

**Constitution and By-Laws
Of The
Crowley County 4-H Council
September 22, 2008**

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

The purpose of this organization shall be to:

1. Assist the Colorado State University Crowley County Extension in conducting all phases of the Crowley County 4-H Program
2. To serve as an advisory body for the Crowley County 4-H Program.
3. Help develop, maintain & promote an educational program to stimulate personal growth in and conduct activities for Crowley County 4-H members.
4. To function as a representative body of the membership and forum for member expression.

ARTICLE III: MEMBERSHIP

SECTION I:

The Crowley County 4-H Council shall be nondiscriminatory and open to all qualified members and leaders; regardless of race, color, sex, national origin or handicap.

SECTION II:

All 4-H Council delegates must be 4-H members. Each club shall be represented by no more than four votes. Council members are elected or appointed by their club. Each club will designate their delegates and alternates for the coming year prior to the January 4-H Council meeting. Club delegates or alternates must be present to vote.

SECTION III:

The President of the Crowley County 4-H Council will not be a regular voting delegate of the club they enrolled in. They will have council voting privilege only in case of a tie vote and/or in the case there is less than a quorum of twelve voting members present.

ARTICLE IV: MEETINGS

SECTION I:

Regular Meetings of the Crowley County 4-H Council shall occur monthly unless otherwise decided by the council and published in the preceding month's newsletter.

SECTION II:

A meeting of the Executive Committee will be held after new officers are installed and prior to the next regular council meeting. The purpose of this meeting will be to set a calendar for the Crowley County 4-H Program and to develop a budget for the Crowley County 4-H Council.

Other meetings of the Executive Committee shall occur when deemed necessary by the President, Leader Advisor, and/or CSU Extension Agent.

ARTICLE V: OFFICERS AND ADULT ADVISOR

SECTION I:

The officers of the Crowley County 4-H Council must include President, Vice President, Secretary, Treasurer, and two Senators. Senior 4-H members may be appointed to fill one or both Senatorial positions if there are no other applicants. The offices of Reporter, Historian, and/or Parliamentarian will be determined and may be merged by the executive committee in the case of no applicants. All offices will be a one year term.

SECTION II:

The executive committee shall consist of council officers, senators, adult advisor, and extension agent.

SECTION III:

Any elected officer or representative to the council including adult leader, absent from two or more consecutive meetings will be dismissed from office, unless excused by the Extension Agent or Executive Committee. The executive committee will submit nominations to council to replace that officer.

SECTION IV:

At least one, but no more than two, adult leaders will be elected by the council as Council Advisor. They will serve a one-year term. They will be signed up as a Crowley County 4-H Leader. They will represent Crowley County at state, regional, and district events and report back to Council on state, regional, and district 4-H business. They will also help guide and direct the Council in conducting 4-H programs and activities in the county.

ARTICLE VI: ELECTION OF OFFICERS

SECTION I:

Council officers will be elected at the regular council meeting just prior to the annual 4-H Achievement Day. Nominations will come from the floor or from applications. Newly elected officers will assume duties at the first regular council meeting after the annual 4-H Achievement Day.

SECTION II:

Council officer elections shall be open to all 4-H members who meet the requirements for the position they seek. Candidates do not have to hold an office on the club level nor be an elected representative to council. Each nominated 4-H member must attend the election meeting to vote and run for office.

SECTION III:

To become an officer, members must have attended at least two County Council meetings during the 4-H year in which they are elected, and been a 4-H member in good standing.

SECTION IV:

The president and vice president must be senior 4-H members the year they serve in office. The secretary and treasurer must be intermediate or senior 4-H members the year they serve in office. All other offices can be held by any 4-H junior, intermediate, or senior member.

SECTION V:

Vacancies in the council occurring during the year will be filled by election at the first regular meeting following the vacancy. A vacancy may be declared to exist when:

- An officer fails to enroll in 4-H.
- An officer resigns.
- An officer is under disciplinary action for a violation of the Colorado Code of Conduct.
- An officer misses two consecutive meetings during the year without a valid excuse (validity will be determined by the Executive Committee).

ARTICLE VII: DUTIES OF OFFICERS

SECTION I: EXECUTIVE COMMITTEE

Prepare agenda in cooperation with the Crowley County Extension Office for each Crowley County 4-H Council meeting. Prepare and present to the 4-H Council, at the first of the new 4-H year, a proposed budget of expenditures and income as well as a calendar for the Council for the coming year.

SECTION II: PRESIDENT

Become acquainted with parliamentary procedure, preside at meetings and direct business meetings, decide points of order fairly, plan business meeting with executive committee before regular meeting is held, appoint committees, delegate responsibilities so every member has some job, check frequently on progress of committees, keep in close touch with local leaders and County Extension Agent and to help plan the yearly program.

SECTION III: VICE PRESIDENT

Learn the duties of the President, become acquainted with the rules of parliamentary procedure, serve as chairman of appointed committees, and preside at meetings in the absence of the president.

SECTION IV: SECRETARY

Custodian of the council records, call roll at meetings, record the proceeding (minutes) of all regular and special meetings, read minutes of past meetings, submit a copy of the minutes to the Extension Office of Crowley County one week following any council meeting, read correspondence directed to the council, collect and record reports of all committees, and assist the President at meetings by writing motions down as stated.

SECTION V: TREASURER

Custodian of finances and financial records of the Council, pay all bills, deposit funds and give a financial report at each council meeting, keep a check book ledger, supplementary ledger, balance statements of checking accounts and savings with ledger, and turn over accurate records at the end of the 4-H year or term of office for audit.

SECTION VI: REPORTER

Write a news release pertaining to Council business and activity following each meeting and submit it to the Colorado State University Extension Office in Crowley County for publication in the area news media one week following the meeting. The reporter may also write additional stories about 4-H in Crowley County.

SECTION VII: HISTORIAN

Collect all news articles and photographs relating to 4-H in Crowley County and keep them in a scrapbook.

SECTION VIII: PARLIAMENTARIAN

Duties will be to maintain order and advise the President of Robert's Rules of Order.

ARTICLE VIII: QUORUM

SECTION I:

Official business may be conducted at any regular or properly called special meeting at which at least ½ of the clubs are represented.

SECTION II:

A quorum of the Executive Committee shall consist of 2/3rds the eligible voting members of the committee.

ARTICLE IX: RULES OF ORDER

Roberts Rules of Order will serve as a guideline for conduct of Crowley County 4-H Council meetings. Council Officers will be responsible for proper conduct at meetings with guidance and direction provided by Colorado State University Extension personnel.

ARTICLE X: AMENDING CONSTITUTION OR BY-LAWS

SECTION I:

The Crowley County 4-H Council Constitution and By-Laws amendments may be proposed by a two-thirds majority vote of eligible voters at any regular meeting of the Crowley County 4-H Council provided a quorum is present.

SECTION II:

Changes must then be mailed to each main club leader to be presented to the club. Changes must be considered at the two meetings prior to the adoption vote. Revisions may be made on the first two readings; adoption will occur after the vote on the third reading.

ARTICLE XII: DISSOLUTION

Upon consideration of dissolution, the Crowley County 4-H Council will inform the Colorado State University Extension Agent in Crowley County and/or the Southeast Area Extension Director as to their desire and conformance to the following procedure: a majority vote by the membership in favor of dissolution and termination of the Crowley County 4-H Council.

Upon dissolution and termination of the Crowley County 4-H Council for any reason, the officers shall take full account of the Crowley County 4-H Council assets and liabilities, and shall liquidate the assets as promptly as is consistent with obtaining the fair value thereof, and shall apply and distribute the proceeds thereof in the following order:

1. To the payment of the debts and liabilities of the Crowley County 4-H Council.
2. To the setting up of any reserves which the officers may deem necessary for any contingent or unforeseen liabilities or obligations of the Crowley County 4-H Council; such reserves shall be paid over, by the Treasurer, to

an escrow account designated by the officers to be held for the purpose of distributing such reserves and payment of any such contingencies; at the expiration of such period as the officers of the Crowley County 4-H Council may deem advisable, the balance shall be distributed as hereinafter provided:

- a. The balance remaining shall be distributed to the Southeast Area District VI 4-H Senate for the purpose of program development within District VI 4-H.
- b. In the event that the District VI 4-H Senate does not qualify for funds or does not exist at the time of dissolution and termination of the Crowley County 4-H Council, the balance remaining shall be distributed to the Colorado 4-H Foundation for the purpose of program development directly relating to the enrichment of the quality of life of 4-H youth and volunteer 4-H adult leaders.
- c. In the event that the District VI 4-H Senate nor the Colorado 4-H Foundation does not qualify for funds or does not exist at the time of dissolution and termination of the Crowley County 4-H Council, the balance remaining shall be distributed among the Crowley County 4-H Clubs and/or other fund for the benefit of Crowley County Youth.

Each of the members shall be furnished with a statement prepared by the Crowley County 4-H Council setting forth the assets, liabilities, and distribution upon complete liquidation. Upon compliance with the foregoing terms and manner of distribution, the Crowley County 4-H Council shall cease.