

**CONSTITUTION AND BY-LAWS**  
**Of the**  
**Pend Oreille County 4-H Leaders Council**

**Article I**

Name

Sec. 1. The name of this organization shall be the Pend Oreille County 4-H Leaders Council.

**Article II**

Objects and Purposes

- Sec 1.
- A. to promote and maintain a spirit of friendship and helpful cooperation between Leaders from all parts of the county.
  - b. to develop ideas for expanding the Council program in the county.
  - c. to give greater vision to the leaders so that they may stimulate county youth to its highest endeavors.
  - d. to promote leadership opportunities for youth.
  - e. to provide for the training of 4-H leaders in organization and subject matter.
  - f. to work with Cooperative Extension to determine policies in the presentation of club activities to the end that there shall be uniform presentation throughout the county in accord with State and National 4-H standards.
  - g. to promote a variety of organized educational experiences for 4-H members which are developed out of individual's interest, needs and situation as well as the needs of society.
  - h. to acquire funds and expand funds in the support of 4-H program efforts in Pend Oreille County.

**Article III**

Membership and Dues

Sec 1. Active Membership

All registered adults and teen 4-H leaders are automatically members of the 4-H Leader Council. Each leader with an active membership for the current year shall have one vote in transacting business of the Leader Council or in the election of officers. Youth are entitled to one vote for their club present. Membership in the Leader Council is open to all duly enrolled leaders regardless of race, religion, sex, color, background, or income.

Sec 2. Dues

There shall be no fee for county.

Sec. 3. Ex-Officio Membership

Members of the Washington State Agricultural Extension Service, and Advisory Committees shall hold ex-officio membership and be entitled to the privileges of the floor but shall have no vote.

Sec. 4. Honorary Membership

Any organization actively sponsoring 4-H club work or any organization interested in the betterment of county youth may be granted an honorary membership by majority vote of the Leaders Council; such organization may be represented by an individual member without a vote.

**Article IV**  
Officers and Duties

Sec. 1. Officers and Terms of Office

The elected officers shall be President, Vice-President, Secretary, Treasurer, and Reporter. Officers shall serve for a term of two years and until their successors are elected and installed. The officers shall be elected the same year as currently practiced. The terms shall run from date of installation in the fall to the same date two years hence.

Sec. 2. Duties

- a. President: shall preside as the meetings of the Leaders Council and the Executive Committee. The President shall appoint special committees with the approval of the Executive Committee. The President or assigned designee plans the agenda for each Leader Council meeting with input from all interested parties. The agenda shall be distributed to all members one week before the meeting.
- b. Vice-President: shall preside in the absence of the President. The Vice-President shall serve as President in the event the President is unable to fulfill the duties of the office or complete the terms of President.
- c. Secretary: shall keep the minutes of the Leaders Council and Executive Committee. These shall be sent to each member of the Leader Council. The secretary shall conduct correspondence as is requested by the Executive Committee.
- d. Treasurer: shall receive all money; shall make an accurate record and report at all meetings, including a final written report at each meeting; Treasurer shall turn over all books and accounts, following an audit by Treasurer (continued); the Finance Committee or otherwise responsible person appointed by the Leader Council President, to the newly elected Treasurer after the annual installment of new officers.
- e. 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. The Reporter

shall also coordinate efforts to increase attendance at the Leader Council meetings by undertaking the following: 1) keep record of incentive points that each club earns by participating in countywide events and then report the results to the Leader Council and 2) contact club leaders to improve communication and participation in 4-H Leader Council activities as directed by the Leader Council.

- f. In the event of district 4-H Leader meetings called by the State Office for the purpose of conducting state business affecting Pend Oreille County 4-H Leaders, members of the Executive Committee shall attend such district meetings.

Sec. 3.            **Non-Performance of Duties**

Any officer not performing prescribed duties of his/her office for three (3) consecutive meetings will be replaced. Another officer will be appointed at that time.

**Article V**

Executive Committee

Sec. 1.            The elected officers, the retiring President, and a representative of 4-H County Ambassadors shall constitute the Executive Committee. County Extension agents and one 4-H Fair Board representative shall be ex-officio members.

Sec. 2.            Duties

The Executive Committee shall confirm appointments of the President, including appointments to fill a vacancy in office; shall be responsible for handling financial matters in cooperation with the elected Treasurer; advise on program and policy matters; assist in reviewing, planning for, and conducting countywide 4-H educational activities and programs. In an emergency, the Executive Committee shall meet at the call of the President. All business translated by the Executive Committee shall be reported to the County Leader Council Meetings and no action of the Executive Committee shall change the policy of the County Leader Council. It is recommended that the Executive Committee meet prior to each Leader Council Meeting to facilitate the business of the forthcoming Leader Council meeting.

Sec. 3.            The Executive Committee may encumbrance payable by the Treasurer.

Sec. 4.            Executive Committee meetings are open to all interested leaders and parents in a non-voting capacity.

**Article VI**

Committees

Sec. 1. All 4-H project leaders will automatically be committee members of their major project area; i.e., Livestock, Home Economics, Horse, etc. The President may appoint other committee, as needed, at the first Leader Council meeting of the year. Subject to confirmation of the Executive Committee.

Sec. 2. County project/program leaders may call meeting as needed to plan project activities and programs. All club project leaders for a project shall be notified of said meetings.

Sec. 3. It shall be the duty of the Finance Committee to audit the books of the Treasurer or the President may appoint a qualified person to do same. The Finance Committee or appointed individual will make recommendations and report their findings to the Leader Council.

Sec. 4. Each committee of Leader Council shall have a report ready of all Leader Council meetings. If the report of any committee is challenged, the President shall appoint a new committee that shall include the original committee and representatives of the dissenting group.

Sec. 5. Area Leader Representatives will be responsible for coordinating activities throughout the County.

Sec. 6. Standing committees including but are not limited to:

- Horse
- Clothing – Fashion Revue
- Livestock
- Demonstration
- Record Books – Awards
- Nominating

When committees opt to have monies, they must send representatives or a report to Leader Council meetings with a treasurer's report as part of their committee report. If they disband, all monies and equipment will return to the Leader Council.

## **Article VII**

### **Meetings**

Sec. 1. There shall be a minimum of four Leader Council meets a year, beginning with the first meeting in the fall of the new 4-H year.

Sec. 2. A quorum at regular and special meetings shall consist of at least five members with two being Executive Council members. A quorum shall be present to conduct the business of the Leader Council.

Sec. 3. Meeting shall be conducted by Roberts Rules of Order Revised in all cases to which they are applicable, and where they are not inconsistent with the By-Laws of the Pend Oreille County 4-H Leaders' Council.

### **Article VIII**

#### Nominations and Elections

Sec. 1. Nominations

A nominating committee chaired by the Vice-President and representing the Lone-Metaline, Cusick, Newport and Elk areas of the county shall be appointed by the President before the first regularly scheduled meeting of the Leader Council, subject to confirmation by the Executive Committee. This committee shall prepare a ticket of officers to be voted on in November.

Sec. 2. Election

A majority vote shall be required for an election. The vote shall be by written ballot unless the position is uncontested.

Sec. 3. The new Executive Committee shall meet with the retiring Executive Committee after the election for the purpose of confirming committee appointments for the ensuing year and to orient new officers.

Sec. 4. The fiscal year shall be the same as the 4-H year, in keeping with dates determined by the State 4-H office, October 1<sup>st</sup> to September 30<sup>th</sup>.

Sec. 5. Vacancies in office shall be filled by appointment of the President. A vacancy in the office of the President is filled by the Vice-President.

### **Articles IX**

#### Amendments

Sec. 1. These provisions in the constitution and By-laws may be amended at any meeting, providing that the amendments are submitted in writing to each Leader Council member at least one week preceding the meeting. A two-third vote of those present shall be necessary to amend the Constitution.

Sec. 2. The By-Laws and 4-H Policy of the Pend Oreille County Leaders Council will be reviewed every five (5) years.

**Article X**  
Beneficiary

Sec. 1. In the event that the Pend Oreille County 4-H Leaders Council should ever be dissolved, all remaining funds will be credited to the Washington State 4-H Foundation of Pend Oreille or in the event said Foundation is unable or unwilling to accept the funds, they will be transferred to the National 4-H Foundation.

Sec. 2. Upon dissolution of an enrolled 4-H club, all monies and equipment in the club treasury shall be entered for deposit in the treasury of the Pend Oreille County Leader Council.

**Article XI**  
Training

Sec. 1. All leaders shall be offered annual training for demonstrations and record books.

Sec. 2. New leader training and orientation shall be given before March 15<sup>th</sup> of each year.

This constitutions and By-Laws, including the additions to cover the committees of such were approved with revisions at the February 21, 2019 meeting of the Pend Oreille County Leaders Council.

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Heidi Vaughn, President  
Pend Oreille County Leaders Council.