

**McIntosh County 4-H Council Meeting
October 23, 2011-Lehr ND**

The McIntosh County 4-H council called a meeting to order briefly during the 2011 Fall Awards Banquet on October 23, 2011. The following constitution and by-laws for the McIntosh County 4-H Council were distributed and read. Corrine Schumacher made a motion to approve the McIntosh County 4-H Council Constitution and By-laws, seconded by Janet Wolff, motion carried. The meeting ended upon the approval of this motion to continue with the 4-H Awards banquet.

**CONSTITUTION & BY-LAWS OF THE
McINTOSH COUNTY 4-H COUNCIL and EXECUTIVE COMMITTEE**

ARTICLE I - NAME

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

ARTICLE II - PURPOSE

The purpose of this Council is to cooperate with NDSU Extension Service and the county extension staff in planning, promoting, developing, implementing, executing and evaluating a 4-H youth development program to meet the needs and interests of the youth in the county.

ARTICLE III - MEMBERSHIP

SECTION I. COMPOSITION

The membership may consist of volunteer leaders, parents and other community leaders; school, church and civic officials; and boys and girls. Each should have an interest in the development of youth. Membership on the Council shall be determined on a nondiscriminatory basis without regard to race, color, gender, religion, age, national origin or handicap.

SECTION II. NON-VOTING MEMBERS

The county NDSU Extension staff responsible for 4-H youth development programs in the county shall be a non-voting member(s) who interprets program needs, university policies and statewide programs and schedules and university personnel requested to counsel with the organization.

SECTION III. TERM OF MEMBERSHIP

The term of membership shall be on a voluntary basis.

ARTICLE IV - OFFICERS

SECTION I. OFFICERS

The officers of the Council shall be the president, vice-president, secretary and treasurer.

SECTION II. TERM OF OFFICE

The officers shall be elected at the fall annual meeting for a term of one year. Officers will be eligible to serve consecutive terms.

SECTION III. METHOD OF ELECTION

- a. Nominations may be made from the floor or by ballot by those members present at the fall meeting or having let the Extension Office know of the nomination before the fall meeting.
- b. The officers shall be elected at the first regular meeting of the new year in September.
- c. Officers shall serve until their successors have been selected and duly installed.

SECTION IV. DUTIES

Adopted: October 23, 2011.

- a. The duties of the President shall be to preside at all meetings of the County Council and Executive Committee, and to act as Chairman of Achievement Day, to call special meetings of the County Council when necessary, and the usual duties of a President.
- b. The duties of the Vice-President shall be to act for the President in the absence of the latter, or when requested to do so by the President.
- c. The duties of the Secretary shall be to keep the minutes of the meetings of the Council and other Secretarial duties.
- d. The duties of the Treasurer shall be to take care of the finances of the Council, to disburse money at the direction of the Council and report receipts and disbursements when requested, as well as to have the books in order for a yearly audit or as requested by the McIntosh County Extension Office.
- e. Vacancies occurring in any of the offices due to illness, death or other incapacity to comply with the assumed duties shall be filled by election by Council members except in case of president, when the vice-president shall succeed to president. Such officers shall serve only until the next regular election.

ARTICLE V – EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the current President, Vice President, Treasurer, Secretary and Extension staff.

ARTICLE VI - MEETINGS

- a. Meetings shall be called as needed but shall be no less than 3 per year.
- b. The regular meetings of the Council shall be to conduct the business of the Council. More specifically the monthly meetings shall be for the following:
 1. To evaluate completed activities, projects, or programs and make suggestions for improvement.
 2. To provide Council members information concerning in county, area and state 4-H programs helpful to them in their work with youth.
 3. To provide 4-H members and leaders an opportunity to acquaint the Council membership with the total aspect of the 4-H program.
- c. Special meetings of the Council or Executive Committee may be called by any officer or the County Extension Office.
- d. Written notice of Council meetings shall be sent to all 4-H members in the county at least three days in advance of all meetings, giving the date, time and place of the meeting. Executive Committee meeting notices may be called at a moment's notice if at least three officers can be in attendance.
- e. The members present at a regular or special meeting shall constitute a quorum for the transaction of business.
- f. Each member shall be entitled to one vote.
- g. Electronic voting shall be allowed for making decisions where a vote is required, excluding major financial decisions and elections. Members will be given 48 hours to vote and a simple majority of those voting will constitute a quorum.

ARTICLE VII - QUORUM

Those present at any regular or specially called meeting will constitute a quorum.

ARTICLE VIII - PARLIAMENTARY PROCEDURES

Robert's Rules of Order shall govern the proceedings of the Council not otherwise specified in the Constitution & By-Laws.

ARTICLE IX - BY-LAWS

SECTION I. The official motto for the several 4-H Councils shall be the National 4-H motto- "To make the best better."

SECTION II. The official colors for the several 4-H Councils shall be green and white.

SECTION III. The official emblem for the several 4-H Councils shall be the National 4-H emblem, the green four leaf clover bearing a white "H" on each leaf and should be used in accordance with policies and regulations set forth by the United States Department of Agriculture.

SECTION IV. The official pledge for the several 4-H Councils shall be the National 4-H Pledge: "I Pledge: My Head to clearer thinking, my Heart to greater loyalty, my Hands to larger service, and my Health to better living For my Club, my Community, my Country and my World."

Adopted: October 23, 2011.

ARTICLE X - RATIFICATION

SECTION I. The ratification of a new Constitution and By-laws shall be by a simple majority vote of those present at the fall meeting of the McIntosh County 4-H Council, subject to the approval of the County Extension Office .

SECTION II. This constitution and by-laws may be amended by a two-thirds vote at the fall meeting provided notice of such amendment is given to members before the meeting, subject to the approval of the County Extension Office.

SECTION III. This Constitution and By-laws shall be effective immediately upon the simple majority vote of those present at the McIntosh County 4-H Council meeting at which they are presented by a signature of the McIntosh County 4-H Council Officers and County Extension Agents.

Adopted: October 23, 2011.