

ROGERS COUNTY 4-H COUNCIL BYLAWS

ARTICLE I – NAME

The name of this organization shall be Rogers County 4-H Council.

ARTICLE II – OBJECTIVE

The objective of Rogers County 4-H Council shall be: (1) to help boys and girls develop into useful and responsible citizens and leaders by accepting the responsibility of 4-H projects and activity work, and (2) to promote other activities that will aid in the development of its members and encourage a cooperative spirit in the county.

ARTICLE III - MEMBERSHIP

SECTION I – All membership will be consistent with OSU 4-H Youth Development Policy # 5

ARTICLE IV - OFFICERS

SECTION I - COUNTY

A. The officers of Rogers County 4-H shall be a president, vice-president, secretary, reporter, historian, and recreation leader (2) and this same group will be members of the executive committee.

B. Qualifications:

1. Must be thirteen (13) years of age as of January 1st of year running for office.
2. Must have submitted a county or state record book the previous year.
3. Must be enrolled in 4-H a minimum of two (2) years
4. Must have attended a minimum of three (3) Youth Council meetings over the past year.
5. Must have participated in five (5) county events or activities and one (1) county fundraiser the past year.
6. Must give a separate speech for each office candidate is seeking.*
7. Must have an Officer Application Form submitted to the OSU Extension office at a date set by the Extension staff. If an office is not filed for, nominations will be taken from the floor during officer elections (youth must still meet qualifications if nominated).
8. Must attend a minimum of three (3) youth leadership workshops.

Unanimous

Additional Qualifications for President candidate:

1. Must be fifteen (15) years of age as of January 1st of year running for office.
2. Must be enrolled in 4-H a minimum of three (3) years.

Additional qualifications for Vice President candidate:

1. Must be fourteen (14) years of age as of January 1st of year running for office.
2. Must be enrolled in 4-H a minimum of three (3) years.

*Candidates must attend the officer elections and present their campaign speech. The **ONLY EXCEPTIONS** will be serious illness, hospitalization or death in the family.

C. Duties:

1. **President:** a) Preside at all Youth Council meetings. Call and adjourn the meeting on time. b) Serve as a committee member to all active committees. c) Attend to such duties that are necessary to carry out the county 4-H program. d) Promote the 4-H program by speaking to various groups throughout the county. e) Shall work closely with sponsor/extension agent on county activities.
2. **Vice-President:** a) Serves in the absence of the president. b) Promotes the 4-H program by speaking to various groups throughout the county. c) Perform all duties delegated to him/her by the president. d) Assist president on questions of parliamentary procedure. e) Assist in coordination of county activities.

3. **Secretary:** a) Record minutes of all county and officer meetings. b) Keep extension staff informed of all business. c) Conduct the official correspondence of organization and be responsible for county thank you notes. d) Shall keep in order and provide for all to observe a written record of county meetings. These records will be passed to the county historian at the end of term and become a part of the historian book. e) Perform duties delegated by the president.

4. **Reporter:** a) In charge of publishing the county 4-H news, and soliciting assistance and cooperation from others. b) Has in possession and is responsible for county camera. Must bring to each event for photos of activity to distribute to media. c) Work actively with 4-H local reporters throughout the county to communicate the 4-H story. d) Supplies the District Reporter with news of county activities. e) Responsible for articles for promotion of National 4-H Week.

5. **Historian:** a) Works with county 4-H clubs to obtain pictures and stories for history of county activities. b) Obtains written minutes of county meetings from county secretary to be placed in historian book at end of term. c) Shall bring historian book to county council and have displayed for all to see. d) At end of term passes historian book in completed condition to extension office for display and safekeeping.

6. **Recreation Leaders:** a) Assist with group recreation on a county level (including Cloverbuds) and at any time that is considered part of the 4-H program in the county. b) Assist in the training of local recreation leaders. c) Promote 4-H enthusiasm and the service of recreation leaders, as well as extending open communication with fellow club members.

D. Election:

1. County officers shall be elected by a majority vote of three (3) qualified voting delegates from each Project or Organizational club in addition to the executive committee of the County Youth 4-H Officers. The County Youth President shall vote only in case of a tie.
2. Elections will be held at an annual meeting in the spring as designated by the Extension office.
3. Candidates for office must file for county office two (2) weeks before elections - file at the County Extension Office.
4. Campaign speeches must be given at the county elections.
5. Candidates for recreation leaders will lead one short song or game in addition to the campaign speech.
6. Voting will be done by written ballot.
7. The county 4-H youth officers shall be responsible for filing a vacancy on the office team with the supervision of the county 4-H Educator and/or adult officers.
8. Any officer missing three (3) meetings will be replaced with the supervision of the county 4-H Educator and/or adult officers.

Voting Delegates & Alternates: It is the responsibility of the Organizational Leader and club membership to select individuals for delegates and alternates. It is strongly recommended that individuals for delegates and alternates be elected by club membership.

E. TERM OF OFFICE:

1. The term of office for all county youth and adult officers will be for one (1) year.
2. Youth and Adults may not serve consecutive terms in the same office.
3. It shall be the obligation of each officer to attend all Youth Council meetings and required events. Any officer missing three (3) times shall be removed from office

F. TREASURER

1. The Volunteer Council Treasurer shall handle the finances for the county youth council.

ARTICLE V – ORDER OF BUSINESS

The order of business for all county meetings shall follow the current Parliamentary Procedures OSU Fact Sheet.

ARTICLE VI – ROGERS COUNTY 4-H YOUTH COUNCIL

Section I: Youth Council

A. Objectives:

1. To provide an opportunity for youth to be involved in planning and carrying out the 4-H program in Rogers County.
2. To provide an opportunity for youth to express the needs and interests of their own age group.

3. To provide an opportunity for youth to have experience in specific training such as parliamentary procedure, officer training, teen leader programs, etc...
 4. To establish and maintain a partnership with the Volunteer Council.
- B. Council Organization
The membership shall consist of the county 4-H officers, county club officers and any 4-H member irrespective of race, color, national origin, gender, religion, age, disability, marital status or membership in any other organizations. Membership shall be entitled to full voting privileges. The Youth Council President shall vote only in case of a tie.
- C. Officers
The Youth Council officer team shall be made up of the individuals elected to the positions of the County 4-H Officers.

ARTICLE VII – ROGERS COUNTY 4-H VOLUNTEER COUNCIL

Section I: Volunteer Council

- A. Objective:
1. To function as a cooperating group to plan and promote all county 4-H events/activities.
 2. To aid county 4-H Educator in maintaining an acceptable 4-H awards program.
 3. To aid in securing financial support for the Rogers County 4-H Foundation and activities, events or awards sponsored by the Volunteer Council for the Rogers County 4-H Program.
 4. To assist and cooperate with the county 4-H Educator in developing, coordinating, and carrying out the 4-H program within the county.
 5. Aid and support events or activities of the Youth Council.
- B. Council Organization
1. Membership shall consist of the adult county officers, organizational leaders and certified volunteers with each member having voting privileges. The County Adult President shall vote **only** in case of a tie.
 2. Parents are encouraged to attend.
 3. County Extension Staff shall be ex-officio members of the council.
 4. The council shall consult with the Extension 4-H Educator concerning any committees that are deemed necessary to carry out the objectives of the Volunteer Council.
- C. Officers
1. The officers shall be President, Vice President and Secretary/Treasurer and **will be members of the executive committee**.
 2. Only certified volunteers may run for office. (All nominations will be taken from the floor during adult elections).
 3. Only certified volunteers may vote during adult officer elections. The County Adult President shall vote only in case of a tie.
 4. Officers shall be elected by majority vote at an annual meeting set by the Extension office.
 5. Any vacancy of officers shall be filled by election at the next regular meeting after such vacancy occurs, except that the Vice President shall succeed to the office of President.
- D. Adult Officer Responsibilities
1. President: a) Preside over Volunteer Council meetings; b) Appoint committee chairpersons when necessary; c) Work closely with county 4-H Educator on county 4-H program; d) Achievement ceremony responsibilities; e) Serve as ex-officio member of county committees.
 2. Vice-President: a) Shall serve in the absence of the President; b) Perform duties as designated by the President; **c) Assist with county activities.**
 3. Secretary/Treasurer: a) Shall keep accurate minutes of all meetings and submit a copy to the OSU Extension Center promptly; b) Handle necessary correspondence; c) Work with the Extension 4-H Secretary to keep accurate financial records of the Volunteer Council account and give report at council meetings. Be available to sign checks when necessary; d) Submit statement of financial activity and copy of proposed budget to the Rogers County 4-H Foundation annually.

ARTICLE VIII – MEETINGS

1. The youth council shall meet separately from the Volunteer Council on a bimonthly basis. Both council groups shall meet jointly at least two (2) times a year for program planning and evaluation purposes.
2. Youth council officers will carry out ongoing activities and events; however, new activities and events will be brought before the Volunteer Council Executive Committee for approval.
3. County youth officers meetings will be held bimonthly.

ARTICLE IX – AMENDMENTS

A majority vote of official voting delegates at any regular or special county-wide meeting shall be necessary for approval of amendments provided the following have been done prior to this meeting and as prescribed.

1. Suggested amendments shall have been approved by the Rogers County 4-H Staff and Rogers County 4-H Volunteer Council.
2. Any proposed changes of the By-Laws recommended and approved by the Executive Committee must be presented in writing to the Volunteer Council. The proposed change will be voted upon by the membership.
3. At least a fifteen day notice must be given before holding any county meeting of the Rogers County 4-H Council.

Revised December 1993

Revised June 2002

Revised March 2005

Revised June 2008