

Roosevelt County 4-H Council Constitution and By-Laws

Constitution

Article I

Name: The name of this organization shall be the Roosevelt County 4-H Council the governing body of the Roosevelt County 4-H Clubs

ARTICLE II – Object

The object of Roosevelt County 4-H clubs and Council shall be:

- Operate in compliance with the stated authorized use of the official 4-H name and emblem, a federal mark protected by 18 U.S.C. 707.
- To promote the educational, cultural, social and life skills development of youth members through activities and projects, and ;
- To promote goodwill in our community and youth citizenship experiences by participating in service projects.
- The club's purpose is limited to the exempt purposes set forth in Internal Revenue Code section 501 (C)(3) and is hereby prohibited to engage, other than as an insubstantial part of its activities, in activities that do not further tax exempt purposes.
- The club dedicates all assets to 4-H tax exempt purposes upon dissolution.
- The club is prohibited to participate or intervene in a political campaign and from attempting to influence legislation.

ARTICLE III - Members of Roosevelt County 4-H Clubs

1. *Any* youth who will turn at least 5 years of age and be in Kindergarten by January 1 of the current 4-H year may become a Cloverbud member. Cloverbuds is a special membership category governed by separate policies. Please refer to the NM 4-H Policies and Procedures Handbook.
2. *Any* youth who has passed their 9th birthday or are 8 years old and in the 3rd grade, but not to exceed 19 years of age by January 1 of the current 4-H year may be a member.
3. Membership will be limited to number of youth as determined by individual clubs' bylaws, except as provided in paragraph a) below:
 - A. To promote family unity, an existing member's brothers or sisters may become members upon reaching the minimum age for membership, even in excess of the maximum membership.

4. Clubs may collect annual dues.
 - A. Club membership requires annual dues of amount determined by individual clubs' by laws. The Executive Board may waive dues where they find there is a *genuine* inability to pay because of financial limitations.
 - B. Members not paying their dues within the specified time will be dropped from the club membership.
 - C. Dues must be paid according to individual clubs' bylaws.
5. To continue membership of Roosevelt County 4-H Clubs in good standing, members must:
 - A. Member must attend at least 50 % of regularly scheduled club meetings in a 4-H calendar year, October 1 through September 30, to be considered in good standing.
 - B. Roosevelt County 4-H Members must maintain member in good standing status prior to participation in 4-H rodeo, county contests, district and state conference, Roosevelt County Fair, judging contests, or any other 4-H activity.
 - C. First year members must be enrolled by October 1st or at least 45 days and have attended at least one business meeting in their selected 4-H club prior to the activity or animal ownership deadline in order to participate in Roosevelt County 4-H sanctioned activities.
 - D. Re-enrolled members must be a member in good standing and complete and submit re-enrollment forms by no later than two business days following January 1 of the new 4-H year. 4-H members can make additions/deletions to projects until May 1.
6. For Member Completion
 - A. For completion a member must be considered in good standing.
 - B. A member shall be involved in at least one leadership experience at the club or county level such as giving a demonstration or illustrated talk or public speech, or serving on a committee, or as a club or county officer, or as a junior or teen leader.
 - C. A member shall be involved in at least one citizenship activity to help others.
 - D. For completion a member must submit at least a completion book for a given year. A completion book consists of a 4-H story, the 4-H Report Form, photo page, and Section II Leadership, Section III Citizenship, and Section V Other Experiences page. To be eligible for awards and scholarships a member must submit a record book which includes the same material as completion books as well as Section I Major Project and Section IV other projects.
7. Individuals whose membership has been revoked may rejoin the organization. However, members who lost membership more than two time(s) by failure to meet their obligations as a member may be permanently denied renewed membership in the club.
8. Members have the right to vote on all voting issues of the club.
9. Adult 4-H leaders shall be considered Associate members. Associate members shall have the right to address the membership, but they may not vote or hold office.
10. This club does not discriminate on the basis of age, race, color, religion, gender, national origin, disability, veteran status, sexual orientation, or ancestry regarding its leaders and members.

Article IV

Club Accountability

- A. Minutes and attendance sheets must be submitted to the Extension Office monthly following regularly scheduled meeting.
- B. Each 4-H Club in the county will be required to submit a closing financial report to the Extension Office at the end of each fiscal year (September 30.)
- C. All club fundraising activities must be approved by the County Agents prior to beginning the activity.

Article V

Organizational Leader Accountability

- A. Organizational leader is responsible for structuring at least 6 business meetings using parliamentary procedure in a fiscal year, October 1 - September 30.
- B. Organizational Leader should turn in a list of regularly scheduled meetings to the Extension Office by November 1 of the new 4-H year.
- C. Organizational Leader is responsible for making sure that the president and the two voting delegates are present at all council business meetings.
- D. Organizational Leader is responsible for contacting County Agents if a member is not in good standing.
- E. If club or organizational leader accountability standards are not met during a given year this grievance must be rectified with County Agents.

Roosevelt County 4-H Council Constitution

Article I

- Object: The object of this council shall be:
- A. To assist in formulating county wide club program and club activities.
 - B. To develop leadership and ability among 4-H Club members and leaders.
 - C. To assume responsibility for promoting 4-H Club work in Roosevelt County.

Article II

- Membership:
- A. The president and two county council delegate of each club shall be active members with voting power.
 - B. One leader from each active 4-H Club shall serve as an advisor with voting power.
 - C. Other 4-H members shall be encouraged to attend all County Council meetings.
 - D. There shall be no more than two (2) members from any one Club that shall receive an office in the County Council.
 - E. A County Council delegate should send a replacement in case he cannot attend. This replacement shall have voting power and assume the duties of the delegate they are replacing.
 - F. Each delegate is allowed only one vote per item of business, and all voting delegates shall sit in a designated section of the meeting room.
 - G. The 4-H membership is open to individuals without regard to race, color, or national origin.

Article III

- Officer:
- A. The officers of this Club Council shall be president, vice-president, secretary, treasurer, news reporter, parliamentarian, historian, recreation leader(s) and chaplain.
 - B. No officer shall be allowed to hold the same office more than one consecutive year.
 - C. Any officer who misses two consecutive meetings shall be replaced by election of another person except in cases of excusable illnesses.

Article IV

- Meetings:
- A. There shall be a least six (6) meetings per year, with the president holding the power to call a special meeting if necessary.
 - B. The suggested regular meeting time shall be the first Monday night of every other month. Officers will meet prior to the council meeting.
 - C. A quorum shall consist of the majority of the voting delegates present at any meeting.
 - D. The questions shall be decided by the majority vote of the delegates, present at any meeting.

Article VI

- Amendments:
- A. The constitution may be amended by a vote of (2/3) two-thirds of the voting delegates present at a regular meeting.

By-Laws

Article I

- Election of Officers:
- A. The County Council officers shall be elected at the November meeting.
 - B. Person must have submitted a record book in the prior year in order to hold an office and be a member in good standing. (See Article VII)
 - C. In case of a run-off vote, simple majority shall prevail.
 - D. Each nominee shall give a 30 second nomination speech.

Article II

Duties of Officers: The duties of the officers will be:

President:

- 1. Preside over all meetings.
 - a. Call meetings to order and adjourn them.
 - b. Follow the order of procedure recommended for conducting council meetings.
 - c. Keep order and see that business is conducted according to parliamentary law.
- 2. Call extra meetings when necessary.
- 3. Appoint committees as needed.
- 4. Be familiar with the duties of other officers and all committees and see that they perform their duties.

Vice President:

1. Learn the duties of the president.
2. Act in the place of the president when the president is absent or when called to the chair by the president
3. Serve as chairman of the program committee
4. Assist the president whenever possible.

Secretary:

1. Take charge of the secretary's book which is issued from the County Extension Office. Have a definite place for keeping this book, the club correspondence and other records belonging to the council.
2. Call the roll and keep a record of attendance.
3. Keep a record of the minutes of all meetings. Read the minutes when the president calls for them. Shall submit a copy of the minutes within 1 week of the council meeting to the 4-H Agent
4. Act as chairman when both president and vice president are absent. Appoint an acting-secretary in your place.

Treasurer:

1. The treasurer is in charge of the checking account in the bank. The treasurer, their club leader and council president's names shall appear on the signature cards. No more than one family member can be on the signature card.
2. Keep an accurate account of all receipts and expenditures.
3. Pay all bills
4. Be prepared to give a report at each Council meeting on money received and spent and balance in the treasury.
5. Shall submit all records and books at the end of the year to the three member audit committee appointed by the President.

Reporter:

1. Write a brief report of council meetings and activities for newspaper and radio. Tell what was done and by whom.
2. Learn to write interesting news items and send them in on time.

Parliamentarian:

1. Make sure meetings are conducted with parliamentary law.
2. Shall settle all questions concerning parliamentary procedure.
3. Shall have insight to parliamentary proceedings.

Historian:

1. Shall keep an accurate file on all activities of the 4-H Council including news articles, pictures, and correspondence.
2. Shall submit them in a scrapbook at the end of the year, to be kept in the Extension Office for reference.

Recreation Leader:

1. Take charge of planning recreation for Council meetings and other county 4-H events.
2. Learn and teach new games to members.

Chaplain:

1. To lead members in prayer at Council events.

Article III

Committees: The program committee shall be a standing committee. This committee shall consist of the Council officers, local club presidents, and organizational leader of local clubs.

Article IV

Rules of Order: The revised edition of Roberts Rules of Order shall govern the meetings of this council.

Article V

Order of Business

- A. Call to Order
 - 1. United State Pledge
 - 2. 4-H Pledge
- B. Roll Call
- C. Reading and approval of minutes
- D. Correspondence
- E. Treasurer's Report
- F. Report from committees
- G. Unfinished Business
- H. New Business
- I. Special Programs
- J. Announcements
- K. Adjournment

Article VI

Amendments:

- A. The By-Laws may be amended by a vote of two-thirds (2/3 of the voting delegates present at a regular meeting.

(Revised February 2015) RWC/CM