

**CONSTITUTION  
of the  
KALAMAZOO COUNTY 4-H LEADERS COUNCIL INC.**

**ARTICLE I - NAME**

This organization shall be known as Kalamazoo County 4-H Leaders Council.

**ARTICLE II - PURPOSE**

The purpose of this council shall be:

1. To plan and cooperate with the MSU Extension 4-H Program Staff in carrying out the County 4-H program. (The purpose of 4-H is to provide a variety of experiential/interactive learning experiences for the youth in Kalamazoo County.)
2. To give opportunity for 4-H leader training.
3. To hold, manage and maintain and otherwise act as custodian of properties of the Kalamazoo County 4-H Leaders Council.

**ARTICLE III - MEMBERSHIP**

The membership shall be elected as follows:

1. Each club is required to send one delegate or one alternate to attend Leaders Council meetings. All leaders, including approved teen leaders, may attend council meetings; each club has only one vote.
2. Council members may elect voting members at-large for a two-year term from names submitted by the Nominating Committee at the September Council Meeting.
3. All regular business of the 4-H Leaders Council may be decided by a simple majority vote of the voting members present.
4. Membership in Kalamazoo County 4-H Leaders Council is open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.
5. The 4-H Livestock Superintendents Association and the 4-H Horse Leaders Council Chairpersons, and Dog Council or their designee shall also be a voting delegate to the Leaders Council.

**ARTICLE IV - OFFICERS**

The officers of the Kalamazoo County 4-H Leaders Council shall be:

President	Vice-President	Secretary	Treasurer
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These officers together with the immediate past president shall constitute the Executive Committee of the 4-H Leaders Council which shall be entrusted and charged with the

management of the corporation and is empowered to make all emergency decisions between regular Council meetings.

1. The duties of the president shall be:
  - a. To preside at all 4-H Leaders Council meetings.
  - b. To represent the 4-H Leaders Council whenever necessary.
  - c. To serve on Executive Committee for two years after completion of term of office.
  - d. To appoint committees with the assistance of the Nominating and Constitution Committee.
  - e. To serve as an adhoc member of all committees.
  - f. To have the option to serve for two (2) years, at completion of their term of office, as an at large delegate to the 4-H Leaders Council with full voting privileges.
  
2. The duties of the Vice-president shall be:
  - a. To preside over 4-H Leaders Council meetings in the absence of the President.
  - b. To serve as chairperson of the Awards Committee.
  
3. The duties of the Secretary shall be:
  - a. To keep a record of the proceedings of each 4-H Leaders Council Meeting.
  - b. To keep attendance records of each meeting.
  - c. To provide to the membership and to the County Extension office a copy of the minutes of each 4-H Leaders Council meeting.
  - d. To attend to necessary 4-H Leaders Council correspondence.
  - e. To serve on the Nominating and Constitution Committee.
  
4. The duties of the Treasurer shall be:
  - a. To maintain all financial records for the Kalamazoo County 4-H Leaders Council including profit and loss accounting for any and all funds raised by and for 4-H Leaders Council.
  - b. To make a report at each Council meeting on the status of the treasury.
  - c. To have a financial review of the treasurer's books yearly by the end of the second month following the end of the fiscal year.
  - d. To serve as chairman of the Finance Committee and with the committee create a line item budget for approval by 4-H Leaders Council.
  - e. To serve on the Fund Raising Committee.
  
5. The officers shall not serve in any one office longer than two consecutive terms, unless the person is running unopposed.
  
6. The election of officers of the 4-H Leaders Council shall be by ballot at the September meeting, with President and Vice-President being elected in odd years, and Secretary and Treasurer being elected in even numbered years.
  
7. If at any time an officer misses three (3) consecutive regular meetings, at the next regular meeting, the Council may declare the office vacant.
  
8. In case of a vacancy of an office of Council, the Council membership may appoint a member to fill the position for the remainder of the unexpired term.

## ARTICLE V - COMMITTEES

Standing Committees – Committee members need not be leaders serving on 4-H Leaders Council. Members will be selected from approved 4-H volunteers or enrolled 4-H youth and may volunteer or may be selected from recommendations made by the Nominating and Constitution Committee. The President makes appointments and selects the Committee Chairperson, unless specified. If a non-voting chairperson is appointed, they will become members at large of the Council. Terms begin at time of appointment. There will be no limit to the number of terms that an individual can serve in any of the committee positions but they must be reappointed each 4-H year.

1. Executive Committee (5 members)

The Executive Committee:

- a. Will meet in April to select recipients of 4-H scholarships. If a board member has a member of their family submitting an application, they shall not participate in the selection. The president will appoint a former board member to act in their place.
- b. Has the authority to establish or dissolve any committee as the need for or the lack of need arises.
- c. Will establish contact with and promote the ongoing 4-H youth program and special events through various news media—i.e.; newspaper, radio, television, social media, etc.
- d. Will provide supporting businesses and interested individuals with program information and future program goals.
- e. Will, in partnership with Fair Council and with approval of 4-H Program Staff, establish criteria for selection, appointment and evaluation of Project Superintendents in particular project areas. Selections will be announced at Council meetings and incorporated in the minutes.

2. Fall Achievement/Awards/Leaders' Banquet Committee (6 members to include the Vice President who shall act as chairperson).

The committee will select award recipients with assistance from the 4-H Program Staff, evaluate the strength of the awards program and make revisions as needed. Meets at least 3 times a year to evaluate and plan the awards program.

3. Fair Committee (4 members)

The committee will assist in the planning and organization of the fair, and have a representative at Fair Board meetings, appointed by the president.

4. Finance Committee (3 members not including the treasurer)

The Treasurer will serve as Chairperson and serve with two committee members, in addition to a representative from MSU Extension staff. The Finance Committee shall submit a budget and ways and means report at the November meeting of the 4-H Leaders Council, for the program year September 1 – August 31.

5. Fund Raising Committee (5 members)

Duties are to plan, organize and supervise Fund Raising events to meet projected budget needs for Council. The chairperson of the individual events will also be a part of this committee.

6. Historical-Alumni Committee (3 members)  
Duties are to engage Kalamazoo County 4-H alumni, fostering opportunities to connect with other 4-H alumni in building beneficial community relationships and a source of historical information.
  
7. Expansion & Review Committee (3 Council appointed members of 10 member committee)  
The committee:
  - a. Commits to two committee meetings per year and additional time with activities taken on by the committee.
  - b. Evaluates the demographics of a county and its participation in 4-H to see if it serves all sectors of the population. If the area needs improvement, the committee makes suggestions on how to improve service delivery in the underserved areas.
  - c. Review enrollment trends and compare with census data, then recommend communities to target for expansion efforts.
  - d. Review available programs and their appeal to underserved sectors of the local youth population.
  - e. Assist in developing local, long-term 4-H expansion goals.
  - f. Ensure that 4-H is a balanced program with equal access and opportunity for participation for all potential youth (ages 5-19) on a nondiscriminatory basis.
  - g. Work with extension staff to create action plans to reach new volunteers and members.
  - h. Assist in carrying out action plans
  - i. Review process and revise priorities.
  
8. Nominating and Constitution, Policy and Procedure Committee (4 members to include the Council Secretary)  
The committee will:
  - a. Present for election at the 4-H September Leaders Council meeting nominations of candidates for council offices from leaders eligible to run in the next 4-H year.
  - b. Submit committee recommendations for appointment by the president at the September Council meeting.
  - c. Submit recommendations to council for at-large voting members of council.
  - d. Meet before August of each year to review the Council Constitution.
  - e. Present the Constitution for reading at the September meeting of the Council, with any proposals for the changes to be formally presented at this time.
  - f. Establish and recommend to the Leaders Council the policies and procedures that govern the 4-H program. (Kalamazoo County 4-H Council Policies and Procedures)
  
9. Vehicle Committee (3 members)  
The committee will:
  - a. Supervise maintenance and scheduling of the County 4-H bus.
  - b. Keep the Council informed as to condition, use, or any problems pertaining to the bus.
  - c. Work with MSU Extension staff to supervise the list of qualified drivers.

## ARTICLE VI - AMENDMENTS

This Constitution and its by-laws may be amended upon simple majority vote of the voting members present of the Kalamazoo County 4-H Leaders Council after having been notified of contemplated change at least five days in advance.

## ARTICLE VII - DISSOLUTION OF ORGANIZATION

In the event of dissolution of this organization, all assets, real property and personal property shall be donated to *the Michigan 4-H Foundation or other Non-Profit Organization as determined.*

Revised September 23, 2019