

# Clare County 4-H Council Bylaws

Adopted: January 28, 1997

## 1. Name of the Organization:

The name of the organization shall be called the Clare County 4-H Council.

## 2. Purpose of the Clare County 4-H Council and its Mission:

- a. To assist the MSU Extension in its efforts to follow the Michigan State 4-H and Clare County 4-H program mission, which is:  
"Michigan 4-H Youth Programs is a youth development program that involves volunteers in providing positive, experiential, educational opportunities for and with youth. Our mission is to create environments, through collaborations, that build strong, healthy youth who are proactive in a complex and changing world."  
and the Clare County 4-H Program "To offer youth of all ages opportunities to gain skills and grow through hands-on fun experiences that build self-esteem that help them become successful adults."
- b. To help develop and promote the 4-H Youth program and make it available to youth and adults regardless of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.
- c. To standardize the 4-H club program among the many clubs in the county and plan a County Club Program.
- d. To plan and conduct leader trainings and project trainings in cooperation with the county 4-H staff.

## 3. Membership of the Clare County 4-H Council:

- a. **Membership:**  
Membership shall consist of all 4-H adult volunteers, 4-H teens 13 years and older, and parents and/or guardians of 4-H members who are actively enrolled in the Clare County 4-H Youth Program.
- b. The 4-H Youth Staff shall serve as an ex-officio member in an advisory role.
- c. Copies of the bylaws shall be given to each new incoming club and leader.

## 4. Year of the Clare County 4-H Council:

- a. Fiscal year October 1 through September 30
- b. Calendar year September 1- August 31

## 5. Clare County 4-H Council Assets:

Shall consist of all assets on hand in the name of Clare County 4-H Council

## 6. Executive Team of the Clare County 4-H Council:

- a. An executive team of a President, Vice President, Secretary and Treasurer will be chosen from the membership. Vice President should be a teen leader between 13 and 19 years of age.
- b. The executive team of the Clare County 4-H Council shall be elected at the September meeting and begin their term at the October meeting.
- c. The executive team shall be elected for the term of two years; except Vice President which will be a one year term. President and Secretary will be elected

for a two year term; Treasurer will be elected the following year for a two year term. Vice President will be elected every year for a one year term.

- d. Executive team officers may be elected for up to two consecutive terms for the same office.
- e. No more than one member of a household can be on the executive team during an elective period.
- f. In the event a vacancy in any office occurs, a replacement shall be elected at the next regular meeting to complete the term of the vacated office.
- g. Duties of the executive team:
  - i. The President shall preside at all meetings of the Council, appoint all special committees and attend all committee meetings, co-sign all checks and prepare the agenda with the MSU Extension staff.
  - ii. The Vice President shall preside in the absence of the president and serve on the banquet and foodstand committees.
  - iii. The Secretary shall record and keep the minutes of all meetings and handle all correspondence. Copies of all meeting minutes and attendance sheets need to be on file at the MSU Extension office. The secretary shall direct MSU Extension-Clare County to notify members of all meetings through the county 4-H newsletter and/or contact the membership. The secretary may preside in the absence of the president and vice president.
  - iv. The Treasurer shall maintain and keep an itemized account of all receipts and disbursements, pay all bills and co-sign all checks, present a written report at each meeting, have an annual financial report and maintain a bonded status at the expense of the Council. The treasurer may preside in the absence of the president and the vice president.

## **7. Meetings of the Clare County 4-H Council:**

- a. The organizational meeting shall be held on the 4<sup>th</sup> Wednesday of October each year.
- b. The regular meetings will be held on the 4<sup>th</sup> Wednesday of each month excluding August, November and December.
- c. Special meetings of the Council may be called by the President or by petition of five members of the council to a member of the executive team. The executive team member is to direct MSU Extension-Clare County to notify members of all meetings through the contact of the membership.
- d. In case of inclement weather, the executive team shall follow the winter weather policy.
- e. Three clubs present shall represent a quorum of the purpose of a business meeting. Any business meeting where a quorum and one executive team member is present shall constitute a meeting.
- f. A motion must have a majority vote of the membership present to be approved.
- g. Any request for funds not currently budgeted must be presented in writing to the executive team who will make a recommendation at the next meeting for the membership to vote upon.
- h. All meetings shall follow Robert's Rule of Order.

## **8. Committees of the Clare County 4-H Council:**

All committees will be appointed by the council president at the organizational meeting in October. Committee members are selected from the membership throughout the year.

- a. **Budget Committee:** Shall consist of the council president and treasurer and one representative from each of the 4-H animal associations with the 4-H youth staff

in an advisory role. A proposed annual budget is to be presented annually at the October meeting to be approved by the membership.

- b. **Awards Committee**: Shall consist of at least five members, with each animal association being represented, a foodstand committee member, and a home arts representative from any club. The purpose of the committee is to aid in the selection of awards and award winners in the county.
- c. **Banquet Committee**: Shall consist of three members, the vice president and one representative from the foodstand committee. The purpose of the committee is to plan and organize the annual fall banquet which includes; decorations, planning food arrangements, and a community project. The committee should start meeting in June.
- d. **Bylaws Committee**: Shall consist of three members and shall be appointed, as needed, in order to review the bylaws and to report any proposed changes and/or concerns.
- e. **Audit Committee**: Shall consist of three members other than those serving on the budget committee. The purpose of this committee is to select an independent, certified auditor at the end of each fiscal year. The auditing report shall be presented to the executive team within 30 calendar days of the awarding of the audit.
- f. **Foodstand Committee**: Shall consist of four members and the vice president. The purpose of this committee is to annually review the guidelines and instructions and revise them as necessary. This committee will also
  1. Recommend a general manager for the food stand.
  2. Work with the manager in deciding upon a menu, ordering and delivering of supplies.
  3. Provide general maintenance for summer use as well as winterization.
  4. Appoint a committee member to meet the Treasurer at the food stand at closing, during fair week, to collect and keep track of daily pulls and deposits from the food stand and to assist them with the deposit into the Council's account.
  5. Work with the banquet committee to establish what overages can be supplied for the banquet and the awards committee to help verify volunteers working in the foodstand.
  6. Enforce the 4-H foodstand guidelines and FDA health standards
- g. **Milkbooth Committee**: Shall consist of five members. The purpose of the committee is to annually order, set schedule, do general maintenance, run, and appoint a committee member to meet with the 4-H Council Treasurer every night to collect money during fair week.
- h. **Fundraising Committee**: Shall consist of five people. The purpose of this committee is to organize the implement opportunities throughout the year.
- i. **Teen Leadership Committee**: Shall consist of three to five teens and an advisory adult. The purpose of this committee would be to bring teen leaders together on a quarterly basis to organize, check progress and to follow up with before fair. They would review guidelines and be in charge of representative section (ambassador/royalty). They would help with the Cloverbud show during the week of fair, by judging and assisting Cloverbuds during and while in the show ring with their animals. An adult will need to serve on this committee as well to serve as mentor/advisor.
- j. **Ambassador/Royalty Committee**: Shall consist of three people. The purpose of this committee is to organize nominees for the ambassador program and to help

select out of county judges for final selection of ambassadors, to help set deadline dates and selection dates. This committee should be formed in March.

**9. Clare County 4-H Council Disbursement of Assets:**

In the event that the Clare County 4-H Council dissolves, all remaining assets will revert to the Clare County MSU Extension 4-H Program, and if Clare County MSU Extension 4-H Program dissolves, all remaining assets will revert to the Clare County 4-H Youth Program Endowment Fund with the Michigan 4-H Foundation.

**10. Amendments to the Clare County 4-H Council Bylaws:**

These bylaws may be amended by a majority vote at any regular meeting provided written notice is given at least fifteen (15) days prior to the meeting.