

Constitution of the Cole County 4-H Council

Approved on August 22, 1952

Revised 1976

Preface

Since it is the intention of this organization to cooperate fully with the U.S. and State Extension Services, it is intended that this constitution and by-laws will fully comply with Title VI Section 601 of the Civil Rights Act of 1964. Any future changes or additions to this constitution in violation of said act shall be void and no effect.

Article I:

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

Article II:

The purpose of this Council shall be:

1. To give guidance to the County program planning by interpreting needs.
2. To establish needed policy.
3. To plan and coordinate County events.
4. Plan and coordinate with County Extension Personnel in 4-H Leader Training.
5. To suggest areas and potential leadership for expand and carrying on 4-H Club work.
6. To prepare an annual budget of 4-H needs and develop a plan for raising funds in support of the budget.

Article III:

The official membership shall consist of a total of seven representatives from each 4-H Club as follows:

1. The Club Leader, Assistant Club Leader are automatically members.
2. Five members elected from each club; to be
 - a. Three official 4-H Club Leaders – Jr. Leaders included
 - b. Two 4-H Club members.
3. Ex-officio members shall consist of the County Extension Personnel, the Youth Chairman of the Home Economics Extension Council, and a member of the University Extension Council appointed by the President of the University Extension Council.

The Club Secretary will report names of Council members to the County Council Secretary before January 1 of each year.

Article IV:

Officers and Executive Committee:

1. The officers of the Council shall be: President, Vice-President, Secretary, Treasurer, and Reporter.
2. The Executive Committee shall be composed of the five elected officers and the retiring president. An Extension staff member shall be ex-officio member of the Executive Committee.

By-Laws of the Cole County 4-H Council

1. The duties of the President shall be: to preside at all the 4-H Council meetings.
2. The duties of the Vice-President shall be:
 - a. Perform the duties of the President in the event of his or her absence.
 - b. He or she shall be Chairman of the Program Planning Committee.
3. The duties of the Secretary shall be:
 - a. Keep accurate minutes of each Council meeting and read the same at next business meeting.
 - b. Call roll at each County 4-H Council Meeting.
 - c. Provide the County Extension Center with a copy of the minutes of each Council meeting and take care of necessary correspondence of the County 4-H Council.
4. The duties of the Treasurer shall be:
 - a. Keep an accurate account for any money that may be the property of the Council.
 - b. Give an account at each Council meeting.
 - c. Serve as chairman of the Finance Committee and present a tentative budget at the first of the year to the Council.
5. The duties of the Reporter shall be:
 - a. Write news releases of all County events.
 - b. Keep the County permanent record book up to date.
6. The Council shall hold ~~by monthly~~ quarterly meetings (6 4 meetings) as follows:
 - a. January, ~~March~~, April, ~~May~~, July, ~~September~~, October, and ~~November~~
 - b. Additional meetings may be held on the call of the President.
7. The elected officers shall serve not longer than two consecutive years. To be eligible for a Council office, the person must have served on the Council one year. The President and Vice-President shall be adult leaders, the Secretary, Treasurer, and Reporter shall be 4-H Council Members.
8. The election of officers shall be by ballot and shall be held at the November October meeting. With the installation ceremony following immediately and the new officers will assume their duties at the January meeting.
9. A nominating committee and a member of the County Extension Staff shall be appointed at the September meeting to report at the November October 4-H Council meeting.
10. Three shall consist of a quorum of the Executive Committee shall be appointed annually by the President and shall consist of a program committee, a recreation committee, a finance committee, nominating committee and such other committees, as may be authorized by the Council.
11. Standing committee other than the Executive Committee shall be appointed annually by the President and shall consist of a program committee, a recreation committee, a finance committee, as may be authorized by the Council.
12. Any officer failing to attend three consecutive meetings, without a reasonable excuse shall be automatically out and the office shall be filled by the Executive Committee for the un-expired term.
13. These by-laws may be amended at any meeting of the 4-H Council by a 2/3 vote of members present, providing the proposed amendment has been discussed at a previous meeting or a notice of such an amendment has been sent to Council members ten days prior to the meeting.