

Washtenaw 4-H Still Projects Committee By-Laws

Article I: Name

Washtenaw 4-H Still Projects Committee

Article II: Purpose

To oversee the planning and execution of still projects judging at the Washtenaw 4-H Youth Show, Washtenaw 4-H still projects workshops, and other Washtenaw 4-H still projects related events (HEREAFTER: “Still Projects”), provide Washtenaw 4-H Youth (HEREAFTER: “Youth”) with leadership opportunities as members of the Committee, and advise Washtenaw MSUE 4-H staff (HEREAFTER: “Staff”) in making Still Projects related decisions.

Article III: Members

- Membership is open to any interested person, including youth of any age. Michigan State University Extension programs and materials are 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.
- Members must abide by the 4-H Code of Conduct and by-laws of this committee.
- Any person present at the meeting is entitled to a vote with a maximum of 5 votes per club.
- Michigan State University Extension 4-H Staff (HEREAFTER: “Staff”) shall act as ex-officio members of the committee without voting rights and shall not hold any elected position. Staff will act as the liaison between the committee and MSUE. Staff will advise committee in matters related to youth development and ensure that the committee’s decisions and actions are in the interest of youth development.

Article IV: Officers

- It is expected that there will be the following officers: President, Vice President, Secretary, and Treasurer.
 - Presidential duties:
 - To preside over meetings.
 - To write agenda (with input from Staff) and email to Staff no later than 2 days prior to meetings so that Staff may print out copies.
 - Vice-Presidential duties:
 - To perform the duties of the president in the event that the president is absent.
 - Secretarial duties:
 - To keep all resolutions of proceedings.

- To keep a register of attendees at each meeting.
 - To email minutes to Staff within 7 days following each meeting.
- Treasurer's duties:
 - To keep complete and accurate records of finances.
 - To report such records at each meeting.
 - To email records of finances to Staff no later than 2 days prior to meetings so that Staff may print out copies.
- It is expected that the aforementioned officers are to be elected by the committee at the September meeting.
- It is expected that officers are elected to biennial terms, with President and Secretary elected in odd years and Vice President and Treasurer elected in even years. In the event that an office is not filled at any point in the year, due to resignation or other reasons, election for that office will be conducted at the next meeting.
- Officers must be youth 4-H members 13 years of age or older or certified 4-H volunteers

Article V: Meetings

- The committee is expected to meet on a regular basis 6 times per year in the odd months (January, March, May, July, September, November).
- The committee may meet at additional times if it is deemed necessary by any officer or Staff, so long as Staff receives proper notification prior to the meeting so that Staff may notify the Washtenaw 4-H community.

Article VI: Executive Board

- The Executive Board is to consist of the current President, Vice President, Secretary, and Treasurer. Staff is to serve as an ex-officio member of the board.
- The Executive Board may authorize the expenditure of funds up to \$100 in cases where decisions must be made prior to committee meetings.
- Executive Board meetings are to be called as needed by any member of the Executive Board or by Staff. All members of the Executive Board and Staff are to be notified of the meeting and given the opportunity to participate in person or by phone. If the Board is to be called for a situation at or concerning the 4-H Youth Show, any applicable Superintendents must be notified in the same way.

Article IV: Committees

- Cloverbud Camp Committee is a subcommittee of Still Projects Committee.
- Other committees may be added as the need arises.
- Staff serves as ex-officio members on all committees.

Article VIII: Authority

- This committee follows the rules for parliamentary procedure set in the current edition of Roberts Rules of Order.
- Financial rules are addressed in the Michigan 4-H Treasurer's Record Book and MSUE Financial Guidelines.
- This committee is to abide by all rules set forth by Washtenaw County 4-H and the 4-H Code of Conduct.

Article IX: Restrictions

- MSUE 4-H Staff reserve the right to remove any member of the committee for non-compliance with the 4-H Code of Conduct or the by-laws of this committee.
- Any decision passed in conflict with the policies or practices of the Washtenaw County 4-H program, youth development, or MSU Extension may be vetoed by the MSUE 4-H Staff.
- Upon dissolution of this organization, all remaining funds and property will be turned over to the Washtenaw County 4-H Advisory Council.

Article X: Amendment of By-Laws

- By-laws amendments may be proposed by any person to the committee. Approval is to follow the rules set out under Article III.