

## **Jackson County 4-H Council By-Laws**

### **Article #1: Name**

The name of this organization shall be the Jackson County 4-H Council.

### **Article #2: Purpose**

The purpose of this 4-H Council shall be the following:

- A. To plan for and encourage participation in state, county and community 4-H club activities.
- B. Coordinate all 4-H clubs in county wide activities.
- C. Use knowledge, skills and values in making decisions to develop and encourage leadership.
- D. Secure funds for awards and assist eligible 4-Hers financially to participate in 4-H leadership activities and events.
- E. Assist county extension personnel in providing, supervising and improving the county wide 4-H program.
- F. Provide for an exchange of ideas and to serve as a clearinghouse for community 4-H clubs.

### **Article #3: Membership**

Membership in the Jackson County 4-H Council shall consist of the following:

- A. Each club must nominate at least 4 individuals with at least 1 of them being an adult from each active 4-H club in the county at the discretion of the 4-H club. Members should have a minimum two years 4-H club work and be able to carry out their duties.
- B. County extension personnel shall be given membership by their title and duties to the county 4-H club. Extension personnel, however, will not have voting privileges but are allowed to participate in any discussion that take place before the council.
- C. All other members of the council shall have voting privileges.
- D. It shall be the responsibility of all members to become fully acquainted with council rules, to attend meetings regularly, perform the duties of officers or committee members and participate freely in the meeting.

### **Length of Terms and Statement of Non-Discrimination:**

A. Membership to the Jackson County 4-H Council and all activities and events conducted by it is open to all 4-H members without discrimination on the basis of race, national origin, sex or handicap.

B. Membership terms for adult leaders and 4-H club members will be a one year term. In case a member of the council becomes ineligible or unable to serve as a 4-H Council member. The 4-H club which he or she represents shall fill the vacancy by electing or appointing another member to the unexpired term.

### **Article #4: Officers and Advisors**

The officers of the council shall be those identified as appropriate by the group. They may include the following: President, Vice-President, Secretary, Financial Representative, Adult Advisors and County Extension Personnel. The officers and advisors shall be elected by the entire council from among the bona-fide 4-H club membership and leaders in the county.

The Duties of the Officers and Advisors are as follows:

A. President - The president shall perform such duties as usually pertain to the office. The president shall have the power to fill such vacancies as may occur in any office or committee, and shall preside at all meetings of the members.

B. Vice-President - The vice-president shall preside at meetings in the absence of the president and shall be the official liaison between the 4-H council and 4-H clubs and outside groups or organizations.

C. Secretary - The secretary shall keep a complete and accurate record of all meetings and be for conveying all correspondence. Prior years correspondence and meeting minutes can be kept at the extension office at the 4-H council's discretion.

D. Financial Representative - The financial representative shall present a complete and accurate record of all funds held by the council. The county extension office professional will prepare such a report of finances prior to each regular meeting. All financial documents will be kept at the extension office for inspection and review.

E. Duties of Extension Personnel - The county extension agent(s) are employed by the Meadowlark Extension District and Kansas State University. Under direction of the Extension District and 4-H Program Development Committee the County Extension Agent(s) conduct a 4-H Education Program to serve the needs of the county youth enrolled in 4-H. The 4-H Program Assistant is employed by the Meadowlark Extension District. Under the direction of the Extension District, 4-H Program Development Committee and County Extension Agent(s) conduct a 4-H Education Program to serve the needs of the county youth enrolled in 4-H. The extension personnel understand that the 4-H Council is a voluntary group not established by law and that their role is to provide support and coordination to county 4-H program. The county extension personnel and the Extension Council shall provide for meeting space for the council, provide storage for all permanent records and needed equipment. The extension personnel shall also see that a financial report is developed prior to each regular meeting, send any written notices of meetings and develop a agenda for the meetings that is acceptable to the council President and Adult Advisors.

#### **Article #5 Meetings**

Meetings of the council shall take place on the 2<sup>nd</sup> Thursday of the month in February, April, June, September & November. Business of the council may only be transacted at these regular meetings. Any meeting held for special purposes may also be held provided the nature and purpose of the meeting is explained in the meeting notice that should be sent to all council members at least 5 days prior to the meeting.

#### **Article #6 Committees, Elections, Quorum, and Rules of Order**

A. Committee - Committees for special purposes may be appointed by the council president as needed. Standing committees such as: County 4-H Day, Achievement Banquet and Record Book Judging shall be rotated yearly among all clubs in the county. **Committees relating to the**

**following will be appointed as needed: Finance, Food Concession, Trips and Awards and Special Events.**

B. Elections - A majority vote shall constitute an election. Council officers will be elected at the November meeting and shall preside following election at that meeting for a one year term.

C. Quorum - A quorum shall consist of a majority of the membership present at the regular meeting.

D. Rules of Order - Robert's Rules of Order shall govern the business of the 4-H Council.

#### **Article #7 Order of Business**

Regular meetings of the 4-H Council shall use the following agenda:

1. Call to Order
2. Roll Call
3. Reading and Approval of Minutes
4. Reading of Communications
5. Reports of Officers
6. Reports of Committees
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment

#### **Article #8: Amendments**

Motions for amendments to those By-Laws shall be presented at a regular meeting of the council. The amendments will then be voted on at the following meeting. It shall require a two-thirds vote of the council members present provided a simple majority of the clubs are present at any regular meeting to amend these by-laws.