

Constitution and Bylaws of the Menominee County 4-H Leader Council

Preamble

In order to develop, promote, and execute the 4-H program in Menominee County, "The Menominee County 4-H Leader Council" herewith state its purposes, aims and objectives.

Article I – Name

The advisory body for the 4-H Program in Menominee County shall be known as the "Menominee County 4-H Leaders Council".

Article II – Purpose

The purpose of this advisory body shall be:

- A. To support the 4-H Program in helping youth develop positive self-esteem, effective communication and decision-making skills and become responsible adults who will work toward a peaceful global future.
- B. To provide an organization to aid the Extension Staff in determining the needs of the 4-H Program of the County.
- C. To act as a representative body in 4-H Program relationships with other organizations and individuals.
- D. To provide a local organization to act as custodian of properties of the 4-H Program of Menominee County.
- E. To provide monetary sponsorship of 4-H programs and events.

Article III – Membership

This advisory board is open to all Certified 4-H Volunteers and 4-H Members age thirteen and older in Menominee County. All qualified members are full voting members of this Council.

County Extension 4-H Staff shall be ex-officio (non-voting) members of the advisory board and executive committee.

Qualifications for Membership:

- A. Members should be familiar and supportive of the 4-H philosophy and purpose.
- B. All adult members are required to successfully complete the volunteer selection process.
- C. Youth members must be currently enrolled as Menominee County 4-H Youth members and must be 13 years or older.

Article IV- Officers

The officers of the Council shall consist of president, vice-president, treasurer, and secretary. Offices may be held by any full member of this council.

The officers shall constitute an executive committee.

Any member may hold any office position, with the exception of the treasurer, which must be held by an adult due to legal requirements.

Article V – Election of Officers

At the October meeting of the Council, there shall be officers elected. These officers will assume their duties at the November meeting or next meeting following the election of officers.

The office of president and treasurer shall be elected on alternate years from the offices of vice-president and secretary. Each officer shall be elected for a term of 2 years.

Article VI – Duties of Officers

President- The Presidents shall preside at all meeting of the Council or of the executive committee. The president's name will be listed on the council bank account.

Vice-President- In the absence of the President, the Vice President shall have the same power and duties or the president.

Secretary- The Secretary shall keep a correct record of the proceedings of the Council. At the expiration of the term of office, the secretary shall turn over to the succeeding secretary all books, papers and property belonging to the Council. Copies of all minutes will be on file at the MSUE office. In the absence of both the President and Vice President, the Secretary will have the power to act.

Treasurer- shall maintain accurate records of all financial transactions, deposit monies in an appropriate financial institution, write checks as directed by the council, and prepare monthly statements as well as the annual financial statement. The Treasurer's name will be listed on the council bank account.

The Menominee County 4-H Foundation will submit a statement annually in May at the end of the Foundation's fiscal year which runs May 1st to April 30th.

The Council shall appoint a committee on an as needed basis for county programs and events.

Article VII – Finances

Handling of the funds-

- A. When receiving funds from any activity, a receipt must always be written.
- B. All bills must be paid by check.
- C. Signature cards for all saving and checking accounts must contain the signatures of President and Treasurer.
- D. Financial statements must be prepared and presented as required by the 4-H office. A treasurer's report shall be presented at every monthly meeting, regardless of account activity and after each fundraising event.
- E. As required, a budget must be prepared and presented and voted on by the Council at the April and May meeting.
- F. An annual audit shall be performed

Fiscal Year- The financial accounting year shall be from September 1- August 31.

Dissolution- In the event of dissolution of the Council, all funds shall revert to the jurisdiction of the Menominee MSU Extension Office which has the sole legal responsibility for the administration of all 4-H related activities.

Article VIII – Meetings

The annual meeting of the Council shall be held during the month of October.

Regular meetings of the Council shall be held during the months of January, February, March, April, May, September, October, November.

Special meeting of the Council may be held on an order from the president, MSU Extension 4-H Staff and/or a petition of five members of the council. The Council members must be notified at least twenty-four hours in advance of the meeting.

Notice of all regular meetings of the Council or of the executive committee shall be sent by the Extension Office at least five days previous to said meetings.

Meetings shall be held according to Robert's Rules of Order.

Article IX – Quorum

A minimum of five members must be present to constitute a quorum for the advisory board.

Article X – Restrictions

Any decision passed by the Menominee County 4-H Leader Council that is in conflict with the policies or practices of MSU Extension may be vetoed by the 4-H Staff.

Article X – Amendments

This Constitution and Bylaws may be amended at any regular or special meeting of the Council by a majority vote of all Council members provided proposed changes were read at the previous meeting or members had received written notice of such changes.

Accepted by Council, March 11, 1983

Revised and accepted, January 15, 1985

Revised and accepted, March 15, 1988

Revised and accepted, April 14, 1997

Revised and accepted September 12, 2006

Revised and accepted, February 14, 2012

Revised and accepted, November 21, 2017