

**ADOPTED March 24, 1991
AMENDED August 29, 2005**

RICHLAND COUNTY 4-H COUNCIL CONSTITUTION

ARTICLE I - NAME

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

ARTICLE II - PURPOSE

The purpose of this Council is to cooperate with the North Dakota State University College of Agriculture, Cooperative Extension Service, and the Richland County Extension Service in planning, promoting, developing, implementing, executing, and evaluating a 4-H program to meet the needs and interests of the youth in the county.

ARTICLE III - MEMBERSHIP

1. The membership shall be composed of all enrolled adult 4-H leaders and ND 4-H Ambassadors of the County.
2. The County Extension Agent(s) and staff shall be non-voting members(s) who interpret program needs and University policies.

ARTICLE IV - OFFICERS

Section A - Officers

The officers of the council shall be the President, Vice President, Secretary and Treasurer, who shall be elected by a majority vote of members in attendance at the fall annual meeting.

Section B - Terms of Office

1. The term of office shall be two years.
2. Officers may be elected for a second term, but will not be eligible to serve more than two consecutive terms.
3. Excluding immediate past-president only one leader per club may serve on the Executive Committee.

ARTICLE V - DIRECTORS

1. Four directors shall be elected at large for two year terms.
2. Two of the directors shall be elected on alternating years at the fall annual meeting

ARTICLE VI - COUNCIL MEETINGS

1. There shall be two regular meetings of the County Council, one in the spring and one in the fall. The fall meeting shall be the annual meeting.
2. Special meetings or executive committee meetings may be called by the president of the council or the County Extension Agent (s).

ARTICLE VII - QUORUM

1. The members present at a regular or special meeting shall constitute a quorum for the transaction of business. At least three 4-H leaders must be present, each from a different club.
2. Each member shall be entitled to one vote.

ARTICLE VIII - FISCAL YEAR

The fiscal year of the Council shall be September 1 to August 31 in which a budget needs to be presented at the beginning of the fiscal year for that given year.

ARTICLE IX - AMENDMENTS

This constitution and its by-laws may be amended by two-thirds vote of the members present at any regular meeting, providing notice of said amendment was sent to all members of the council at least two weeks before the meeting.

RICHLAND COUNTY 4-H COUNCIL BYLAWS

1. EXECUTIVE COMMITTEE

A. Composition

The Executive Committee shall be composed of the elected officers, immediate past president and four directors. The County Extension Agent(s) is a non-voting member(s) of the executive committee and all other council committees.

B. Functions of the Executive Committee:

- 1) To perform the essential council activities that must be acted upon between meetings of the membership.
- 2) To formulate and recommend programs and activities to the members of the Council for their consideration and approval.
- 3) To identify and help formulate other committees necessary to further the purposes and functions of the Council.
- 4) To carry on such other business as may be delegated to it by the Council membership.
- 5) To work with the County Extension staff in the planning of a county 4-H calendar of events and the plan of work with respect to the 4-H program of the county and assist in the carrying out of the program.

C. Quorum

A simple majority of the Executive Committee members constitute a quorum for the transacting of business.

2. RESPONSIBILITIES OF OFFICERS

A. Duties of the president:

- 1) To preside at council and executive committee meetings.
- 2) To appoint committees; such as standing, special or sub-committees as may be necessary.
- 3) To see that officers are instructed in their duties.
- 4) To act as official spokesperson.
- 5) To see that the constitution and bylaws of the council are enforced.
- 6) Upon completion of term, continues on Executive Committee for one year.
- 7) Be the second person to review and sign checks.

B. Duties of the vice president:

- 1) To assume any or all duties of the office of the president when the president is absent from the council or from the community, or when requested by the president to do so.
- 2) To chair the audit committee.

C. Duties of the secretary:

- 1) To keep the minutes of the meetings in good order.
- 2) To send a secretary's report to the County Extension Office immediately following each meeting of the council.
- 3) To keep a list of members and a record of their attendance.
- 4) To keep all correspondence on file and be prepared to read such correspondence at council meetings.
- 5) To keep a copy of the constitution and a record of all amendments made.
- 6) In the absence of the president and vice-president, to call the meeting to order and see that a chairperson pro tem is elected.
- 7) To notify members of postponement of meetings or special meetings called.

D. Duties of the treasurer:

- 1) To sign and review checks for the organization.
- 2) To submit the treasurer's records to the auditing committee at the close of the council year.
- 3) To present a financial report at each council meeting.
- 4) Present a budget at the beginning of the fiscal year.

3. RESPONSIBILITIES OF DIRECTORS

A. To serve as advisors on the Executive Committee.

B. To chair or assist with two county sponsored events.

4. FINANCIAL SECRETARY

A. Financial Secretary shall be an appointed position from the Richland County Extension staff. Extension staff will determine delineation of Financial Secretary duties among the staff.

B. Duties of the financial secretary:

- 1) Supervise the collection, deposit and disbursement of the funds subject to the direction and approval of the Executive Committee and coordinating with the Treasurer.
- 2) Keep accurate record of all monies and securities of the Council.
- 3) Perform other duties as prescribed by the Council or Executive Committee.

5. ELECTIONS

A. Nomination and election shall be by ballot or voice. Nomination and election for each council office shall be made separately.

B. A majority of votes cast is required to elect an officer.

C. Officers shall begin their terms at the conclusion of the fall annual meeting.

D. Vacancies will be filled by Executive Committee appointment until vacant term is expired.

6. PARLIAMENTARY RULES

Roberts Rules of Order shall be followed in conducting all meetings of the Council and Executive Committee.