



Osage County 4-H Council

By-Laws

UNIVERSITY OF MISSOURI
 Extension

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OSAGE COUNTY 4-H COUNCIL CONSTITUTION

Mission: Osage County 4-H Council’s mission is to provide meaningful opportunities for all youth and adults to work together to create sustainable community change. This is accomplished within three primary content areas – civic engagement and leadership, healthy living, and science. These mission areas reiterate the founding purposes of Extension through agriculture (e.g., community leadership, quality of life, and technology transfer) in the context of 21st century challenges and opportunities.

ARTICLE I

NAME: This organization shall be known as the Osage County 4-H Council.

ARTICLE II

PURPOSE: The purpose of this organization shall be to guide, promote, and improve the county 4-H program through the following methods.

1. Identify the developmental needs of youth.
2. Approve the 4-H curriculum, which meets developmental needs.
3. Plan, coordinate, and manage county events and activities.
4. Establish communication between Extension staff and 4-H clubs.
5. Promote 4-H leadership development efforts.
6. Assume responsibility for financial support of 4-H programs.
7. Give leadership expanding 4-H programs with special emphasis to disadvantaged and minorities.
8. Ensure the 4-H programs are carried out in accordance with affirmative action guidelines.

ARTICLE III

MEMBERSHIP: Membership shall consist of:

1. Representatives must be an active 4-H member or recognized 4-H Volunteer within an Osage County 4-H program. Representatives are selected by the club/unit to which they will represent on the Council. Each 4-H Club is allowed 1 vote on Council business, youth or adults.
2. Each club should have at least one representative at each 4-H Council meeting.

ARTICLE IV

OFFICERS AND EXECUTIVE COMMITTEE:

1. The officers of the Council shall be:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. and others which are appropriate.
2. The Executive Committee shall be composed of the four elected officers. An Extension 4-H staff member shall be ex-officio member of the Executive Committee.

- a. The Executive Committee shall meet “as needed” between regular meetings of the full Council if:
 - i. They are empowered to pay bills for programs which were previously approved.
 - ii. Make immediate executive decisions if the situation does not allow time for full council consideration.

Article V

VOLUNTEERS:

Volunteers chaperoning, advising, transporting or generally accepting responsibility members other than their own children must have been successfully screened and accepted as a 4-H Volunteer for the current program year by the Missouri 4-H Youth Development program.

OSAGE COUNTY 4-H COUNCIL BY-LAWS

1. The President shall preside at all meetings of the Osage County 4-H Council.
2. The Vice-President shall perform the duties of the president in the event of his/her absence. The Vice-President shall act as chair 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, or present a copy to the Extension Center for distribution to all 4-H units prior to the meeting.
 - b. Ensure an attendance list is kept for each Council meeting.
 - c. Prepare items of correspondence that are appropriate.
4. The duties of the Treasurer shall be to:
 - a. Keep an accurate record of money which is the property of the 4-H Council.
 - b. Make a financial report at each Council meeting.
 - c. Participate in an audit with individuals chosen by the Osage County 4-H Council each year.
5. The 4-H Council shall schedule 6 full 4-H Council meeting every year which are typically held, in January, March, May, June, September, November.
6. Five (5) different represented clubs shall constitute a quorum of the County 4-H Council and three (3) shall constitute a quorum of the Executive Committee.
7. Officers will be nominated and voted on each year during the September 4-H Council meeting. There will be no term limits, but each officer must be an active 4-H member or recognized 4-H Volunteer.
8. The council will follow all University of Missouri 4-H fiscal policies as well as state and federal regulations.
9. Standing committees (other than the Executive Committee) shall be appointed by the President and should include at least one executive committee member, shall consist of the following:
 - a. Membership, Awards & Recognition
 - b. Budget & Finance by Executive Committee
 - c. Program & Policy shall be reviewed yearly by Executive Committee
 - d. Event Committees
 - i. Project Nights
 - ii. Achievement Day
 - iii. Fashion Review
 - iv. County Fair
 - v. Fundraising Committeeand other committees needed.

Standing committees are responsible for planning, budgeting, coordinating, managing and evaluating their specific responsibility. Bills will be submitted to the 4-H Council for payment. Receipts must be provided during the invoice process for any reimbursements. Persons other than the Council members may serve on the Standing Committees.

9. Special Committees shall be appointed by the President and shall consist of auditing, nominating, and other committees as may be necessary and authorized by the Council. Members may include people other than 4-H Council members. Responsibilities will be spelled out at the time of appointment.

10. Any active 4-H member or recognized 4-H volunteer in Osage County 4-H, can represent an Osage County 4-H Club at a 4-H Council meeting.

11. These by-laws may be changed by a majority vote at any meeting of the Osage County 4-H Council if a quorum is present, provided that the proposed change has been discussed at a previous meeting, or a notice of such a change has been sent to Council members ten days prior to the meeting.