

**BYLAWS  
Of the  
Sheridan County 4-H Council**

**Date Adopted** \_\_\_\_\_

**Date Revised** \_\_\_\_\_

**ARTICLE I**

**Members**

**Section 1:**

***Selection of Council Members***

- A.** Council membership shall consist of 12 adult members and 4 active 4-H members, 12 years of age or older. Three adult members shall be from each of the natural county divisions: Gordon, Hay Springs, Rushville and South Sheridan
- B.** Adult candidates will be nominated by the Council. (Persons wishing to be on the Council may notify the Extension Office prior to the banquet to have their name placed on the ballot also.)
- C.** All nominees on the ballot must have given prior consent and be willing to serve if elected.
- D.** Space on the ballot will be available for "Write-In" candidates. Nominations may be received from the floor of the banquet.
- E.** Youth members will be nominated by Council members.
- F.** Council members will appoint new members for vacancies on the Council.

**Section 2:**

***Council Elections***

- A.** Elections of adult members shall be held by ballot at the annual 4-H Achievement Banquet.
- B.** All currently enrolled 4-H members, their parents, and 4-H volunteers are eligible to vote.
- C.** Votes will be counted and election results announced at the conclusion of the banquet. In the event of a tie, a tie-breaker vote will be cast by those in attendance for only the tied candidates before the conclusion of the banquet.
- D.** Youth members will be appointed by the Council at the annual meeting.

**Section 3:**

***Duties of the Council Members***

- A.** Attend Council meetings and participate in the activities.
- B.** Study and analyze the concerns of youth and assess the goals of youth and their families.
- C.** Become acquainted with the 4-H and youth programs and plan methods which 4-H can best serve youth.
- D.** Serve on committee, work groups or task forces as needed.
- E.** Make contacts with business, organization and individuals on behalf of the 4-H youth program.
- F.** Attend various 4-H and youth functions to evaluate the benefits and results.

- G. Look for communities and groups of individuals not being served. Help establish 4-H with those target groups.
- H. Adult Council members should not miss three meetings in a row. If they do they will receive a letter and must come before the Council on the fourth meeting to explain their intent. If members miss the fourth meeting, they are automatically removed from the Council.
- I. Youth Council members must attend 35% of the Council meetings. If they miss more than that, they will not be allowed to be reelected the following year.

## ARTICLE II

### Officers

#### *Section 1: Officers of the Council*

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

#### *Section 2: Election of Officers*

- A. Officers will be elected by the Council for a one year term at the annual meeting.
- B. Nominations will be made from the floor.
- C. Voting will be done by a paper ballot.
- D. Officers shall serve until their successors have been elected and duly installed.

#### *Section 3: Officer Duties*

- A. The president shall be the chief executive officer of the Council. He/she shall preside at all meetings of the Council, and shall chair and preside at the meetings of the Executive Committee. The president shall appoint the members of all committees of the Council. He/she shall sign all documents requiring the president's signature and shall perform all other duties incidentals to the office. The president shall represent the Council on the Extension Board.
- B. The vice-president shall perform the duties of the president in the absence or incapacity of the president. The vice-president shall automatically become president of the Council upon resignation or death of the president. In the event the vice-president becomes the president, a new vice-president shall be elected to fill the vacancy.
- C. The secretary shall keep an accurate record of the activities of the Council and its Executive Committee. The secretary in cooperation with the Extension staff shall issue all notices of the Council meetings, be responsible for the correspondence of the Council, prepare and keep a listing of all chairs and members of special and standing committees for the current and two previous years, and shall provide the county Extension staff a copy of all records of the Council.
- D. The treasurer shall keep an accurate record of all monies allocated to the Council, supervise the disbursement of the funds subject to the direction and approval of the Executive Committee, and shall serve as chair of the Finance Committee.

**Section 4: Officer Vacancies**

Vacancies occurring in any of the offices due to illness, death or other incapacity to comply with assumed duties shall be filled by election by Council member except in the case of president, when the vice-president shall succeed the chair. Such officers shall serve only until the next regular election.

**ARTICLE III**

**Committees:** All committees except the Executive and Finance and Budget Committee will be sunset.

**Section 1: Executive Committee**

- A. The functions of the Executive Committee shall be to:
1. Perform the essential Council activities that must be acted upon between meeting of the membership.
  2. Formulate and recommend programs and activities to the members of the Council in consultation with Extension staff, for their consideration and approval.
  3. Identify and help formulate other committees necessary to further the purposes and functions of the Council.
  4. Serve as liaison with other groups and to the total Extension Program.
  5. Serve as a planning group
- B. The Executive Committee in consultation with Extension staff will formulate the agenda for all regular and special meetings.
- C. A majority of the Executive Committee members must be present to constitute a quorum for the transacting of business.

**Section 2: Finance and Budget Committee**

- A. The Finance and Budget Committee will oversee the financial condition of the Council and determine a yearly budget accordingly. Specific functions include to:
1. Report the financial condition and financial results of the operations of the Council.
  2. Prepare a balance sheet and regular statement of financial activities.
  3. Initiate an annual audit to be conducted by the Executive Committee.
  4. Determine the need of fund-raising activities and provide leadership if necessary.
- B. The Council treasurer will serve as chair of the Finance and Budget Committee.

**Section 3: Fundraising Committee**

- A. The Fundraising Committee will review the donor letter and establish additional fundraisers as needed.

**Section 4: Fair Family Fun Night Committee**

- A. The Fair Family Fun Night Committee will plan activities to be held during the Fun Night at the County Fair.

**Section 5: Award Committee**

- A. The Award Committee will be in charge of selecting awards for the County Fair and the Achievement Banquet.

**Section 6: Sale Committee Liaison**

- A. The Sale Committee Liaison will work with the 4-H Sale Committee to help plan the 4-H Sale and Buyers Bonanza.

**ARTICLE IV**

**Meetings**

- A. The regular meetings of the Council shall be to conduct the business of the Council as outlined under Article II of the Constitution. More specifically the regular meetings shall be to:
  - 1. Approve, reject, amend or refer back to the committee for further study reports from special or standing committees.
  - 2. Introduce new ideas with requests for the chair to appoint committees to make further studies and report back their recommendations to the Council.
  - 3. Evaluate reports of completed activities, projects or programs and make suggestions for improvement.
  - 4. Provide Council members information concerning the area, district and state Extension programs helpful to them in their efforts to address identified needs.
  - 5. Approve and disburse money in support of programs supported by the Council.
- B. Special meetings of the Council may be called by the chair, the Executive Committee or upon request of five members.
- C. Notice shall be sent to all members at least one week in advance of all meetings. Notice should include the date, time and place of the meetings.
- D. Each member shall be entitled to one vote.

**ARTICLE V**

**Quorum**

Six duly elected members present at any regular or special meeting will constitute a quorum.

**ARTICLE VI**

**Amendments**

Amendments to the Bylaws may be made at any annual, regular or special meeting by a simple majority vote of the members present providing:

- A. A notice of the pending amendment was sent to all members of the Council at least one week and not more than four weeks prior to the meeting.
- B. A quorum of the Council is present at the meeting.

**ARTICLE VII**

**Parliamentary Authority**

Robert Rules of Order shall govern the proceedings of the Council not otherwise specified in the Bylaws.

**APPROVAL**

**The Bylaws of the Sheridan County 4-H Council was adopted on**

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**Approved By:**

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**President of the 4-H Council - - - Date**

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**Secretary of the 4-H Council - - - Date**

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**President of the Extension Board - - - Date**