

# CONSTITUTION AND BYLAWS OF THE JEFFERSON COUNTY 4-H COUNCIL

## CONSTITUTION

*(Note: This general language is common to all Club/Committee/Council Constitutions in the Jefferson County 4-H Organization)*

Date Adopted 4-6-2015

Date Revised \_\_\_\_\_

### ARTICLE I

#### Name

The name of this organization shall be the **Jefferson County 4-H Council**, hereafter referred to as 4-H Council. The principle location of the 4-H Council is 380 Jefferson St, Port Townsend, WA 98368

### ARTICLE II

#### Section 1: Purpose

The 4-H Council is a non-profit affiliate of the 4-H Youth Development Education Program of Washington State University Extension. 4-H is the largest youth development organization in the United States and has existed for over 100 years. The purpose of the 4-H Council will be to provide experiential education for Washington state youth by providing, in cooperation with Extension professionals, informal education for youth in Jefferson County Washington without regard to race, color, sex, religion, age, national origin, sexual orientation, or disability.

#### Section 2: Mission

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

#### Section 3: Responsibility

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

- A. Teaches and mentors youth in the principles of positive youth development.
- B. Plans, executes, and evaluates a well-balanced educational program for 4-H youth with both short- and long-term goals.
- C. Promotes volunteer leadership development and empowers adult and teen volunteers in the 4-H program.
- D. Secures and manages sufficient resources to accomplish the purpose and mission of the 4-H Council.
- E. 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.
- F. Develops and maintains a vibrant, active Club membership in cooperation with Extension professional(s).
- G. Publicizes the objectives and philosophy of the 4-H Youth Development Program and serves as an advocate for youth.
- H. Implements 4-H policy, subject to review and approval by Washington State University Extension 4-H professional.
- I. Complies with the Internal Revenue Services, Washington State regulations and

- policies to maintain its exempt status as a non-profit charitable educational organization.
- J. To promote and maintain a spirit of friendship and helpful cooperation between all 4-H leaders.
  - K. To plan and coordinate 4-H member participation in activities, including but not limited to fairs, shows, contests and camp.

### **ARTICLE III**

#### **Funding and Assets**

The 4-H Council is responsible to raise sufficient funds to support the educational mission of the 4-H Council. The 4-H Council is also responsible to manage its 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.
- D. Holding title to any property owned by the 4-H Council and providing for management of such property.

4-H Council property and funds will be used only for the activities and programs of the 4-H Council. None of the funds or property the 4-H Council will accrue to the benefit of, or be distributable to its Members, Leaders, Officers, or other private persons, except those of the 4-H Council shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes provided in this Agreement. 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

- a) 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, and
- b) 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.

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 Washington State University has notified the 4-H Council otherwise, the Washington State 4-H Foundation, so long as 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 4-H volunteer leaders, 4-H adults and youth members, and other community leaders, including sponsors, school, church, and civic officials. Members should have interest in Extension education and youth, and should represent all geographic and economic groups. Membership on the Council shall be determined on a nondiscriminatory basis without regard to race, color, or national origin. All members, general and elected, must have attended (the entire general council meeting) a minimum of 4 meetings in the previous 12 months to be eligible to vote. Every 4-H club must have had a representative attend a minimum of 4 meetings in the previous 12 months in order for representatives to vote. Two votes per club allowed. All adult voting 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.

### **Section 2: Number of Executive Committee Members**

There shall be a minimum of 5 with a goal of 7 elected Executive Committee members on the Council including the officers. Responsibilities of Executive Committee members may include representatives of a geographic area, chairs of standing and program committees, youth advisory council representatives, and at-large community representatives. 4-H youth are able and encouraged to serve on council and to hold office.

- a. Youth leaders shall be older than 13 years and less than 19 years and shall have completed at least one year in 4-H.

### **Section 3: Term of Office for Executive Committee Members**

Term of office of the Executive Committee members (other than the officers whose terms are defined in Article VI) will be three years for adult members and two years for youth members. Members of the executive committee may not serve more than two consecutive terms of office except to fill a vacancy. The terms shall be staggered in such a manner that one-third of the membership will be elected each year. Terms will be October 1 through September 30.

**Section 4: Vacancy**

A vacancy will be declared if a member of executive committee misses three consecutive meetings without requesting to be excused. Vacancies may be filled by a simple majority vote of eligible voting members. Vacancy also occurs when no nominations are received for an office and the outgoing executive committee member is permitted to serve again.

**Section 5: Role of 4-H Professionals**

The 4-H professional(s) shall be ex-officio member(s) of the Council, the executive committee 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 decision/policies. 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**

**Section 1: Officers**

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

**Section 2: Term of Office**

The officers shall be elected at the annual meeting in October for a term of two year. Officers may be elected for a second term, but will not be eligible to serve more than two consecutive terms in that office.

**ARTICLE VII**

**Executive Committee**

The Executive Committee shall consist of the 4 officers of council, the immediate past President (two years maximum as past President), 2 other elected council members, 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 first Monday of October.
- B. Monthly meetings of the 4-H Council shall be held as established by the vote of

the executive committee. Project or committee meetings may be held more frequently as needed to conduct educational activities.

- C. 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.
- D. All meetings of the Council are open meetings, thus anyone can attend both the general council meeting as well as executive or special meetings.

## **ARTICLE IX Committees**

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 a completed committee report to the Vice-President prior to each monthly council meeting and present the report to the membership for discussion at each council meeting.

### **Section 1: Standing Committees**

Standing (long-term) committees of the 4-H Council may include

- a. The members of all standing committees shall serve for a period of one year, such period to be concurrent with the fiscal year of the 4-H Council.
- b. The standing committees roles and functions shall be determined, written down, and passed on to appropriate chairpersons.

### **Section 2: Special Committees**

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. Special committees may elect committee officers. Examples of Standing Committees are: Awards/Record Books, Fair, Horse, Legislative, Mediation, and Public Presentations.

- a. A Legislative Committee will be established at least every 2 years to review constitution and bylaws.

## **ARTICLE X Quorum**

Quorum for all meetings of Council shall consist of 2 elected officers, 1 executive committee member and 3 voting members representing 3 separate clubs.

## **ARTICLE XI Amendments**

Amendments to the Constitution may be made at any annual, regular or special meeting by a simple majority. Two votes per club of the eligible members present providing:

- A. Notice of the pending amendment was sent to all members of the Council at least two weeks and not more than four weeks prior to the meeting.
- B. A quorum of the Council is present at the meeting.
- C. Members have attended 4 council meetings in the previous 12 months prior to the vote.  
Every 4-H club must have had a representative attend a minimum of 4 meetings in the

previous 12 months in order for representatives to vote. Two votes per club allowed.

**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 Jefferson County 4-H Council was adopted on

\_\_\_\_\_ (date) at \_\_\_\_

\_\_\_\_\_ (location.)

Approved:

\_\_\_\_\_  
President of the 4-H Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary of the 4-H Council

\_\_\_\_\_  
Date

Reviewed by:

\_\_\_\_\_  
Extension 4-H Professional

\_\_\_\_\_  
Date

**BYLAWS of the JEFFERSON COUNTY 4-H COUNCIL**

Date Adopted: \_\_\_\_\_ 4-6-2015 \_\_\_\_\_

Date Revised: \_\_\_\_\_

**ARTICLE I**

**Elected Executive Committee Members**

**Section 1: Elected Executive Committee Members**

Elected Council membership shall ideally be divided equally among three groups: youth, leaders/parents and civic/business/education representatives. A nominating committee of three people appointed by the Council President will prepare the ballot. At least two candidates, if possible, for each position on the ballot will be nominated. All nominees on the ballot must have given prior consent and be willing to serve if elected.

**Section 2: Executive Committee Elections**

- A. Elections shall be held at the regular October meeting of the 4-H Council.
- B. All currently enrolled 4-H members, 4-H volunteers, and general members are eligible to vote. Art IV sec F page 11
- C. Vacancies may be filled with a simple majority vote of the eligible voting members.

**Section 3: Duties of the Executive Committee Members**

- A. 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 and when necessary serve as chair to standing committees, ad hoc committees, work groups or task forces as needed.
- 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**

- A. Officers of the Council shall be president, vice-president, secretary, and treasurer.

**Section 2: Election of Officers**

- A. Officers will be elected by the Council for a two-year term at the annual meeting in October.
- B. Nominations may be made from the floor, however an organized nominating committee is recommended.

- C. Voting will be done by a paper ballot or voice.
- D. Officers shall serve until their successors have been elected and duly installed.
- E. Term of office: officers shall be elected by ballot or voice to serve for two year or until their successors are elected, and their term of office may begin at the close of the meeting at which they are elected. Officers may be re-elected for two consecutive terms.

### **Section 3: Officer Duties**

- 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 board. The president shall appoint the members of all committees of the Council with advisement of the 4-H professional(s). The president shall prepare the council agenda each month. She/he shall sign all documents requiring the president's signature and shall perform all other duties incidental to the office.
- B. **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 serves as chair of the program committee and as an ex-officio member of all committees. The vice president will work closely with 4-H professional and program committee to plan the council's yearly educational program, including educational programming for each council meeting.
- C. **Secretary-** The secretary shall keep an accurate record of the activities of the Council and its executive committee, 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 professional(s) a copy of all records of the Council. The secretary shall keep minutes of council meetings and deliver to the president within 5 days and then email minutes to all membership.
- D. **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 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 and Jefferson County 4-H by Dec. 1<sup>st</sup>.
  - c. Preparing and filing in a timely manner, all reports required by federal, state and local governmental agencies (including file Form 990 to IRS).

### **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**  
**Standing Committees**

**Section 1: Executive Committee**

- A. The functions of the Executive Committee shall be to:
  - a. Perform the essential 4-H 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 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.
- B. 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.
- C. A majority of the executive committee members must be present to constitute a quorum for the transacting of business.

**Section 2: Finance and Budget Committee**

- A. The finance and budget committee will oversee the financial condition of the Council and determine a yearly budget accordingly. Specific functions to include:
  - a. Report the financial condition and financial results of the operations of the Council.
  - b. Prepare a balance sheet and regular statement of financial activities.
  - c. Initiate an annual audit.
  - d. Determine the need of fundraising activities and provide leadership if necessary.
- B. The Council treasurer will serve as chair of the finance and budget committee.

**Section 3: Expansion and Review 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&2 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:
  - 1. 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.
  - 2. 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.
  - 3. Develop a method for staying abreast of changes in the interests and needs of youth in the county.

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

### **Section 5: Program Committee**

All standing, and special committee chairs will serve on the program committee. The council Vice-President will serve as chair of the program committee. The function of the program committee is to ensure the effectiveness of all council committees and to facilitate communication between committees and 4-H council. Each committee will regularly submit a committee report to the Vice President prior to each regularly scheduled council meeting and the Vice President will lead committee reports during regular Council meetings. Committee reports will be included in the minutes.

### **Section 6: Youth Protection/Risk Management**

The Youth Protection and Risk Management committee will work closely with the 4-H Youth development professional(s) to ensure that the appropriate procedures and processes are in place to handle grievances and ethical concerns for any items related to risk management in the county 4-H program, including social media.

### **Section 7: 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. Examples of special committees would be Awards, Fair, Horse, Legislative, Public Presentations, and Record Books.

## **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.
- B. Introduce new ideas with requests for the chair 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 county, 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 the Council.
  1. Special meetings of the Council may be called by the chair, the executive committee, or upon request of any five members.
  2. Written notice 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.
- F. Each eligible voting member shall be entitled to one vote. To be eligible to vote Members must have attended 4 council meetings in the previous 12 months. Every 4-H club must have had a representative attend a minimum of 4 meetings in the previous 12 months in order for representatives to vote. Two votes per club allowed.
  - G. 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
  - H. Absentee ballots may be sent by email 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. They must meet eligibility to vote by attending 4 meetings in the previous 12 months.
  - I. Elect a fair board representative, usually 3 year term. Write a letter to fair board president stating council's choice.
  - J. All votes affecting county policy (constitution, bylaws, and policies) shall be made only after notification to members, i.e. issues must be submitted in writing at one meeting and voted on at the next.

### **Amendments**

Amendments to the Bylaws may be made at any annual, regular or special meeting by a simple majority, two votes per club of the eligible members present providing:

- A. Notice of the pending amendment was sent to all members of the Council at least two weeks and not more than four weeks prior to the meeting.
- B. A quorum of the Council is present at the meeting.
- C. Members have attended 4 council meetings in the past 12 months prior to the vote. Every 4-H club must have had a representative attend a minimum of 4 meetings in the previous 12 months in order for representatives to vote. Two votes per club allowed.

### **ARTICLE VII Parliamentary Authority**

(Refer to EM4875, Parliamentary Procedure Made Easier, for simple parliamentary procedure.)  
Roberts Rules of Order shall govern the proceedings of the Council not otherwise specified in the Bylaws.

The Bylaws of the Jefferson County 4-H Council were adopted on

\_\_\_\_\_  
Date

\_\_\_\_\_  
At (location)

Approved:

\_\_\_\_\_  
President of the 4-H Council

\_\_\_\_\_  
Secretary of the 4-H Council

Reviewed by:

\_\_\_\_\_  
Extension Professional

\_\_\_\_\_  
Date