

PAYNE COUNTY 4-H LEADERS' COUNCIL BY-LAWS

Article I Name & Definitions

Section 1. Name - This organization shall be known as the Payne County 4-H Leaders' Council.

Section 2. Definitions

- A. Traditional / Community Club - a 4-H group chartered by the Oklahoma State 4-H Office, which conducts regularly scheduled club meetings and fulfills the responsibilities of a 4-H club (as described below). This type of 4-H club has voting privileges in county elections and decisions.
- B. Project Club - a 4-H group chartered by the Oklahoma State 4-H Office, which conducts regularly scheduled club meetings and fulfills the responsibilities of a 4-H club (as described below). A project club focuses on a specific 4-H project area for educational programs and activities. This type of 4-H club has voting privileges in county elections and decisions.
- C. Project Group - an unchartered group of 4-H members interested in a specific project area. A project group may meet occasionally, for a season or on a short term basis. Project groups are not required to comply with club requirements. Project groups do not have voting privileges.
- D. 4-H Club Meeting - contains 3 essential elements
 - a. Youth-led business meeting
 - b. Educational program
 - c. Recreation
- E. 4-H Club Leader Responsibilities
 - a. Regularly attend Payne County 4-H Leaders' Council Meetings
 - b. Work county fund raiser events
 - c. Receive 4 leaders' trainings per year
 - d. Complete Working with Minors & Title VII and IX within the first month of the new 4-H year
 - e. Must complete one shift at the 4-H Café during the Spring Livestock Show
 - f. One club representative must attend yearly 4-H On-Trac planning meeting
 - g. Assist 4-H members to complete a county record book. It is required to run for a local club office.

Article II Objectives

In cooperation with the County Extension staff, the objectives of this organization shall be to:

- Support the mission and objectives of the 4-H Youth Development effort.
- Aid in the physical, mental and social development of 4-H members through clubs, programming, activities and events.
- Encourage and support Youth-Adult Partnerships in the planning, conducting and evaluation of county activities and events with general guidance from the Extension Office.
- Encourage a cooperative spirit among 4-H clubs and members.

- Encourage representation and participation of all clubs in the business and committee work of the Leaders' Council.
- Promote OCES 4-H Youth Development programs through marketing and visibility efforts at the local and county level.
- Encourage and support the certification and continuing education of 4-H adult and teen volunteers.
- Recruit and train volunteers for local and county volunteer responsibilities.
- Supplement and enhance efforts of the Oklahoma Cooperative Extension Service.

Article III Membership

The membership of this organization shall include all 4-H club leaders or 4-H club representatives in Payne County, irrespective of race, color, national origin, gender, religion, ethnicity, age or disability. An active member is a member that meets the age and grade requirements or is 9 years old and has completed enrollment on 4-HOnline and membership paid. Not an active member until member has enrolled and paid the 4-H program fees.

Article IV Meetings

Section 1. Meetings

- A. The Payne County 4-H Leaders' Council will meet at least quarterly for business meetings and educational programs.
- B. Members will be notified by e-mail of meeting dates, times and in case of cancellations.
- C. Club representatives (other than the primary club leader) must notify the Extension Educator of plans to attend the meeting in the primary leader's place.

Section 2. Quorum

- A. A quorum is deemed present if more than 50% plus one of the club leaders in the county are represented at a meeting.

Article V Officers & Elections

Section 1. Elected Officers

The elected officers of this organization are President, Vice-President and Secretary. Officers will be referred to as the Payne County 4-H Leaders' Council Executive Committee. Individuals voted into Payne County Leaders County Leadership Council positions must perform the duties of their office to the satisfaction of the Payne County Leadership Council to be eligible to hold any office the next year. Volunteers must be an officer on the Payne County 4-H Leaders' Council Executive Committee before they can run for the office of President.

Section 2. Duties of Elected Officers

- A. The President shall
 - 1) Preside at all meetings of the Payne County 4-H Leaders' Council
 - 2) Appoint committees
 - 3) Serve as an ex-officio member of all committees

- 4) Consult with County Extension Educators in the preparation of an agenda for business meetings
 - 5) Perform the usual duties of the presiding officer
- B. The Vice-President shall
- 1) Act in the capacity of President in the absence of that person
 - 2) Work closely with Extension Educators to plan 4-H Leaders' Council educational programs
 - 3) Work closely with Extension Educators to secure locations/venues for county 4-H events
 - 4) Perform all duties delegated by the president
- C. The Secretary shall
- 1) Record in writing the minutes and actions of all meetings of the organization
 - 2) Submit a copy of the minutes to the Extension Office and the Executive Committee ten (10) days following the meeting
 - 3) Maintain a copy of all Payne County 4-H Leaders' Council committee reports
 - 4) Handle correspondence as needed

Section 3. Tenure

- A. All elected officers shall serve a (1) one year term.
- B. A term of office will begin at the end of the meeting at which an individual is elected.
- C. An officer may serve (2) two successive terms in the same office.

Section 4. Qualifications

- A. The nominees for President, Vice-President and Secretary shall have been a Payne County 4-H Leaders' Council member for a minimum of one (1) year.
- B. Said nominees shall have attended a minimum of two (2) 4-H Leaders' Council meetings in the prior year.
- C. An individual who has previously served as an elected officer may again be elected to serve.

Section 5. Elections

- A. Elections shall be held in coordination with the school year - either at the end or the beginning of the year.
- B. Candidates for elected offices shall be nominated by other members, and must accept the nomination in order to run for office.
- C. A quorum is required to be present for the election of officers.
- D. Elections may be by ballot, show of hands, standing count or acclamation.
- E. A majority of those votes cast shall be required for election to office.

Article VI Executive Committee

Section 1. Membership

- A. The Executive Committee shall consist of the officers and the Extension 4-H Youth Development Educator(s).
- B. Committee Chairs may be asked to attend Executive Committee meetings as needed.

Section 2. Duties

The Executive Committee shall be responsible for the functions of the organization between 4-H Leaders' Council meetings. A complete record of all its proceedings shall be kept. A report of the Executive Committee shall be made at the scheduled organizational meetings.

Section 3. Meetings

The President, in consultation with the Extension Educator(s), shall call meetings of the Executive Committee as needed.

Section 4. Powers

The Executive Committee shall have the authority to make appointments as needed.

Section 5. Vacancies

In the event an officer resigns, becomes disqualified, or fails to perform the duties of the office to which elected or appointed, the Executive Committee shall declare the office vacant, and name a successor to complete the unexpired term. The exception shall be a vacancy in the office of President to which the Vice-President shall succeed.

Article VII 4-H Leaders' Council Order of Business

Section 1. Business

- A. The order of business shall be as follows: call to order, attendance, approval of the minutes, financial report, a report of the executive committee, other committee reports, unfinished business, new business and announcements.
- B. The agenda and minutes of the last meeting will be available 3 days prior to the 4-H Leaders' Council business meeting via email.
- C. Elected officers are to conduct the business meeting.
- D. County Extension Educators are to function as advisors to the 4-H Leaders' Council.

Article VIII 4-H Leaders' Council Committees

Section 1. Duties

- A. Committees are appointed with the responsibility to plan and carry out an activity/event or to research alternatives for recommending action to the 4-H Leaders' Council.
- B. Committee work shall be done outside the regular business meetings.
- C. The committee is responsible for keeping records of all committee work, correspondence, agendas, minutes, evaluations, etc. for future committees.
- D. The committee chair shall keep the Executive Committee informed and report to the 4-H Leaders' Council.

Article IX 4-H Leaders' Council Funds

Section 1. Purpose

All 4-H Leaders' Council funds are to be used for purposes related to or in support of the 4-H Youth Development Program.

Section 2. Dissolution of the Organization

In the event the 4-H Leaders' Council dissolves all funds held its name will be merged into the county 4-H program managed by the Oklahoma Cooperative Extension Service.

Article X Parliamentary Authority

Section 1. Procedures

- A. All meetings of the 4-H Leaders' Council and its Executive Committee shall be governed by these bylaws and parliamentary rules and usage contained in the current edition of Robert's Rules of Order Newly Revised.
- B. These bylaws shall have precedence over Robert's Rules of Order Newly Revised.

Article XI Amendments

Section 1. Bylaws

These bylaws may be amended or revised at any regular meeting of the organization by a two-thirds (2/3) vote of those members present, provided that said amendments shall have been presented to the membership at least seven (7) days prior to its presentation for adoption.