

UNION COUNTY 4-H COUNCIL CONSTITUTION
REVISED 2015

ARTICLE I: Name

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

ARTICLE II: Object

The object of this council shall be:

- To give local club leaders and officers an opportunity to plan county programs and activities.
- To provide a means of leadership training for local leaders and officers.

ARTICLE III: Membership

- Any person actively engaged in 4-H work in Union County are members of Union County 4-H council. Other interested people may be invited to attend council meetings.
- The membership of the council is open to all youth, irrespective of race, color, religion, sex, handicap or national origin, who participate in an education program approved by the Extension Service.

ARTICLE IV: Voting Delegates

The voting delegates for each club shall be:

- Two adult leaders from each 4-H club in Union County.
- President, Vice President and Secretary of each 4-H club in Union County.
- One member from each club in Union County. It is suggested that this delegate be at least a 3rd year member and be called a council delegate.
- The voting delegates shall be the above persons or their designated alternate.

ARTICLE V: Officers of the Council

The officers of this council shall be:

- President
- Vice-President
- Secretary
- Co-Treasurer (1 adult leader and 1 senior 4-H member)
- Reporter
- Song and recreational leader
- Parliamentarian

ARTICLE VI: Meetings

There shall be three (3) regular meetings of the Union County 4-H Council each year. Meetings to be held on the first Saturday in November, February and June. Special meetings may be called by the President with the consent of the County Extension Agent(s) and each member is to be sent written notification at least one week before date of the meetings.

ARTICLE VII: Election of Officers

The election of officers shall be held at the November meeting.

- For a 4-H member to run for a 4-H Council Office, he or she must be attend at least two of the three (3) 4-H Council meetings during the current year before the 4-Her can run for an office.
- **In order for a 4-H member to run for a council office, they must either :**
 - **Be present at the elections in November; or**
 - **Send a letter of intent, which states the office or offices they would run for and reason why along with qualifications.**
- The officers shall be elected by popular vote of the voting delegates present.
- The officers of the 4-H Council shall have been an officer of a 4-H club and shall not hold the same office for more than two consecutive years.
- The nominating committee shall be composed of the vice-president of each 4-H club in Union county and the Chairman of this committee shall be the vice-president of the 4-H council.
- The nominating committee shall meet prior to the November 4-H council meeting.
- No More than two officers may be chosen from any one 4-H club excluding the adult treasurer **except in the case of limited # of eligible members.**
- The adult treasurer shall be elected for a two year term. An adult treasurer may skip a term and then be re-elected for a second term.

ARTICLE VIII: Duties of the officers

The duties of the officers shall be in accordance with the Roberts Rules of Order.

ARTICLE IX: Quorum

A quorum shall consist of 25% of the voting delegates and 50% of the clubs.

ARTICLE X: Order of Business

- A. Call to Order
 - a. 4-H Pledge
 - b. Pledge of Allegiance
- B. Roll Call
- C. Reading and approval of the minutes of the last meeting
- D. Treasurer's Report
- E. Correspondence
- F. Reports of committees
- G. Old Business
- H. New Business
- I. Announcements
- J. Adjournment

ARTICLE XI: Rules of Order

Roberts Rules of Order shall govern the meetings of the council.

BY-LAWS
ARTICLE I

COMMITTEES: The standing committees of the Union County 4-H Council shall be:

SECTION I:
EXECUTIVE COMMITTEE

Must consist of the: President, Vice-President, Secretary, Co-Treasurers and two (2) adult leaders appointed by the president. This committee shall have supervision over matters of general interest to the Union County 4-H Council, shall work with the program committee in preparation of the yearly 4-H program of work. The committee may meet to attend to council business between the regular meetings for the council including consideration of emergency expenditures not included in the approved budget. The committee shall meet prior to each regular council meeting.

SECTION II:
PROGRAM COMMITTEE

The program committee shall consist of the vice-president, one adult leader and one at least 3rd year member appointed by the president. This committee shall meet with the Executive Committee to plan the program of work for the 4-H club council. This program of work will be presented at the February meeting.

SECTION III:
AUDIT COMMITTEE

This committee shall consist of at least one adult leader and one senior member appointed by the president. The books are to be audited after the November council and before the February council meetings.

SECTION IV:
ACHIEVEMENT/BANQUET COMMITTEE

Achievement/Banquet committee shall be appointed by the president. The achievement/banquet committee shall plan the achievement program and the banquet.

SECTION V:
BUDGET COMMITTEE

Co-treasurers, two senior members and one adult leader shall be appointed by the president to serve on this committee. A proposed budget for the year shall be presented to the council for approval.

SECTION VI:
SPECIAL COMMITTEES

The president may appoint special committees to facilitate the working of the Union County 4-H Club Council.

SECTION VII:

The county Extension Agent(s) and the president are the ex-officio members of all committees.

ARTICLE II COMPLETION OF 4-H

SECTION I: Each 4-H members must attend at least six (6) meetings a year. For 4-Hers with special cases, arrangements must be made in advance with both your organizational leader and the extension agent(s). A meeting is defined as a complete business meeting and/or a work period. Two work periods or project meetings may count toward one business meeting, but only one.

SECTION II: Each 4-H member must give a demonstration, illustrated talk or speech pertaining to one of your projects or 4-H related topic approved by the organizational leader, acceptable to the club's organizational leader.

SECTION III: Each 4-H member enrolled in the Public Speaking project is required to enter the County Public Speaking Contest unless excused by the agent(s).

SECTION IV: Each member enrolled in a clothing project must model the respective article for that year's requirement at the clothing revue unless a legitimate excuse is obtained from the Extension Home Economist.

SECTION V: All projects must be exhibited at the Union County Fair except those projects which by nature of the project cannot be exhibited. There will no exceptions unless approved by the organizational leader and the extension agent responsible for that project.

SECTION VI: Each 4-H member must submit all record books, including the Union County Report Form and a year-end story sheet. There will be a record sheet for each project enrolled in and each record sheet must be turned in complete to organizational leader by the date set forth by the organizational leader. The completed record book will be turned in to the Union County Extension office by OCTOBER 30 of the current year by the organizational leader. *A completed record book will be determined by the record book committee.

SECTION VII: To receive a completion pin and credit for county completion for that year's 4-H work, a member must complete all projects satisfactorily.

SECTION VIII: Any 4-H member not in good standing for the year will not be allowed to participate in any and all 4-H County, District and State activities. For a member to be in good standing, they must:

- A. Have attended at least 1/3 of the business meetings of their club prior to that event.
- B. Must have received a completion pin for the previous year's work. (First year members are exempt.) First year members are given a one year grace.

SECTION IX: A 4-Her NOT IN GOOD STANDING (see criteria above) will not be allowed to participate the following year in Senior Leadership Retreat, Youth Getaway, District or State Contests, 4-H Rodeos, Horseshows, and † State sponsored school activities (such as horse, lamb, swine, steer) and the Premium Livestock sale at the Union County Fair, NM State Fair and Eastern New Mexico State Fair. They may enter their projects at the Union County Fair or continue on to other fairs with their exhibits. The Extension Agent(s) will not sign any livestock entry forms for the livestock entries at any fair except the county fair.

ARTICLE III
JUDGING and DEMONSTRATIONS

SECTION I: Judging and demonstrations will coincide with District and State regulations.

ARTICLE IV:

The constitution or these by-laws may be amended by a vote of 2/3 of the council voting delegates provided the change has been sent out to all clubs at least one month prior to the meeting in which it is to be voted on.

ARTICLE V:
WHAT CONSTITUTES A CLUB

- Must hold at least ten (10) business meetings from October 1 to September 30 of the current year.
- Must participate in all council fund raising activities.
- Must attend at least two (2) council meetings
- Must have a current charter.

POLICY and PROCEDURES

- ✓ FUNDS - In order to receive any money from the 4-H council to attend any sponsored function, event or contest, the 4-Hers must have participated in at least one 4-H Council fund raiser prior to attending. Otherwise members that are eligible to attend must pay for the function, event, or contest themselves.
- ✓ PROJECTS – If a member is unable to complete for reasons deemed good by the Extension Agent, then they may be excused for completing the project for the current year but will be required to take the project again the following year to complete.

Leadership Team Requirements

For a Union County 4-H member to apply for a leadership team position, Ambassador, Diplomat or State 4-H Council Officer they must have done the following:

- Attended at least three Union County 4-H Council meetings throughout their 4-H career
- Attended and participated in Teen Getaway, Senior Leadership Retreat at least once
- Competed in District and or State Contests at least once.

Until a 4-H member has fulfilled these requirements, they will not be allowed to submit an application.

County, District and State Contests:

4-H members must compete in at least one contest at County Contests in order to compete at District or State Contests.

State Contest Contestant are required to compete in at least two contests at State Contests.

In order for a Senior to receive money for State Contests, they must compete in at least two contests.