

# **CONSTITUTION & BYLAWS OF THE LEA COUNTY 4-H COUNCIL Revised JULY 2015**

## **ARTICLE I- Name**

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

## **ARTICLE II-Objective**

The object of this Council shall be:

- Plan, coordinate, and support the overall 4-H County program through the Cooperative Extension Service.
- Recommend policies and regulations to govern the County 4-H program.
- To give local club leaders and officers an opportunity to aid the County Extension Agents in planning County programs and activities.
- To offer a means by which the Lea County 4-H Council may interpret and promote Extension Programs of national and international importance in the protection and development of the American Home.
- To provide a means of leadership training for local leaders and officers.
- Give leaders and members an opportunity to discuss their problems and devise ways of solving them.
- To aid the 4-H development of all the 4-H clubs members in the county.
- Keep leaders and members informed on all matters pertaining to 4-H club work.
- Promote growth and activities in 4-H
- Provide recognition for members and leaders.
- Set the example for 4-H in the county.
- To provide services and programs to everyone, regardless of race, color, religion, sex, age, handicap, or national origin.

## **ARTICLE III- Non Profit Status**

The Lea County 4-H Council is a non-profit organization. Any funds received by the organization for carrying out its purposes shall not accrue to the benefit of the individual members.

## **ARTICLE IV- Dissolution**

The officers of the Lea County 4-H Council are directed, in case of dissolution of the organization, to assign all assets of the Lea County 4-H Council to a worthy, benevolent or non-profit organization for the purposes of furthering their work.

In case of dissolution of a 4-H Club they are directed to assign all assets over to the Lea County 4-H Council.

## **ARTICLE V- Membership**

Membership consists of all Lea County 4-H members and leaders regardless of race, color, religion, sex, age, handicap, or national origin. Three (3) youth delegates, of each club in the county shall be active voting members. Youth delegates must be a member in good standing in the Lea County 4-H Clubs.

## **ARTICLE VI- Officers**

The officers of this council shall be:

- President
- Vice-President
- Secretary
- Treasurer
- Reporter/Historian
- Recreation Leader
- Parliamentarian.

These officers and the County Extension agent shall constitute the Executive Committee. Candidates will apply for candidacy by September 30th of each application year.

## **ARTICLE VII- Meetings**

Meetings of the Council will be held monthly on the fourth Tuesday of the month, except on Federal holidays and during 4-H activities when there is a conflict. Meeting dates are subject to change by the action of the 4-H Council, or County Extension Agent & County Extension Office.

It may be necessary for officers to attend special planning meetings through out the year.

## **ARTICLE VIII- Amendments**

This constitution may be amended at any regular council meeting by a two thirds vote of the members present proving there is a quorum.

## **ARTICLE IX- Election of Officers**

The following procedures will be followed:

Officers shall be elected at the October meeting.

They shall assume duties immediately after the installation ceremony, which will be held at the annual 4-H Awards Reception in December.

Candidates must turn in an application to the Extension Office by the established deadline. No late applications will be accepted. The applicant may specify up to three (3) choices of office he or she wishes to run for.

Any remaining, unfilled offices may be opened for nominations from the general floor after all other elections are held.

Voting will be by ballot or voice vote.

In case of a tie, a name will be drawn from those tied.

Officers may succeed themselves in the same elected office.

If officers miss two (2) unexcused consecutive regular meetings, they will automatically be removed from office. The Vice-President will move up to fill the office of President; the Executive Committee will appoint replacements for other offices from the remaining officer applicants, if available, or nominations from the general floor may be taken to re-elect officers for vacant spots.

Candidates nominated must be present at election unless there are circumstances beyond their control to prevent them from attending.

## ARTICLE X- Duties of Officers

The duties of officers shall be:

- All officers must have completed a record book from the previous year.
- All officers should be present and on time to at ALL council meetings unless there are circumstances beyond their control (illness, death in the family, etc..) If not able to attend the meeting officer must call the Extension Office by 5pm of the meeting day. If you miss two un-excused meetings you will be removed from your office.
- It is Mandatory for All officers to be present at the 4-H Awards Reception.
- Officers may have other mandatory obligations as the 4-H Year occurs. (Officer trainings, workshops, etc.)

## ARTICLE XI- Election of Officers

**President**- The president leads the monthly club meetings, ensures that the officers provide reports on club business, and strives to engage all members in club committee and club activities. The president should also direct the implementation process of the club meeting their goals. The president's leadership directly affects the involvement of the 4-H member in the club!

**Vice President**- The Vice President's role is to develop and carrying out of an club's program year, calendar and provide leadership and direction for the club's educational programs. It is also important that the Vice President works with the officer team to identify annual goals, activities and events for a program calendar. Learn the duties of the President and preside at meetings when the President is absent .The Vice President should follow-up with any committees who have not reported to the club.

**Secretary**- The secretary's responsibilities are to maintain careful and accurate minutes of each meeting and prepare minutes for each meeting, maintain correspondence and keep accurate attendance of each meeting.

**Treasurer**- Duties include helping plan the club's budget for the year, maintaining all the banking records in support of the club expenditures and income

**Reporter/Historian**- The reporter's job is to manage the 4-H club's communication with the community, county extension office, other 4-H clubs and its members. This means that the reporter must stay current in news about the club's activities as well as keep the general public in-formed on the happenings of the 4-H club. The reporter can write and send in news articles, announcements and press releases on a variety of 4-H club events. These articles can be published in the local newspaper, or county 4-H newsletter.

**Recreation Leader** -has the task of keeping the membership enthusiastic and energized at 4-H meetings. The main duty for this officer to plan and facilitate games, ice breakers, songs and fun activities for the 4-H clubs. Social activities can be a lot of fun, but it is very important that the song and recreation leader is prepared and organized for their part in the 4-H meeting. A key to a successful game or song is to make sure it is appropriate for all ages of your membership!

**Parliamentarian**- Keep order at the club meetings . Assist in training the other officers in their duties and in parliamentary procedure . Make parliamentary rulings during the business portion of the meetings .Become familiar with the majority of motions

**Delegates**- It shall be the duty of the delegates to be present at all meetings to represent their clubs to vote on all matters of business before the County Council.

## ARTICLE XII- Quorum

Members present at regular and special meetings will compromise a quorum.

## ARTICLE XIII- Voting

Each club will be represented at County Council with three (3) votes. To receive all three votes you must have three delegates present.

## **ARTICLE XIV- Rules of Order**

Robert's Rules of Order shall govern the meetings of this council.

### **ARTICLE XIV**

#### **Order of Business**

1. Call to Order
2. Roll Call
3. Reading of Minutes
4. Approval of Minutes
5. Treasurer's Report
6. Report of Committees
7. Unfinished Business
8. New Business
9. Announcements
10. Special Programs or Features
11. Adjournment
12. Social session may be held before or after the business meeting.

## **ARTICLE XV- Lea County 4-H Policies**

Section 1. 4-H Membership Requirements. Members must be enrolled no later than February 1<sup>st</sup> of the current 4-H program year to participate in county, district, and/or state level competitive events. Members enrolling after February 1<sup>st</sup> of the current 4-H program year may participate in non-competitive events at the club, county, district, and/or state level at the discretion of the 4-H club

The add/drop date for projects is May 1st.

Section 2. 4-H Member in Good Standing. A 4-H member in good standing is one who has met the following requirements:

- Enroll in a 4-H Club by the established deadline for the current 4-H program year.
- Attend at least six meetings a year or 1/2 of the meetings held by 4-H club. Follow the New Mexico 4-H Conduct and Behavior Expectations of Youth and Adults.
- Must complete at least one project
- Must give at least one planned demonstration to 4-H club
- Must turn in 4-H record book

Each member meeting all requirements will receive a year pin.