

## Weld County 4-H Leaders Council

### Constitution & Bylaws

Adopted: July 7, 2015

#### ARTICLE I Name and Objectives

- Section 1. The name of this organization shall be the Weld County 4-H Leaders Council.
- Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting education through 4-H council work.
- Section 3. The objectives of this organization shall be to provide learning situations for the development
- I. of leadership, responsibility and effective citizenship.
  - II. to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
  - III. to provide information and training in other 4-H activities as members' interest dictate.
- Section 4. This council is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Section 5. No part of the net earnings of this council shall inure to the benefit of, or be distributable to its member, trustees, officers, or other private person, except that this council shall be empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in this constitution.
- Section 6. No substantial part of this council's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this council shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Section 7. Notwithstanding any other provisions of this constitution, this council shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions, to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

#### ARTICLE II: Objective

- Section 1. The mission of this council is to be a forum that brings 4-H leaders and parents together to promote, support, educate and share experience with one another within the 4-H program.
- Section 2. The objective is to assist leaders in helping 4-H youth acquire knowledge, develop life skills and form attitudes that will enable them to become self-directed, contributing and productive members of society.

Section 3. The 4-H Leaders Council shall plan and carry out programs under the auspices of Colorado State University Extension, Weld County 4-H.

Section 4. *The Council may develop and recommend guidelines for the 4-H program, and advise 4-H Extension Agents as to program direction. The 4-H Agents may administer the 4-H program considering recommendations of the Council. The 4-H Agents make final decisions on 4-H programming and operation.*

#### ARTICLE III: Membership

Section 1. Membership in this Council shall consist of all leaders enrolled in the Weld County 4-H Program. Voting privileges are one per leader. Programs for 4-H members and volunteers are nondiscriminatory. 4-H is open to adult volunteers without regard to race, color, national origin, religion, gender, handicapping conditions, or geographic area. All members will act within the framework of Weld County 4-H Policies.

Section 2. Extension Agents are ex-officio members of the Weld County 4-H Leader's Council.

#### ARTICLE IV: Officers and Elections

Section 1. The Council shall be administered and organized under the supervision of the 4-H Agent and managed by the elected officers and Board of Directors.

Section 2. The members of the Council shall ~~annually~~ elect the following officers ~~annually in October~~: President, Vice President, Secretary and Treasurer. The Treasurer must be a currently enrolled leader in Weld County. These officers shall be elected by the membership and serve a one year term or until their successors are elected. Their term of office shall begin at the next regular meeting. No officer shall serve for more than two (2) consecutive terms in the same office.

Section 3. Resignation – Offices vacated due to resignation will be filled by election at the next regularly scheduled meeting.

Section 4. Recall of Officers – Officers being recalled shall be provided a written cause and allowed an opportunity to respond. Action for this purpose shall be by a majority vote of members, provided on half (1/2) of the membership is represented. Officers who are recalled will be replaced at special meeting called for that purpose.

Section 5. Nominating committee shall solicit for a slate of candidates, which will be posted for at least thirty (30) days prior to the ~~October annual~~ meeting. Additional nominations will be taken from the floor at the ~~October annual~~ meeting. No member shall be nominated from the floor unless present or with prior written consent.

Section 6. Elections shall be by ballot. Absentee ballots may be issued to voting members who are physically unable to attend the election meeting. It shall be the responsibility of the nominating committee to provide for the issuance of absentee ballots through the Extension Office. Absentee ballots will be accounted for, presented and tallied with all ballots at the election meeting, by the nominating committee.

#### ARTICLE V: Duties of Officers

Section 1. Duties of the president shall be

- a) the chief officer of the council and shall preside at all meetings of the Council and Board of Directors.

- b) perform all duties of the office including development of the agenda for all regular and special meetings, in cooperation with the County 4-H Extension Agent.
- c) permitted to vote only to break ties.
- d) at least sixty (60) days prior to the ~~October~~annual election meeting, shall appoint the nominating and audit committees from the membership.

Section 2. Duties of the vice-president shall be

- a) In the absence of the President, Vice President shall perform the duties of the President,
- b) If for some reason, the President cannot complete the term in office, the Vice President will become President, and
- c) to perform the duties of the president in the absence of that officer.

Section 3. Duties of the secretary shall be

- (a) responsible for taking and filing the minutes of all meetings,
- (b) keep current copies of county 4-H policies and other appropriate records, and
- (c) shall send out notice of meeting dates, times and minutes through the Extension Office.

Section 4. Duties of the treasurer shall be

- (a) record receipts and disbursements,
- (b) submit a full treasurer's report in writing at all meetings and at special request of the President and/or Board of Directors,
- (c) disbursements and withdrawals from the funds shall require two signatures,
- (d) submit all records to an Audit Committee prior to the ~~October~~annual election meeting, and
- (e) the Audit Committee will be three members of the council with at least one officer.

ARTICLE VI: Board of Directors

Section 1. The Board of Directors shall be composed of the President, Vice-President, Secretary, Treasurer, and committees' Chairman. Regular board meetings shall be held quarterly of each year. Other board meetings may be called at the discretion of the President and /or the 4-H Extension Agent. The secretary will notify members of meetings through the Extension Office. All Board meetings are open to the membership and public.

Section 2. Any leader may submit proposals to the Board for consideration.

Section 3. A quorum for Board meetings shall be one half (1/2) of the Board members.

ARTICLE VII: Committees

Section 1. Committees shall be established to carry out work activities or to function as an idea group to gather information, analyze and report back to the Council and 4-H Agent. New committees may be formed by vote of the membership and the approval of the 4-H Agent.

Section 2. The chairman of each committee shall be selected by the committee. The chairman shall be a leader enrolled in that project area and be approved by the 4-H Agent. The chairman shall report at regular meetings. A secretary shall be designated in the committee. Minutes of the committee will be given to the 4-H Agent and be available at the Council meetings.

Section 3. The project committees include, but not limited to: Leaders Food Booth; Mardi Gras, Expansion & Review, Budget, ~~Other~~Spring Fundraisers, Awards & Sponsorship. These committees shall coordinate all project related activities according to State, district, and County requirements. They may coordinate the raising and distribution of funds within the project area.

Section 4. All funds raised will be accounted for and an annual report given to the Treasurer. Additionally, the committee's books will be submitted for an annual audit by the Audit committee.

#### ARTICLE VIII: Meetings

Section 1. Meetings of the Council shall be held monthly. Additional meetings may be called at the discretion of the President and/or the 4-H Extension Agent. The quorum for the meetings shall consist of at least one officer and one half (1/2) of the average monthly attendance from the previous year.

Section 2. ~~Elections of new officers will occur at the October meeting each year. The annual meetings shall be held in the fall of each year to elect new officers.~~ The quorum for the upcoming year shall be determined at that meeting.

#### ARTICLE IX: Order of Business

Section 1 Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club's bylaws.

Section 2. The order of business for regular meetings is:

1. Call to Order
2. Pledges
3. Introductions
4. Reception of new members and recognition of guests
5. Correspondence and Minutes of last meeting
6. Treasure's Report
7. Unfinished business
8. New business
9. Committee Reports
10. Announcements
11. Adjournment

This order of business may be altered for the convenience of a speaker giving the program.

#### ARTICLE X: Fiscal Accountability

The 4-H council shall submit a financial report and all required chartering documents to the county Extension office each year. The council fiscal year shall be July 1-June 30.

#### ARTICLE XI: Club Dissolution

Upon dissolution, this club's assets including money and equipment, shall become the property of the County 4-H program for care and disposition and authorizes Colorado State University Extension and the county Extension agent full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owned by this organization. The last official duty of the club's leader shall be to effect the transfer of

the club property and to turn over club records to the County Extension agent. Any such asset not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the country in which the principal office of the club is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

The last official duty of the club’s leader shall be to affect the transfer of club property and to turn over club records to the county Extension agent.

ARTICLE XII: Amendments

Section 1. Proposed amendment must be submitted in writing and have been read at the two previous regular meetings. Proposed bylaws will be voted on at the next regular meeting and adopted by a 2/3 vote of the membership present. Amendments must not conflict with the basic 4-H philosophy.

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Date Accepted and/or amended by the local Weld County 4-H Leaders Council:

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Date

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Council President

\_\_\_\_\_

Council Member