

Riley County 4-H Council Constitution and By-Laws

Article I - Name

The name of this organization shall be Riley County 4-H Club Council.

Article II - Purpose

Section I

To assist agents in providing and developing an adequate County 4-H program.

Section II

To coordinate 4-H activities.

Section III

To encourage and develop leadership.

Section IV

To provide an exchange of ideas for 4-H club work.

Section V

Put into operation, policy set forth by the County Executive Board, the Fair Board, and the County 4-H Program Development Committee.

Article III - Membership

Section I

The voting membership shall consist of:

1. Two adult community leaders or substitutes from each community club.
2. Three community club members age 10 and older, or who have completed three (3) years of 4-H, or substitutes from each club.

Ex-Officio will be:

1. County 4-H Program Development Committee.
2. Extension Agents.

Section II

Term of Office:

1. The term of office for each council member shall be one year. The member may succeed himself more than one term.

Article IV - Officers and Election

Section I

The officers of the Council (President, Vice-President, Secretary, Reporter, Financial Liaison, and Parliamentarian) shall be 4-H members and shall be elected by the Council from among the membership of the Council and take office at the election meeting.

Section II

Election of officers shall be held at the first meeting of the 4-H Council year.

Section III

The finance chairman shall be the Extension Administrative Assistant.

Article V - Meetings

Section I

The Council shall meet at least six times during the year and at the call of the President.

Section II

Each community club shall be allowed a total of two adult votes and three 4-Her votes.

Article VI - Amendments

This constitution may be amended by a two-thirds vote (2/3) of the members present at any regular meeting. Notice of a proposed change shall have been given at a previous regular meeting or shall have been sent to the President of each 4-H Club thirty days prior to the date of the meeting.

By-Laws

Article I - Duties of Officers

Section I

President

The President shall perform such duties as usually pertain to the office of President; shall have the power to fill such vacancies as may occur in any office or committee, shall preside at all meeting of the members.

Section II

Vice-President

The Vice-President shall preside at meetings in the absence of the President and shall be the official liaison between Council and Clovers.

Section III

Secretary

The Secretary shall keep a complete and accurate record of all meetings. Minutes shall be turned into Extension Office in timely manner.

Section IV

Reporter

It shall be the duty of the reporter to make available to news media, information that will publicize 4-H Club Council activities.

Section V

Financial Liaison

The Extension Secretary shall keep a complete and accurate record of all funds. Financial Liaison will report account activity to Council.

Section VI

Parliamentarian

The Parliamentarian shall make certain that correct parliamentary procedure, according to Robert's Rules of Order, are followed.

Article II - Committees

Section I

Executive committee shall consist of the elected officers.

Section II

Standing or special committees shall be appointed or elected for the major activities during the year. These Committees can consist of 4-H members who are not 4-H Council members. Each committee shall have one or more chairpersons and a secretary.

Article III - Quorum

A quorum shall consist of those present after due notice.

Article IV - Order of Business

The order of business of this organization shall be as follows:

1. Call to Order
2. Roll Call of Members
3. Minutes
4. Communications
5. Finance Report
6. Reports of Officers
7. Reports of Committees
8. Unfinished Business
9. New Business
10. Program
11. Adjournment

Article V - Rules of Governing Body

Rules contained in Roberts Rules of Order, revised, shall govern the Council in all cases not covered in this Constitution and these By-Laws.

Article VI - Amending By-Laws

These By-Laws may be amended by a majority vote of those present at any regular meeting.