

## By-Laws Shawnee County 4-H Events Council

### Article I. Name

The name of this organization shall be the Shawnee County 4-H Events Council (hereafter known as ~~%Council~~).

### Article II. Purpose

The Purpose of the Council is to give leadership to the planning, coordinating, and conducting of county 4-H educational events and activities.

### Article III. Members

#### Section 1. Membership categories

A. Voting members shall be the two selected youth and one adult from each community club; one selected youth and one adult from each project club and any other Shawnee County 4-H youth group that has a constitution and/or by-laws in council meetings (or secure a substitute if unable to attend).

B. Attend and participate in Council meetings as a representative of a community club, project club, or other Shawnee County 4-H youth group that has a constitution and/or by-laws in Council meetings (or secure a substitute if unable to attend).

C. Report Council information to the group the member represents.

D. Serve on at least one Council committee.

### Article IV. Officers

Section 1. The youth officers shall be: president, vice-president, secretary, treasurer and reporter.

A. Voting members shall be the two selected youth and one adult from each community club; one selected youth and one adult from each project club and any other Shawnee County 4-H youth group that has a constitution and/or by-laws.

B. Non-voting members shall be any other youth and adults interested in the Shawnee County 4-H program.

#### Section 2. Duties of voting members

A. Prepare for Council meeting

B. Attend and participate in Council meetings as a representative of a community club, project club, or other Shawnee County 4-H youth group that has a constitution and/or by-laws in Council meetings (or secure a substitute if unable to attend).

C. Report Council information to the group the member represents.

D. Serve on at least one Council committee.

## Article IV. Officers

Section 1. The youth officers shall be: president, vice-president, secretary, treasurer and reporter.

### Section 2. Qualifications

- A. Must be a current Shawnee County 4-H member at least 12 years of age on the date of election.
- B. Must have been an active Council member by serving on at least one Council committee in a previous year  
OR  
Must have held a major office (president, vice president, secretary, treasurer, reporter) at the club level.
- C. Officer may be voting or non-voting member.

Section 3. Nominations and elections shall be held at the October meeting.

### Section 4. Terms of office

- A. Officers are elected for a one year term.
- B. Term starts after elections are completed.
- C. Officers may hold the same office no more than two consecutive years.
- D. If the elected officer misses three full council meetings it will be determined that they cannot fulfill their term and the vacancy (according to Section 5) will be filled at the third missed meeting.

### Section 5. Vacancies

- A. If, for any reason, the president cannot fulfill his/her term, the vice president shall assume the office of president.
- B. If, for any reason, the vice president, secretary, treasurer or reporter cannot fulfill his/her term, a new officer shall be selected for the duration of the term by vote of the Council membership.

## Article V. Duties of Officers

### A. President

- 1. Preside at all meetings.
- 2. Chair the executive committee.
- 3. Serve as youth signatory on all Council Financial accounts.

### B. Vice President

- 1. Preside over the Council meetings in the absence of the president.
- 2. Serve on the executive committee.
- 3. Contact the Council committee chairs to see if they will meet and/or report at the Council meeting.

4. Time committee meetings and reports at the Council meetings.

C. Secretary

1. Keep accurate minutes of all Council and executive committee meetings.
2. Keep all minutes, roll calls and committee reports of the prior 4-H year and the current 4-H year in the official notebook. All other prior 4-H years of the Council minutes are kept by the 4-H office indefinitely.
3. Submit a copy of approved minutes to the 4-H office within one week after the Council meeting.
4. Within one week of the Council meeting, send a copy of the minutes to the executive committee members and the 4-H office staff for review.
5. Serve on the executive committee.
6. Send copy of Council minutes to the 4-H PDC chair.
7. Act as correspondent.

D. Treasurer

1. The treasurer shall work with the adult treasurer mentor (see Article VI.) and the Extension office staff to receive, to keep custody of, and to pay out all monies budgeted by the Council.
2. Serve as active member of the Council finance committee.
3. Assist in preparation of the Council budget.
4. Assist with the annual review of Council funds.
5. Serve as youth signatory on all Council financial accounts.
6. Sit with the adult treasurer mentor (see Article VI.) at the Council meetings.
7. Serve on the executive committee.

E. Reporter

1. Write news reports of the Council meetings and submit to the %Chatterbox.+
2. In consultation with the 4-H agent, write news reports of other Council events and submit to the %Chatterbox,+newspapers, and/or websites.
3. Reporter should include photos with news reports and keep a notebook of articles written and stories submitted and published. All prior years of council reporters' books are kept by the 4-H office indefinitely.

Article VI. Adult Signatories and Adult Mentors

Section 1. The adult advisors shall be president advisor and treasurer advisor

Section 2. Qualifications of adult signatories and adult mentors

- A. Must be 21 years of age or older on date of election.
- B. Must be 4-H VIP trained.
- C. May be a voting or non-voting member of Council.

Section 3. Adult signatories and their selection

- A. Up to three additional signatories for all Council financial accounts will be selected.
- B. Adults will be asked to volunteer for this position at the October meeting. A vote will be held if more than three people volunteer and the top three will be chosen.

Section 4. Nomination and election of adult mentors shall be held at the October meeting.

#### Section 5. Duties of adult mentors

##### A. Adult signatories

- 1. Be available to sign checks at:
  - a. Extension Office twice a month
  - b. Council meetings
  - c. Pre-fair superintendents meeting
  - d. Other times as needed

##### B. Adult treasurer mentor for youth treasurer

- 1. The adult treasurer mentor shall work with the youth treasurer and the Extension Office staff to receive, to keep custody of, and to pay out all monies budgeted by the council.
- 2. Sit with youth treasurer at Council meeting and provide assistance as needed.
- 3. Serve as an active member of the Council finance committee.
- 4. Assist in preparation of the Council deposit slips.
- 5. Assist in preparation of the Council budget.
- 6. Assist with the annual review of Council funds.
- 7. Serve as signatory on all council financial accounts.
- 8. Serve on the executive committee.

##### C. Adult president mentor for youth president

- 1. Attend Executive Committee meetings.
- 2. Must be 4-H VIP trained.
- 3. To advise the youth officer in fulfilling their duties as an officer.

### Article VII. Meetings

#### Section 1. Regular meetings

- A. A regular meeting of Council shall be held on the second Thursday of October, December, February, April, June and August at 7:00pm in the Shawnee County Extension Meeting Room.

#### Section 2. Quorum

- A. A majority of voting members shall constitute a quorum.

#### Section 3. Special Meeting

- A. The president may call a special meeting. All voting members and usual attendees shall be notified at least seven days in advance. The notice of meeting shall be given by electronic mail, postal mail, and/or phone. Only business for which the meeting was called can be transacted.

#### Section 4. Cancellation, delay, rescheduling of regularly scheduled meetings

- A. The Shawnee County Extension staff may delay, cancel or reschedule a regularly scheduled meeting due to severe weather or lack of business to present to the council. Notification of members shall be at least 3 hours before scheduled meeting. The executive committee members can assist office staff in making contacts. Radio and TV stations should be notified and notification should be put on 4-H social media sites. If possible, rescheduling should be included in notification.

### Article VIII. Executive Committee

#### Section 1. Membership and meetings.

- A. Membership shall consist of all elected youth officers.
- B. Advisors shall be 4-H agent, program assistant and adult mentors.
- C. Executive committee shall meet monthly on the second Thursday at 6:30PM.
- D. A quorum shall be four members of the Executive Committee.
- E. The president may call a special meeting following the guidelines in Article VII Sec 3.

#### Section 2. Duties

- A. Set goals for Council.
- B. Review priorities of committees for the upcoming Council meeting.
- C. Review draft agenda for Council meeting.

### Article IX. Committees

Section 1 Standing-individual voting and non-voting members may sign up for committees at the October meeting. Individual chairperson will be selected, reselected at October meeting. Detailed duties of Standing Committees can be found in the ~~%~~Shawnee County 4-H Council Handbook+.

- A. Trips & Awards Committee:
  - Will plan, organize, and conduct recognition events.
  - Scholarships awarded through Council.
- B. Community Service & Parade Committee
  - Will plan, organize, and conduct at least one community service event for the county.
  - Plan, organize, and assemble 1 or more floats for 1 or more parades.
- C. Finance:
  - Will manage the financial activities of the Council.

- D. Pancake Feed Committee:
  - Plan, organize and conduct the annual Pancake Feed
- E. January Jamboree Arts & Crafts Workshop Committee:
  - Plan, Organize, and conduct an Arts & Craft Workshop
- F. Youth Leadership Activity (Formerly Lock In)
  - Plan, organize and conduct a youth leadership activity
- G. County 4-H Day Food Committee:
  - Plan, organize, and conduct 4-H Day concessions.
- H. Fun Fair Activities Committee:
  - Plan, organize, and conduct Fun Fair activities.
- I. Fair Dance Committee:
  - Plan, organize, and conduct Fair dance.
- J. Officer Training Committee:
  - Plan, Organize and conduct officer training.
- K. Friends of 4-H Committee:
  - Plan, organize and conduct an event to recognize all Friends of 4-H.
- L. Achievement Event Decorating Committee
  - Will plan, organize, and decorate for the Shawnee County Achievement Event.
- M. Achievement Event Food & Dance Committee
  - Will plan and organize the food and dance for the Shawnee County Achievement Event.

## Section 2. Special Committees

- A. A majority vote of the membership can establish special committee.

## Article X. Parliamentary Authority

- A. The rules contained in the current addition of ~~%Roberts~~ Rules of Order+, shall govern meeting where they are not in conflict with the By-laws, rules of order, or other rules of the Council.

## Article XI. Amendment of By-Laws

1. The by-laws can be amended at any regular meeting.
2. Proposed changes must have been given to the members at the meeting prior to the meeting that they will be voted on.
3. Proposed changes must be in writing.
4. A 2/3 vote is required for adaption of proposed changes.