**EMMET COUNTY 4-H COUNCIL**

**BY-LAWS**

PREAMBLE

In order to develop, promote, and implement 4-H Youth and Volunteer Development Programs in Emmet County, the Emmet County 4-H Council herewith states its purposes, aims, and objectives. Participants in the Emmet County 4-H Council, its boards and committees adhere to the policies and practices of the Michigan State University Extension 4-H Youth Development programs, including: Michigan State University Extension programs and materials 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 or family status or veteran status.

ARTICLE I - NAME

The name of this organization shall be the “Emmet County 4-H Council.”

ARTICLE II – PURPOSE

•To develop and promote leadership and life skills in our youth and 4-H club programs on a countywide basis.

• To encourage the organization and develop community 4-H clubs.

• To assist county 4-H staff in obtaining, training, and developing adult and youth 4-H leaders for 4-H

Clubs.

• To guide and direct the total 4-H program in the county with the Extension Staff and periodically evaluate the progress of the program.

• To determine and help provide for the financial needs of the County 4-H program.

• To provide a liaison with other counties and State 4-H Councils as a means of bettering 4-H.

ARTICLE III - MEMBERSHIP

Membership in the organization is open to any person enrolled in the county program, as well as other individuals in the county, interested in the promotion and advancement of the 4-H program in Emmet County.

ARTICLE IV – 4-H COUNCIL

* The membership of the council should consist of any individual enrolled in the county program.
* County Extension staff will serve as ex-officio members of the council without a vote.
* In the event, Emmet County 4-H Council dissolves, all assets shall revert to the Emmet County MSU Extension program for the direct purpose of benefiting the local 4-H clubs.

ARTICLE V – EXECUTIVE BOARD AND COMMITTEE MEMBERS

• The 4-H Council shall meet in July and accept nominations for the following officers from the 4-H Council membership, which will constitute the following boards:

Executive board:

President Vice-President

Secretary Treasurer

Committee Chair(s): Silent Auction, Education Event, Fall Recognition Banquet

• Elections will be held at the September meeting to follow the start of the 4-H calendar year.

Board position appointments shall be for a period of one (1) year.

• The following committees shall be appointed by the 4-H council:

* Silent Auction
* Recognition Banquet
* Education Event

• Committee appointments shall be for a period of one (1) year.

• Committee Chairs shall be 4-H Council members or registered gold volunteers. However, committee members shall consist of any interested persons involved in 4-H.

ARTICLE VI – EXECUTIVE BOARD DUTIES

• President

The President shall be the Chief-Executive Officer of the Council and shall preside at all meetings of the 4-H Council. The President shall have general and active management of the business of the Council and shall see that all orders and resolutions of the Council are carried into effect.

• Vice-President

The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties, as the Executive Board shall prescribe. The Vice-President shall preside over the committees.

• Secretary

The Secretary shall record the proceedings of the meetings and provide a copy of the minutes to the board members and the Extension Office for publication. The Secretary shall conduct correspondence and notify members of meetings as well as record attendance and officer terms of election.

• Treasurer

The Treasurer shall write receipts for all money received and write checks for all authorized

expenditures. The Treasurer shall also prepare an Annual “Report of Income and Expenditures” for distribution to all members and prepare the books for an audit at the end of each fiscal year.

• Committee Chairs: Silent Auction/Education Event/Awards and Recognition

The committee chairs shall plan, organize, and carry out each specific council event they chair. The committee chair shall report monthly at meetings about updates and progress of the event.

ARTICLE VII – EXECUTIVE BOARD

• The Executive Board may call special meetings to take actions necessitated by the urgency of the matter.

• The Executive Board shall be responsible for preparing the Annual 4-H Council budget subject to Council membership approval by the November meeting.

• In the case of a vacancy on the 4-H Council Executive Board, the Executive Board shall at the next regular scheduled meeting, appoint a member from the 4-H membership at large to fill the vacancy, who shall serve out the remainder of the departing council member’s term.

• Members of the Executive Board must be 4-H registered adults in Emmet County.

ARTICLE VIII – MEETING

• The organizational meeting of the 4-H Council shall be held yearly at the November meeting.

• Regular meetings of the Emmet County 4-H Council shall normally be held monthly the 2nd Tuesday of the Month when possible (excluding December and August). Each 4-H Council shall set a specific meeting night each month to be observed during the 4-H Calendar year (September 1, 202X – August 31, 202X) and meetings to last no more than 90 minutes.

• Special meetings of the 4-H Council may be called by the President and/or the 4-H coordinator.

• Notice of all meetings of the 4-H Council shall be sent to appropriate members with advanced

 notice before said meeting.

• 4-H Council meetings shall be open to the public.

• Order of Business:

1. Call the meeting to order

2. Pledges & Roll Call

3. Review minutes of previous meeting

4. Treasurer’s report

5. Correspondence

6. Old Business

7. Committee reports

8. New business

9. Adjourn

ARTICLE IX – QUORUM

A simple majority of Executive Board members will constitute a meeting quorum at 4-H Council meetings.

ARTICLE X – AMENDMENTS

This constitution may be amended by a majority vote at any regular meeting or special meeting of the 4-H Council provided members of the Council are notified of such meeting in accordance with Article VIII and that a copy of the proposed amendment is included with the notice of said meeting.

Senate Bill #19: Indemnification (November 11, 1989)

The Emmet County 4-H Council shall indemnify any director; officers, employee, or agent of the 4-H Youth Association for claims against him/her arising out of said service to the full extent permitted by law.

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President, Emmet County 4-H Council Date

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Vice-President, Emmet County 4-H Council Date

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Secretary, Emmet County 4-H Council Date

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Treasurer, Emmet County 4-H Council Date

Approved on October 10, 2023



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