

# Bylaws of the Livingston County 4-H Council

## ***Preamble***

In order to develop, promote and execute the 4-H program in Livingston County, The Livingston County 4-H Council herewith states its purpose, aims and objectives.

Livingston County 4-H Council 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, family status or veteran status.

## ***Article I-Name***

The name of this organization shall be the Livingston County 4-H Council.

## ***Article II-Purpose***

The purpose of this organization shall be to assist in *planning, helping, advising and promoting* the 4-H Youth program in Livingston County, Michigan. The program guiding principles are:

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.

## ***Article III-Membership***

### *Section 1. Regular Membership*

- A. Twelve (12) adult representatives
- B. Six (6) youth representatives, 15 to 18 years of age as of January 1<sup>st</sup> of the current program year.

## *Section 2. Ex Officio Membership*

- A. Fowlerville Fair Board representative
- B. The elected representatives of Livingston County 4-H Council's associations, advisory and developmental committees (Small Animal Committee), Large Animal Committee, Horse Committee, Therapeutic Horseback Riding Program Committee and Clothing and Textiles Committee appointed by Council shall be ex officio members of the 4-H Council during their term of office.
- C. MSU Extension staff person(s) responsible for the 4-H programs in Livingston County.

## *Section 3. Rules of the Membership*

- A. All adult 4-H Council members may serve a two (2) year term. Members may be re-elected.
- B. All youth 4-H Council members serve a one (1) year term. Members may be re-elected.
- C. No term limits for Ex Officio Members
- D. Ex Officio members cannot hold simultaneously a regular membership on 4-H Council.
- E. Ex Officio members of the Livingston County 4-H Council with voting privileges are:
  - i. The elected representatives of the Small Animal Committee, Large Animal Committee, Therapeutic Horseback Riding Program Committee, Horse Committee and Clothing and Textiles Committee.
  - ii. Fowlerville Fair Board Representative
- F. All adult 4-H Council members must have completed two (2) years of 4-H work or leadership prior to being an elected member of the 4-H Council and must complete the Volunteer Selection Process.
- G. A vacancy occurs when a member has missed three un-notified consecutive meetings or notifies 4-H Staff or the Executive Board in writing.
- H. Vacancies shall be filled for the remainder of the term by appointment by the 4-H Council at the next regular 4-H Council meeting, after the vacancy has been declared, by a vote of 4-H Council at a regular meeting.

- I. The MSU Extension staff member(s) in charge of the 4-H program shall be an ex officio member of the 4-H Council and all committees of the Council. No staff member shall hold an elected office, have voting privileges or be an elected member to 4-H Council. However, the 4-H staff holds veto power on all decisions made by all 4-H committees and groups.
- J. Fowlerville Fair Board representative will be elected by 4-H Council for a two (2) year term.

#### *Section 4. Election Procedures*

- A. Six (6) adult representatives two (2) year term and six (6) youth representatives one (1) year term shall be elected to 4-H Council annually in October.
- B. Representatives shall be selected in the following manner:
  - 1. A nominating committee of at least three (3) adult members and one (1) youth member (when possible) of the 4-H Council shall be appointed by the President each November.
  - 2. The nominating committee shall place at least eight (8) adults and six (6) youth on the ballot each year in order for an election to take place. Ballots not meeting this requirement must be approved by the 4-H Council Executive Committee. Ballots will be sent to each registered 4-H leader and teen leader. The votes will be counted and certified by the 4-H Staff and one (1) 4-H volunteer.
  - 3. New members will begin their term at the 4-H Council meeting in November of the year they are elected or re-elected.

### ***Article IV-Officers***

#### *Section 1. Officers of 4-H Council*

- A. Officers shall be elected and junior officers shall be elected each year at the November 4-H Council meeting. All officers are elected for a one (1) year term.
- B. President – The duties of the president shall be to preside at all meetings, appoint standing and ad hoc committees as needed and in general carry out the usual duties of president.
- C. Vice-President – to preside in the absence of the president and as the president shall direct.

- D. 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 which the officers or the 4-H Council shall authorize.
- E. Treasurer shall:
1. Be bonded
  2. Keep record of income and disbursements
  3. Make deposits and have check writing authorization
  4. Distribute a monthly financial report at 4-H Council meetings
  5. Prepare and distribute an annual financial report
  6. Prepare and submit 990 to IRS after 4-H staff approval. Treasurer may seek help of an accountant with approval of 4-H Council if necessary
- F. Youth cannot hold officer positions on 4-H Council. Youth can hold Junior officer positions as follows. Junior officer roles are opportunities for youth to serve in a Leadership role at the county level. These positions do not have to be filled each year but should be offered to the 6 youth representatives to run for the two positions.
1. Junior President(s) – The Junior President will work with the President and 4-H Staff to draft agendas for the meetings. This officer will work with the President to run the meetings by taking charge of the top of the agenda (Call to Order, Pledges and Reports) and then turn the meeting over to the Adult President to lead from Old Business to Adjournment. More than one Junior President may be elected with rotating duties.
  2. Junior Secretary- The Junior Secretary will be responsible for handling correspondence such as reading anything that comes in to the 4-H Council at the meetings, writing thank-yous, writing letters, sympathy cards etc. These items will then get turned in to the 4-H Staff for final approval and mailing.

## *Section 2. Appointments*

- A. The MSU Extension 4-H Staff shall receive and the 4-H Council President shall annually appoint a 4-H volunteer who is able to deposit monies on behalf of the

Livingston County 4-H Council and provide a detailed accounting of all transactions to the treasurer.

### ***Article V-Meetings***

- A. 4-H Council shall hold at least eight meetings a year and more if necessary.
- B. Meetings shall be held according to Roberts Rules of Order as a guideline.
- C. Meetings shall be held the second Monday of every month except July.

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

The Livingston County 4-H Fiscal year runs from November 1<sup>st</sup> to October 31<sup>st</sup>.

### **Article VII-Quorum**

Nine or more members shall constitute a quorum at all meetings of the 4-H Council.

### **Article VIII-Restrictions**

- A. In the event of the dissolution of the Livingston County 4-H Council, all monies and assets will revert to the Livingston County MSU Extension for support of 4-H Youth programs and activities in Livingston County.
- B. Any decision passed by the Livingston County 4-H Council that is in conflict with the policies or practices of MSU Extension may be vetoed by the 4-H Staff. The staff will put the veto in writing within two weeks and submit it to the 4-H Council president.
- C. Any decision passed by any 4-H related committee or association that is in conflict with the policies or practices of either MSU Extension and/or Livingston County 4-H Council shall be vetoed at the next regular meeting of the Livingston County 4-H Council by the staff or 4-H Council.

### ***Article IX-Developmental Committees***

- A. The treasurer of any developmental committee or countywide organization and/or association with an annual income in excess of \$500 shall be bonded by the 4-H Council.
- B. The secretary of all-developmental committees or countywide organization and/or association shall submit to the County Extension office a copy of the minutes of all

the meetings.

***Article X-Amendments***

These Bylaws may be amended by a two-thirds vote at any regular or special meeting of the Livingston County 4-H Council, provided members of the Council 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 Council between the notice date and the meeting of the amendment adoption.

Adopted	5/09/88
Amended	2/10/92
Amended	9/13/93
Amended	1/14/02
Amended	1/14/03
Amended	11/14/05
Proposed	9/10/12
Amended	11/12/12
Proposed	10/13/14
Amended	11/10/14
Proposed	2/12/18
Amended	3/12/18