



Cover Page

County 4-H Council Constitution and Bylaws Template

March 1 of the program year is the target date for all county 4-H Councils to file a copy of their Constitution and Bylaws at the county's MU Extension office. This template may serve as that copy when the 4-H council has no or an incomplete set of constitution and bylaws. Additionally, county 4-H Councils should revise their present constitutions if they are in conflict with current Missouri 4-H policies. Any proposed revisions to the constitution and bylaws should have the county's 4-H faculty and staff's support prior to being approved by voting members.

All revisions and additions to the template must be approved by the county 4-H personnel and/or the Missouri 4-H office.



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Constitution

Article 1. Name

This organization shall be known as the

Article 2. Purpose

The purpose of this organization shall be to guide, promote, and improve the county 4-H program. The Council will provide equal opportunities and access for all youth in the county.

With the 4-H Specialist or designated 4-H Staff oversight, the 4-H Council will:

1. Include youth as the primary decision-makers with support from caring adult volunteers.
2. Identify the developmental needs of youth.
3. Plan, coordinate, and manage county events and activities.
4. Establish communication between extension staff and 4-H clubs and programs.
5. Promote 4-H youth leadership development.
6. Assume responsibility for financial support of 4-H programs.
7. Give leadership to expanding 4-H programs with special emphasis to underserved groups and low-income audiences.
8. Manage and find any funding need for county 4-H programs.
9. Carry out programs in accordance with all Missouri 4-H policies and laws including:
 - affirmative action guidelines,
 - Missouri Sunshine Law, and
 - MU Extension fiscal policies.
10. Not exclude anyone from any 4-H events on basis of race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or status as a protected veteran.

Article 3. Membership

1. Membership should consist of:
 - a. Youth and adult representatives selected by each club/unit desiring representation.
 - b. Youth and adult representatives from in-school or afterschool 4-H programs.
 - c. Youth and adult representatives from community groups not associated with 4-H.
 - d. Representatives of the Teen Leaders or ambassador group
 - e. Youth from the community.
2. Ex-officio members shall consist of:
 - a. County 4-H Youth Specialist or their designated 4-H staff.
 - b. County University of Missouri Extension Council (optional)
3. A record of the number of youth and adult members of the 4-H Council shall be kept and updated regularly (4HOnline enrollment as a “club” may be an option to discuss with county 4-H staff)

Article 4. Officers and Executive Committee

1. The officers of the council shall be President, Vice-President, Secretary, Treasurer, Reporter, and others, as needed.
2. The Executive Committee shall be composed of the five elected officers and the retiring president. An extension staff member shall be an ex-officio member of the Executive Committee. The Executive Committee shall meet as needed between regular meetings of the full council. They are empowered to pay bills for programs, which were previously approved.

Bylaws

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 the President’s absence.
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 for distribution to all 4-H units prior to the meeting.
 - B. Call the roll at each meeting of the 4-H Council.
 - C. Prepare items of correspondence.
4. The duties of the Treasurer shall be to:
 - A. Keep an accurate record of money that may be the property of the 4-H Council.
 - B. Make a financial report at each 4-H Council meeting.

- C. Pay bills as approved by the 4-H Council or Executive Committee.
- D. Invest funds as directed by the 4-H Council.
- E. Close the books at the end of each year for an audit.

5. The duty of the Reporter shall be to write a news release following each council meeting and submit to newspapers, radio, and television stations, which accept news releases.

6. The 4-H Council shall hold meetings per year as follows:

7. One over half of the total number of recorded youth members shall constitute a quorum of the County 4-H Council. One over half of the total number of officers shall constitute a quorum of the Executive Committee.

8. The officers shall serve not more than two consecutive years in the same office.

9. The annual election of officers shall be held at the regular meeting in (month).

10. Any Standing Committees (other than the Executive Committee) shall be appointed by the president with input from the Executive Committee.

Standing Committees are recommended, but not required. Committees might include the following:

- Finance and Fund Raising
- Achievement Days,
- Leader Training,
- Livestock/Animal Events,
- 4-H Week,
- 4-H Promotion,
- County-wide Projects or Activities,
- County Fair,
- Recognition Night, etc.

Standing Committees will be responsible for planning, budgeting, coordinating, managing and evaluating their specific responsibility. Committees give plans and reports of results to the 4-H Council. All bills and the handling of funds for committees are to be handled by the council treasurer. Persons other than council members may serve on committees.

12. Special Committees shall be appointed by the president and shall consist of auditing, nominating, and any others which may be necessary and are authorized by the council. Members may include people other than 4-H Council members. Responsibilities will be made clear out at the time of appointment.

13. The county will establish an **Expansion and Review Committee** with guidance from the county 4-H faculty or staff. 4-H club and council members and adults may be on the committee. The committee members should include community leaders, as well. The minutes of the meetings will be kept in the county's Affirmative Action file.

14. Council members unable to attend a council meeting shall have the right to vote by proxy through a representative of their club. Written notice of the proxy must be carried by the representative.

15. These bylaws may be changed by majority vote at any meeting of the County 4-H Council, if a quorum is present. The proposed change will be discussed at a previous meeting, or a notice of such change has been sent to council members ten days prior to the meeting. In all revised versions the county 4-H faculty or staff will always serve as an ex-officio member of the 4-H Council and its Executive Committee.

Signatures of Youth Officers

Date

President

Vice President

Secretary

Signature of 4-H Faculty/Staff



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