

**CONSTITUTION AND BY-LAWS**  
**Of**  
**KITTITAS COUNTY 4-H COUNCIL**

**CONSTITUTION**

**Article I - Name**

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

**Article II – Purpose**

1. In cooperation with Extension professionals, the purpose of Council is to develop county-wide policies and allocate the necessary resources to assist youth and volunteer staff, through informal education, to: acquire knowledge, develop life skills and form attitudes that enable them to become self-directing, productive, and contributing members of a diverse and changing society.

**Article III - Responsibility**

1. The responsibility of the 4-H Council is to:
  - A. Determine and make decisions on 4-H policy, subject to review by Washington State University.
  - B. Plan, execute, and evaluate a well-balanced program for 4-H youth with both short-and long-term goals.
  - C. Promote volunteer leadership development and empower adult and teen volunteers in the 4-H program.
  - D. Secure and manage the private resources available to the 4-H youth development program by:
    - a. Preparing an annual budget.
    - b. Giving direction to acquiring private funds.
    - c. Approving all expenditures from the Council budget.
    - d. Holding title to any property owned by the Council and providing for management of such property.
  - E. Serve as a link between the 4-H youth development program and the county 4-H professional, Fair Board, Agricultural Societies, schools, community agencies, and the public.
  - F. In cooperation with Extension professionals, assist with conflict resolution between 4-H clubs, leaders, members, and committees

- G. Provide a recognition program for volunteers and youth in the 4-H youth development program.
- H. Develop and maintain a vibrant active council membership that believes the major responsibility of the county 4-H program belongs to the Council in cooperation with the Extension professionals.

#### **Article IV - Membership**

- 1. The County Council shall be composed of enrolled leaders, 4-H members and parents/guardians.
- 2. Faculty/staff of WSU Extension Kittitas County are ex officio members.

#### **Article V - Voting**

- 1. Ex officio members have voice, but no vote in the business of this Council.
- 2. The President only votes in case of a tie.
- 3. Voting for officers shall be by ballot; other votes shall be ye or nay.
- 4. Voting shall be in person, voting by proxy shall not be permitted or recognized.

#### **Article VI - Officers**

- 1. The officers of Council shall be: President, Vice-President, Secretary, and Treasurer.
- 2. Any enrolled leader is eligible for office.
- 3. The officers shall serve for a term of one year. Officers may be elected for a second term, but will not be eligible to serve more than two consecutive terms in the same office; provided, however, the Treasurer may serve more than two consecutive terms to provide continuity.
- 4. There shall be no compensation to members serving as an officer; provided, however, officers may be reimbursed by the Council for such reasonable expenses as they may necessarily incur in pursuance of the business of the Council if contained in the budget approved by Council.
- 5. No officer shall hold concurrent positions.

#### **Article VII - Election**

- 1. The officers shall be nominated at the October meeting by the Council.
- 2. The officers shall be elected by the Council at the November meeting to preside at the January Council meeting.

#### **Article VIII – Procedure**

- 1. Robert's Rules of Order shall govern the actions of this Council.

## **Article IX – Committees**

1. Standing Committees. Standing committees shall be program/project areas established by Council. The purpose of these committees is to plan, conduct, and evaluate the program area for which they are responsible, establish an annual budget, and establish committee policy within the confines of State and County 4-H policy.
  - A. Standing committees may annually elect committee officers. Offices shall be Chair, Vice-Chair, Secretary, and Fiscal Officer. Before committee officers are nominated and elected, committee officers shall be enrolled 4-H leaders.
  - B. Standing committee officers shall perform their duties typical of their position. The Fiscal Officer shall be the liaison between the Council Treasurer and the standing committee on committee budget matters and be the committee representative on the Budget Special Committee.
  - C. Standing committees shall appoint a committee member to be a representative to the following special committees: Budget, Record Book, Super Saturday, and Ways and Means.
2. Special Committees. Special committees are temporary committees annually appointed by the president.

## **Article X - Meetings**

1. There shall be at least ten (10) general meetings a year on the last Tuesday of each month, or as called by the President.
2. The annual meeting of the Council shall be held on the last Tuesday in November of each year.

## **Article XI - Endowment Trust Fund**

1. Council shall create and maintain the Kittitas County 4-H Endowment Trust Fund. The purpose of the Endowment Trust Fund is to raise and manage funds to support the Kittitas County 4-H program in perpetuity.
2. All proceeds or gifts donated to the Trust Fund shall become part of the principal balance and only the investment income shall be used to fund Council and the Kittitas County 4-H Endowment Trust Fund Scholarship.
3. The Endowment Trust Fund shall be managed by a volunteer Board of Trustees elected by Council.

## **BY-LAWS**

### **Article I - Meetings**

1. The regularly scheduled meetings of the Council shall be to conduct the business of the Council as outlined in Article X of the Constitution. The meetings shall be to:
  - a. approve, reject, amend or refer back to the committee for further study reports from special or standing committees.
  - b. introduce new ideas with requests for the president to appoint committees to make further studies and report back their recommendations to the Council.

- c. evaluate reports of completed activities, projects or programs and make suggestions for improvement.
  - d. provide Council members information concerning the area, district and state Extension programs helpful to them in their efforts to address identified needs.
  - e. approve and disburse money in support of programs supported by Council.
2. Special meetings of the Council may be called by the President, the Executive Committee or upon written request of any seven enrolled leaders.
3. Written or electronic notice shall be sent to all members of the Council at least one week in advance of all meetings. Notice shall include the purpose, date, time, and place of the meeting.
4. Each member shall be entitled to one vote. Voting shall be by person, no vote by proxy will be permitted or recognized.
5. A quorum, except for amending the Constitution and By-laws, shall consist of seven members (enrolled leaders, 4-H members and parents/guardians).

## **Article II - Election of Officers**

1. Nomination and election of Council officers shall be conducted as outlined in Article VII of the Constitution.
2. Nominations by the Nominating Committee may be supplemented by nominations from the floor at the October meeting
3. Election of officers shall be held at the November annual meeting from those individuals nominated at the October meeting.
4. Newly elected officers shall preside at the January Council meeting.

## **Article III - Officer Vacancies or Removal**

1. 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 the case of president, when the vice-president shall succeed the president. Such officers shall serve only until the next regular election.
2. Any officer may be removed, with or without cause, by two-thirds (2/3) of the votes cast by members having voting rights at any meeting at which a quorum is present. Upon removal, such vacancy shall be filled by election by Council members. Such officers shall serve only until the next regular election.

## **Article IV - Duties of the Officers**

1. The President --
  - A. Establishes an agenda and presides at all meetings of the Council and shall act for the organization during the year.
  - B. Appoints special committees.
  - C. Serves as discussion leader on questions brought before the Council.

2. Vice President --

- A. Performs duties of president in his/her absence.
- B. Chairman of Ways and Means (methods of raising revenue for the use of the 4-H Council).

3. Secretary --

- A. Helps president plan meeting and has order of business.
- B. Keeps accurate records of all 4-H Council meetings.
- C. Responsible for reading the Constitution at the next regular meeting following the Annual Meeting, usually held in November.
- D. Responsible for correspondence as designated by the president.
- E. Shall take roll.

4. Treasurer --

- A. The Treasurer is Council's primary liaison with the CPA accountant/firm, refer to Article VI.
- B. Prepares annual council budget to be presented and approved at the November Council meeting.
- C. Is chairman of the Budget Committee.
- D. Shall co-sign on financial matters.
- E. Shall present financial statements at each general meeting and a written financial statement at the November Council annual meeting prepared by the CPA accountant/firm.
- F. When the treasurer leaves office, all financial records held by the Treasurer are to be deposited at Extension Office.

## **Article V - Executive Board**

1. The functions of the Executive Board shall be to:
  - a. perform the essential Council activities that must be acted upon between meetings of the membership.
  - b. formulate and recommend programs and activities to the members of the Council in consultation with Extension staff, for their consideration and approval.
  - c. identify and help formulate other committees necessary to further the purposes and functions of the Council.
  - d. serve as liaison with other groups and to the total Extension program.
  - e. serve as a planning group.
2. The Executive Board shall consist of elected officers of the Council, the immediate past president, and any county teen representative and/or state ambassador.
3. A quorum of the Executive Board shall be three.

## **Article VI - Accounting**

1. All financial accounting for Council shall be performed by a licensed Certified Public Accountant (CPA) or CPA firm in Ellensburg. The CPA individual/firm receives and deposits in authorized accounts all monies of 4-H Council including standing committees. Disburses monies in accordance with the approved annual budget. Notifies WSU Extension when receipts need to be issued for contributions, including detail for receipt. Annually prepares the WSU annual financial summary report and IRS reports and filings, if any, for the preceding fiscal year.
2. The CPA accountant or firm shall prepare monthly written financial statements to be presented by the Council Treasurer.
3. All funds shall be maintained at local banks under the name of Kittitas County 4-H Council and federal ID number.
4. Disbursements outside the approved budget must be authorized by Council; or in an emergency, must be authorized by the Executive Board.

## **Article VII - Fiscal Year**

1. The fiscal year of the Council shall be from January 1 to December 31 of each year.

## **Article VIII - No Loans**

1. No loans shall be made by the Council to its members or officers. Council members who vote for or assent to the making of a loan to a member or officer of Council, and any officer or officers participating in the making of such loan, shall be jointly and severally liable to the Council for the amount of such loan until the repayment thereof.

## **Article IX - Amendments**

1. The Constitution and By-Laws may be amended by a vote of two-thirds of the members present at any general meeting or special meeting called for that purpose after notice in writing ten days in advance of meeting date is sent to all enrolled members, leaders and parents.

## **Article X – Audit**

1. Each fiscal year, a full and complete accounting of the financial condition of Council shall be compiled. At the January Council meeting, the President shall appoint an audit committee of four Council members to conduct the audit: the Treasurer, Extension Professional, and two other Council members who are unrelated to the Treasurer.

The Treasurer and the CPA accountant/firm will provide the audit committee the following items:

- Council budget
- original receipts
- check register
- any income and expense history reports
- monthly financial reports

January 29, 2013

The audit committee should review transactions by comparing the statements from banks with those of Council. All the withdrawals, deposits, and beginning and ending balances should be compared to verify that all are correct.

A written report of the completed audit shall be presented at the May Council meeting.

Revised 11/27/84

Revised 7/10/86

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Revised 2/1/2006

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Revised 02/28/2012 Bylaws: Article X, Section 1.

Revised 01/29/2013 Bylaws: Article VI, Sections 1-4; Article VI, Sections 1 & 2; Article X, Section 1.