

**4-H COUNCIL CONSTITUTION AND BY-LAWS
ELLIS COUNTY**

CONSTITUTION

Article I

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

Article II

Section I

To assist agents in providing and developing an adequate County 4-H Program.

Section II

To coordinate 4-H activities.

Section III

To encourage and develop leadership.

Section IV

To provide an exchange of ideas for 4-H club work.

Section V

Put into operation, policy set forth by the County Executive Board, the Fairboard, and the County 4-H Program Development Committee.

Article III

Membership

1. Two 4-H members and 2 adults of each community or project club. Adults will not be able to make motions or vote.
2. Term of 4-H Council membership is two consecutive years (one member elected one year, the other member the next) or up to the discretion of the clubs.
3. Two 4-H club representatives can vote and make motions. In the absence of a regular member, a substitute may have voting power if he/she answers the roll call as a substitute for a member of their club. Another adult may substitute for the elected adult.
4. The 4-H Council member is recommended to be 12 years old or older, but can be younger according to the discretion of the club.

Article IV

Officers and Election

Section I

The officers of the Council (President, Vice-President, Secretary, Treasurer, Fairboard Representatives, Parliamentarian, Program Development Committee PDC Representative and Adult Advisors.) and shall be 4-H members and shall be elected by the Council from among the membership of the Council and take office at the election meeting.

Section II

Election of officers shall be held at the first meeting (generally October) of the 4-H Council year.

Section III

The same office may not be held by the same individual on 4-H Council and County Committees during the current 4-H year. (ie. 4-H Council Secretary may not hold a County Committee Secretary position during the current 4-H year.)

Section IV

4-H Council and County Committee leadership offices will have a 2-year term limit. You may run for and hold an office each year, but you cannot hold the same office for more than 2 consecutive years.

Article V

County 4-H Club Membership

1. Federal and State rules will be observed in regulating 4-H membership.

Article VI

Meetings

1. This 4-H Council shall hold meetings during the months of October, December, February, April, June and August.

Article VII

Committees - All standing committees will be made up of at least two 4-H members and two adult leaders from each community club and project club. All committee decisions are taken to 4-H Council as recommendations to be approved before any action is taken.

In the event of a time shortage (determined by adult advisors & Executive Officers), 4-H Council has the authority to make a final decision.

Clubs will have two votes on Ellis County 4-H Committees.

Big Creek Astros
Buckeye Jr. Farmers
Ellis Sunflowers
Gemini Jrs.
Good Hope
Growing Leaders
Shooting Sports
Victoria Vikings

They are encouraged to sit together and vote by consensus of their club.

The standing committees and their responsibilities of this Ellis County 4-H Council shall be as follows:

Home Economics, BBQ, and 4-H Food Stand Committee: Determine direction and development of home ec related projects, both for leaders and project members. Assistance will be given in the planning of county fair events and life skills judging contest. The 4-H BBQ is a major responsibility of this committee. The committee will give suggestions for improvement and help in selecting the food stand manager, decide the menu and food stand improvements.

4-H Promotion, Achievement Banquet, and County 4-H Day Committee: This committee will be responsible for coordinating promotion activities between the clubs and for all major 4-H promotion. They will also be responsible for the major planning of the achievement banquet; such as place, date, program, etc. The committee will also be responsible for the major planning of County 4-H Day; date and scheduling of presentations.

Ag/Livestock Committee: Determine direction and development of agriculture and livestock related projects. Specific tasks may include assistance with the Ellis Co. Spring Livestock Show and County Fair events.

Recognition and Awards: Responsible for determining Project Report award policies in Ellis County. Select the procedure to determine county champions of Ellis County or of another county if books are traded. They will be responsible for any situation where individuals have to be selected for an award.

Budget Committee: The 4-H Council treasurer will serve as the Budget Committee chairperson. Remaining committee members will consist of the 4-H Council Officer Team and the two Council adult advisors. The Budget Committee will be responsible for a budget, a financial audit and fundraising projects.

BY-LAWS

Article I

Duties of Officers

Section I

President

The President shall perform such duties as usually pertain to the office of President; shall have the power to fill such vacancies as may occur in any office or committee, shall preside at all meetings of the members.

Section II

Vice-President

The Vice-President shall preside at meetings in the absence of the President.

Section III

Secretary

The Secretary shall keep a complete and accurate record of all meetings. Submit minutes in a timely manner to the Extension Office for distribution out to the 4-H clubs.

Section IV

Treasurer

The Treasurer shall present the current balance at Council meetings, be the finance committee chairman and meet with Extension Office Staff prior to presentation of the financial report to Council.

All Council officers and adult advisors are listed on the bank signature card for the 4-H Council account. Two signatures are required for each check issued.

Section V

Parliamentarian

The Parliamentarian shall make certain that correct parliamentary procedure, according the Roberts Rules of Order, are followed.

Section VI

Fairboard Representatives

The Fairboard Representatives shall attend monthly Fairboard meetings (usually held the third Thursday of every month) of the Ellis County Fairboard. They will report on behalf of the 4-H Council and will bring issues of importance back to the 4-H Council for consideration.

Section VII

4-H Youth Development Program Development (PDC) Representatives

Two PDC Representatives shall attend quarterly meetings of the Cottonwood District 4-H Youth Development PDC. They will provide the youth perspective on policy and program issues under consideration by the PDC.

Section VIII

Adult 4-H Council Advisors

Two adult 4-H Council advisors shall attend the budget planning meeting and 4-H Council meetings. They should ensure that one adult advisor is in attendance at 4-H Council meetings. They will work to support the committee activities planned by the 4-H Council and encourage 4-H Council representatives to be their best possible self.

Article II

Order of Business

The order of business of this organization shall be as follows:

1. Call to order by the president
2. Flag Salute & 4-H Pledge
3. Roll call of members (Written on roll sheet)
4. Reading of minutes
5. Communications
6. Treasurer's report
7. Reports of officers
8. Reports of committees
9. Unfinished business
10. New business
11. Program (optional)
12. Adjournment

Article III

Rules of Governing Body

Rules contained in Roberts Rules of Order, revised, shall govern the Council in all cases not covered in this constitution and these by-laws.

Article IV

Amendments and Additions

1. It shall require a 2/3 vote of the membership present at any regular or called meeting.
2. The 4-H Council will be responsible for developing policy for county 4-H activities and events and may add to or delete from the 4-H activities and events policy with a simple majority vote.

Article V

Quorum

1. A quorum shall be one over half of the 4-H Council membership.
2. A quorum shall be one over half of committee membership.

4-H POLICY STATEMENTS

PREMIUMS

State Fair money awarded to county for members of clubs participating in any event should be given to the club or individual concerned.

FAIR

4-H Council shall work in cooperation with the Fairboard concerning fair policies.

COUNTY JUDGING TEAM OR QUIZ BOWLS

In order to qualify for the State Fair Judging Team, 4-H'ers should attend two judging contests. Scores will be averaged and the four highest scores will make up the county team. 4-H'ers are responsible to see that their scores get to the Extension Office if the judging event is non 4-H. Bring official contest results with signature of advisor or contest coordinator to the Extension Office at the earlier date - 1 week prior to the entry deadline or by **July 25**. If no one has participated in 2 contests, the scores from the County Fair contest will be used to determine the state event team. For team selection to the Kansas 4-H Livestock Sweepstakes contest, livestock judging participants will be selected as outlined above. Skill-a-thon and Quiz Bowl participants will be selected based on their Animal Management Skill-a-thon scores. Meats judging team members will be selected based on their combined Skill-a-thon and Judging contest scores as outlined above.

ACHIEVEMENT BANQUET

Program - 4-H Council officers will be responsible to preside at the Achievement Banquet program.

Meal payment – if a family signs up to attend the Achievement Banquet and does not attend, the 4-H club will be billed for those unserved meals. It will be the responsibility of the club to settle this matter.

4-H DAY COMPETITION

No presentation in any 4-H Day event may be performed by the same individual or group on two consecutive years.

TRANSPORTATION TO 4-H JUDGING SCHOOLS AND OTHER 4-H EVENTS

Transportation to such events shall be the responsibility of each individual club. The extension agents will assist and coordinate transportation whenever possible.

OUTSTANDING 4-H'ERS

Each year each club will select an outstanding Junior and Senior member. Clubs select their own criteria. 4-H Council will give (by a drawing) 2 - \$100 Educational Scholarships for Seniors (may be used for educational trips or applied to tuition for post secondary education) and 2 - \$50 Educational Scholarships for Juniors. Each individual may only receive the award once as a Junior and once as a Senior.

4-H LEADERSHIP SUPPORT

For in state experiences, if the cost of the trip is \$150 or less, \$50 will be reimbursed to the participant and if the cost of the trip is over \$150, \$75 will be reimbursed to the participant. Out of state reimbursements will be reviewed on a case by case basis. 4-H'ers who present a workshop at a regional or state event will have their registration fee covered in full. Any additional special workshop fees or costs will be the responsibility of the 4-H'er. In the event that the 4-H'er is unable to fulfill their responsibility (except in family emergency situations), a bill will be sent to the 4-H club for reimbursement to 4-H Council.

4-H'er RESPONSIBILITY FOR CONTEST FEES

4-H members will pay for State 4-H contest fees when selected to represent Ellis County. 4-H Council will reimburse those fees after the 4-H'er has successfully competed in the event.

CHAMPION FITTING & SHOWING

The champion of each division is eligible to show for the overall grand champion. If, for any reason, the champion from any division cannot or does not want to show for grand champion overall, the reserve champion from that division may take his/her place. This will continue in successive order until a representative is identified to show in each specie.

TRI-STATE ROYAL SELECTION PROCESS

Showmanship representatives from Ellis County will be selected through the placings in the showmanship contests for each specie. The Senior Grand Champion Showman will have the first opportunity to represent Ellis County, followed by the Senior Reserve Champion. If neither Senior is able to attend, the Junior Grand Champion, followed by the Junior Reserve Champion will have the opportunity. If none of the champions is able to participate, no one will represent Ellis County in that division. Champion Market and Breeding overall champions in each species may also represent Ellis Co. 4-H at the Tri-State Royal. If the Grand Champion is unable to participate, the Reserve Champion may attend and represent Ellis County. If no champion is available, no one will represent Ellis County in that division.

FUNDING REQUESTS

Funding requests of more than \$500, not considered as a part of the budget process, will need to come to the 4-H Council for consideration/approval. These requests should be received a minimum of 60 days prior to the need for allocation of funds, in order for 4-H Council and 4-H Clubs to have input to this decision. If the time needed to secure funding for a project is shorter than the time allowed for in this policy, the 4-H Council Leadership team will make the final decision.

Reviewed and Approved 12/21.