



**ASOTIN COUNTY**

**4-H**

**CONSTITUTION**

**&**

**BY LAWS**

## **Article 1**

**Section 1.** The name of this organization shall be the Asotin County 4-H Leaders Council, which exists under the authorization of WSU Extension.

**Section 2.** The chief place of business of this organization shall be P.O. Box 9, Asotin, WA 99402.

## **Article 2**

### ***Objectives and Purpose***

**Section 1. (Mission Statement)**

The objective of the Council is to promote and maintain a spirit of pride, friendship, and helpful cooperation between county leaders, parents, friends, and sponsors of 4-H and in all 4-H members. According to Washington State 4-H Program Policy, 4-H teaches life skills that lead young people to become self-directing, positive, contributing members of our society. These life skills include positive self-esteem, effective communication, a sense of responsibility to oneself and one's community, sound decision making, and a strong sense of belonging. These skills give young people the tools necessary for successful adulthood. Asotin County 4-H Youth Development Program offers a wide variety of club, community, county, state, national, and global activities.

**Section 2.** The purpose of this council is to work in cooperation with the WSU Extension Office in organizing and administering 4-H work in Asotin County. This will be done in compliance with the policies established by the Extension of Washington State University which is authorized under Federal, State, and National statutes for 4-H Club Policies.

**Section 3.** The broad purposes for which this council is organized shall be:

1. The council shall operate as a non-profit, non-political educational organization in conjunction with Extension in the furtherance of 4-H within Washington State.
2. To develop ideas for expanding 4-H in the County.
3. To promote educational opportunities for 4-H Volunteers and members.
4. To provide financial support for educational opportunities for 4-H Volunteers and members with awards, scholarships, and other 4-H Program endeavors as appropriate.

## **Article 3**

### ***Council Membership***

- Section 1.** All 4-H main club leaders, project leaders, teen leaders, and ambassadors currently enrolled in the Extension Office of Asotin County shall be members. Membership in the 4-H Council is open to all regardless of race, color, national origin, religion, gender, age, disability, or gender preference.
- Section 2.** According to the Washington State 4-H Program Policy, working with youth in the Extension 4-H Youth Development Program is a privilege. Volunteers are to be positive role models. Volunteers must sign, and are expected to abide by the behavioral guidelines in C1000, *A Valuable Partnership*. Volunteers serve at the pleasure of the University and may be dismissed at any time.
- Section 3.** According to State 4-H Program Policy ALL new leaders must complete the 4-H Volunteer Leadership Training Program during their first year.
- Section 4.** All organizations or individuals actively sponsoring 4-H club work or interested in the betterment of youth may be eligible for honorary membership and are encouraged to attend meetings (example: FFA, Sales Committee, Fair Board, Fair Association, and 4-H and FFA Boosters).
- Section 5.** Members of the WSUCE/Asotin County Office are ex-officio members and serve as advisors to the council.

## **Article 4**

### ***Council Meetings***

- Section 1.** The 4-H Leaders Council will meet monthly from June through May, with the exclusions of July, August, and December. The meetings will be held on the second (2<sup>nd</sup>) Monday of the month. The President or executive committee may call special meetings. Leader's Council meetings that fall on a Federal Holiday will be rescheduled for the following day. Leader's Council meetings shall last no more than 2 hours.
- Section 2.** Robert's Rules of Order shall govern the actions of this Leaders Council. The Council will use WSU Pub EM4875 "Parliamentary Procedure Made Easy" as a reference.
- Section 3.** The order of business shall be as follows:  
Call to order. Fixed numbers.
1. Pledge of Allegiance & 4-H Pledge.
  2. Reading of the Mission Statement.
  3. Reading or disposition of minutes of the previous meeting and any correspondence.
  4. Announcements & Special Guests

5. Reports of Officers: (Treasurer, etc.), Extension Office, Fair Board, Fair Association, and Standing Committees.
6. Reports of Special Committees (Record Book, Achievement Night, etc.)
7. Unfinished Business
8. New Business
9. Adjournment

## **Article 5**

### ***Quorum & Voting***

- Section 1.** A quorum shall consist of a simple majority of the members present at any Council meeting after notice has been made to all members in writing.
- Section 2.** A quorum for amending the Constitution, By-Laws and County Policies shall consist of three-quarters (3/4) of the members present.
- Section 3.** In the discussion of a specific issue, if the presiding officer determines there is insufficient representation, he/she may postpone the decision to the next 4-H Council meeting.
- Section 4.** To vote at a Council meeting, leaders must be a currently registered Teen, Project or Main Club Leader, there is one vote per leader, and the leader must be present to vote.
- Section 5.** Voting for officers shall be by voice vote unless otherwise requested; other votes shall be by voice vote except in the case when a simple voice vote does not give conclusive results, in which case a standing vote will be taken.
- Section 6.** The provisions of this Constitution and By-Laws will be reviewed for revisions as needed and may be amended at any meeting of the Asotin County 4-H Leaders council by a majority vote of one-half (1/2) of the members present provided that the amendment has been proposed at least thirty (30) days previously at the council meeting and then made known in writing to all county 4-H Leaders.

## **Article 6**

### ***WSU Extension 4-H Youth Development Program Certified Volunteer Expectations and Responsibility***

- Section 1.** WSU Extension Faculty and Staff are responsible for enforcing these agreements to ensure the safety and well-being of all participants and preserve the integrity of the WSU Extension 4-H Youth Development Program. Please reference the following documents:
- Washington State University 4-H Youth Development Program Policy
  - Specific County 4-H Youth Development Program Policy
  - Adult Valuable Partnership Agreement

- Section 2.** WSU Extension 4-H Faculty/Staff and Volunteer Relationship  
In each county, WSU Extension 4-H Faculty and/or staff are ultimate responsible for the 4-H program, participants, and volunteers. Consequently, all work and decisions of the 4-H Advisory Committees and Councils are advisory to the WSU Extension 4-H Faculty and/or staff. The WSU Extension 4-H Faculty and/or staff are responsible for enforcing the 4-H Code of Conduct and Valuable Partnership Agreement to ensure the safety and well-being of all participants and preserve the integrity of the WSU Extension 4-H Youth Development Program.
- Section 3.** Being a 4-H Volunteer is a Privilege, Not a Right  
Volunteerism is crucial to the success of the WSU Extension 4-H Youth Development Program. Volunteering with youth and other adults in the WSU Extension 4-H Youth Development Program is a privilege and responsibility, not a right.
- Section 4.** Investigation  
Whenever unacceptable behavior is observed and/or reported, the WSU Extension 4-H Faculty and/or staff may conduct an investigation into the alleged incident and should complete a Conduct Documentation Form. After receiving a Conduct Documentation Form or during any investigation, WSU Extension may place a volunteer on suspension.
- Section 5.** Corrective Action  
If after a Conduct Documentation Form and investigation have taken place, behavior has been determined to be in violation of the Washington 4-H Adult Code of Conduct, Adult Valuable Partnership Agreement, state and federal law, or policies set forth by the WSU, state, and county 4-H policies, corrective or disciplinary action may occur. Corrective actions may be imposed by the WSU Extension 4-H Faculty and/or staff.
- Section 6.** Disciplinary Action  
Disciplinary Action is a formal action taken when corrective measures fail to correct the problem or the seriousness of the offense warrants more formal or immediate measures. Volunteers are considered “at will” individuals in the state of Washington and can be dismissed without cause.

## **Article 7** ***Elections***

- Section 1.** Officers shall serve until their successors have been duly elected. The officers shall be elected for a two (2) year term. The President and Treasurer to be elected one-year and the Vice-President and Secretary the next year.
- Section 2.** Any voting member of the Council is eligible for office.

- Section 3.** The Council shall accept nominations for officers at the September meeting. The Council at the October meeting shall elect the officers.
- Section 4.** All 4-H Leaders, Teen Leaders or Ambassadors registered at the Asotin County Extension office are eligible to hold an office. With the exception of Treasurer, who must be 18 years of age.
- Section 5.** All Elected officers will receive a copy of “Parliamentary Procedure Made Easy” WSU Publication EM4875 from the Asotin County Extension Office prior to taking office.”

## **Article 8**

### ***Officers***

- Section 1.** The Officers of the Asotin County 4-H Council shall be President, Vice President, Secretary, and Treasurer.
- Section 2.** Duties of the President
1. Shall preside at all regular and additional meetings of the organization.
  2. The incoming President shall see that all standing committees have chairs in place by November 1<sup>st</sup>.
  3. Shall prepare an agenda for the regular meeting with the input from all interested parties. Agenda items must be sent to the Council President or the 4-H Office the Friday prior to the meeting.
- Section 3.** Duties of the Vice President
1. Shall preside at all meetings in the absence of the President.
  2. Shall assist the President in any duties so assigned.
  3. Shall be an ex-officio member of all committees, except the Nominating Committee.
  4. Shall serve as the President of the Asotin County 4-H Council, in the event the President is unable to fulfill the duties of the office, until a new President is elected.
- Section 4.** Duties of the Secretary
1. Shall keep an accurate and complete record of meetings of the Asotin County 4-H council. A copy of these records shall be turned in to the 4-H Office the Thursday after each meeting, to be reproduced, and made available by the Extension website.
  2. Shall keep a current roll of attendance and obtain a current club listing from the Extension Office prior to each meeting.
  3. Shall handle all correspondence.
  4. Shall preside at all meetings in the absence of the President and Vice President until the election of a President pro-tem, which should take place immediately.
  5. Shall keep a current copy of the Constitution & By-Laws and all amendments.

- Section 5.** Duties of the Treasurer (*Must be 18 years of age*)
1. Shall keep an accurate account of all monies received and expended in the various funds of the Asotin County 4-H Council.
  2. Will chair the Budget Committee that will meet each summer to present a proposed budget and request approval at the October Council meeting.
  3. Shall render a financial report at each regular meeting.
  4. The Asotin County 4-H Council must approve all expenditures over fifty (\$50) dollars.
  5. Non-sufficient Funds (NSF) checks: All checks returned for any reason will require that the 4-H member or parent/guardian pay in cash or money order for the following:
    - A. To redeem the outstanding check and pay any and all additional charges;
    - B. For all 4-H activities for the remainder of the program year.
  6. Travel expenses to be paid by council must be approved of before the trip and shall not exceed current County allowances.
  7. An audit report will be made available to the 4-H office by November 1<sup>st</sup>.

**Section 6.** It shall be the duty of each officer to maintain a permanent record of his/her office that shall be turned over to his/her successor. This record shall include duties, activities for the year.

- Section 7.** Non-Performance of Duties or Vacancies
1. Any officer not performing the prescribed duties of his/her office will be replaced by one over one-half (1/2) vote of the members present.

**Section 8.** An officer may hold 2 offices. Non performance of the prescribed duties of either office will be replaced by one over one-half (1/2) vote of the members present.

## **Article 9**

### ***Executive Committee***

- Section 1.** The Executive Committee shall consist of elected officers and the chair from each of the following standing committees: Horse, Livestock/Small Animals and Family Living/General.

## **Article 10**

### ***Standing Committees***

- Section 1.** Standing Committees include but are not limited to Family Living/General, Livestock/Small Animals, and Horse. Each committee shall elect or appoint a Chair and Secretary to serve one year. A Treasurer may be appointed if monies are involved.

**Section 2.** A written report of any committee meeting must be submitted to the 4-H Office by the Thursday after the Council Meeting.

**Section 3.** FFA Advisors are given a vote in Livestock areas (Horse, Large Animals and Small Animals) that the Chapter has active member enrolled.

## **Article 11** *Special Committees*

**Section 1.** Other special committees such as Super Saturday, Demonstration Day, Achievement Night, Budget, etc. shall be appointed by the President of 4-H Council.

## **Article 12** *Disbandment*

**Section 1.** This organization may be dissolved by a majority vote of the members attending any meeting called specifically for that purpose. There will be a notice of the meeting sent by email two (2) weeks prior to the meeting of the proposal to dissolve the organization. After all obligations of the Asotin County 4-H Council have been paid, the balance of funds on hand, if any, at time of dissolution will be dispersed to the Washington State 4-H Foundation.



## **SPECIAL NOTICE**

**SECTION 1.** ALL LEADERS WILL SIGN AND DATE THIS FORM, STATING THEY HAVE READ AND UNDERSTOOD THE CONSTITUTION AND BY-LAWS AS THEY ARE PRINTED. THE SIGNED FORM WILL BE FILED AT THE EXTENSION OFFICE. ALL NEW LEADERS WILL RECEIVE A COPY WHEN THEY ENROLL.

**SECTION 2.** FAILURE TO HAVE THIS FORM SIGNED AND ON FILE AT THE EXTENSION OFFICE WILL FORFEIT YOUR CLUB'S VOTING PRIVILEGES.

## **CONSTITUTION & BY-LAWS**

### **SIGNATURE FORM**

I \_\_\_\_\_  
(PRINTED NAME)

have read and understand the Asotin County 4-H Leader's Council Constitution & By-Laws.

Signature: \_\_\_\_\_

Club: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Date Received in Extension Office: \_\_\_\_\_