



4-H 

WASHINGTON STATE UNIVERSITY
EXTENSION

CONSTITUTION AND BYLAWS OF THE CLALLAM COUNTY 4-H COUNCIL

CONSTITUTION

Date Adopted June 2011

Date Revised April 2017

Amended 02/2018

Amended 4/2019

ARTICLE I

The name of this organization shall be the **Clallam County 4-H Council**, hereafter referred to as 4-H Council or Council. The principle location of the 4-H Council is 223. E. 4th Street, Suite 15, Port Angeles, WA 98362.

ARTICLE II

Section 1: Introduction

4-H is the largest youth development organization in the United States and has existed for over 100 years. The 4-H Council is a non-profit affiliate of the Washington State University (WSU) Extension 4-H Youth Development Program.

Section 2: Purpose

The 4-H Youth Development Program assists youth and volunteer staff, through informal education, to acquire knowledge, and develop life skills and values that enable them to become increasingly self-directing, productive, contributing citizens.

The purpose of the 4-H Council, in cooperation with Extension professionals, is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity—the Essential Elements—and to foster educational opportunities tied to the land-grant university knowledge base. These opportunities for Washington state youth are provided regardless of race; sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental, or sensory disability, including disability requiring the use of a trained service animal; and/or genetic information in Clallam County, Washington.

Section 3: Responsibility

The responsibility of the 4-H Council is to operate as a qualified non-profit entity, which does the following:

- A. Plans, executes, and evaluates a well-balanced educational program for 4-H youth with both short- and term-goals.
- B. Promotes volunteer leadership development and empowers adult and teen volunteers in the 4-H Youth Development Program.
- C. Secures and manages sufficient resources in support of the purpose and mission of the 4-H Council.
- D. Serves as a link between the 4-H Youth Development Program and the county 4-H professional, Fair Board, youth serving groups, schools, community agencies, and



the public.

- E. Assists in development of a vibrant, active 4-H membership in cooperation with the Extension professional(s).
- F. Publicizes the objectives and philosophy of the 4-H Youth Development Program and serves as an advocate for youth.
- G. Implements 4-H Youth Development Program policy, subject to review and approval by a WSU Extension 4-H professional.
- H. Implements the County 4-H Council Standing Rules, subject to review and approval by the 4-H professional.
- I. Complies with the Internal Revenue Services and Washington State regulations and policies to maintain exempt status as a non-profit charitable educational organization.

ARTICLE III Funding and Assets

Section 1: Fund Responsibility

The 4-H Council will be responsible for raising sufficient funds to support the educational purpose of the 4-H Council. The 4-H Council will also be responsible for managing available funds by:

- A. Preparing an annual budget
- B. Giving direction to acquiring private funds
- C. Approving all expenditures from the 4-H Council budget.

Section 2: Distribution of Funds

4-H Council property and funds are only to be used for the activities and programs of the 4-H Council. None of the funds or property the 4-H Council accrues are to benefit or be distributable to its members, leaders, officers, or other private persons. Only authorized and empowered individuals of the 4-H Council shall be allowed to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes provided in this Agreement.

Section 3: Restricted Activities

No substantial part of the activities of the 4-H Council shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the 4-H Council shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the 4-H Council shall not carry on any other activities not permitted to be carried on by a 4-H Council exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding any other provision of these articles, this 4-H Council shall not, except to an insubstantial degree, engage in any



activities or exercise any powers that are not in furtherance of the purposes of this 4-H Council.

Section 4: Disposition of Assets in Event of Dissolution

Upon the dissolution of the 4-H Council, assets shall be distributed to an exempt 501(c)(3) 4-H Affiliate organization with a charitable educational purpose. Unless WSU has notified the 4-H Council different, the Washington State 4-H Foundation provided it has active status as an exempt charitable educational organization under 501(c)(3), will receive the funds. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the 4-H Council is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV

Use of 4-H Name and Emblem

Section 1: All uses of the 4-H name or emblem shall be consistent with the educational purposes, character-building objectives and dignity of the 4-H organization and the United States Department of Agriculture. The 4-H name and emblem shall not be used if it exploits or might be construed to exploit the 4-H movement. This will hold true in the case of locally originated contests and awards; money-raising activities; printed materials; supplies to be sold or provided without charge; and advertisements.

Section 2: By act of Congress, the Secretary of Agriculture, United States Department of Agriculture, is the final authority of authorization for the use of the name and emblem of 4-H work. State and local 4-H organizations shall operate within that authorization. Leaders are responsible to carry out 4-H work in concordance with U.S.D.A. Publication #1282, Tax Exempt Status of 4-H Organizations Authorized to Use 4-H Name and Emblem.

Section 3: Local plans for the use of the 4-H name and emblem shall be cleared with WSU Extension.

ARTICLE V

Membership

Section 1: General membership

The general membership shall consist of local volunteer leaders, 4-H adults and youth, sponsors and other community leaders, as well as school, church, and civic officials. Members should have interest in Extension education and youth, and should represent all geographic and economic groups. Membership of the 4-H Council shall be determined on a nondiscriminatory basis regardless of race; sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental, or sensory disability, including disability requiring the use of a trained service animal; and/or genetic information.

Section 2: Role of 4-H Professionals

The 4-H professional(s) shall be ex-officio member(s) of the Council, the executive board and other standing/ad hoc committees. The 4-H professional(s) shall have all privileges of



a regular member, including participation, submissions of motions and voice, except the ability to vote or hold office. The 4-H professional shall interpret local program needs, University and Extension policies, state-wide programs and schedules, and shall have final oversight of all 4-H Council decisions. Additionally, the 4-H professional shall have signature oversight authority on all 4-H Council financial and investment accounts. In some situations, another extension professional (i.e. County Extension Director) may serve as ex-officio member of the Council.

**ARTICLE VI
Officers and Representatives**

Section 1: Officers

The current officers of the 4-H Council shall be the president, vice-president, secretary, treasurer, and fair board representative. All officers are elected at Oct meeting. Officers must be 4-H leaders or 4-H members in the 4-H Senior age division by the time they take office. 4H Members will have a mentor appointed by the executive committee.

Section 2: Officer Term of Office

The officers shall be elected at the annual meeting in Oct. for a term of two years and may be elected for additional terms. The fair board representative shall be elected for a term of four years, which coincides with B.O.C.C. appointment to the Fair Board, and must be approved through Clallam County as a Fair Board member.

Section 3: Representatives and Committee Chairs

The Council may nominate and approve active voting members to assume the following specific roles and/or positions: committee chairs, representatives of geographic areas (i.e. west end), youth council representatives, and representatives of the community at large.

**ARTICLE VII
Executive Committee**

The Executive Committee shall consist of the 5 officers of council, the immediate past president, and the 4-H professional(s) (ex-officio).

**ARTICLE VIII
Meetings**

- A. The annual meeting of the 4-H Council shall be held on the second Tuesday of October.
- B. Monthly meetings of the 4-H Council shall be held as established by the vote of the executive board. No regular monthly meeting will be held in August. Project or committee meetings may be held more frequently as needed to conduct educational activities.
- C. All meetings of the Council are open meetings, thus anyone can attend both the general council meeting and special meetings.
- D. Executive meetings may only be attended by the executive committee, extension staff, and anyone invited by the executive committee to speak pertaining to the topic of the session. All executive meetings will be publically announced ahead of time.



ARTICLE IX Committees

Section 1:

For all committees, it is recommended that specific job descriptions (expectations) be made available for each committee chairperson to fulfill his/her role. All committees should submit and present a brief report to the membership for discussion at each council meeting.

A. Standing Committees

Standing (long-term) committees of the 4-H Council may include: Finance & Budget, Expansion & Review, Record Book, Awards and Achievement, and Scholarship. The standing committees' role and functions may be determined, written down, and passed on to appropriate chairpersons.

B. Special Committees and Task Forces

Special (temporary or ad hoc) committees deemed necessary by the 4-H Council, shall be appointed by the President. Special committee members shall serve in accordance with the charge to that committee and shall disband accordingly.

C. A committee will be established every 2 years to review constitution and bylaws.

ARTICLE X Quorum

Quorum for all meetings of Council shall consist of no less than 2 elected officers, and 5 members eligible to vote for a total of 7.

ARTICLE XI Amendments

Section 1:

A. Amendments to the Constitution and Bylaws and/ or rule changes must be submitted as a motion in writing and tabled until the following council meeting. Voting eligibility will be consistent with rules set in the Bylaws.



4-H 

Washington State University
EXTENSION

ARTICLE XII Parliamentary Authority

Roberts Rules of Order shall govern the proceedings of the 4-H Council, not otherwise specified in the Constitution.

The Constitution of the Clallam County 4-H Council was adopted on May 14th, 2019.

Approved: *Maura Hudson*
President of the 4-H Council

5-14-19
Date

Lillian Batton
Secretary of the 4-H Council

5-14-19
Date

Reviewed by:

Melanie Greer
4-H Extension Professional

5/14/19
Date



4-H 

WASHINGTON STATE UNIVERSITY
EXTENSION

BYLAWS of the CLALLAM COUNTY 4-H COUNCIL

Date Adopted June 2011

Date Revised April 2017
Amended 4/2019

ARTICLE I Members

Section 1: Council Members

- A. Council membership may ideally be divided equally among three groups: youth, volunteer leaders/parents, and civic/business/education representatives. To be considered a council member an individual must have attended 4 entire meetings in the past 12 months. Established meeting time is 7PM to 9PM.
- B. All adult 4-H Council members not currently enrolled in 4-H will provide authorization for WSU to conduct reference and criminal background checks and will be screened by the WSU Extension office. Rescreening may be conducted at any time.
- C. Hardship attendance by phone may be granted to those residing greater than 30 miles from meeting location with prior arrangement or as approved by executive committee.

Section 2: Voting Eligibility

- A. Only council members may vote. Members are eligible to vote starting in their fourth meeting.
- B. All youth voting members shall be currently enrolled 4-H members in the Senior age division (age 14 by October 1 of the current 4-H year.)
- C. Associate members, those members of the public who have an interest in promoting 4-H, will be granted voting membership if they have attended a minimum of 4 meetings in the past 12 months with a limit of 2 votes for the associate member group.
- D. The number of voting members allowed per active 4-H club will be 2 for Bylaw and rule changes.

Section 3: Duties of the Council Members

- A. Actively attend Council meetings and participate in the activities.
- B. Study and analyze the concerns of youth and assess the goals of youth and their families.
- C. Understand 4-H as the Youth Development Program that offers a variety of delivery modes (school enrichment, out-of-school programs, clubs, etc.)
- D. Serve on (and when necessary serve as chair to) standing committees, ad hoc committees, work groups or task forces as needed.
- E. Provide management of 4-H Council resources to support the mission 4-H Youth Development program.



- E. Make contacts with businesses, organizations, and individuals on behalf of the 4-H youth program.
- F. Attend various 4-H and youth functions to evaluate the benefits and results.
- G. Look for communities and groups of individuals not being served. Help establish 4-H with those target groups.

ARTICLE II Officers

Section 1: Officers of the Council

Officers of the Council shall be president, vice-president, secretary, treasurer, and fair board representative.

Section 2: Election of Officers

- A. Officers will be elected by the Council for a two-year term at the annual meeting in Oct.
- B. Nominations may be made from the floor, however an organized nominating committee is recommended.
- C. Voting will be done by a paper ballot.
- D. Officers shall serve until their successors have been elected and duly installed.
- E. Term of office: shall begin at the close of the meeting at which they are elected. Officers may be re-elected.

Section 3: Duties of Officers

- A. **President-** The president shall preside at all meetings of the 4-H Council, and shall chair and preside at the meetings of the executive committee. The president shall appoint the members of all committees of the Council. She/he shall sign all documents requiring the president's signature and shall perform all other duties incidental to the office.
- A. **Vice President** The vice-president shall perform the duties of the president in the absence or incapacity of the president. The vice-president shall automatically become president of the 4-H Council upon the resignation of the president. In the event the vice-president becomes the president, a new vice-president shall be elected to fill the vacancy. The vice president shall co-chair the Finance and Budget Committee with the purpose of coordinating and implementing fundraising opportunities for the council.
- B. **Secretary** The secretary shall keep an accurate record of the activities of the Council and its' executive board, shall issue all notices of the Council meetings, shall be responsible for the correspondence of the Council, shall prepare and keep a listing of all chairs and members of special and standing committees for the current and two previous years, and shall provide the county Extension professionals a copy of all records of the Council. To keep current month's minutes of council meetings and deliver with a copy of the approved minutes from the previous month to the President and extension staff within 5 days. Keep copy of minutes and treasurers report in notebook for council, may be kept in office. Collaborate with the 4-H Professional to

communicate council notices, minutes, and other information to enrolled 4-H volunteers and membership.

- C. **Treasurer-** The treasurer shall keep an accurate record of all monies and property allocated to the Council, shall supervise the disbursement of the funds subject to the direction and approval of the executive committee, and shall serve as a co-chair of the finance and budget committee. The treasurer is responsible for remaining up to date on financial policy changes and acting in accordance with all Washington State 4-H Financial Policies and pay yearly operating expenses.

Annually, at year-end (September 30) the treasurer shall be responsible for:

- a. Preparing the financial records necessary for a peer review audit to be conducted by a committee.
- b. Furnishing the necessary financial reports (i.e. annual financial report) as required by Washington State University 4-H by Dec. 31st

- D. **Fair Board Representative-** This position is responsible for representing the Clallam County 4-H Leaders Council to the Clallam County Fair board and communicating any pertinent information from the Clallam County Fair board to our 4-H Council. The fair board representative will secure a position on the Clallam County Fairboard and will regularly attend Fair Board meetings.

Section 4: Officer Vacancies

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.

ARTICLE III Committees

Section 1. Executive Committee

- A. The Executive Committee shall consist of the 5 officers of council, the immediate past president, and the 4-H professional(s) (ex-officio).
- B. The functions of the Executive Committee shall be to:
- Perform essential 4-H Council activities that must be acted upon expediently between meetings of the membership including voting on expenditures, grievances or requests. E-mail may be used as a voting platform when an in person meeting is not possible.
 - Formulate and recommend programs and activities to the members of the Council in consultation with Extension staff, for their consideration approval.
 - 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.



- Serve as members of the grievance committee when a specific project grievance committee does not exist. Other council member may be included in the grievance committee as needed.
 - Hold and serve on executive closed meetings as needed.
- C. The executive committee in consultation with Extension professionals will formulate the agenda and have it sent to the members prior to all regular and special meetings.
- D. A minimum of 3 of the executive committee members must be present to vote or vote via e-mail to constitute a quorum for the transacting of business.

Section 2: Finance and Budget Committee

- A. The Council Treasurer and Vice-President will serve as co-chairs of the finance and budget committee. All members serving on the Finance and Budget sub-committee must be currently enrolled 4-H members and volunteers. The 4-H professional shall serve as an ex-officio committee member on the Finance and Budget committee.
- B. The finance and budget committee will oversee the financial condition of the Council and determine a yearly budget accordingly.
- Specific functions to include:
- Report the financial condition and financial results of the operations of the Council.
 - Prepare a balance sheet and regular statement of financial activities.
 - Initiate an annual audit.
 - Manage the procedure for approving requests from council accounts.
 - Determine the need of fundraising activities and provide leadership if necessary.

Section 3: Expansion and Review/Public Relations Committee

- A. An Expansion and Review Committee shall be designated if the 4-H Council does not meet the minimum membership requirements as described in Article V Section 1 of the Council Constitution.
- B. The purpose of the Expansion and Review committee is to assure equal access by all youth and adults to all 4-H youth programs conducted by Cooperative Extension in accordance with the Civil Rights Act of 1974 Title VI.
- C. The Expansion and Review committee will comply with the membership requirements as stated Article V Section 1 of the Council Constitution.
- D. Specific functions are to:
- Collect accurate data regarding the race of the county or area populations and the participation in 4-H programs. Determine which geographic areas include minorities.
 - Develop a plan to involve as many youth and adults as possible in the county 4-H program. Utilize all reasonable efforts in geographic areas which include population or more than one race, giving every opportunity possible to youth and adults of all ages, sexes, races, income, and physical abilities



- Develop a method for staying abreast of changes in the interests and needs of youth in the county.
- Keep all members of the Council aware of the changes that need to be made in the 4-H program as shown by the results of the above functions; to assist in carrying out the actions necessary to facilitate these changes.

E. The Expansion & Review committee will provide public relations support such as:

- Inform the public about 4-H through various media.
- Develop community support for the 4-H program.
- Get more people involved and increase membership in 4-H.
- Assist all other committees in the Council with their public relations needs.
- Assume responsibility for activities that promote the overall 4-H program (i.e. National 4-H Week).

Section 4: Record Book Committee:

The Record Book Committee will oversee 4-H Record Book compliance in August and October including judging books and providing guidance on the county Record Book procedures.

Section 5: Awards and Achievement Committee:

The Awards and Achievement committee will manage the awards program for the county achievement day and arrange and host the county achievement program.

Section 6: Scholarship Committee:

The Scholarship committee will plan and manage the Council Scholarship program including holding an annual scholarship fundraiser and determining qualifying scholarship recipients.

Section 7: Project Committees:

Project areas may form leadership committees to develop and manage the overall county 4-H program for a specific project area(s). Project Committees using the Council EIN number and treasury must comply with all WA State 4-H and IRS policies for policy development and use of funds.

Section 8: Special Committees & Task Forces:

As needed, a specific program or activity committee can form to plan, execute, and evaluate components of the 4-H program in the county. Duties will be specified in committee job descriptions.



ARTICLE IV Meetings

The regularly scheduled meetings of the Council shall be to conduct the business of the Council as outlined under Article II of the Constitution. More specifically the meetings shall be to:

- A. *Approve*, reject, amend, or refer back to the committee for further study reports from special or standing committees.
- C. Introduce new ideas with requests for the chair to appoint committees to make further studies and report back their recommendations to the Council.
- D. Evaluate and update the Clallam County 4-H Council Standing Rules, subject to the review and approval of the 4-H Professional.
- E. Evaluate reports from of completed activities, projects, or programs and make suggestions for improvement.
- F. Provide council members information concerning the county, district, and state Extension programs helpful to them in their efforts to address identified needs.
- F. Approve and disburse money in support of programs supported by the Council.
- G. Special meetings of the Council may be called by the chair, the executive board, or upon request of any five members.
- H. Written notice of meetings shall be sent to all members of the Council at least one week in advance of all meetings. Notice shall include the date, time, and place of the meeting.
- I. Meetings will not go past 9pm unless a motion is made and passed to extend the meeting for a period of time.
- J. Approved Meeting minutes will be posted on the WSU Extension Clallam County 4-H website.
- K. Personal cell phone use is discouraged during meetings.



ARTICLE V Voting and Amendments

Section 1: Voting

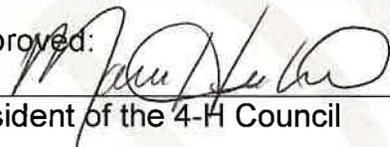
- B. Motions must be submitted in written form to the Secretary for inclusion in the minutes. Motions must not include more than one item for consideration.
- C. Pending Changes to the Clallam County 4-H Council Standing Rules must be submitted as a motion in writing and tabled until the following council meeting. Rule changes may be voted on at the meeting following the original motion.
Amendment passed 02/18 Changes in Council procedures (Record Books, Demonstrations, and Posters/Displays must be presented at one meeting and voted on at the next or e-mailed to the council members at least two weeks prior to the meeting when they will be voted on.
- D. Absentee ballots may be sent by e-mail to President and Secretary with motion stated, dated, club name, vote and name, no later than day before council meeting. Hand written absentee votes may be delivered at meeting.
- E. Only one vote per voting member.
- F. Voting eligibility is to be consistent with Article 1, Section 2 of this document.
- G. Amendments to the Constitution and Bylaws and/ or Rule changes must be submitted as a motion in writing and tabled until the following council meeting.

ARTICLE VII Parliamentary Authority

Roberts Rules of Order shall govern the proceedings of the Council not otherwise specified in the Bylaws.

The Bylaws of the Clallam County 4-H Council were adopted on May 14th, 2019.

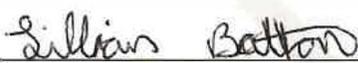
Approved:



President of the 4-H Council

5-14-19

Date



Secretary of the 4-H Council

5-14-19

Date

Reviewed by:

Melanie Greer

4-H Extension Professional

5/14/19

Date

