

BY-LAWS OF THE  
EMMONS COUNTY 4-H YOUTH COUNCIL

ADOPTED MARCH 13, 2006

ARTICLE I

NAME

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

ARTICLE II

PURPOSE

The purpose of this Council is to cooperate with NDSU Extension Service and the county extension staff in planning, promoting, developing, implementing, executing and evaluating a 4-H youth development program to meet the needs and interests of the youth in the county.

ARTICLE III

MEMBERSHIP

SECTION I. – COMPOSITION

The membership may consist of volunteer leaders, donors and other community leaders; school, church and civic officials; and boys and girls. Each should have an interest in the development of youth. Membership on the Council shall be determined on a nondiscriminatory basis without regard to race, color, gender, religion, age, national origin or handicap.

SECTION II. – NON-VOTING MEMBERS

The county NDSU Extension staff responsible for 4-H youth development programs in the county shall be a non-voting member(s) who interprets program needs, university policies and statewide programs and schedules and university personnel requested to counsel with the organization.

SECTION III. – TERM OF MEMBERSHIP

The term of membership shall be on a voluntary basis.

## ARTICLE IV

### OFFICERS

#### SECTION I. – OFFICERS

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

#### SECTION II. – TERM OF OFFICE

The officers shall be elected at the fall annual meeting for a term of one year. Officers will be eligible to serve consecutive terms.

#### SECTION III. – METHOD OF ELECTION

- a. Nominations may be made from the floor by those members present at the fall meeting.
- b. The officers shall be elected at the first regular meeting in September.
- c. Officers shall serve until their successors have been selected and duly installed.

#### SECTION IV. – 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 be 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 incidental to the office.
- b. The vice-president shall perform the duties of the president in the absence or incapacity of the president. In the event the vice-president becomes the president, a new vice-president shall be elected to fill the vacancy. The vice-president oversees all committee activity.
- c. The secretary/treasurer shall keep an accurate record of the activities of the Council and its Executive Committee, shall issue all notices of the Council meetings, shall be responsible for the correspondence of the Council, shall prepare and keep a listing of all chairmen and members of special and standing committees for the current year and shall provide the county extension office a copy of all records of the Council.

The secretary/treasurer shall have custody and keep an accurate record of all monies and securities of the Council, shall supervise the collection, deposit and disbursement of the funds subject to the directions and approval of the Executive Committee; shall serve as chair of finance committee and have the books in order

for audit. The treasurer shall be bonded, with the Council paying the cost of the bond.

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

## ARTICLE V

### THE EXECUTIVE COMMITTEE

#### SECTION I. – COMPOSITION

The Executive Committee shall be composed of all the elected officers and the immediate past president. The county extension staff responsible for the county 4-H youth development program will serve as ex-officio member(s).

#### SECTION II. – FUNCTIONS

The functions of the Executive Committee shall be:

- a. To perform the essential Council activities that must be acted upon between meetings of the membership.
- b. To formulate and recommend programs and activities to the members of the Council for their consideration and approval.
- c. To identify and help formulate other committees necessary to further the purposes and functions of the Council.
- d. To carry on such other business as may be delegated to it by the Council membership.

#### SECTION III – MEETINGS OF THE EXECUTIVE COMMITTEE

- a. The Executive Committee shall meet in sufficient time prior to regular meetings to formulate the agenda and have it printed for the meetings and on other occasions as called by the president.
- b. A majority of the Executive Committee members must be present to constitute a quorum for the transacting of business.

## ARTICLE VI

### FISCAL YEAR

The fiscal year of the Council shall be from September 1 to August 31.

## ARTICLE VII

### MEETINGS

- a. The tri-annual meeting of the membership shall be held 3 times of each year.
- b. The regular tri-annual meetings of the Council shall be to conduct the business to the Council as outlined under Article III. More specifically the monthly meetings shall be for the following:
  1. To approve, reject, amend or refer back to the committees for further study reports from special or standing committees.
  2. To introduce new ideas with request for the president to appoint committees to make further studies and report back their recommendations to the Council.
  3. To evaluate reports of completed activities, projects, or programs and make suggestions for improvement.
  4. To provide Council members information concerning in county, area and state 4-H programs helpful to them in t heir work with youth.
  5. To provide 4-H members and leaders an opportunity to acquaint the Council membership with the total aspect of the 4-H program.
- c. Special meetings of the Council may be called by the president, the Executive Committee or upon request of any executive member.
- d. Written notice shall be sent to all members of the Council at least once a week in advance of all meetings, giving the date, time and place of the meeting.  
(EXCEPTION – Amendment of the By-Laws shall require a ten (10) day notice.)
- e. The members present at a regular or special meeting shall constitute a quorum for the transaction of business.
- f. Each member shall be entitled to one vote.

## ARTICLE VIII

### COMMITTEES

Committees deemed necessary by the Executive Committee shall be appointed by the president. The members of all standing committees shall serve for a period of one year, such period to be concurrent with the fiscal year of the Council. Appointed committee members shall serve in accordance with the charge to that committee.

## ARTICLE IX

### QUORUM

Those duly elected members present at any tri-annual or specially called meeting will constitute a quorum.

## ARTICLE X

### AMENDMENTS

Amendments may be made at any tri-annual or special meeting by a two-thirds vote of those members present.

## ARTICLE XI

### PARLIAMENTARY PROCEDURES

Robert's Rules of Order shall govern the proceedings of the Council not otherwise specified in the By-Laws.