

Bay County 4-H Advisory Council

Bylaws

Michigan State University Extension (MSUE) is an equal opportunity provider and employer.

The Bay County 4-H Advisory Council here within states its purposes, goals and duties:

ARTICLE I - NAME

The name of this organization shall be “Bay County 4-H Advisory Council”, henceforth referred to as the Advisory Council.

ARTICLE II – PURPOSE

The purpose of the Advisory Council shall be to assist in planning, helping, advising and promoting the 4-H Youth program in Bay County, Michigan by:

- A. Providing an organization to aid the MSUE Staff in determining the needs of the 4-H Program of the County.
- B. Acting as a representative body in 4-H Program relationships with other organizations and individuals.
- C. Providing a local organization to act as custodian of properties of the 4-H Program of Bay County.
- D. Providing monetary sponsorship of 4-H Programs and events.

It will be the goal of this organization to ensure the following Guiding Principles:

- A. Youth develop positive relationships with adults and peers.
- B. Youth are physically and emotionally safe.
- C. Youth are actively engaged in their own development.
- D. Youth are considered participants rather than recipients in the learning process.
- E. Youth develop skills that help them succeed.
- F. Youth recognize, understand and appreciate multiculturalism.
- G. Youth grow and contribute as active citizens through service and leadership.

ARTICLE III – MEMBERSHIP

The Advisory Council develops, promotes and executes a 4-H club program in Bay County that is 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. All efforts will be made to have a diverse representation of council members.

Membership in this organization shall be as follows:

- A. Members should be familiar and supportive of the 4-H philosophy and purpose.
- B. All Adult members are required to successfully complete the volunteer selection process.
- C. Youth members must be currently enrolled as a Bay County 4-H youth member and must be 13 years old as of January 1st or older. There shall be 8 youth members on the Advisory Council, serving a 2 year term.
- D. Leader/mentor members must be currently enrolled as a Bay County 4-H member. There shall be 12 on the Advisory Council, serving a 2 year term.

- E. At-large members can be leaders, mentor, alumni, community leaders, etc that have a desire to contribute to the Advisory Council. There shall be 4 on the Advisory Council, serving a 2 year term.
- F. All proposed members shall be nominated by a current Advisory Council member and shall be voted on during the annual election process in September.
- G. All members shall be elected in such a manner that one-half of the full number shall be elected each year. There shall be 4 new youth, 6 new leader/mentor, and 2 new at large members elected each year to serve a 2 year term. Any Advisory Council member may be re-elected for an unlimited number of terms.
- H. The Advisory Council may declare a vacancy or vacancies on Council when a member (s) has two (2) un-excused Advisory Council meetings. The Secretary will send notification. If said Advisory Council member does not attend the third (3) meeting, their chair will be declared vacant.
- I. For a member will be marked as excused from Advisory Council meeting, they must notify the Advisory Council President before the start of the meeting. Otherwise they will be considered un-excused.
- J. The Advisory Council shall declare a special meeting in the event of vacancy or resignation for the purpose of electing a replacement to finish the term.
- K. MSUE 4-H Staff in Bay County, Michigan will be ex-officio members of the Advisory Council. They shall also be ex-officio members of all committees of the Advisory Council.

ARTICLE IV – DUTIES OF A COUNCIL MEMBER

- A. Serve on standing or ad hoc committees when appointed or asked to participate.
- B. Attend meetings of the Advisory Council and participate actively in the discussions and recommendations for the 4-H Program. Attend and actively participate in activities, special events and fund raisers.
- C. Support the recommendations of the Advisory Council.
- D. Promote good public relations for the 4-H Youth Program at every opportunity.
- E. Recognize and understand that 4-H Programs are for the development and participating opportunities of youth ages 5-19.
- F. Assume responsibility to and for the area or group represented.
- G. Reflect the need, interest and opinions of people represented.
- H. Inform groups represented, on recommendations of the Advisory Council and why they were made.
- I. Take the necessary leadership to make sure that the Bay County 4-H Program is conducted according to the highest standards including: club meetings, project work and other educational experiences in local, county, area and state programs.
- J. Consult with the MSUE Staff concerning local programs and activities.
- K. Be alert to ways of improving the 4-H Youth Program for youth, parents and leaders.

ARTICLE V - OFFICERS

- A. The executive committee of Advisory Council shall consist of: President, Vice President, Secretary, and Treasurer.

- B. All officers shall be elected by unanimous vote or ballot at the September Advisory Council meeting. Ballots will be counted by executive committee, then destroyed. In the case of a tie, a youth member will flip a coin to determine the winner. The term of officers shall be for the period of one (1) year starting at the time of Advisory Council organization meeting (October) and closing with the September meeting of the Advisory Council of the following year. No members shall hold the same office for more than two (2) consecutive years.
- C. An Advisory Council officer may be reelected after a lapse of one (1) year from the executive office they previously held.
- D. If a vacancy occurs in the executive committee, a special election shall be held to elect an officer to fill the unexpired term of the vacant office.
- E. All executive committee members shall:
 - a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time;
 - b. Deliver to their successors all official material within fifteen (15) days following the expiration of their term of office.

ARTICLE VI - QUORUM

One-third (1/3) of the membership of the Advisory Council shall constitute a quorum.

ARTICLE VII - DUTIES OF OFFICERS

The President shall:

- A. Preside at all meetings of the Advisory Council and the executive committee.
- B. Coordinate the work of the officers and committees, in order that the objectives may be promoted.

The Vice President shall:

- A. Act as aide to the President
- B. Perform the duties of the President in the absence or inability of that officer to serve.

The Secretary shall:

- A. Keep a correct record of the proceedings of Advisory Council.
- B. At the expiration of the term office, they will turn over to the succeeding secretary all books, papers and property belonging to the Advisory Council for two preceding years with all other materials stored at the MSUE Office.
- C. In the absence of both the President and the Vice President, the Secretary will have the power to act.

The Treasurer shall:

- A. Receive all monies of the Advisory Council.
- B. Keep an accurate record of receipts and expenditures.
- C. Pay out local funds in accordance with approved budget authorized by the Advisory Council.
- D. Present a financial statement at every meeting of the Advisory Council.

ARTICLE VIII - FINANCE

- A. The fiscal year of the Advisory Council shall begin October 1st and end on the following September 30th.
- B. Handling of funds:
 - a. When receiving funds from any activity, a receipt must always be written. All funds must be deposited in the bank in a timely manner.
 - b. All bills must be paid by check. A payment voucher is to be used in no receipt is available.
 - c. All checks must be signed by two of the officers.
 - d. Signature cards for all savings and checking accounts must contain the signatures of designated officers.
 - e. Financial statements must be prepared and presented as required by the MSUE office. A treasurer's report shall be presented at every monthly meeting, regardless of account activity and after each fundraising event.
- C. The Treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than two (2) members who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be established at the August meeting. No member of the audit committee shall be on the Advisory Council banking accounts.
- D. Budget items will be reviewed at the September Advisory Council meeting and voted on at the October meeting.
- E. In the event of dissolution of the Advisory Council, all funds shall revert to the jurisdiction of the Bay County MSUE office which has sole responsibility of the administration of all 4-H related activities.

ARTICLE IX - COMMITTEES

- A. General Committees: Will form in October and consist of at least two adult Advisory Council members. If more than one person volunteers for the chairperson and/or co-chairperson position, a drawing will occur to determine which member will hold the position.
 - a. Awards/Scholarship Committee
 - b. Outreach Committee
 - c. Fundraiser Committee
 - d. County Events Committee
 - e. Fair Events Committee
 - f. Banquet Committee
- B. Executive Committee: Will consist of Advisory Council officers and MSUE 4-H Program Youth Coordinator.

ARTICLE X - MEETING

- A. Advisory Council meetings shall be held the 4th Thursday of every month. November and December meeting dates generally fall on holidays. Because of the holidays, the November and December meetings will be combined and held on a date designated by the general membership no later than the October general meeting.
- B. “Special” meetings of the Advisory Council may be held on an order of the President and/or the MSUE Staff provided each Advisory Council member is notified at least twenty-four (24) hours in advance of meeting. Meetings may also be called by petition of five (5) Advisory Council members to the President.

ARTICLE XI AMENDMENTS TO BY LAWS

These bylaws may be amended by a majority vote of the membership of the Advisory Council provided that notice of proposed amendment was received by the membership at the monthly meeting prior to the vote.

Adopted January 23, 1992.

Revisions started February 26, 2004.

Adopted February 2005.

Revised and adopted October 2009.

Revised and adopted October 2016.