

By-Laws Shawnee County 4-H Events Council

Article I. Name

The name of this organization shall be the Shawnee County 4-H Events Council (hereafter known as “Council”).

Article II. Purpose

The purpose of the Council is to give leadership to the planning, coordinating, and conducting of county 4-H educational events and activities.

- A. Kansas State University Agricultural Experiment Station and Cooperative Extension Service. K-State Research and Extension is an equal opportunity provider and employer. Kansas State University is committed to making its services, activities and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, or a dietary restriction please contact The Shawnee County Extension Office 785-232-0062.

Article III. Members

Section 1. Membership categories

- A. Voting members shall be the two selected youth and one adult from each community club; one selected youth and one adult from each project club and any other Shawnee County 4-H youth group that has a constitution and/or by-laws. (voting members can secure a substitute if unable to attend from their 4-H group they are representing)
- B. Non-voting members shall be any other youth and adults interested in the Shawnee County 4-H program.

Section 2. Duties of voting members

- A. Attend and participate in Council meetings as a representative of a community club, project club or other Shawnee County 4-H youth group that has a constitution and/or by-laws in Council meetings.
- B. Report Council information to the group the members represent.
- C. Serve on at least one Council committee.

Article IV. Officers

Section 1. The youth officers shall be: president, vice-president, secretary, treasurer and reporter.

Section 2. Qualifications

- A. Must be a current Shawnee County 4-H member at least 4-H Age 12 on the date of the election.
- B. Must have been an active Council member by serving on at least one Council committee in a previous year

OR

Must have held a major office (president, vice president, secretary, treasurer, reporter) at the club level.

- C. Officer may be voting or non-voting member.

Section 3. Nominations and elections shall be held at the October meeting.

Section 4. Term of office

- A. Officers are elected for a one year term.
- B. Term starts after elections are completed.
- C. Officers may hold the same office no more than two years.
- D. If the elected officer missed three full council meetings it will be determined that they cannot fulfill their term and the vacancy (according to section 5) will be filled at the third missed meeting.

Section 5. Vacancies

- A. If, for any reason, the president cannot fulfill his/her term, the vice president shall assume the office of president.
- B. If, for any reason, the vice president, secretary, treasurer or reporter cannot fulfill his/her term, a new officer shall be selected for the duration of the term by vote of the Council membership.

Article V. Duties of Officers

A. President

- 1. Preside at all meetings.
- 2. Chair the executive committee.
- 3. Time committee meetings and reports at the Council meetings.

B. Vice President

- 1. Preside over the Council meetings in the absence of the president.
- 2. Serve on the executive committee.
- 3. Contact the Council committee chairs to see if they will meet and/or report at the Council meeting.

C. Secretary

1. Keep accurate minutes of all Council and executive committee meetings.
2. Send all minutes, roll calls and committee reports to the 4-H office. All other prior 4-H years of the Council minutes are kept by the 4-H office indefinitely.
3. Submit a copy of draft minutes to the 4-H office within one week after the Council meeting.
4. Serve on the executive committee.
5. Act as correspondent.

D. Treasurer

1. The treasurer shall work with the finance committee chair and the Extension Office staff to receive, to keep custody of, and to pay out all monies budgeted by the Council.
2. Serve as active member of the Council finance committee.
3. Assist in preparation of the Council budget.
4. Assist with the annual review of Council funds.
5. Serve as youth signatory on all Council financial accounts.
6. Serve on the executive committee.

E. Reporter

1. Write news reports of the Council meetings and or events and submit to the "Chatterbox."
2. Serve on the executive committee.

Article VI. Adult Signatories

Section 1. Qualifications of adult signatories

- A. Must be 21 years of age or older on date of election.
- B. Must be 4-H volunteer certified.
- C. May be a voting or non-voting member of Council.

Section 2. Adult signatories and their selection

- A. Up to three additional signatories for all Council financial accounts will be selected.
- B. Adults will be asked to volunteer for this position at the October meeting. A vote will be held if more than three people volunteer and the top three will be chosen.

Section 3. Duties of adult signatories

- A. Adult signatories
 - 1. Be available to sign checks at:
 - a. Extension Office twice a month
 - b. Council meetings
 - c. Pre-fair superintendents meeting
 - d. Other times as needed

Article VII. Meetings

Section 1 Regular meetings

- A. A regular meeting of Council shall be held on the second Thursday of October, December, February, April, June and August at 7:00pm in the Shawnee County Extension Office Meeting Room.

Section 2 Quorum

- A. majority of voting members shall constitute a quorum.

Section 3 Special meeting

- A. The President may call a special meeting. All voting members and usual attendees shall be notified at least seven days in advance. The notice of meeting shall be given by electronic mail and posted on the Shawnee County 4-H Facebook Page. Only business for which the meeting was called can be transacted.

Section 4 Cancellation, delay, and rescheduling of regularly scheduled meetings.

The President may delay, cancel or reschedule a regularly scheduled meeting due to severe weather. Notification of members shall be at least 3 hours before scheduled meeting. The executive committee members can assist the president and office staff in making contacts.

The notice of meeting change will be e-mailed and posted on the Shawnee County 4-H Facebook page. If possible, rescheduling should be included in notification.

Article VIII. Executive Committee

Section 1 Membership and meetings.

- A. Membership shall consist of all elected youth officers.
- B. Advisors shall be 4-H agent and 4-H program assistant.
- C. Executive committee shall meet 30 minutes prior to the full council meeting.
- D. A quorum shall be four members of the Executive Committee.
- E. The president may call a special meeting following the guidelines in Article VII, Sec 3.

Section 2 Duties

- A. Set goals for Council.
- B. Review priorities of committees for the upcoming Council meeting.
- C. Review draft agenda for Council meeting.

Article IX. Committees

Section 1 Standing –individual voting and non-voting members may sign up for committees at the October meeting. Individual chairperson will be selected, reselected at October meeting. Detailed duties of Standing Committees can be found in the “Shawnee County 4-H Council Handbook”.

- A. Trips & Awards committee:
 - Will plan, organize, and conduct recognition events.
 - Scholarships awarded through Council.
- B. Community Service & Parades:
 - Will plan, organize, and conduct at least one community service event for the county.
 - Plan, organize and assemble 1 or more floats for 1 or more parades.
- C. Finance:
 - Will manage the financial activities of the Council.
- D. Pancake Feed committee:
 - Plan, organize, and conduct the annual Pancake Feed
- E. January Jamboree Arts & Craft Workshop committee:
 - Plan, organize, and conduct an Arts & Craft Workshop.
- F. Youth Leadership Activity (~~Formerly Lock In~~):
 - Plan, organize and conduct a youth leadership activity.
- G. County 4-H Day Food committee:
 - Plan, organize, and conduct 4-H Day concessions.
- H. Kids Activity Corner committee:
 - Plan, organize, and conduct Fun Fair activities.
- I. National 4-H Week committee:
 - Plan, organize, and direct all the county 4-H clubs is activities to celebrate National 4-H Week in October.
- J. Officer Training committee:
 - Plan, organize, and conduct officer training.
- K. Family Fun Night Committee:
 - Plan, organize, and conduct family fun night to recognize all Friends of 4-H.
- L. Achievement Night Decorating Committee:
 - Will plan, organize, and decorate for the Shawnee County Achievement Event.
- M. Achievement Event Food & Music Committee:

- Will plan and organize the food and music for the Shawnee County Achievement Event.

Section 2 Special Committees

- A majority vote of the membership can establish special committee.

Article X. Parliamentary Authority

The rules contained in the current addition of “Robert’s Rules of Order” shall govern meetings where they are not in conflict with the by-laws, rules of order, or other rules of the Council.

Article XI. Amendment of By-laws

1. These by-laws can be amended at any regular meeting.
2. Proposed changes must have been given to the members at the meeting prior to the meeting that they will be voted on.
3. Proposed changes must be in writing.
4. A 2/3 vote is required for adaption of proposed changes.

Article X Parliamentary Authority

The rules contained in the current addition of Robert’s Rules of Order shall govern meetings where they are not in conflict with the By-laws, rules of order, or other rules of the Council.

Article XI Amendment of By-laws

- A. Present proposed change(s) to the By-laws one regularly scheduled meeting in advance in writing.
- B. The changes voted on at the next regular meeting.
- C. Changes require two-thirds of the voting delegates present and voting.

Updated at the June 11, 2020 4-H Events Council Meeting