



# MICHIGAN 4-H YOUTH DEVELOPMENT

## Michigan 4-H Advisory Groups

### Sample Livestock Committee Bylaws

This first sample represents an adult strong committee with youth participating as full members. In this sample the committee is structured in a hierarchy setting. This is just one way a Livestock Committee can be structured.

For more information on bylaws, see other examples at [http://4h.msue.msu.edu/programs/leadership\\_citizenship](http://4h.msue.msu.edu/programs/leadership_citizenship) or contact 4-hleadership@anr.msu.edu.

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#### *Sample 1: Adult Strong*

### Constitution and Bylaws of the Green County 4-H Livestock Committee

#### *Article I-Name*

The name of this organization shall be the Green County 4-H Livestock Committee

#### *Article II-Purpose*

The purpose of this organization shall be to assist in *planning, helping, advising and promoting* the 4-H Youth livestock program in Green County, Michigan. It will be the goal of this organization to ensure the following:

1. Youth develop positive relationships with adults and peers.
2. Youth are physically and emotionally safe.
3. Youth are actively engaged in their own development.
4. Youth are considered participants rather than recipients in the learning process.
5. Youth develop skills that help them succeed.
6. Youth recognize, understand and appreciate multiculturalism.
7. Youth grow and contribute as active citizens through service and leadership.



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### *Article III-Membership*

Participation on the Green County 4-H Livestock 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.

#### *Section 1. Membership*

- A. Each Green County 4-H Club in good standing with livestock projects shall be allowed one voting member (may be youth or adult).
- B. Anyone is allowed to attend meetings and voice their opinions.
- C. The MSU Extension staff member(s) with responsibility for the Green County 4-H program shall be an ex-officio member of the Livestock Committee and all sub-committees.

#### *Section 2. Officers*

- A. Officers shall be elected each year at the November meeting. All officers are elected to one-year terms.
- B. Officers must be 4-H volunteers who have successfully completed the Volunteer Selection Process (VSP).
  - 1 President. The duties of the president shall be to preside at all meetings, create agendas, appoint standing and ad hoc committees as needed and in general carry out the usual duties of president.
  - 2 Vice-president, to preside in the absence of the president and as the president shall direct.
  - 3 Secretary, to keep the minutes of all meetings, return them to the Extension office for distribution with the notices of the next meeting or as is appropriate, and record all correspondence to the committee.
  - 4 Treasurer, shall keep record of income and disbursements, make deposits and have check writing authorization, distribute a monthly financial report at monthly meetings and prepare and distribute an annual financial report. They will follow the procedures outlined in the [Michigan 4-H Treasurer's Record Book](#)

### *Article V-Meetings*

- A. Meetings shall be held according to Roberts Rules of Order, current edition.



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- B. Meetings shall be held the second Monday of every month except July, August and December.
- C. Special meetings may be called by the president/board in conjunction with MSUE Staff. All committee members must have at least 1 week notice for a special meeting.

#### **Article VI-Fiscal Year**

The Green County 4-H Fiscal year runs from September 1<sup>st</sup> to August 31<sup>st</sup>.

#### **Article VII-Quorum**

Six or more members shall constitute a quorum at all meetings of the 4-H Livestock Committee.

#### **Article VIII-Restrictions**

- A. In the event of the dissolution of the Green County 4-H Livestock Committee, all funds and assets will be turned over to the Green County MSU Extension for support of 4-H Youth programs and activities in Green County.
- B. Any decision passed by the Green County 4-H Livestock Committee that is in conflict with the policies or practices of MSU Extension may be vetoed by the 4-H Staff. 4-H Staff will communicate with the Livestock Committee as soon as reasonable of any policy or practice conflicts.

#### ***Article IX-Amendments***

This constitution may be amended by a two-thirds vote at any regular or special meeting of the Green County 4-H Livestock Committee, provided members of the Livestock Committee and MSU staff are properly notified of such meeting, that a copy of the proposed amendment is included with said notice and there is a regular meeting of the 4-H Livestock Committee between the notice date and the meeting of the amendment adoption.

Adopted 5/09/88 Amended: 1/1/2014



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Sample two represents a youth/ adult partnership where there are equal number of youth and adults on the Livestock Committee. This sample is also a stand-alone committee and no other committees report to them except ones they themselves create.

## *Sample 2: Youth/ Adult Partnership*

### Constitution and Bylaws of the Green County 4-H Livestock Committee

#### *Article I-Name*

The name of this organization shall be the Green County 4-H Livestock Committee

#### *Article II-Purpose*

The purpose of this organization shall be to assist in *planning, helping, advising and promoting* the 4-H Youth livestock program in Green County, Michigan. It will be the goal of this organization to ensure the following:

1. Youth develop positive relationships with adults and peers.
2. Youth are physically and emotionally safe.
3. Youth are actively engaged in their own development.
4. Youth are considered participants rather than recipients in the learning process.
5. Youth develop skills that help them succeed.
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#### *Section 1. Membership*

- A. Each Green County 4-H Club in good standing with livestock projects shall be allowed one youth and one adult voting member.
- B. Anyone is allowed to attend meetings and voice their opinions
- C. The MSU Extension staff member(s) with responsibility for the Green County 4-H program shall be an ex-officio member of the Livestock Committee and all sub-committees.

#### *Section 2. Officers*

- A. Officers shall be elected each year at the November 4-H Livestock Committee meeting.
- B. Each officer position will have both a youth and an adult.
- C. Parents/Grandparents and their children/grandchildren cannot both serve as officers on the committee at the same time.
- D. Adults are limited to 2 one-year terms. After taking a 2 year break, they may be elected to another term.
- E. There are no term limits for youth, other than when they are no longer eligible to be a 4-H member.
- F. Youth officers must be 4-H members in good standing. Adult officers must be 4-H volunteers who have successfully completed Volunteer Selection Process (VSP).
- G. Youth will take the lead whenever possible in all activities. Adults will serve in an advisor/mentoring position.
  - 5 President. The duties of the president shall be to preside at all meetings, create agendas, appoint standing and ad hoc committees as needed and in general carry out the usual duties of president.
  - 6 Vice-president, to preside in the absence of the president and as the president shall direct.
  - 7 Secretary, to keep the minutes of all meetings, return them to the Extension office for distribution with the notices of the next meeting or as is appropriate, and record all correspondence to the committee.
  - 8 Treasurer, shall keep record of income and disbursements, make deposits and have check writing authorization, distribute a monthly financial report at 4-H Livestock



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Committee meetings and prepare and distribute an annual financial report. They will follow the procedures outlined in the [Michigan 4-H Treasurer's Record Book](#)

#### *Article V-Meetings*

- A. Meetings shall be held according to Roberts Rules of Order, current edition.
- B. Meetings shall be held the second Monday of every month except July, August and December.
- C. Special meetings may be called by the president/board in conjunction with MSUE Staff. All committee members must have at least 1 week notice for a special meeting.

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The Green County 4-H Fiscal year runs from September 1<sup>st</sup> to August 31<sup>st</sup>.

#### **Article VII-Quorum**

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#### *Article IX-Amendments*

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