

BYLAWS OF THE LINCOLN County 4-H LEADERS COUNCIL Document #2b

BYLAWS

Date Adopted: October 1, 1988

Date Revised: October 11, 2011

ARTICLE I Name

Section 1:

The name of this organization shall be the Lincoln County 4-H Leaders Council, hereafter referred to as Council. The principle location of the Council is Lincoln County, c/o WSU Lincoln County Extension PO BOX 399; 303 6th Street, Davenport, WA, 99122.

Section 2:

There shall be only one such organization in the county, superior to and inclusive of 4-H clubs, sub councils, and advisory or sponsoring committees.

ARTICLE II Membership

Section 1: Composition

Membership shall be open to all persons without regard to race, color, national origin, religion or economic status.

Membership shall include all club, project, activity, and service leaders of Lincoln County organized 4-H groups. Teen and Ambassador Leaders are eligible as members.

Section 2: Participation

All members of the Council shall have the right to express opinions on any matters under discussion. Only currently enrolled 4-H leaders and teens serving on the council shall be entitled to a vote.

Section 3: Number

The size of the Council will not be limited.

Section 4: Role of 4-H Professionals

The 4-H professional shall interpret local program needs, University and Extension policies, and state-wide programs and schedules, and shall have final oversight of the Council. Additionally, the 4-H professional shall have signature oversight authority on all 4-H Council financial and investment accounts.

ARTICLE III Officers

Section 1: Officers

The officers of the Lincoln County 4-H Council shall consist of a President, Vice-President, Secretary, Treasurer, and such others as the Council deems necessary.

Section 2: Eligibility.

Only active members of the Lincoln County 4-H Council shall be eligible to hold office in the Council.

Section 3: Term of Office.

All office positions shall be a one year term with elections held every year.

Section 3: Vacancy

A vacancy will be declared if a member misses three consecutive meetings or fails to fulfill duty requirements without requesting to be excused and making accommodations. Vacancies may be filled by a simple majority vote of the Council members.

Vacancies occurring in any of the offices due to illness, death, or other incapacity to comply with assumed duties shall be filled by election by Council members except in case of President, when the Vice-President shall succeed the chair. Such officers shall serve only until the next regular election.

Section 4: Duties

President. It shall be the duty of the President to preside at all regular and special meetings of the County 4-H Council, serve as ex officio member of all committees of the County 4-H Council; and appoint the members of such committees.

Vice-President. It shall be the duty of the Vice-President to preside at all meetings in the absence of the President and to succeed to the office of President if that office should become vacant prior to the end of term. The Vice-President shall be the Chairman of the Nominating Committee.

Secretary. It shall be the duty of the Secretary to record the full and complete minutes of all meetings of the Council and to carry on such correspondence as the President shall direct. The Secretary will provide a set of all Council minutes to the County Extension Office.

Treasurer. It shall be the duty of the Treasurer to receive, deposit, disburse, and keep a complete and accurate accounting of all monies received by the Council. The Treasurer shall submit a written up-to-date financial report to the Council at each Council meeting to be included in council meeting minutes. The Treasurer shall secure authorization by the Council at a regular or special meeting for all disbursements of funds. The Treasurer shall be responsible for compliance with all regulations of Washington State Extension and the Internal Revenue Service. The Treasurer shall have the accounts and records ready for audit at the close of the 4-H Program year and submit a complete financial report of the Council receipts and expenditures to the County Extension office.

Reporter. It shall be the duties of the Reporter to write and submit for publication an accurate account of all 4-H oriented activities to all appropriate area papers.

Historian. It shall be the duties of the Historian to record and maintain an accurate account of all Lincoln County 4-H Club and County activities. To be made available for groups requesting historical perspective of 4-H in Lincoln County.

Teen Representatives. It shall be the duties of the Teen Representatives to act as a liaison between the County Council and local, regional, or statewide Teen events or programs.

Executive Board. The Executive Board of the Lincoln County Leaders' Council shall consist of Council officers of the current 4-H program year and other people that the Council wishes to designate.

ARTICLE IV Elections

Section 1: Nominations

Nominations will be made from the floor, however an organized nominating committee is recommended.

Section 2: Voting/Balloting

Voting will be done by a show of hands unless the vote appears to be controversial or a split vote. Then the vote will be done using a paper ballot.

Section 3: Service Period

Officers shall serve until their successors have been elected and duly installed.

ARTICLE V Meetings

Section 1: Regular Meetings.

There shall be at least four regular meetings of the Council each calendar year.

Section 2: Special Meetings

Special meetings may be called at any time by the President or by the Executive Board acting in concurrence with the 4-H Professional.

Section 3: Meeting Notices

Notices of all meetings of the Council shall be sent to leaders in concurrence with Washington State University Extension.

Section 4: Agenda

The agenda of each regular or special Council meeting shall be prepared jointly by the President and the 4-H Professional.

Section 5: Attendance

No meetings of the council or its operating committees shall be secret or executive sessions. All meetings of the Council shall be open sessions.

Section 6: Quorum

A quorum at regular and special meetings shall consist of Council members who attend the meeting, provided the meeting has been properly called.

ARTICLE VI Committees

Section 1:

The Council may establish committees that it considers necessary.

The standing committees role and functions shall be determined, written down, and passed on to appropriate chairpersons. Examples of standing committees include: 4-H Youth Camp, 4-H Exchange Program, 4-H Horse Program, etc.

It is recommended that specific job descriptions be made available for each committee chairperson.

Section 2: Executive Committee

- A. The functions of the Executive Committee shall be to:
- Perform the essential Council activities that must be acted upon between meetings of the membership.
 - Formulate and recommend programs and activities to the members of the Council.
 - Identify and help formulate other committees necessary to further the purposes and functions of the Council.
 - Serve as liaison with other groups and to the total Extension program.
 - Serve as a planning group.
 - Authorize payment of bills up to \$50.00 for non-budgeted items.
 - Authorize action within special limitations to cover all contingencies between regular Council meetings.
 - Prepare recommendations to Council.
 - Serve as a steering committee.
 - Review amendments to Constitution and By-Laws.
- C. A majority of the executive committee members must be present to constitute a quorum for the transacting of business.

Section 3: Program and Activity Committees

Specific program and activity committees will be formed to plan, execute, and evaluate components of the 4-H Program.

Examples:

Camp Committees: Make all policies concerning camp, counselor management and the operation of camp.

Horse Project Committee:

- A) Work with 4-H Professional to plan training, skills days and Livestock events related to Horse Sciences.
- B) Recommend changes and additions to the Fair.
- C) Prepare policies concerning Horse projects and activities for recommendation to Council.

Exchange Committee: Coordinate 4-H Exchange opportunities.

Awards Committee: Responsible for National Achievement Program and all county awards.

Demonstration Committee: Organize 4-H County Public Presentation Day for demonstrations.

Fashion Revue Committee: Plan, organize and stage Fashion Revue and Fair Fashion Parade.

Home Activity Day Committee: Plan, organize and stage educational contests and activities related to Home Ec projects.

Home Ec Committee:

- A) Work with 4-H agent to plan training, skills days and Home Ec events related to Family Living Sciences.
- B) Recommend changes and additions to the Fair.
- C) Prepare policies concerning Home Ec projects and activities for recommendation to Council.

Livestock Committee:

- A) Work with 4-H Livestock agent to plan training, skills days and Livestock events related to Animal Sciences.
- B) Recommend changes and additions to the Fair.
- C) Prepare policies concerning Livestock projects and activities for recommendation to Council.

Scholarship Committee:

- A) Encourage applications, screen and select recipients for standing scholarships.
- B) Establish new scholarships.

Achievement Program Committee:

Plan, organize, secure and conduct awards and recognition events for leaders and members.

ARTICLE VII Amendments

Section 1: Procedure

Amendments to the Constitution or By-Laws may be made by the Council if the amendments are read at a regular meeting or special meeting of the Council one month in advance of final action, or shall be sent in a letter, newsletter, or e-mailed through the 4-H list serve to every member at least one week before final action.

Section 2: Voting

Amendments to the By-Laws may be passed by a two-thirds vote of the active members present, providing the above procedure has been followed.

ARTICLE VIII Parliamentary Authority

Roberts Rules of Order shall govern the proceedings of the Club, not otherwise specified in the Constitution.

ARTICLE IX Adoption

The adoption of these By-Laws shall be concurrent with the adoption of the Constitution of the Council. The effective date shall be October 1, 1988.

The Bylaws of the Lincoln County 4-H Leaders Council was revised on

October 11, 2011 at Davenport, WA.

Approved:

President of the Council

Date

Vice President of the Council

Date

Reviewed by:

Extension 4-H Professional