

# CHARLEVOIX COUNTY 4-H

## COUNCIL BY-LAWS

### **PREAMBLE**

In order to develop, promote, and implement 4-H Youth and Volunteer Development Programs in Charlevoix County, the Charlevoix County 4-H Council herewith states its purposes, aims, and objectives. Participants in the Charlevoix County 4-H, its boards and committees adhere to the policies and practices of the Michigan State University Extension 4-H Youth Development programs, including: Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status or family status or veteran status.

### **ARTICLE I - NAME**

The name of this organization shall be the “Charlevoix County 4-H Council”. The Charlevoix County 4-H Council operates under the auspice of Michigan State University Extension.

### **ARTICLE II – PURPOSE**

- To develop and promote leadership and life skills in our youth and 4-H club programs on a county- wide basis.
- To encourage the organization and develop community 4-H clubs.
- To assist county 4-H staff in obtaining, training, and developing adult and youth 4-H leaders for 4-H Clubs.
- To guide and direct the total 4-H program in the county with the Extension Staff and periodically evaluate the progress of the program.
- To determine and help provide for the financial needs of the County 4-H program.
- To provide a liaison with other counties and State 4-H Councils as a means of bettering 4-H.

### **ARTICLE III – MEMBERSHIP**

Membership in this organization is open to any person interested in the promotion and advancement of the 4-H program in Charlevoix County.

### **ARTICLE IV – 4-H COUNCIL**

- The 4-H Council may consist of up to 50% of youth members from the Charlevoix County 4-H membership.
- County Extension Staff shall be ex-officio members of the council without a vote.
- In the event, the Charlevoix County 4-H Council dissolves or disbands, the balance of the treasury and all assets, after all outstanding debts have been paid, shall revert to the Charlevoix County MSU Extension program for the direct purpose of benefiting the local 4-H clubs.

### **ARTICLE V – EXECUTIVE BOARD AND COMMITTEE MEMBERS**

- The 4-H Council shall meet in July and accept nominations for the following officers from the 4-H Council membership, which will constitute the following boards:
- Adult Executive board:
  - President, Vice-President
  - Secretary, Treasurer, Event Committee Chair(s)
  - Silent Auction Chair(s), Take A Day On! Chair(s), Senior Scholarship Chair(s)
- Youth Executive board:
  - President, Vice-President
  - Secretary, Treasurer, Event Committee Chair(s)
  - Silent Auction Chairs, Take A Day On! Chairs, Senior Scholarship Chairs
- Elections will be held at the September meeting to follow the start of the 4-H calendar year.
- Events committee shall be voted on by the 4-H council. Responsible for but not limited to: Awards Banquet, Holiday Party, Summer 4-H Picnic
- Committee appointments shall be for a period of one (1) year.
- Committee Chairs shall be 4-H Council members. However, committee members shall consist of any interested persons involved in 4-H who are an approved gold volunteer.

- All clubs will do one educational presentation or social activity at a 4-H council meeting each 4-H year.

## **ARTICLE VI – EXECUTIVE BOARD DUTIES**

- **President (Adult and Youth)**

The President shall be the Chief-Executive Officer of the Council and shall preside at all meetings of the 4-H Council. The President shall have general and active management of the business of the Council and shall see that all orders and resolutions of the Council are carried into effect.

- **Vice-President (Adult and Youth)**

The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties, as the Executive Board shall prescribe. The Vice-President shall preside over the committees.

- **Secretary (Adult and Youth)**

The Secretary shall record the proceedings of the meetings and provide a copy of the minutes to the board members and the Extension Office for publication. The Secretary shall conduct correspondence and notify members of meetings as well as record attendance and officer terms of election.

- **Treasurer (Adult and Youth)**

The Treasurer shall write receipts for all money received and write checks for all authorized expenditures. The Treasurer shall also prepare an Annual “Report of Income and Expenditures” for distribution to all members and prepare the books for an audit at the end of each fiscal year.

- **Committee Chairs: Silent Auction/Take A Day On/Senior Scholarship/Events (Adult and Youth)**

The committee chairs shall plan, organize, and carry out each specific council event they chair. The committee chair shall report monthly at meetings about updates and progress of the event.

## **ARTICLE VII – EXECUTIVE BOARD**

- The Executive Board may call special meetings to take actions necessitated by the urgency of the matter.
- The Executive Board shall be responsible for preparing the Annual 4-H Council budget subject to Council membership approval by the September meeting.
- In the case of a vacancy on the 4-H Council Executive Board, the Executive Board shall at the next regular scheduled meeting appoint a member from the 4-H membership at large to fill the vacancy, who shall serve out the remainder of the departing council member's term.
- Members of the Executive Board must be 4-H registered youth and VSP approved- gold level adults in Charlevoix County at time of election.

## **ARTICLE VIII – MEETING**

- The organizational meeting of the 4-H Council shall be held yearly at the September meeting.
- Regular meetings of the Charlevoix County 4-H Council shall normally be held monthly on the first Monday of the Month when possible (excluding January, February, April and August). Each 4-H Council shall set a specific meeting night each month to be observed during the 4-H Calendar year beginning at 6:30 pm and meetings last no more than 90 minutes. ☐ Leader Requirement: 4-H Leaders are required to attend at least 5 Charlevoix County 4-H Council meetings /approved events per 4-H calendar year with at least 3 of them being council meetings \*no meetings in January, February, April & August.
- Member Requirement: 4-H Members (age 8-19) are required to attend 3 Charlevoix County 4- H Council meetings / educational events per 4-H calendar year with at least 2 of them being a council meeting in order to be eligible to participate in the 4-H classes at the Emmet- Charlevoix County Fair for that 4-H year. \*No meetings in January, February, April & August.
- College youth have the option to facetime or call into the meeting to count towards their attendance requirements.
- Special meetings of the 4-H Council may be called by the President and/or the 4-H coordinator.
- Notice of all meetings of the 4-H Council shall be sent to appropriate members with advanced notice before said meeting.
- 4-H Council meetings shall be open to the public.

## **ARTICLE IX: ORDER OF BUSINESS**

1. Call the meeting to order
2. Pledges
3. Review minutes of previous meeting
4. Treasurer's report
5. Educational report
6. Old Business
7. New Business
8. Committee reports
9. Club reports
10. Adjourn

## **ARTICLE X – QUORUM**

In attendance 5 Executive board members, with at least two (2) adult executive board members, shall constitute a quorum of all meetings of the council.

## **ARTICLE XI – AMENDMENTS**

This constitution may be amended by a majority vote at any regular meeting or special meeting of the 4-H Council provided members of the Council are notified of such meeting in accordance with Article VIII and that a copy of the proposed amendment is included with the notice of said meeting.

Approved on September 8, 2025