

Nemaha County 4-H Council By-Laws

(Proposed January 14 , 2002)

(Revised October 18, 2010)

Article #1: Name

The name of this organization shall be the Nemaha 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, District, 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 District Extension agents in providing, supervising and improving the county/ District 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 Nemaha County 4-H Council shall consist of the following:

- A. Two adults from each active 4-H club in the county at the discretion of the 4-H club.
- B. Two junior leaders as elected or appointed by their 4-H club. Members should have a minimum two years 4-H club work and be able to carry out their duties.
- C. Extension agent(s) shall be given membership by their title and duties to the county 4-H club. Agents ,however, will not have voting privileges but are allowed to participate in any discussion that take place before the council.
- D. All other members of the council shall have voting privileges.
- E. 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 Nemaha 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, Council Reporter, Adult Advisors and District Extension agent(s). 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/District.

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 finance representative shall present a complete and accurate record of all funds held by the council. The 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. Council Reporter- It shall be the duty of the reporter to make available to the news media, information that will publicize 4-H council activities.
- F. Adult Advisors- Two adult advisors shall serve as advisors to the council. Advisors may be asked to do the following at the council discretion: Serve as co-signer on any council financial accounts, assist in the supervision of any council activities or events, provide assistance to the Extension agent(s) on a limited basis in working

with council, assist the Extension agent(s) and any appointed committee of the council when selecting 4-H members for competitive trip awards and applied for positions such as 4-H camp counselor selection.

G. Duties of Agents- The District Extension agent(s) are employed by the Meadowlark Extension District Governing Board and Kansas State University. Under direction of the Meadowlark Extension District Board and 4-H Program Development Committee the District Extension agent(s) conduct a 4-H Educational Program to serve the needs of the District youth enrolled in 4-H. The agent(s) understand that the 4-H Council is voluntary group not established by law and that their role is to provide support and coordination to county 4-H events that serve the educational needs of the county/District 4-H program. The District agent(s) and the District Board shall provide for meeting space for the council, provide storage for all permanent records and needed equipment. The agent(s) 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 4-H Council President and Adult Advisors.

Article #5 Meetings

Meetings of the council shall take place on the 2 Monday of the month in January, April, June and October. A extra meeting of the council will take place the first Monday of the month of July in order to prepare for council events at the county fair. 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 mailed to all council members at least 5 days prior to the meeting.

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

A. Committees- 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. (see attached sheet)

B. Elections- A majority vote shall constitute an election. Council officers will be elected at the October 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 these By-Laws shall be presented at a regular meeting of the council. The amendment 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.