

## CASS COUNTY 4-H COUNCIL CONSTITUTION

(Revised July 17, 2006)

### ARTICLE I - NAME

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

### ARTICLE II - PURPOSE

The purpose of the 4-H Council is to give direction to the Extension 4-H and Youth Development program in cooperation with the Cooperative Extension staff, the County Extension Board, the University of Nebraska Institute of Agriculture and the United States Department of Agriculture. The responsibility of the 4-H Council shall include the following:

- A. Determine policies for the county 4-H and Extension youth development program subject to review by the County Extension Board and the County Extension Agent.
  
- B. Assist the County Extension staff in 4-H program planning through the establishment of
  1. a long range youth plan for the county, updating the plan as necessary.
  
  2. short range and annual goals.
  
  3. program priorities through the analysis of the needs of all youth in county and the evaluation of the

4-H and youth program.

- C. Manage the private resources available to the 4-H and Youth Development program by
  - 1. establishing an annual 4-H Council budget
  - 2. give direction to acquiring private funds, if necessary
  - 3. approve all expenditures from the Council budget.
  
- D. Hold title to any property owned by the 4-H Council and provide for the management of such property.
  
- E. Serve as a communication and coordinating link with other groups which work with and contribute to the county 4-H program, such as the County Extension Board and the County Fair Board.
  
- F. Serve as the 4-H Expansion and Review Committee as required by the Civil Rights Act of 1974, Title VI and as defined in the Nebraska Cooperative Extension Affirmative Action Program.

#### ARTICLE III - MEMBERSHIP

- A. The membership of the Council shall consist of 9 adults and a minimum of 6 to a maximum of 9 youth elected at large. Three adults will be elected

annually at large to serve a three year term. They may not serve more than three consecutive terms. The youth will be elected annually to serve a one year term with no term limit. The youth minimum age requirement is 14 years of age.

- B. A nomination committee will prepare a slate of at least two candidates for each vacant position on the Council. An election will be conducted at the 4-H Achievement meeting (or annual meeting) with all 4-H members, leaders and parents of 4-H members eligible to vote. Absentee ballots must be submitted before the election closing as determined by the committee each year.
- C. Vacancies on the Council may be filled by appointment of the County 4-H Council. Appointees to serve until the term expires.

#### ARTICLE IV - OFFICERS

The following officers shall be elected annually at the first Council meeting following the Council election: Chairman, Vice-Chairman, Secretary, and Treasurer. The duties of the officers shall be such as usually pertain to such offices, or as otherwise defined in the Bylaws.

#### ARTICLE V - MEETINGS

The 4-H Council shall meet bi-monthly. Additional meetings may be called by the Council Chairman.

#### ARTICLE VI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the reference for governing the parliamentary authority at all regular and special business meetings of the Cass County 4-H Council.

## ARTICLE VII - AMENDMENTS

The constitution of the 4-H Council may be amended by 2/3 vote of the 4-H Council members present providing that:

- A. A notice of the pending amendment was sent to the 4-H Council members at least one week and not more than three weeks prior to the meeting, and
- B. A quorum of the 4-H Council members are present at the meeting when the amendment vote is taken.

## BY-LAWS

### ARTICLE I - QUALIFICATIONS AND DUTIES OF OFFICERS

- A. Qualifications of officers of the 4-H Council shall be:
  - 1. The officers shall have previous 4-H Council experience.
- B. Duties of the officers of the 4-H Council shall be:
  - 1. The chairman shall:
    - a. serve as chairman of the Council at all meetings.
    - b. be an ex-officio member of the County Extension Board.
    - c. call meetings of the 4-H Council as necessary.
    - d. serve as official spokesperson for the Council.

2. The vice-chairman shall:
  - a. act for the chairman in the absence of the latter.
  - b. serve as chairperson of the Program Planning Committee.
  
3. The secretary shall:
  - a. keep an accurate record of the proceedings of the Council.
  - b. handle any correspondence the 4-H Council deems necessary.
  
4. The treasurer shall:
  - a. keep an accurate record of finances of the 4-H Council (or work closely with the County Extension Staff in management of Council funds).
  - b. issue checks, record deposits and keep sales tax records for the Council.

## ARTICLE II - 4-H COUNCIL

The quarterly meetings of the 4-H Council may include the following topics on the agenda in addition to other topics brought to the Council:

November	Election of Council Officers
January	Committee Assignments
March	Plans for County Fair
May	Summer Activities
July	Open Agenda

September Fair Recommendations  
Awards  
Achievement Party

### ARTICLE III - QUORUM

A quorum shall consist of Council members present at the meeting.

### ARTICLE IV - SUB-COMMITTEES OF THE 4-H COUNCIL

Sub-committees may be formed to deal with specific concerns of the Council.  
Sub-committees may include individuals outside the 4-H Council.

### ARTICLE V - THE BY-LAWS OF THE 4-H COUNCIL

The by-laws of the 4-H Council may be amended by a vote of 2/3 of the members at a meeting.

### ARTICLE VI - DISSOLUTION CLAUSE

Money raised or collected in the 4-H name must be used to support that program or as designated by the 4-H Constitution. In the event of dissolution of any 4-H club in Cass County, the club shall, after paying all liabilities of their club, submit the balance to the Nebraska 4-H Development Foundation - Cass County Fund.