

**CONSTITUTION  
PLATTE COUNTY 4-H LEADERS' COUNCIL  
March 2011**

**Article 1 – Name and State/National Affiliation**

Section 1: The name of this organization shall be *Platte County 4-H Leaders' Council*.

Section 2: The *Platte County 4-H Leaders' Council* will annually complete the chartering process for permission to use the 4-H name and emblem as authorized by the University of Wyoming Extension on behalf of National 4-H Headquarters at the United States Department of Agriculture.

**Article 2 – Purpose**

Section 1: The mission of 4-H is to empower youth to reach their full potential, working and learning in partnership with caring adults.

Section 2: Purposes of the *Platte County 4-H Leaders' Council* include

- Organize, plan, implement and evaluate the county wide program
- Raise, maintain and manage funds in the best interest of the county wide program
- Advise UW Extension 4-H staff in policy and programming decisions

**Article 3 – Membership**

Section 1: 4-H organizations must comply with all federal and state laws including those regarding non-discrimination.

Section 2: Persons seeking admission, employment, or access to programs of the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, political belief, veteran status, sexual orientation, and marital or familial status. Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotape, etc.) should contact their local UW CES office. To file a complaint, write to the UW Employment Practices/Affirmative Action Office, University of Wyoming, Department 3434, 1000 E. University Avenue, Laramie, WY 82071.

**Article 4 – Meetings**

Section 1: All meetings of the *Platte County 4-H Leaders' Council* shall be open to anyone who would like to attend. The public may speak on matters regarding their interest, but shall have no power to vote.

Section 2: All meetings of the governing body of an agency are public meetings open to the public at all time, except as otherwise provided. Boards can enter Executive Session, closed to the public, for certain personnel, legal, safety and security issues. Action taken at a meeting not in conformity with this act is null and void and not merely voidable. (Wyoming Statute 16-4-4xx)

### **Article 5 – Funds**

Section 1: Funds raised in the name of 4-H are publicly accountable and must be used only for 4-H purposes.

Section 2: Federal regulations governing the use of the 4-H name and emblem require annual financial reporting/accountability of all 4-H organizations.

### **Article 6 – Dissolution**

Section 1: Upon Dissolution, 4-H funds and property must be relinquished to the Wyoming 4-H Foundation for future use in 4-H activities.

# **By-Laws of *Platte County 4-H Leaders' Council***

Revised March 2011

## **Article 1 – Purpose and Educational Program**

Section 1: The ***Platte County 4-H Leaders' Council*** will work in partnership with the UW 4-H Educator to develop an educational/activity plan to meet the needs of members and volunteers in the 4-H program each year.

Section 2: The purpose of ***Platte County 4-H Leaders' Council*** includes the following:

- consider the best interest of the entire program in planning and making decisions
- gather input from youth and other volunteers to guide program direction
- be an ambassador for the 4-H program by promoting its mission

## **Article 2 – Membership**

Section 1: There are various levels of membership of the ***Platte County 4-H Leaders' Council***:

- Council members – includes all Screened 4-H Leaders and Jr. Leaders (members age 14 & older)
- Board Members – includes those voting members per club. Only 2 representatives per club will be allowed to vote at each meeting and club representatives may vary from meeting to meeting.
- Executive Committee Members (4 officer positions) – shall be elected from Board Members

Section 2: Ex-officio membership (non-voting):

- All salaried Extension Educators who provide leadership and/or support for the Platte County 4-H Program shall be ex-officio members.

## **Article 3 – Voting Body & Quorum**

Section 1: Voting Body (Board members) of the ***Platte County 4-H Leaders' Council*** will be composed of the following:

- Only 2 representatives (board members) per club will be allowed to vote at each meeting. Representatives may vary from meeting to meeting.
- The club from which the President of the council is a leader; will be granted one additional voting member; because the President doesn't cast a vote except in the case of a tie

Section 2: Quorum

- A quorum shall consist of 6 clubs being represented at each meeting

Section 3: Non-voting members

- Any adult 4-H leader, member or parent, not designated as a club representative on the voting body, may attend the meetings with all privileges except voting, making motions and seconds to the motions.

**Article 4 – Leadership Roles and Responsibilities**

Section 1: The officers of the ***Platte County 4-H Leaders' Council*** shall be:

- President
- Vice-President
- Secretary
- Treasurer

Section 2: In order to be an Executive Committee Member (officer) on the ***Platte County 4-H Leaders' Council***, you must:

- Have been a board member for at least two years
- Be a Screened Adult Volunteer Leader

Section 3: Election of Officers

- Board members shall elect officers by ballot at the regular business meeting in January to serve for two (2) years. Election of Executive Committee (officers) will take place in even numbered years. Officers will be installed immediately following the election.

Section 4: The duties of each office shall be

- President – preside over meetings, call special meetings of the Executive Board
- Vice-President – preside in absence of the President
- Secretary – keep track of all meeting proceedings and read them at the following meeting for approval or corrections
- Treasurer – keep track of and take care of all funds
  - Follow financial recommendations as outlined in the Wyoming 4-H Treasurer's Handbook
  - Prepare financial reports for ***Platte County 4-H Leaders' Council*** meetings
  - Submit proper documentation for audit of the financial accounts every two years
  - Complete and submit annual financial reports to fulfill club chartering requirements. (Audit club treasurer books)

Section 5: Officer Terms

- Executive Committee members shall serve a term of two (2) years.
- Executive Committee members are eligible to succeed themselves in the same position, not to exceed two consecutive terms unless the position cannot be filled.

#### Section 6: Provision for removal of an Executive Committee member

- The membership of 4-H leaders shall have the power to call a vote of its Board Members to remove any Executive Committee member.
- Any Executive Committee member who misses two regular meetings may be removed from the board.

#### Section 7: Process to fill a vacancy on the Executive Committee

- Executive Committee may announce two (2) recommendations and the Board members may vote at the regular meeting.

### Article 5 - Meetings

Section 1: All ***Platte County 4-H Leaders' Council*** meetings will follow an agenda that will be presented to all attendees upon arrival at each meeting. All attendees will have a say in all discussions, only Board Members will have a right to vote.

Section 2: Regular meetings of the ***Platte County 4-H Leaders' Council*** shall be held six (6) times a year on the 4<sup>th</sup> Monday of the following months: January, March, May, July, September and November; to begin at 6:30 pm.

Section 3: Special meetings can be called by the President or by a salaried University Extension Educator. Notice of any special meeting shall be sent to all Board members at least 5 days prior to the date of the meeting, if possible.

Section 4: Electronic meetings – the Executive Committee, standing committees and special committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.

Section 5: Platte County 4-H Leaders' Council will use **basic, simple parliamentary procedure** to govern all meetings. All decisions will be made by a simple vote of the Board members only.

### Article 6 – Committees

Section 1: Standing Committees shall include a different executive committee member on each committee, so as to not require the President to have to be on all committees.

- ***Scholarship Committee*** – committee members shall review the scholarship application each year and make any changes for the next year. They shall review all applications for scholarship money each year and make a recommendation to the entire 4-H Leaders' Council as to whom the recipient(s) should be.

- *Finance Committee*
  - Committee members shall direct fund raising of the 4-H Leaders' Council by making decisions on fund raising opportunities, by giving the entire Council several options for fund raising opportunities each year.
  - Committee members shall work with the Treasurer to present a yearly budget to the entire Council at the January meeting each year.
  - Committee members shall audit the ***Platte County 4-H Leaders' Council*** treasurer books every two (2) years and report to the entire Council.

Section 2: Special Committees may be appointed by the President of the Council. Each committee is responsible to report to the Leaders' Council.

Section 3: Individuals may volunteer for committees and serve on the committee for a pre-determined length of time set up by each committee. It would be advantageous for Board members to not be on more than one committee so as other members will volunteer.

## **Article 7 – Funds**

Section 1: Funds are to be generated from club dues, county fundraisers and donations.

Section 2: A yearly budget will be developed by the *Finance Committee* and presented for approval to the ***Platte County 4-H Leaders' Council*** at the January meeting each year.

Section 3: Funds will be managed following the financial recommendations in the Wyoming 4-H Treasurer's Handbook.

Section 4: All 4-H Clubs must be pre-approved for any fund raising through the Extension Office using the form located in the Wyoming 4-H Club Treasurer's Handbook.

## **Article 8 – Amendments**

Section 1: These by-laws may be amended by a vote of half of the clubs.

These by-laws may be amended at the January meeting by a vote of half of the clubs present and voting, provided notice of said amendment was sent to each member at least two (2) months prior to the January meeting.

Section 2: Advance notice of amendments will be:

All proposed amendments to these by-laws must be presented to the entire membership and notice given to the members of the place, date and time of the meeting at which the amendments will be considered for adoption. This notice shall be given at least two (2) months prior to the January meeting.