

Clare County 4-H Youth Leadership Council Bylaws

Article I- Name: This organization shall be called the Clare County 4-H Youth Leadership Council. It functions as a 4-H Advisory Group under the auspices of Clare County Michigan State University Extension (MSUE).

Article II- Purpose: Built on the foundation of the Michigan 4-H Guiding Principles, the purpose of this council is to provide an avenue for youth leadership and voice in Clare County 4-H Programs through education, recreational activities, and leadership.

Article III- Members: Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.

1. All Clare County 4-H youth members, ages 5-19 are able to attend and vote at any regular meeting of the council. Youth must be present to vote.
2. Adults are welcome to attend meetings and express their opinion, however, adults are unable to vote.
3. Michigan State University Extension 4-H Staff serve as ex-officio, non-voting members of this council. No staff member shall hold an elected office or be an elected member of the organization.

Article IV- Officers: This council shall be run by youth officers, supported by adult advisors. Youth officer positions are open to any Clare County 4-H youth member aged 5-19. Offices may be held by a single individual, or at the request of both nominees, officer positions could be shared by two individuals choosing to serve in a joint role. Youth officers are elected to a one-year renewable term, elected annually during the first meeting of the 4-H year.

1. President- The duties of the president shall be to preside at all meetings, create agendas, appoint standing and ad hoc committees as needed and in general carry out the usual duties of president.
2. Vice-president- to preside in the absence of the president and as the president shall direct.
3. Secretary- to keep the minutes of all meetings, return them to the Extension office for distribution with the notices of the next meeting or as is appropriate, and record all correspondence to the association.
4. Treasurer- shall work with an adult advisor to understand the financial accountability of the association. Report at monthly board meetings the current financial state of the association.

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5. **Adult Advisors:** The council shall elect three non-voting adult advisors annually during the first meeting of the 4-H year. Upon or prior to election, Adult Advisors must successfully complete the MSUE Volunteer Selection Process. Adult advisors serve to support the work of the council by providing connections, wisdom, expertise, and encouragement. One adult advisors will also serve as the council treasurer, working alongside the elected youth treasurer. The treasurer shall be appointed annually within the group of adult advisors after they are elected each year.

Article V- Meetings: Meetings of the council strive to be held monthly on a date determined by the board. Notice of meetings will appear in the 4-H newsletter. The minimum quorum required to conduct business is at least three members and at least one adult advisor and/or ex-officio member.

Article VI- Executive Board: The executive board shall be comprised of the youth officers, liasons, adult advisors, and MSUE staff representative. The executive board may hold meetings in order to prepare for council meetings. In the case of an emergency, where it is not reasonable to call a full council meeting, the executive board may be authorized to spend up to \$100 with a majority affirmative vote of all executive board members.

Article VIII- Authority- As an entity of MSUE 4-H Programs, this entity must comply with all rules set forth by MSUE. For financial matters, this council complies with the most current version of MSUE's "Managing and Understanding 4-H Finances." All matters not defined in this an other MSUE policies are subject to the most current version of Robert's Rules of Order.

Article IX- Restrictions: Upon dissolution of this organization, all remaining funds and property will be turned over to the county MSU Extension Office. Any decision passed in conflict with the policies or practices of the county 4-H program or MSUE may be vetoed by the MSUE 4-H Staff.

Article IX- Amendments of Bylaws- These bylaws may be amended by a majority vote of the Association membership present and voting at any regular or special meeting of the Association provided members of the Association are properly notified of such meeting and that a copy of the proposed amendment is included with said notice.