

SULLIVAN COUNTY 4-H ADVISORY BOARD CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I

NAME:

This organization shall be known as the Sullivan County 4-H Advisory Board.

ARTICLE II

PURPOSE:

The purpose of this organization shall be to guide, promote and improve the County 4-H program through efforts including, but not limited to:

1. Establishing communication between Extension staff and 4-H clubs.
2. Planning and coordination of county events and activities.
3. In cooperation and coordination with Extension staff, planning and promotion of 4-H leader training programs when necessary.
4. Providing advice and leadership for expanding and carrying on 4-H Club work.
5. Provisioning financial support to the extent possible for County 4-H activities and programs.
6. Establishment of By-Laws which recognize and advocate equity and inclusion as an overarching principal of 4-H.

ARTICLE III

MEMBERSHIP:

Members serving on the Sullivan County 4-H Advisory Board should do so on a willing and volunteer basis, may withdraw from service on the Board at any time, and should strive to promote and represent County 4-H activities to the best of their abilities. Members are encouraged to introduce a replacement volunteer to serve upon the Board at, or near, the time of their withdrawal.

The voting membership should consist of the following regardless of race, creed, color, sex or national origin upon a willing and volunteer basis:

1. At least one (1) adult leader from each club, preferably the club leader.
2. At least one (1) member from each club.

3. Any approved 4-H Volunteer.

Elected officers, except the President, pursuant to Article IV, shall be regular voting members. The President shall only vote in the event of a tie.

Non-voting, Ex-Officio members, who shall serve in an advisory capacity, may include, but are not limited to:

1. The past 4-H Advisory Board president.
2. University of Missouri Extension 4-H Faculty member
3. Sullivan County University of Missouri Extension Council Chairman or appointee.

ARTICLE IV

OFFICERS:

Elected officers shall be from, and of, the participating membership and shall not include Ex Officio Members.

1. The elective offices of the Board shall be: President, Vice President, Treasurer and Secretary.
 - a. In lieu of a separate Treasurer and Secretary, the elective office may be that of Treasurer and Secretary if determined in the best interest of the Board by the voting members.

BY-LAWS

SECTION 1: OFFICERS, BOARD MEETINGS, COMMITTEES

1. The president shall preside at all meetings of the 4-H Advisory Board.
2. The Vice President shall perform the duties of the president in the event of his/her absence.
3. The duties of the Secretary shall be to:
 - a. Keep accurate minutes of each Board meeting.
 - b. At each Board meeting held, present the minutes of the prior meeting.
 - c. Provide the County University Extension Center with a copy of the minutes of each 4-H Advisory Board meeting.
4. The duties of the Treasurer shall be to:
 - a. Keep an accurate account of money that may be the property of the Board.
 - b. Make a report at each Board meeting of the accounts.
 - c. Reconcile the books at the end of each 4-H year for an audit.

4. The Board shall hold at least the following meetings per year, unless determined otherwise by the Board President:
 - a. First Thursday in each February, April, June, August, October and December.
 - b. Additional meetings may be called as determined necessary by the Board President.
5. A simple majority shall constitute a quorum of the 4-H Advisory Board.
6. A slate of officers elect shall be nominated at the regular meeting in December of each year. The annual election of officers shall be held at the regular meeting in December and installed at the February Meeting.
7. Any Officer unable to attend any regular or special meeting of the Board should make diligent efforts to appoint a proxy to appear in their place, to notify the president, and to arrange for necessary records to be delivered to the meeting. A proxy so appearing shall have the voting right of the Officer.
8. Special committees shall be appointed by the President when, and as, deemed necessary to fulfill obligations of the Board. Committee members so appointed may include individuals other than Board members.
9. All Board members unable to attend any regular or special Board meeting shall have the right to vote by proxy.

SECTION 2: BY-LAW AMENDMENTS AND AVAILABILITY

1. The Constitution and By-Laws may be amended at any meeting of the County 4-H Advisory Board by a two-thirds (2/3) vote of members present.
2. A copy of the Constitution and By-Laws shall be made available to all leaders each year and should be made available via any social media platform being utilized by Sullivan County 4-H, and otherwise upon request.

SECTION 3: MEMBERSHIP

1. 4-H membership, including Sullivan County 4-H membership, shall be determined at all times based upon the guidelines, rules, requirement, and procedures established, and published, by Missouri 4-H and/or National 4-H.
2. 4- H membership shall not be limited to a County/Community Club, but shall also include membership via a Special Interest (SPIN) Club, membership via an After School Club, Independent/Individual Membership, membership via In-School or School Enrichment Clubs, and/or via any other such membership so developed and designated

by Missouri 4-H.

3. Sullivan County membership determination shall be made by Sullivan County 4-H staff pursuant subsections 1 and 3 of this Section.
 - a. Any individual aggrieved by the determination made pursuant this subsection may appeal to the Board for reconsideration of the membership determination.
 - b. Any action taken by the Board to repeal or change the membership determination made by Sullivan County 4-H staff based upon an appeal submitted to the Board pursuant subparagraph a of this subsection shall be accomplished at any regular board meeting or special board meeting and by proper motion, second upon the motion, and vote of a simple majority of members present.
4. A Sullivan County 4-H membership record shall be maintained at all times by Sullivan County 4-H staff.

SECTION 4: PROJECT ENROLLMENT

1. Project enrollment shall be made via the enrollment guidelines, rules, requirement, and procedures established, and published, by Missouri 4-H and/or National 4-H.
2. A Sullivan County 4-H member project enrollment record shall be maintained at all times by Sullivan County 4-H staff.

SECTION 5: ACHIEVEMENT AND RECOGNITION

1. The Board should make efforts to provide Sullivan County 4-H members local opportunities for achievement and recognition activities so designed as to promote 4-H involvement. These opportunities may include, but are not limited to
 - a. Achievement Day
 - b. Recognition Day
 - c. Fashion Review
 - d. Sullivan County Ambassador

SECTION 6: FINANCIAL

1. 4-H membership enrollment fees, or dues, are set by Missouri 4-H and/or National 4-H for rate and system of payment.
2. The Board shall not establish any Sullivan County membership fee/dues.
3. Recognizing that membership fees/dues can be exclusionary and inequitable, therefore contrary to Article II, subparagraph number 6 of the Sullivan County 4-H Advisory Board Constitution, the Board shall, on a yearly basis (October 1 to September 30), maintain \$500.00, in an available withdrawal or checking account, to be designated as

funds eligible as reimbursement for Missouri 4-H enrollment fee/dues of any enrolled member and who makes a request for reimbursement of a verifiable enrollment fee/dues paid.

- a. Any such reimbursement made pursuant subsection 3, shall be for one time between each October 1 to September 30 period.
- b. Eligibility for the reimbursement shall be confirmed with assistance of Sullivan County 4-H staff of a previously paid enrollment fee/dues within the October 1 to September 30 period.
- c. Upon depletion of the \$500.00 for the October 1 to September 30 period, no further reimbursements shall be made until the day after the beginning of the following October 1 to September 30 period.

Dates of Revision:

Revised and Adopted: February, 2005;
Revised and Adopted: March, 2005;
Revised and Adopted: August, 2008;
Revised and Adopted: May, 2010;
Revised and Adopted: September, 2016;
Revised and Adopted: February, 2017;
Revised and Adopted: December, 2020;
Revised and Adopted: August, 2024;