**BY-LAWS OF THE**

**MONTCALM COUNTY 4-H COUNCIL**

**ARTICLE I-NAME**

This organization shall be known as the Montcalm County 4-H Council.

**ARTICLE II-PURPOSE**

The Montcalm County 4-H Council provides a common meeting ground on which representative leaders may advise county personnel in an orderly and efficient manner. Authority to make decisions and carry out the 4-H youth programs in the county is legally vested in the professional county Extension staff by Michigan State University and County Board of Commissioners.

Activities of the Montcalm County 4-H Council are guided by its by-laws, which are formed within the above framework.

Some responsibilities are in an advisory capacity, and others are in a functional role. The purpose of this council shall be the following:

1. To give advice to the county Extension staff on all phases of the county 4-H youth programs.
2. To provide guidance, leadership, direction and assistance in developing and conducting a county 4-H program based on the needs, as well as the interests of the youth.
3. To assure that the county 4-H program is open to all interested 4-H youth and adults 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.
4. To help correlate the county 4-H youth programs into the total county Extension program.
5. To continuously evaluate the county 4-H program, including the effectiveness of the County 4-H Council.
6. To serve as a resource to other local youth development organizations.
7. To help find financial support for county4-H youth programs.
8. To assist in good public relations for the 4-H youth programs.
9. To assist with county 4-H leader-member training.
10. To help recruit and orient new volunteers.
11. To assure that all leaders/volunteers are represented and that all are informed of all council actions.
12. Other responsibilities that are determined cooperatively by the Montcalm County4-H Council and the county Extension staff.

**ARTICLE Ill-MEMBERSHIP**

This council shall consist of 4-H leaders who will represent the entire membership and leadership of the Montcalm County MSU Extension 4-H Youth Development program. Council membership 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.

Membership shall be selected as follows:

1. Ten (10) members shall each be elected at large. No more than two (2) adult members per club shall serve at any time. The Nominating Committee shall assure county-wide representation.

2. Delegates shall be nominated by other 4-H leaders. Each nominee shall be an active 4-H volunteer or teen. Each leader will be sent a ballot listing the nominees. Ballots will be sent out before the Recognition Banquet, with a due date of return prior to the Recognition Banquet each year. Timeline is as follows: August 1st- call for nominations, September 1st- nominations due, day after September Council meeting- ballots sent out, September 30th- Ballots due.

3. Each delegate shall be elected for a two (2) year term of service. Five positions shall

be up for re-election each year, providing alternating terms of service. Each delegate's term of membership on the Council shall begin with the next meeting following the Recognition Banquet

4. Vacancies shall be filled by the County 4-H Council by appointment to finish the unexpired term.

5. Each elected delegate is a voting delegate. If unable to attend, the delegate may select an alternate to represent him or her at not more than two (2) consecutive meetings. This alternate shall have the right to vote (adults can delegate another adult, teens can delegate another teen). If a delegate has unexcused absences from three (3) meetings in a row, the delegate becomes inactive. Inactive members are unable to vote and their position can be filled if interest arises from another individual.

6. Ten (10) teen leaders shall be elected for a two (2) year term by the ballot sent to each leader before the Recognition Banquet. Five positions shall be up for re-election each year, providing alternating terms of service. Each teen member of the Council shall have the right to vote.

**ARTICLE IV-OFFICERS**

The officers of the County 4-H Council shall be a president, vice-president, secretary and treasurer. These elected officers, plus a county Extension staff person and (2) teen leader representatives, will be known as the Executive committee.

The officers will be elected each year in December by the new council for a one(1) year term to start in January.

In case of a vacancy on the Executive Committee, the County 4-H Council shall elect, at the next meeting, a member to fill the vacancy. Such a term shall not be considered in computing the tenure of the office.

**ARTICLE V-DUTIES OF OFFICERS**

President: The president shall preside at all meetings of the council and any Executive Committee meetings and will be ex-officio member of all committees, except the nomination committee.

• Plan an agenda for each meeting. The Executive Committee should help plan a program of work for the coming year.

• Inform all the participants of their responsibilities before the meeting.

• See that all meetings are properly announced.

• The president shall be responsible for conducting the business of the meeting in an orderly fashion according to Robert's Rules of Order, current edition.

• Be well prepared.

• Begin on time and adjourn in a timely manner.

• Express appreciation briefly, but sincerely, to those taking part in the program.

• Keep meeting moving and cover all important points of interest to membership.

• Report the recommendations of the Executive Committee to the Council.

Vice-President: The vice-president should possess the same responsibilities as the president and will assume the duties of the president in his or her absence. This officer should aid the president and assist in the development of a set of goals, meeting schedule, and plan of implementation for the council for the coming year.

Secretary: The secretary shall keep the minutes of all meetings of the council and the Executive Committee. In addition, he or she is expected to:

• Sign, with the president, all official correspondence.

• Act as custodian of all official papers and records.

• Conduct the correspondence of the council.

• Keep a register of the council members attending all meetings.

• Prepare minutes for distribution prior to the next meeting.

Treasurer: The treasurer shall keep an accurate account of the receipts and disbursements of the council and will give a financial report at all meetings. The treasurer shall prepare and submit

the Annual Financial Summary for the Council to MSU Extension.

**ARTICLE VI-MEETINGS**

The Recognition Banquet and regular meetings of the County 4-H Council will be set each year by the council. The Recognition Banquet is generally held in October of each year.

Special meetings of the council may be called by the president or representative of county Extension staff.

Notice of all meetings of the council shall be sent by the secretary and/or MSU Extension staff of the 4-H council at least five (5) days prior to said meeting via e-mail, or phone contact made at least three (3) days prior to the meeting.

The privilege of holding office, service on council committee, making motions and voting shall be limited to official council delegates. All 4-H members, parents, and volunteers are welcome to attend council meetings and to discuss the business before the council.

The suggested order of business at all regular council meetings is as follows:

1. Call to order

2. Reading and approval of the minutes

3. Treasurer's report

4. Reading of communications/Fair Board Communications

5. Extension report

6. Committee reports

7. Unfinished business

8. New business

9. Announcements

10. Adjournment

**ARTICLE VII-EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the elected officers of the County 4-H Council, and (2) teen leader representatives and a representative of the county Extension staff.

The meetings of the Executive Committee may be called by the president or by a representative of the county Extension staff.

Any action taken by the Executive Committee at such a session must be reported at the next regular council meeting and be approved by the County 4-H Council before such action may be put into effect.

**ARTICLE VIII-COMMITTEES**

Such committees as may be required to promote the purpose and interest of the County4-H Council and the county 4-H youth program shall be created by the Executive Committee. Other suggested committees shall include: Finance, Awards, 4-H Expansion and Review Committee, nominating committee, Audit Committee and other sub-committees thereof.

**ARTICLE IX-RULES OF ORDER**

Robert's Rules of Order, current edition shall govern this association. It is the responsibility of the president and the Executive Committee to see that proper order is conducted at all meetings.

**ARTICLE X-AMENDMENTS**

The constitution may be amended or changed at any regular meeting of the County 4-HCouncil by a two-thirds vote of the council membership present at the meeting, provided that notice of the proposed change or amendments has been sent to all council members prior to the meeting. It is suggested that all proposed changes be reviewed by the Executive Committee before such regular meeting is held.

**ARTICLE XI-QUORUM**

There must be a minimum of 35% of active members present at a meeting to constitute a quorum of the Montcalm County 4-H Council.

**ARTICLE XII–RESTRICTIONS**

In the event of the dissolution of the Montcalm County 4-H Council, all funds and assets will be turned over to the Montcalm County MSU Extension for support of 4-H Youth programs and activities in Montcalm County.

Any decision passed by the Montcalm County 4-H Council that is in conflict with the policies or practices of MSU Extension may be vetoed by the 4-H Staff.

Any decision passed by any 4-H related committee or association that is in conflict with the policies or practices of either MSU Extension and/or Montcalm County 4-H Council may be vetoed at the next regular meeting of the Montcalm County 4-H Council by the staff or 4-H council.

Bylaws amended: January 3, 1996, February 19, 2003, April 21, 2004, March 2006, 2011,

October 2016, March 2019