Date Adopted: October 9, 2012

Constitution and Bylaws of the Mason County 4-H Council

Article I

Name

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

Article II

Objectives and Purposes

1. **To promote and maintain a spirit of friendly, helpful cooperation between 4-H volunteers, members, staff and others in all 4-H programs, activities and delivery modes.**
2. **To promote, develop, strengthen, and coordinate Leadership Development trainings.**
3. **To promote, develop, and strengthen the county's overall 4-H Youth Development Program as a program planning council.**
4. **To give inspiration to each other through the exchange of ideas and working together toward common goals.**
5. **To help all volunteers and members gain greater vision of their mental, social, and physical needs for positive development.**
6. **To act as a guide in determining policies and standards for carrying out the Mason County 4-H Youth Development Program, to suggest changes when needed, and to promote new ideas to the State 4-H Council.**
7. **To accept or reject funds and/or items in keeping with the objectives of said corporation and in keeping with the objectives, purposes, and philosophies of the 4-H Youth Development Program.**
8. **To advise WSU Extension on policies within county in accordance with the policies of the State 4-H Advisory Board, and WSU Extension, which is ultimately responsible for the whole of the county's 4-H Youth Development Program.**
9. **To do all and everything necessary, suitable, or proper for the accomplishment of any of the purposes, attainment of any of the objectives, or the furtherance of any of the powers hereinbefore set forth either alone, or in connection with any other corporations, firms, or individuals, and either as a principal or agent, and to do every act or acts, thing or things, incidental or pertinent to or growing out of or connected with aforesaid objectives, purposes, or powers.**

Article III

Membership

1. Membership shall include all currently enrolled 4-H volunteers and 4-H youth.
2. County/Area Extension faculty, 4-H Program Assistants and their delegates involved in the 4-H Youth Development Program will be ex-officio members with no voting privileges.
3. Discrimination in the 4-H Youth Development Program because of race, color, religion, origin, gender, disability, or sexual orientation is contrary to the purposes and policies of WSU Extension, Washington State University, and the USDA and violates the spirit and intent of civil rights laws.
4. Honorary membership may be granted to any person who is not an active or ex-officio member, but can make a positive contribution to the 4-H Youth Development Program.
5. Ex-officio and Honorary members of the Council shall have the right to express opinions on any matter under discussion, but are not entitled to vote.

Article IV

Officers and Council Board

1. The following elected positions will comprise the "Council Board": President, Vice President, Secretary, Treasurer, and three (3) At Large positions.
2. To be eligible to hold any of these offices, council members must be currently enrolled adult volunteer or senior age level member.
3. For the offices of President, Vice President, or Treasurer, Senior level 4-H members may hold office, but will be in conjunction with adult volunteer mentor.
4. Upon election, officers will be provided a 4-H Council Officer's Manual that contains job descriptions and necessary information to help in the fulfillment of the duties of specific office.
5. Job descriptions will also be made available to all Council members.
6. The Board President, and Treasurer will automatically be part of the "Executive Committee". See Executive Committee under Article X, Commitees.

Article V

Elections

1. **The election of officers comprising the Council Board shall take place at the annual meeting in October. (See Quorum rule under Article VI, Quorum)**
2. **It will be the responsibility of the current Council Board to seek and recruit nominees for election of Council Board Officers. This does not, however, preclude nominations from General Council members.**
3. **The terms of office for the Council Board are as follows:**

a. **President: One year term, may not be elected for more than two consecutive one year terms.**
b. **Vice President: One year term, may not be elected for more than two consecutive one year terms.**
c. **Secretary: One year term, may not be elected for more than two consecutive one year terms.**
d. **Treasurer: Two year term, may not be elected for more than two consecutive two year terms.**
e. **Officers at Large: Three positions with "staggered" terms, as follows"**
   - **A One-year position, may not be elected for more than two consecutive one-year terms.**
   - **A two-year position, may not be elected for more than two consecutive two-year terms.**
   - **A three-year position, may not be elected for more than one term in this position.**

4. In the event of a vacancy on the Council Board between elections, an appointment by the board may be made to fill vacancy.
5. It is the responsibility of the Council Board officer to notify the Board President when he/she is unable to attend meetings, or when he/she feels they can no longer serve in that capacity.

Article VI

Quorum

1. **A Quorum shall be recognized, for voting, conducting general council business, and elections, with a 2/3 Council Board presence.**

Article VII

Voting

1. **General Meetings- Mason County 4-H Council members who are adult volunteers, and 4-H members that are Intermediate level and above are eligible to vote.**
2. **Council Board Meetings- Only Council Board members (officers) may vote.**
3. **Ex-officio and honorary council members may not vote.**

Article VIII

Duties of Council Board (officers)

1. The Council Board (as defined in Article IV) shall plan the program of work and goals at the beginning of each 4-H year.
2. Council Board shall hold meetings when necessary to support an implement the county program.
3. The Council Board shall make recommendations to the General Council for action.
4. The Council Board President and Vice President will automatically be on the "Executive Committee" along with at least one other officer (appointed by President) as needed to make decisions on emergency basis, or to make decisions regarding membership infractions. The number of officers on this committee must be an odd number to prevent "tie" decisions. See Article X . Committees.
5. Develop, approve and maintain a working annual budget.
6. Minutes of the general council meetings and any Council Board or Executive committee meetings will be recorded. Minutes from General Council meetings will be submitted within a week of meeting to 4-H Office to be published on the County 4-H website.
7. Agendas for General Council meetings shall be submitted to Mason Co. 4-H faculty at least one week in advance.

Article IX

Meetings

1. General Council meetings shall be held the second (2nd) Tuesday of each month, with election of Council Board Officers held in the month of October.
2. It is strongly suggested that meetings follow a modified "Roberts Rules of Order". Officers will be provided training/information in this area to be able to most effectively facilitate meetings.

Article X

Committees

1. Standing Committees-

a. Executive Committee: This is a committee comprised of at least 3 members of the Council Board. The President and Treasurer will automatically be members of this committee. Othercommittee members will be appointed by President as needed for the handling of situations outside of general council

meetings. This committee will also be called upon to handle issues/situations concerning membership infractions. The Executive Committee will always be an odd number to prevent deadlock decisions.

b. Fundraising Committee: Charged with planning major fund raising events/activities for the purpose of maintaining 4-H office staff and the 4-H program as a whole. "Planning" will involve delegating specific tasks to general council members to implement these events/activities. Fundraising Committee members also will be expected to seek new fund raising ideas to be presented to general council. (See Committee job descriptions provided by 4-H Office).

2. Task Committees-
a. Recognition & Awards
b. Education & Opportunities
c. 4-H Fair

3. Satellite Committees-
a. Horse Committee
b. Dog Committee
c. 4-H Camp Committee

4. Representative Committees-
a. Panhandle 4-H Camp Board Representatives
b. Fair Board Representatives

Article XI

Amendments or Revisions

1. Bylaws may be amended or revised by a majority of membership present at any 4-H Council meeting, providing fifteen (15) days written notice of the proposed amendment or revision is given at any monthly meeting.
2. Bylaws will be reviewed yearly(October of each year) by Council Board. Revisions or amendments, if deemed necessary, will be presented to general council for approval, and signed by Council Board President and county 4-H faculty.

Article XII

Use of Funds

The Mason County 4-H Council is a non-profit organization. Any funds received by the organization for carrying out its purposes shall not accrue to the benefit of individual members.

Article XIII

Dissolution

1. The Council Board of the Mason County 4-H Council are directed, in case of dissolution of the organization, to assign all assets of the Masson County 4-H Council to the Panhandle 4-H Association, Inc., a non-profit organization, for the purpose of carrying out their objectives. If Panhandle 4-H Association, Inc. ceases to exist, all assets of the Mason County 4-H Council will be assigned to the Washington State 4-H Foundation.

Date: 10/9/12

Council Board President: _____

WSU Mason County 4-H Faculty: _____