

**BYLAWS OF THE
GRATIOT COUNTY 4-H COUNCIL**

Article I – Name

This organization shall be known as the Gratiot County 4-H Council, hereafter referred to as the Gratiot 4-H Council.

Article II – Purpose

The Gratiot County Council provides a common meeting ground on which 4-H members and volunteers may work with the 4-H Staff in an orderly and efficient manner. Furthermore, the Gratiot 4-H Council is to provide guidance, leadership, direction, education, and assistance in developing and conducting county 4-H programs based on the needs, as well as the interests, of the youth.

Article III – Membership

This council shall consist of Gold 4-H volunteers and 4-H youth members. 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, family status, or veteran status.

1. Regular Membership
 - a. There will be eight (8) adult council members and a minimum of two (2) and maximum of eight (8) teen council members.
 - b. Council teen members must be 4-H age 13 to 19.
 - c. Michigan State University Extension 4-H Staff serve as ex-officio members of all 4-H organizations and committees without voting rights. No staff member shall hold an elected office or be an elected member of the organization.
2. No club may have more than 4 total members the Council based on the Primary club enrollment in the 4-H Enrollment system.
3. Elections, Duration of Service, and Filling Vacancies
 - a. Election Rules - A nomination committee shall be formed by the council and will submit names for a ballot to be sent out to all approved voting age 4-H members and 4-H volunteers in the fall. The ballot shall include a write-in option. Duration of Service - A term shall consist of two (2) years with no limit to the number of terms a volunteer may serve.
 - b. Teen members shall serve a one (1) year term and shall be eligible for reappointment each year.
 - c. Filling Vacancies - When a vacancy occurs on the Council, the President in consultation with remaining Council members and the 4-H Program Coordinator shall appoint an eligible leader to fill the unexpired term.
4. Vacancies
 - a. After two (2) consecutive unexcused missed meetings a council member will reach out to the member. If three (3) consecutive unexcused absences occur the position will be deemed vacant and the process to fill a vacancy will occur.

Article IV – Officers

The officers of the Gratiot County 4-H Council shall be a president, a vice-president, secretary, and treasurer. These elected officers, plus the 4-H Program Coordinator will be known as the Executive committee.

1. Officers will be elected at the first convened Council meeting after ballot elections have taken place.
2. In the event of an Officer vacancy, the council as a whole will appoint a current Council member to serve in that capacity for the remainder of the vacant term. The Council will then directly appoint an approved Gold level 4-H volunteer or youth to fulfill the remainder of the newest vacant term.
3. Adult officers may not serve in the same role for more than 3 consecutive terms and youth officers may not serve in the same role for more than 6 consecutive terms.

Article V – Duties of Officers

1. President: The president shall preside at all meetings of the Council and any Executive Committee meetings and will be ex-officio member of all committees. Furthermore, the president shall:
 - a. Plan an agenda for each meeting in cooperation with the 4-H staff.
 - d. The president shall be responsible for conducting the business of the meeting in an orderly fashion using Robert’s Rules of Order as a guideline.
 - e. Be well prepared.
 - f. Begin on time and adjourn in a timely manner.
 - g. Express appreciation briefly, but sincerely, to those taking part in the program.
 - h. Keep meeting moving and cover all important points of interest to membership.
2. Vice-President: The vice-president should possess the same responsibilities as the president and will assume the duties of the president in his or her absence. The Vice-President shall be responsible for ensuring all standing committees meet and provide a report to the full council. The Vice President shall serve as an ex-officio member to each committee.
3. Secretary: The secretary shall keep the minutes of all meetings of the council. Additionally, the secretary shall:
 - a. Sign, with the president, all official papers.
 - b. Act as custodian of all official papers and records.
 - c. Conduct the correspondence of the Council.
 - d. Keep a register of the Council members attending all meetings.
 - e. Prepare minutes for distribution prior to the next meeting.
4. Treasurer: The treasurer shall keep an accurate account of the receipts and disbursements of the Council and will give a financial report at all meetings. The treasurer shall prepare and submit the Annual Financial Summary for the Council to the 4-H Program Coordinator.
 - a. Two names, the President and Treasurer, shall be on the Council bank account, still requiring the Treasurer’s official signature for each check disbursement written. In the absence of the Treasurer, the President shall assume the check disbursement duties.

Article VI – Meetings

Council Meetings

1. Meetings will be held January through November starting at 7:00 p.m. and will be held at the Gratiot County Extension office unless a change was determined at the previously scheduled meeting and sent out to the Gratiot County 4-H members and leaders.
2. Special meetings of the Council may be called by the president through the 4-H Program Coordinator.
3. Notice of all meetings of the Council shall be sent by the 4-H Program Coordinator at least five (5) days prior to said meeting.
4. The suggested order of business at all regular Council meetings is as follows:
 1. Call to order
 2. Pledges
 3. Introductions/Welcoming of Guests
 4. Reading and approval of minutes
 5. Treasurer's report
 6. 4-H Coordinator's report
 7. Committee reports
 8. Old business
 9. New business
 10. Adjournment

Article VII – Executive Committee

1. The Executive Committee shall consist of the elected officers of the Gratiot County 4-H Council and the 4-H Program Coordinator.
2. Executive Committee meetings may be called only when it is not possible to call a special meeting of the full council and will be used for emergency situations only.
3. All Executive members must be present in order to hold a meeting.
4. Any action taken by the Executive Committee at such a session must be reported at the next regular Council meeting.

Article VIII – Standing Committees

1. All Gratiot County 4-H council members are required to serve on at least one standing committee. The standing committees include:
 1. Awards Committee – works to promote county and state awards.
 2. Education Committee - encompasses community service and public relations as well and healthy living including not only educating youth but leaders and the community as a whole.
 3. Finance Committee – determine/award scholarships, grants and budgeting. All officers will automatically be a part of this committee.
 4. Fundraising committee – to raise funds to enhance the 4-H experience for the youth and adults of Gratiot County.

Article IX -Rules of Order

Robert's Rules of Order Revised shall be used as a guideline to govern this association. It is the responsibility of the president and the Executive Committee to see that proper order is conducted at all meetings.

Article X – Quorum

A quorum will consist of 5 council members.

Article XI- Amendments

1. Bylaws should be reviewed annually.
2. A 2/3rd vote of those present at a regularly scheduled meeting will be required in order to amend the by-laws provided that proposed changes were shared at the previous meeting.

Article XII – Restrictions

Any decision passed in conflict with the policies or practices of the county 4-H program or MSU Extension may be vetoed by the MSUE 4-H Staff.

Article XIII – Dissolution

Should the Gratiot County 4-H Council be dissolved, all assets and real and personal property will revert to the MSU Gratiot County Extension Office for the continuing support of Gratiot County 4-H Youth Programs.

Adopted – March 15, 1961

Revised – February 16, 1972

Revised – April 8, 1972

Revised – March 9, 1982

Revised – January 11, 1990

Revised – September 4, 1990

Revised – March 4, 2003

Revised – January 4, 2005

Revised – January 2, 2007

Revised – September 7, 2010

Revised – July 26th, 2012

Revised – June 27, 2022

Revised – January 30, 2023