

Dodge County 4-H Council Constitution

Article I - NAME

- A. The name of the organization shall be the Dodge County 4-H Council.
- B. The Dodge County 4-H Council also does business under the name of “University of Nebraska Cooperative Extension in Dodge County.”

Article II - PURPOSE

The purpose of this council is to assist the Dodge County Extension Staff in the promotion of 4-H and to help plan and carry out the various activities pertinent to the Dodge County 4-H Program

Article III - MEMBERSHIP

A. QUALIFICATIONS

The Dodge County 4-H Council shall consist of adults and youth that are elected to provide direction to the 4-H program within the county in cooperation with the Extension Staff. The Extension Staff shall be members ex-officio but not entitled to vote or hold office.

- 1. 4-H council members do NOT need to be residents of Dodge County.
- 2. 4-H council members qualifications include:
 - YOUTH: must be 13 - 18 years old on January 1 of the year they will be serving on 4-H Council and must be enrolled as a 4-H member in the Dodge County 4-H Program.
 - ADULTS: must show interest in the Dodge County 4-H Program. (Most likely past/current 4-H leaders, parents and/or volunteers.)

B. NUMBER / DISTRICTS

The Dodge County 4-H Council shall consist of:

- 1. 15 (voting) Members:
 - 5 Youth At Large (No Boundaries Specified)
 - 1 Adult from District #1 (Dodge & Scribner-Snyder School Districts)
 - 1 Adult from District #2 (Logan View School District)
 - 1 Adult from District #3 (Fremont School District)
 - 1 Adult from District #4 (North Bend School District)
 - 6 Adults At Large (No Boundaries Specified)
- 2. Dodge County Extension Staff (Ex-officio / non-voting)

C. LENGTH OF TERM

Youth members shall be elected for a one-year term. Adults members shall be elected for a two-year term. There will be no term limits.

D. SELECTION

The members of Dodge County 4-H Council shall be selected as follows:

1. Candidate nominations need to be submitted to the Dodge County Extension Office no later than one week prior to the start of the Dodge County Fair.
2. A ballot will be prepared of nominees for Dodge County 4-H Council positions to be voted upon by eligible voters.
 - a. Eligible voters include:
YOUTH: must be 13 - 18 years old on January 1 of the year they are voting and must be enrolled as a 4-H member in the Dodge County 4-H Program.
ADULTS: must show interest in the Dodge County 4-H Program. (Most likely past/current 4-H leaders, parents and/or volunteers.)
 - b. Eligible voters may vote for any candidate (youth and adult) regardless of their residency in the county.
3. Balloting will be conducted at the Dodge County Fair. Each eligible voter is allowed one ballot.
4. If a vacancy should arise it will be filled by the 4-H Council.

Article IV - OFFICERS

- A. The officers of the Dodge County 4-H Council will consist of; Chair, Vice Chair, Secretary, Treasurer and be elected each year by the Council's membership at the first meeting.
- B. The officers shall be known as the Executive Board.
- C. The Dodge County Extension staff may provide an Executive Secretary/Treasurer (ex-officio).

Article V - QUORUM

A quorum to transact business shall consist of not less than 50% of elected Dodge County 4-H Council members.

Article VI - AMENDMENTS

Any section of this constitution may be amended at any regular meeting by a two-third vote of those present, providing a notice of the pending amendment has been presented at a previous meeting or notices sent to individual members at least a week before such meeting.

Dodge County 4-H Council

By - Laws

Article I - DUTIES OF OFFICERS

- A. Chair
 - 1. Serve as chair of the Dodge County 4-H Council.
 - 2. Preside at all meetings of the Dodge County 4-H Council.
 - 3. Serve or appoint a Dodge County 4-H Council member as a representative at the Dodge County 4-H Agricultural Society (Fremont 4-H Fair) and the Dodge County Fair Board meetings.

- B. Vice Chair
 - 1. In the absence of the Chair, perform all the duties of that office.

- C. Secretary
 - 1. Keep an accurate record of all proceedings of the Dodge County 4-H Council.
 - 2. A copy of minutes of meetings shall be sent to the Dodge County Extension Office following each meeting.

- D. Treasurer
 - 1. Have charge of the Dodge County 4-H Council funds.
 - 2. Present a detailed report at each Dodge County 4-H Council meeting.

- E. Executive Secretary / Treasurer
 - 1. Assist Secretary with recording proceedings.
 - 2. Provide Secretary a copy of minutes for each meeting.
 - 3. Track Dodge County 4-H Council financial transactions.
 - 4. Provide Treasurer with financial statement before each meeting.
 - 5. Deposit Dodge County 4-H Council funds into appropriate Dodge County 4-H Council financial accounts.

- F. Management of Dodge County 4-H Council Funds
 - 1. Individuals listed on the Dodge County 4-H Council financial accounts will include; Chair, Treasurer, Executive Secretary/Treasurer (Extension 4-H Support Staff) and Extension Educator 4-H/Youth.
 - 2. The Dodge County 4-H Council financial accounts shall be audited by an appointed committee prior to the last meeting of each year.
 - 3. The Dodge County 4-H Council finances may be audited yearly as per county departmental audits.

Article II - MEETINGS

- A. Meetings shall be conducted according to Robert’s Rules of Order.
- B. The Dodge County 4-H Council shall meet at least quarterly each year to assist in planning and evaluating the program of activities, make recommendations and attend to any other business. Approximate dates will be: January, April, July, and October .
- C. The first meeting will be tentatively scheduled for the second Tuesday in January. The agenda for the first meeting will include, but is not limited to; member introductions, election of officers, committee selection and assignment.
- D. Special meetings shall be at the call of the Chair.
- E. Meetings shall be limited to 2 hours unless extended by majority vote.
- F. If unable to attend the meeting, 4-H Council members **MUST** contact the Dodge County Extension Office no later than 12:00 noon the day of the meeting. After two un-excused absences, the 4-H Council member will be removed/excused from serving the rest of their term.

Article III - COMMITTEES

Committees shall be appointed as needed.

Article IV- AMENDMENTS

Any section of these by-laws may be amended at any regular meeting by a two-thirds vote of those present, providing a notice of the pending amendments has been presented at a previous meeting or notices sent to individual members at least one week prior to such meeting.

Signed this ____12th__ day of _____June_____, ____2000____

Chair Person ____*Signed copy on file*_____

Vice Chair _____

Secretary _____