

Lewis County 4-H Constitution and Bylaws

Amended February 2025

Article I

Name:

This organization shall be known as the Lewis County 4-H Council. With the Council year running from October 1 of the current year to September 30 of the following year.

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. Establish communication between Extension Staff and 4-H Clubs.
2. Plan and coordinate county events and activities.
3. To assist in determining needs and promote 4-H leader training programs.
4. To suggest areas and give leadership for expanding and carrying on 4-H club work.
5. To assume responsibility of financial needs for all 4-H programs.

Article III

Membership:

The membership shall consist of:

1. Two adult representative approved by each 4-H club.
2. Two 4-H member representative approved by each 4-H club. (It is recommended that at least one of whom is 13 years old or older)
3. Each Lewis County 4-H club is allowed 4 voting members, which are to be approved Club Council members or their proxy.
4. An Extension Staff person shall be an ex-officio member.
5. The Lewis County 4-H Council shall not exclude any person from membership or participation because of race, color, or national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status.

The club secretary will report names of Council Members to the county council secretary before November 1 of each year.

Article IV

Officers and Executive Committee:

1. The elective offices of the Council shall be: President, Vice President, Secretary, Treasurer, Immediate Past President and Reporter. All offices should be held by Lewis County leaders with exception of Vice-President, Secretary and Reporter, which could be held by capable, responsible, Lewis County 4-H Council Youth Representatives.
2. The Executive Committee shall be composed of the five elected officers and the retiring president. An Extension Staff member shall be ex-officio member of the Executive Committee.

By-Laws of the 4-H Council

1. The President shall preside at all meetings of the county 4-H Council
2. The Vice President shall perform the duties of the President in the event of his or her absence. He or she shall act as chairman of the program planning committee.
3. The duties of the secretary shall be to:
 - a. Keep accurate minutes of each 4-H Council meeting and read same at the next business meeting.
 - b. Record Attendance.
 - c. Provide the County University Extension Center with a copy of the minutes of each 4-H Council correspondence and the Extension Office will provide each Community Leader and/or Council member with a copy of the minutes upon request.
4. The duties of the Treasurer shall be to:
 - a. Keep an accurate account of money that may be the property of the 4-H Council.
 - b. Make a report at each council meeting of the account.
 - c. to close the books at the end of each year.
 - d. Must have books prepared for audit upon 4-H and Extension Council request.
5. The duty of the Reporter shall be to:
 - a. Write a newspaper release of the Council meeting and submit to the papers of the county, radio, and television stations.
6. The 4-H Council shall hold six meetings as follows:
 - a. The second Monday of February, April, June, August, October, and December, unless otherwise instructed by the Lewis County 4-H Council.
7. Representation from 4 of the 6 clubs shall constitute a quorum of the County 4-H Council and three shall constitute a quorum of the Executive Committee.
8. The officers shall serve not longer than two consecutive 2-year terms of the same office.
9. The election of officers shall be held at the regular meeting in October. The President may, if desired, appoint a nomination committee to present a slate of officers to this meeting for consideration, with additional nominations accepted from the floor.

10. Any officer failing to attend 2 consecutive regularly scheduled meetings each 4-H year, without a reasonable excuse, shall be automatically out and the office shall be filled by the Executive Committee.
11. Standing committees other than the Executive Committee shall be approved by the President and such other standing committees as may be authorized by the council.
12. Special committees shall be approved by the President as may be necessary and authorized by the Council to carry out the various events and activities related to the total 4-H program.
13. All Council members shall have the right to vote by proxy through an adult or youth representative of their club, if it is impossible for the approved member to be present. (Adult/Adult, Youth/Youth).

14. Definition of a “Member in Good Standing”

Eligibility to participate in various events on the county, regional and state levels throughout the year may depend upon whether a 4-H member is deemed to “be in good standing” by their local 4-H Club and the County 4-H Council at the time of registration or at the time of the event.

To be a “member in good standing” in the Lewis County 4-H program, the member must:

- Be enrolled in a Lewis County 4-H Club through the County Extension office for the current 4-H year and be eligible for membership as defined by Missouri 4-H.
- Have attended and participated in a majority of the local 4-H Club meetings held to that point in the year.
- Have taken part in a majority of the relevant project meetings conducted to that point in the 4-H year.
- Have met or exceeded their local 4-H Club and relevant project group rules, commitments and deadlines to date.

Additional event-specific rules may also apply.

15. These by-laws 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 sent to council members ten days prior to the meeting. The Constitution and By-Laws are to be reviewed every 5 year, beginning in 1996.
16. Any club lacking attendance at two consecutive Council meetings will be contacted by the Council for new representation.
17. Any member of any club with representation at less than 3 of the six council meetings will be ineligible to receive trip reimbursement the following year.

{Reviewed 1996, 2001, 2006, 2011, 2016, 2022, 2023} Amended 02/10/2025

Organizational Chart

Lewis Co. 4-H Club Council

Approved Members:

Two adult representatives from each Lewis Co. 4-H club

Two 4-H member representative from each Lewis Co. 4-H club

Ex-Officio Member:

An Extension Staff Person shall be an Ex-Officio Member

Elected Officers: President, Vice President, Secretary, Treasurer, Reporter

Executive Committee

Five elected officers plus the Immediate
Past- President

Special Committee

Constitution
Nominating

Standing Committees

Standing committees other than the Executive Committee shall be approved by the President and such other standing committees as may be authorized by the council and must report to council annually.

Examples: Showboard

Indoor Committee

Shooting Sports Leaders Council