a proposal to amend the Constitution & By Laws in Section 6, the last sentence to be replaced by:

The votes shall be counted at the meeting following the banquet at which voting shall have occurred, so the new officers may be installed at the next regular Council meeting.

This proposal was voted and approved December 15, 1994 Council meeting, amendment to be implemented December 15, 1994.

7. Those eligible to vote for the officers of the 4-H Council shall be any 4-H leader and their spouse, any 4-H member age eight (8) through eighteen (18), and the parent or guardian of any 4-H member.
8. 4-H Council members unable to attend a 4-H Council meeting shall have the right to vote by proxy through a representative of their own club. Any adult's proxy vote must be made through another adult. A 4-H member's proxy vote must be made through another member.
9. Robert's Rules of Order shall be in effect at 4-H Council meetings.

10. Standing committees and special committees shall be appointed by the President to carry out the purposes of this organization. People may be selected to serve on committees that are not 4-H Council members, 4-H leaders or 4-H members. Standing and special committees shall be:

Budget Committee
Fund Raising Committee
Achievement Day Committee
Awards Banquet Committee
4-H Fair and Conference Judging Committee
National 4-H Promotion Week Special Edition Committee
Blue Ribbon Trip Committee
Horsemanship Committee (a county-wide project committee)
Fashion Review Committee (a county-wide project committee)

Other standing committees may be set up by the 4-H Council. County-wide project committees may be set up by the project leaders of any project group with the approval of the President. They may formulate whatever rules and regulations necessary for the successful functioning of their committee, including the election of their own officers and the maintenance of their own treasury, as long as those rules and regulations do not conflict with this Constitution or with the purposes and aims of the total 4-H program. Special committees may be formed as circumstances indicate.

11. This *Constitution & Bylaws* may be amended at any meeting of the 4-H Council by a two-thirds (2/3) majority vote providing that the proposed amendment has been discussed at the previous 4-H Council meeting and written notice of such an amendment has been sent to 4-H Council members at least ten (10) days prior to the meeting at which action is to be taken.

AMENDMENT TO THE JEFFERSON COUNTY 4-H CONSTITUTION & BY LAWS

There has been a proposal to amend the Constitution & By Laws in Section 10, the following addition:

Any committee maintaining a treasury must submit a yearly financial statement on an approved form by the deadline set for 4-H Project Record Forms.

This proposal was voted and approved September 23, 1999 Council meeting, amendment to be implemented September 23, 1999.

ADDITION TO THE JEFFERSON COUNTY 4-H CONSTITUTION & BY LAWS

Addition of Article V & VI was voted and approved September 23, 1999 Council meeting, amendment to be implemented September 23, 1999.

ARTICLE V

CLUB IN GOOD STANDING

A 4-H club in good standing must:

- 1 Have representation at a minimum of one-half of the County 4-H Council meetings.
- 2 Participate in County Council fundraisers. Minimum participation for each fundraising activity will be recommended by the fundraising committee and approved by the 4-H Council.
- 3 Have a minimum of 6 club meetings per year.
- 4 Submit a yearly financial statement on an approved form by the deadline for 4-H Project Record Form.

A club must be in good standing to use the 4-H emblem, name and rights and privileges associated with the 4-H program.

ARTICLE VI

MEMBER IN GOOD STANDING

A 4-H member in good standing in the current year must:

- 1 Have enrollment form on file in the County Extension Office.
- 2 Attend at least one half of club meetings held since member's enrollment unless exercising the Teen Option which allows members 14 and older by January 1 of the club year to complete the year while attending only 3 club meetings. The teen member must provide special leadership on the club and county level, attend at least 3 club meetings and complete at least one project. Those who wish to exercise this option must request a Teen Option Contract Form from the County Extension Center no later than February 1 of the 4-H year.
- 3 Participate in County Council fundraisers as determined by the fundraising committee and the County Council.
- 4 Participate in at least one County Council sponsored contest.
- 5 Complete at least one project in prior year if a second year member or later.
- 6 Abide by standards set by club leader for acceptable behavior of a member in good standing of the individual 4-H clubs.

4-H members must be in good standing and must complete the necessary application forms to be eligible to receive 4-H County Council scholarships for a 4-H activity or participate in a 4-H sponsored state or national activity.

AMENDMENT TO THE JEFFERSON COUNTY 4-H CONSTITUTION & BY LAWS

There has been a proposal to amend the Constitution & By Laws by adding Article VII to the By Laws, as follows:

ARTICLE VII

MEMBERSHIP DUES TO THE 4-H COUNCIL

Membership dues to the 4-H Council are as follows:

- 1 4-H member is responsible to pay the membership dues set by the 4-H state office, plus the insurance value set by the insurance company.*
- 2 The 4-H member is also responsible for any extra insurance dues related with any project that demands extra insurance fe, such as horsemanship.*
- 3 4-H Clubs are responsible to submit to the 4-H Council a **\$10.00** fee per member enrolled in their clubs. The clubs leaders, volunteers, parents and members are responsible to raise the money in the clubs to be able to pay this fee. The money can be paid by the member up front with the membership, but it should be reimbursed to the member either in cash or thru educational materials/ programs or 4-H activities. This fee is due every year with the enrollment or re-enrollment of the 4-H members.*

This proposal was voted and approved May 22, 2008 Council meeting.

ADDITION TO THE JEFFERSON COUNTY 4-H CONSTITUTION & BY LAWS

Addition of Article VII was voted and approved August 21, 2008 Council meeting, amendment to be implemented September 1, 2008.