



CONSTITUTION AND BYLAWS OF THE DOUGLAS COUNTY 4-H LEADERS' COUNCIL

CONSTITUTION

Date Adopted

Date Revised _____

ARTICLE I

Name

The name of this organization shall be the Douglas County 4-H Leaders' Council, hereafter referred to as the 4-H Council. The principal mailing and physical addresses of the 4-H Council are: 400 Washington St. Wenatchee, WA 98801.

ARTICLE II

Structure

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 Douglas County, Washington.

To promote and maintain a spirit of friendship and helpful cooperation among county leaders. To promote leader training. To give greater vision to leaders so they may stimulate youth to their highest endeavor. To develop ideas for expanding 4-H work in the county. Council activities should be directed exclusively toward advancing the 4-H program.

Section 3: Responsibility

The responsibility of the 4-H Council is to operate as a qualified non-profit 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 term-goals.
- C. Promotes volunteer leadership development and empowers adult and teen volunteers in the 4-H Youth Development 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 the 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 Youth Development Program policy, subject to review and approval by a local WSU Extension 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. Any clubs choosing to disband, merge, split, or have a change in leadership will work with 4-H Extension Staff to determine how to allocate assets from the club.

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 otherwise, WSU Foundation or Douglas County 4-H Youth Development Fund will receive the funds. If no such 4-H Youth Development Fund exists in Douglas County, 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 Membership

Section 1: Composition

The membership of the 4-H Council shall consist of all local volunteer adult leaders and youth (5-18 years of age, as of October 1st of the current membership year). Sponsors, and other community leaders, and school, church, and civic officials may serve in support roles to the 4-H Council, and may be eligible for honorary membership and be represented by an individual member of their group. Adults 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. **Members of the Washington State University Extension Faculty and Staff are automatically ex-officio members.**

Section 2: Number

~~The size of the 4-H Council shall be determined by a consensus of the youth and adult leadership of the 4-H Council and based upon capacity of meeting space or availability of Certified Volunteers to ensure equal access. A waitlist should be created and followed when space becomes available.~~

Section 2: Term of Office

Term of office will be one year for youth officers. Members of the 4-H Council may not serve more than two consecutive terms of office except to fill a vacancy.

Section 3: Vacancy

A vacancy will be declared if a member misses three consecutive meetings without requesting to be excused. Vacancies may be filled by a simple majority vote of the 4-H Council **youth** members.

Section 4: Role of 4-H Professionals

The 4-H professional shall interpret local program needs, WSU and Extension policies, and statewide programs and schedules; and shall have final oversight of the 4-H Council. Additionally, the 4-H professional shall have signature oversight authority on all 4-H Council financial and investment accounts.

Section 5: Voting

Honorary, guests, and ex-officio members have no vote in business of this Council. The President will vote only in case of a tie.

ARTICLE V**Officers****Section 1: Officers**

The current officers of the 4-H Council shall be the President, Vice-President, Secretary, and Treasurer.

Section 2: Term of Office

The officers shall be elected at **the annual meeting, typically held in January**, 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 years, **except to fill a vacancy.**



ARTICLE VI Executive Committee

The current officers are President, Vice-President, Secretary, and Treasurer of the 4-H Council and the immediate past president shall make up the executive committee.

ARTICLE VII Meetings

- A. An annual meeting of the 4-H Council shall be held in the first two weeks of January. ~~Whenever such day falls on a legal holiday, the meeting shall be held on the next succeeding business day at the same hour.~~
- B. Business meetings of the 4-H Council shall be held as established by the executive committee. ~~Project meetings may be held more frequently as needed to conduct educational activities.~~ Regular business meetings of the Douglas County 4-H Leaders' Council will be held at least four times per year.
- C. Special meetings of the 4-H Council may be called by 4-H Staff, the President, three members of the Executive Board, or upon request of any five members.
 - a. Written notice shall be sent to all members of the 4-H Council and 4-H staff at least one week in advance of all meetings. Notice shall include the date, time, and place of the meeting.
 - b. At any special Council meeting, no business shall be transacted unless specified in the meeting notice.

ARTICLE VII Committees

Committees deemed necessary by the 4-H Council shall be appointed by the president. 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. Ad hoc committee members shall serve in accordance with the charge to that committee. All committees may recommend policies to the Leader's Council. Chairmen, or their designee, will make reports and recommendations for approval by the Council. The Executive board shall make all committee appointments according to the needs of the 4-H program each year. Each committee shall plan and regulate its program and activities as needed.

ARTICLE VIII Quorum

A quorum of the Council shall consist of one officer and four members. All enrolled members shall have the right to vote at Council meetings. All guests in attendance may participate in discussion, but have no vote.



**ARTICLE IX
Amendments**

Amendments to the constitution may be made at any annual, regular, or special meeting by a two-thirds majority vote of the members present providing:

- A. A notice of the pending amendments is sent to all members of the 4-H Council **in writing** at least **two weeks 10 days** but not more than four weeks prior to the meeting.
- B. A quorum of the 4-H Council is present at the meeting.

**ARTICLE X
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 Douglas County 4-H Council was adopted on _____ at the May regular meeting.

Approved:

President of the 4-H Council

Date

Secretary of the 4-H Council

Date

Reviewed by:

Extension 4-H Professional

Date



CONSTITUTION AND BYLAWS OF THE DOUGLAS COUNTY 4-H LEADERS' COUNCIL

BYLAWS

Date Adopted [REDACTED]

Date Revised [REDACTED] February 27, 2018

ARTICLE I Members

Section 1: 4-H Council Members

4-H Council membership shall consist of all officially enrolled members in the Douglas County 4-H Program.

Section 2: 4-H Council Elections

- A. Elections shall be held at [REDACTED] the annual meeting, typically in January.
- B. All currently enrolled 4-H members are eligible to vote.
- C. Vacancies may be filled with a simple majority vote of the 4-H Council.
- D. [REDACTED] Nominations by the nominating committee may be supplemented by nominations from the floor.
- E. [REDACTED] The officers shall serve until their successors have been elected and duly installed.
- F. [REDACTED] The officers elected shall assume office at the next regular meeting following the decision.
- G. [REDACTED] To hold a county Council office, an individual must be currently enrolled as a leader. [REDACTED] The President shall also have been a leader the year prior to election.

Section 3: Duties of the 4-H Council Members and Officers

- A. Attend 4-H 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 work groups or task forces as needed.
- E. Make contacts with businesses, organizations, and individuals on behalf of the 4-H Youth Development 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 Youth Development Program with those target groups.



ARTICLE II Officers

Section 1: Officers of the Club

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

Section 2: Election of Officers

- A. Officers will be elected by the 4-H Council for a one-year term at the annual meeting.
- B. Nominations will 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. The officers shall assume office at the next regular meeting following the election.
- F. To hold a county office, an individual must be currently enrolled as a leader.
- G. The President shall also have been a leader the year prior to election.
- H. All officers must be in good standing with the 4-H office, meaning they have done all the requirements in becoming a volunteer leader.

Section 3: Officer Duties

- A. 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 4-H Council. She/he shall sign all documents requiring the president's signature and shall perform all other duties incidental to the office. The president and the 4-H Program Assistant must sign the affiliation agreement with WSU and any documentation that the 4-H Council agrees to be included in a group exemption letter issued to WSU for the 4-H Youth Development Program by the United States Internal Revenue Service. To be elected for the President position, the leader must have been a certified leader in the year prior. President may sit on all committees.
- B. 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 will be responsible for seeing that Council committees are completing their charges.
- C. The secretary shall keep an accurate record of the activities of the 4-H Council and its executive committee, shall issue all notices of the 4-H Council meetings, shall be responsible for the correspondence of the 4-H 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 4-H Council. Copies of the minutes of any Council meetings shall be posted to the County website and be available at the next Council meeting.



- D. The treasurer shall keep an accurate record of all monies allocated to the 4-H 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 committee.
- E. Official documents of the council will be maintained in the Chelan County Extension office (Count office of record).

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 4-H Council members except in case of president, when the vice-president shall succeed as chair. Such officers shall serve only until the next regular election.

ARTICLE III Committees

Section 1: Executive Committee

- A. The functions of the executive committee shall be to:
- Perform the essential 4-H Council activities that must be acted upon between meetings of the membership.
 - Formulate and recommend programs and activities to the members of the 4-H Council in consultation with Extension staff, adult club volunteer(s) leadership for their consideration approval.
 - Identify and help formulate other committees necessary to further the purposes and functions of the 4-H Council.
 - Serve as liaison with other groups and to the total Extension program.
 - Serve as a planning group.
- B. The executive committee in consultation with adult volunteer leadership 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 4-H Council and determine a yearly budget accordingly. Specific functions to include:
- Report the financial condition and financial results of the operations of the 4-H Council.
 - Prepare a balance sheet and regular statement of financial activities.
 - Initiate an annual audit. The treasurer or other financial signatories may not serve on the auditing committee.
 - Determine the need of fundraising activities and provide leadership if necessary.
- B. The 4-H Council treasurer will serve as chair of the finance and budget committee.



Section 3: Public Relations Committee

The public relations committee shall:

- A. Inform the public about the 4-H Youth Development Program through various media.
- B. Develop community support for the 4-H Youth Development Program.
- C. Get more people involved and increase membership in the 4-H Youth Development Program.
- D. Assist all other committees in the 4-H Council with their public relations needs.
- E. Assume responsibility for activities that promote the overall 4-H Youth Development Program.

Section 4: Program and Activity Committees

Specific program and activity committees will be formed to plan, execute, and evaluate components of the 4-H Council. Duties will be specified in committee job descriptions.

Section 5: Special Committees

Special Committees: Members and Chairman shall be approved by County Council and 4-H staff or Program Assistant. At the conclusion of the special assignment, the committee shall be dissolved. An auditing committee of at least two people not associated with the management of 4-H Council finances will be appointed at the end of each 4-H year to audit the 4-H Council's Treasurer's books.

ARTICLE IV Meetings

The regularly scheduled meetings of the 4-H Council shall be to conduct the business of the 4-H 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 4-H Council.
- C. Evaluate reports of completed activities, projects, or programs and make suggestions for improvement.
- D. Provide 4-H Council members information concerning the county, state and national Extension programs helpful to them in their efforts to address identified needs.
- E. Approve and disburse money in support of programs supported by the 4-H Council.



- Special meetings of the 4-H Council may be called by 4-H Staff, the president, adult volunteer, three members of the executive committee, or upon request of any five members.
- Written notice shall be sent to all members of the 4-H Council and 4-H staff at least one week in advance of all meetings. Notice shall include the date, time, and place of the meeting.
- At any special Council meeting, no business shall be transacted unless specified in the meeting notice.
- Each member shall be entitled to one vote.

ARTICLE V Amendments

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

- A. A notice of the pending amendment was sent to all members of the 4-H Council at least two weeks 10 days and not more than four weeks prior to the meeting.
- B. A quorum of the 4-H Council is present at the meeting.



**ARTICLE VI
Parliamentary Authority**

(Refer to EM4875, Parliamentary Procedure Made Easier, for simple parliamentary procedure.)

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

The Bylaws of the Douglas County 4-H Leaders' Council were adopted on [REDACTED] at the May 2018 Meeting.

Approved:

President of the 4-H Council

Date

Secretary of the 4-H Council

Date

Reviewed by:

Extension 4-H Professional

Date