

Boulder County 4-H Members Council Constitution & Bylaws

Adopted: January 8, 2020

ARTICLE I Name and Objectives

Section 1. The name of this organization shall be the Boulder County 4-H Members Council (Youth Council)

Section 2. This shall be a nonprofit organization exclusively for the purpose of promoting education through 4-H club 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 club 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 club shall inure to the benefit of, or be distributable to its member, trustees, officers, or other private person, except that this club 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 club's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this club 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 club 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: Membership

Section 1. Youth Council meetings are open to all enrolled Boulder County 4-H members regardless of socioeconomic level, race, color, sex, national origin or disability.

Section 2. Voting members

- a. Each enrolled 4-H club may have up to two (2) votes regarding Council issues.
- b. Voting Representatives will be decided by the club being represented
- c. Club leader will notify the Extension Agent advisor of their chosen voting members

ARTICLE III: Officers, Elections, Term, and Vacancies

Section 1: Officers

- a. The officers of this Council shall be a President, Vice President, Secretary, Treasurer, Recreation Leader, two (2) Senators, first alternate senator, and second alternate senator
- b. Up to three (3) adult leaders shall act as advisors to the Council and to the Executive Committee.
- c. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and one (1) Boulder County Extension Agent.
- d. All officers must be at least 14 years of age, in 4-H age, as of the year they are serving. If there are no eligible 4-H members 14 years of age or older, the remaining offices may be filled with eligible members 12 years of age or older. Officers should have at least one (1) year of Youth Council experience and two (2) years of 4-H experience.

Section 2: Elections

- a. A member must fill out a standardized application to apply for an office. Applications will be available at the Extension Office and on the Boulder County 4-H website.
- b. Applications are due before or at the May meeting. Elections shall be held at the June Council meeting. Officers will assume elected positions at the September meeting.
- c. An individual may hold an executive office of President, Vice President, Secretary, or Treasurer, but may not hold more than one of these offices per year. An Executive officer may hold non-executive positions of Recreation Leader, Senator, Alternate Senators, Horse Leaders Council Representative, or Boulder County 4-H Legacy Fund Representative- if no other eligible candidates exist.
- d. Any individual holding a non-executive office may hold an additional non- executive office if no other eligible members apply.
- e. Members may vote during elections if acting as a representative of a club and have attended five (5) Youth Council business meetings of the current 4-H year. If a meeting

is cancelled for any reason voting members will still be required to attend five (5) meetings to be eligible to vote in elections.

Section 3: Term of Office

- a. The term of office shall be one full year beginning in September ending in August unless otherwise stated in these Bylaws & Constitution.

Section 4: Vacancies in Office

- a. If for any reason a vacancy occurs in any office, a new officer shall be appointed by the Executive Committee at the next Council meeting for the remainder of the term.
- b. The Executive Committee may declare a vacancy in the position of a Council officer if:
 1. an officer terminates his/her affiliation with the Boulder County 4-H program, or
 2. an officer misses any two meetings without adequate excuse expressed to the current Youth Council Extension agent before the next council meeting, or
 3. with an adequate excuse, an executive officer is allowed three absences for the year,
 4. an officer fails to fulfill his/her obligations as an officer or advisor as outlined in the Council's Constitution and Bylaws,
 5. To fill an officer position three (3) of the four (4) executive members must vote in favor
- c. If a vacancy occurs among the advisors of the Council, the Executive Committee shall, with the concurrence of the Extension Agent, appoint a replacement.

ARTICLE IV: Duties of Officers

Section 1: Duties of the Officers

- a. The **President** shall:
 1. Preside at all meetings of the Council,
 2. Appoint committees,
 3. Call special meetings if necessary,
 4. Preserve order,
 5. Perform the duties of President as defined by Robert's Rules of Order,
 6. Perform such other duties as necessary
 7. The President, with input from the Executive Committee is to prepare an agenda for the Council meeting and to follow through with the agenda one week prior to the regularly scheduled meeting date.
- b. The **Vice President** shall:
 1. Perform all the duties of the President in his/her absence,
 2. Assist the President at all times,
 3. Oversee that the duties set forth for each committee are completed

4. Pick a member to lead the council in pledges at each meeting.
- c. The **Secretary** shall:
1. Keep the minutes of each meeting,
 2. Keep accurate attendance of all youth council members
 3. Deliver one copy of the minutes to the Youth Council Extension Agent within two weeks after the meeting, this may be digitally delivered,
 4. Carry on all official correspondence of the Council.
- d. The **Treasurer** shall:
1. Be responsible, in conjunction with Advisors and Extension Agent, for the Council checkbook, as well as all Council funds and accounts,
 2. Keep an accurate record of all financial transactions, including deposits (credits) and payments (debits),
 3. Present a report each month to the Council utilizing the bank statement ,
 4. Present the accounts to be audited annually in October or as the Executive Committee deems necessary.
 5. Consult the budget before granting of stipends and scholarships
- e. The two (2) **Senators** shall:
1. Serve a two (2) year term with one Senator being elected each year,
 2. Serve Boulder County as official representatives and voting delegates at all District II and State meetings and,
 3. Keep the Council informed of District II and State 4-H Senate business.
 4. You must be 14 years of age by January 1 of the 4-H year you will be serving and have attended 1 year of youth council meetings.
 5. A Senator missing any two consecutive District II meetings or any State meetings without reasonable cause as deemed by the Executive Committee will be replaced with the first Alternate Senator.
 6. If a Senator becomes elected to a State office such as President, the first Alternate Senator shall move into the Senator position.
- f. The two (2) **Alternate Senators** shall:
1. Serve a one (1) year term and will be elected annually,
 2. Attend all District II and State 4-H meetings required of the Senators
 3. Fulfill the responsibilities of the Senators in their absence.
 4. The first Alternate Senator shall automatically move up into a Senator position if :
 - i. Senator misses any two consecutive District II meetings or any State meetings without reasonable cause as deemed by the Executive Committee.
 - ii. Or a Senator is unable to complete their term.
 - iii. If a Senator becomes elected to a State office such as President, the first Alternate Senator shall move into the Senator position.

iiii. Must be 14 years of age by January 1 of the 4-H year you will be serving and have attended 1 year of youth council meetings

g. The **Recreation Leader** shall:

1. Plan and carry out a group activity for each Youth Council meeting

h. The **Adult Advisors** shall:

1. Provide input to the Council officers and members, and

2. Be present at all Youth Council and Executive Council meetings.

3. Attend District II meetings

4. Act as a chaperone (as able) to events where Senators or Alternate senators are required to attend.

ARTICLE V: Committees and Duties

Section 1: Standing Committees:

a. Budget Committee

1. The Executive Committee shall appoint the Budget Committee each year. The Budget Committee shall consist of up to three (3) Council officers including the past Treasurer (upon availability) and the new Treasurer, up to three (3) Adult Advisors, and one (1) Extension Agent.

2. The Budget Committee shall prepare and present an annual budget for acceptance at the November Council meeting, and announce how funds are to be requested.

b. Audit Committee

1. The Audit Committee shall consist of the Council President, the Treasurer, up to three (3) Adult Advisors, and one (1) Extension Agent.

2. The Audit Committee shall audit the books before the new Treasurer assumes the position in September.

ARTICLE VI: Meetings

Section 1: Regular Meetings

a. A regular monthly meeting of the Council shall be held the first Wednesday of the month with exception of those months in which a holiday or other event conflicts. The Executive Committee can change meeting dates for the benefit of all members.

b. The council will not meet during the month of August.

Section 2: Meeting Procedures

a. An official agenda shall consist of items as decided upon by the President, with input from the Executive Committee

- b. The floor shall be open to any member with any business after the official agenda business has been completed.

Section 3: Non-regular meetings

- a. The President of the Council, an Adult Advisor, or the Extension Agent may call any number of non-regular meetings for special purposes.

Section 4: Quorum

- a. A quorum must be present to conduct business. A quorum shall consist of three-fourths (3/4) of the Executive Committee.

ARTICLE VII: Order of Business

Section 1. *Robert's Rules of Order* 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. Roll Call / Written or Verbal
4. Reception of new members and recognition of guests
5. Minutes of last meeting
6. Reports
7. Unfinished business
8. New business
9. Announcements
10. Educational program
11. Refreshments
12. Adjournment
13. Recreation

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

ARTICLE VIII: Fiscal Accountability

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

ARTICLE IX: 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; the club or group authorizes Colorado State University Extension and the county Extension agent(s) 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. 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 located, exclusively for such purposes, as said Court shall determine.

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(s).

ARTICLE X: Amendments

Section 1. These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy.

Date Accepted and/or amended by the local Boulder County 4-H Members Council:

January 8, 2020

4-H Extension Agent

Council President