

BYLAWS of the Skagit County 4-H Leaders Council

Article I

Members

Section 1: Council membership shall be all currently enrolled 4-H leaders, assistant leaders, project leaders, service leaders, community members and Teen Ambassadors.

Section 2: Duties of the Council Members

- A. Attend council meetings and participate in the activities
- B. Study and understand the concerns of youth and assess the goals of youth and their families
- C. Understand 4-H as the Youth Development Program that offers a variety of delivery modes (school enrichment, out-of-school programs, clubs, etc.)
- D. Serve on work groups and committees as needed.
- E. Make contact with businesses, organizations and individuals on behalf of the 4-H youth program.
- F. Attend various 4-H and youth functions to evaluate the benefits and results.
- G. Look for communities and groups of individuals not being served. Help establish 4-H with those target groups.

Section 3: Voting Privileges

All currently enrolled leaders and Teen Ambassadors shall have one (1) vote. Ex-officio members include 4-H professionals and community members and may not vote.

Article II

Officers

Section 1: Officers of the Council shall be president, vice-president, secretary and treasurer.

Section 2: Election and Term of Office:

- A. Officers will be elected by the Council, with the exception of the Treasurer, which will be an appointed position, for a two year term.
- B. Nominations will be open one month prior to elections and can be made from the floor or submitted in print on a nomination form.
- C. Voting will be done by paper ballot (with signature) or printed email with senders name for verification purposes.
- D. Officers shall serve until their successors have been elected and duly installed
- E. Officers shall be elected to no more than two consecutive terms.
- F. Officer elections will be alternating: Vice-President and Secretary on odd years and President and Treasurer election on even years.
- G. Treasurer will be appointed by the executive committee and 4-H professionals cooperatively from a list of qualified volunteers.

Section 3: Officer Duties:

- A. The president shall be chief executive officer of the Council. She/He shall preside at all meetings of the Council and shall chair and preside at the meetings of the executive committee. The president shall appoint the members on all committees of the council. She/He shall sign all documents requiring the president's signature and shall perform all other duties incidental to the office.
- B. The vice-president shall perform the duties of the president in the absence or incapacity of the president. The vice-president shall automatically become president of the Council upon the resignation or death of the president. In the event the vice-president becomes the president, a new vice-president shall be elected to fill the vacancy.
- C. The secretary shall keep an accurate record of the activities of the council and its executive committee, shall issue all notices of the Council meetings, shall be responsible for the correspondence of the Council, shall prepare and keep a listing of all chairs and members of special and standing committees for the current and two previous years and shall provide the county Extension professionals a copy of all records of the Council with in two weeks of a meeting.
- D. The treasurer shall keep an accurate record of all monies allocated to the Council, shall supervise the disbursement of the funds subject to the direction and approval of the executive committee, shall serve a chair of the finance committee and shall provide a bank statement for review at Council meetings.

Section 4: Officer Vacancies:

- A. Vacancies occurring in any of the offices due to illness, death, resignation or other incapacity to comply with assumed duties shall be filled by election by council members except in case of treasurer which is an appointment and president when the vice-president shall succeed the chair. Such officers shall serve only until the next regular election.
- B. A vacancy will be declared if an officer misses 3 consecutive meetings without requesting to be excused or if they fail to perform the duties of their office.

Article III

Committees

Section 1: Executive Committee

- A. The functions of the Executive Committee shall be to:
 - 1. Perform the essential council activities that must be acted upon between meetings of the membership.
 - 2. Formulate and recommend programs and activities to the members of the council in consultation with Extension staff, for their consideration and approval.
 - 3. Identify and help formulate other committees necessary to further the purposes and functions of the Council.
 - 4. Serve as a liaison with other groups and to the total Extension program
 - 5. Serve as a planning group.
- B. The executive committee in consultation with Extension professionals will formulate the agenda and have it sent to the members prior to all regular and special meetings.
- C. A majority of the executive committee members must be present to constitute a quorum for the transacting of business.

Section 2: Finance and Budget Committee

- A. The finance and budget committee will oversee the financial condition of the council and determine a yearly budget accordingly. Specific functions to include:
 - 1. Report the financial condition and financial results of the operations of the Council.
 - 2. Prepare a balance sheet and regular statement of financial activities.
 - 3. Initiate an annual audit.
 - 4. Determine the need of fundraising activities and provide leadership if necessary.
- B. The council treasurer will serve as chair of the finance and budget committee.

Section 3: Public Relations Committee

The public relations committee shall:

- A. Inform the public about 4-H through various media.
- B. Develop community support for the 4-H program.
- C. Get more people involved and increase membership in 4-H
- D. Assist all other committees in the Council with public relations needs.
- E. Assume responsibility for activities that promote the overall 4-H program.

Section 4: Program and Activity committees

Specific program and activity committee will be formed to plan, execute and evaluate components of the 4-H program in the county. Duties will be specified in committee job descriptions.

Article IV

Meetings

The regularly scheduled meetings of the Council shall be to conduct the business of the Council as outlined under Article II of the Constitution. More specifically the meetings shall be to:

- A. Approve, reject, amend or refer back to the committee for further study reports from special or standing committees.
- B. Introduce new ideas with requests for the chair to appoint committees to make further studies and report back their recommendations to the Council.
- C. Evaluate reports of completed activities, projects or programs and make suggestions for improvement.
- D. Provide council members information concerning the area, district and state Extension programs helpful to them in their efforts to address identified needs.
- E. Approve and disperse money in support of programs supported by the Council.
 - 1. Special meetings of the council may be called by the chair, the executive committee or upon request of any five members.
 - 2. Written and/or electronic notice shall be sent to all members of the Council at least one week in advance of all meetings. Notice shall include the date, time and place of the meeting.

Article V

Amendments

Amendments to the by-laws may be made at any regular or special meeting by a simple majority vote of the members present providing:

- A. A notice of the pending amendment was sent to all the members of the council at least two weeks and not more than four weeks prior to the meeting and
- B. A quorum of the Council is present at the meeting.


Article VI

Parliamentary Authority

Roberts Rules of Order shall govern the proceedings of the council not otherwise specified in the By-Laws.

The By-Laws of the Skagit County 4-H Leaders Council were adopted on 03/03/08 (date)
at Burlington, WA (location)

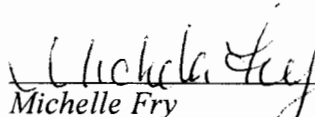
Approved:



Becki Pinguoch
President of the 4-H Council

3-3-08

Date

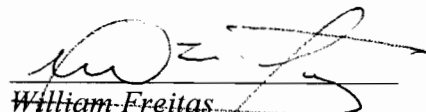


Michelle Fry
Secretary of the 4-H Council

03/03/08

Date

Reviewed by:


William Freitas
WSU Extension 4-H Agent

03/06/08

Date