

# CONSTITUTION AND BY-LAWS OF MISSAUKEE COUNTY 4-H ASSOCIATION AND ADVISORY BOARD

## PREAMBLE

In order to develop, promote, and execute the 4-H program in Missaukee County, the Missaukee County 4-H Advisory Board herewith states its purpose, aims, and objectives.

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## ARTICLE I: Name

The name of this association shall be "Missaukee County 4-H Association" with its governing body to be known as the "4-H Advisory Board."

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## ARTICLE II: Objectives/Purpose

Section 1. To unite all 4-H activities in Missaukee County into one central program, accessible to all youth in the county.

Section 2. To assist MSU Extension 4-H staff in charge of the 4-H youth work in planning their program of work, carrying out their plans keeping within the recommendations of the State 4-H Office, continuously evaluate the county 4-H program and volunteer leaders' organization.

Section 3. To promote a better understanding of the 4-H youth development program:

- A. *Youth develop positive relationships with adults and peers.*
- B. *Youth are physically and emotionally safe.*
- C. *Youth are actively engaged in their own development.*
- D. *Youth are considered participants rather than recipients in the learning process.*
- E. *Youth develop skills that help them succeed.*
- F. *Youth recognize, understand and appreciate multiculturalism.*
- G. *Youth grow and contribute as active citizens through service and leadership.*

Section 4. To aid in the selection of youth for scholarship and award at the county, regional, state and national 4-H programs.

Section 5. To aid and promote leader and leadership training in so far as funds are available.

Section 6. To raise funds only as needed to meet program objectives, operating within an approved and transparent budget, as set forth in MSUE 4-H Financial Guidelines.

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## ARTICLE III: Missaukee 4-H Association Membership

Section 1. Any registered 4-H Volunteer, enrolled and active in 4Honline.com, in Missaukee County is a member of this Association. To become “enrolled and active” is a process determined by state leadership and executed locally by county staff. This process includes teen leaders and volunteers without clubs, but who are active in 4-H programming in support, administrative, or project-based capacities, as well as those individuals actively involved with traditional clubs. These volunteers are entitled to hold executive office.

Section 2. 4-H members and parents are members of the Association.

Section 3. 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.

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#### **ARTICLE IV: Meetings**

Section 1. The annual Association meeting will be held in November. Monthly Advisory Board meetings will be the second Tuesday at 6:30 pm unless motioned and changed by members of the 4-H Advisory Board.

Section 2. Special meetings may be called by the Chair. Votes requiring amendment of approved budgets may not occur outside standard monthly meetings without the prior written consent of all officers and county staff. Members shall be notified of Special Meetings requiring votes for budget amendments greater than \$250 by email at least one week prior to the meeting.

Section 3. Meeting notices, agenda, and minutes from prior meeting will be sent via email by the Secretary one week prior to all meetings.

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#### **ARTICLE V: Missaukee 4-H Advisory Board**

Section 1. The governing board of this Association shall be known as the Missaukee 4-H Advisory Board.

Section 2. Michigan State University Extension 4-H Staff serve as ex-officio members of all 4-H organizations and committees without voting rights. No staff member shall hold an elected office or be an elected member of the organization.

Section 3. Officers and voting members of the 4-H Advisory Board and Association shall be determined by active enrollment in the current 4-H program year, as determined in inclusion in the 4Honline member directory. Membership is tracked online at [www.mi.4Honline.com](http://www.mi.4Honline.com) ; all club leaders are granted access to view status of their club members. The 4-H program year runs

September 1 - August 31. To vote, members and volunteers must be in "active" status in 4-H; to be listed as "pending" or "inactive" means they have not properly met criterion set forth, which must include annual dues for youth members and annual re-enrollment with completion of required background checks for any/all volunteer age 21 and over.

Section 4. Any decision passed in conflict with the policies or practices of the county 4-H program or MSU Extension may be vetoed by the MSUE 4-H Staff.

Section 5. Parents are welcome to attend meetings as members, but do not have voting rights until they have completed the VSP volunteer process.

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## **ARTICLE VI: 4-H Advisory Board Elections**

Section 1. The Vice Chair and Secretary along with MSUE staff member will act as the elections committee in so far as preparing a list of candidates selected by all members of the 4-H Association and tallying votes during the election at the November meeting.

Section 2. Candidates to the 4-H Advisory Board will be accepted in writing from any member of the 4-H Association by a set date to be published in the newsletter and emailed to all members by November 1.

Section 3. In order to be nominated, leaders must be active and have completed one year of 4-H leadership in Missaukee County. Youth shall be at least 13 years of age and served as members for at least 1 year.

Section 4. The officer elections shall be held annually by ballot of all registered volunteers and active members in attendance at the November Annual Meeting. Absentee ballots may be obtained from the MSU Extension 4-H Office.

Section 5. Officers will be elected for a two-year term and can be elected to the same office the following year but cannot exceed two consecutive terms per office. They can, however, be elected to a different office at the end of the two terms. The President and Treasurer shall be elected in November of an odd year. The Vice-President and Secretary shall be elected in November of an even year.

*For 2018-19, this shall be the positions and terms:*

*Chair (Kevin Brown) 2017-2019*

*Treasurer: shall be 1 year positions, through 2019*

*Secretary and Vice Chair: shall be 2 year terms, 2018-2020*

Section 6. Terms of the 4-H Advisory Board officers shall start at the December 4-H Advisory Board. Copies of the Constitution and By-Law and contact information for all volunteers shall be

given to incoming 4-H Association Members and posted in Team Google Docs for easy reference:

<https://docs.google.com/document/d/1H9q7wV00yXKCEWch3hOs9yRTh1HE8lrquXCxJxscllw/e/dit?usp=sharing>

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## **ARTICLE VII: Officers**

Section 1. The officers of the 4-H Advisory Board shall be Chair, Vice-Chair, Secretary, Treasurer, and 4-H Teen Ambassador.

Section 2. Officers shall be elected at the regular November meeting.

Section 3. The duties of the officers shall be:

1. Chair
  - 1.1. Conduct 4-H Association and 4-H Advisory Board meetings.
  - 1.2. Call any special meetings.
  - 1.3. Prepare agendas for all meetings one week prior to the meeting date and delivery to Secretary.
2. Vice-Chair
  - 2.1. Assume duties of Chair in case of absence or during times duties cannot be completed.
  - 2.2. With approval of the 4-H Advisory Board officers, fill any vacancy of office by appointment until expiration of term.
  - 2.3. Work with Secretary and MSUE staff to nominate candidates to officer positions.
  - 2.4. Partner with Youth Ambassador volunteers to facilitate their goals and objectives.
  - 2.5. Vice-Chair serves as a sitting, non-voting member on all sub-committees.
3. Secretary
  - 3.1. Keep minutes of all Missaukee 4-H Advisory Board and special meetings.
  - 3.2. Send out minutes and agenda for meetings to all 4-H leaders at least one week prior to a meeting date.
  - 3.3. Take care of all 4-H Advisory Board correspondence.
4. Treasurer
  - 4.1. Create an annual budget projection of income and expenses, guiding annual operations and fundraising needs. Budget shall be approved by the 4-H Advisory Board. Treasurer will oversee that bank account signers operate within the approved budget.

- 4.2. Submit monthly and annual financial reports, listing income and expenses. Monthly reports shall be presented at each monthly meeting. Program year ends August 31; annual reports are due shortly thereafter.
  - 4.3. Assistance may be provided by MSUE administrative support staff in maintaining monthly statements and account balances.
  - 4.4. Checkbook shall be housed at the MSUE office and maintained in accordance with MSUE 4-H financial policy.
  - 4.5. Proposed budgets for each 4-H year should be presented in October and approved no later than the December Advisory Board meeting.
5. 4-H Youth Ambassadors
- 5.1. 6-8 youth representing all regions of Missaukee county including Lake City, McBain, Falmouth, and Merritt.
  - 5.2. One Youth Ambassador will be elected by fellow teens as their representative and serve as an officer on the 4-H Advisory Board. Two youth may share this role, serving as Co-Ambassadors.
  - 5.3. Youth Ambassadors, like other enrolled members, are voting members of Advisory Board. They may hold executive offices of Advisory Board, with parental consent and availability and commitment to fulfil the duties. They are expected to participate, contribute and vote in monthly Advisory Board meetings, just as their adult contemporaries.
  - 5.4. Youth Ambassadors shall determine their own path for involvement in the program. Possibilities include community service, social events, education programming or other leadership and civic activities. These roles may change, as the needs of the community, program and youth grow.

**ARTICLE VIII: Committees**

Section 1. Standing committees and a chairperson for each shall be selected from volunteers among the 4-H Volunteer Association at the November meeting. These standing committees are to be known as Expansion and Review, Achievement Day, Awards, and Open House. Any other committee and chairperson for it deemed necessary throughout the year shall be selected in the same way but one month prior to its purpose (i.e. Pumpkin Contest).

Section 2. These committees shall work with the 4-H staff person and 4-H Advisory Board regarding the county 4-H Program.

Section 3. The Chair and MSU Extension Staff should also be listed as ex-officio members of all committees.

**ARTICLE IX: Quorum**

Section 1. Majority of those present of the Missaukee 4-H Advisory Board shall constitute a Quorum.

## **ARTICLE X: Amendments**

Section 1. Any amendments will be proposed one meeting prior to voting on said Amendment. A majority of those present is required for an amendment to carry.

## **ARTICLE XI: Dissolution of 4-H Advisory Board**

Section 1. Upon dissolution of this organization, all remaining funds and property will be turned over to the county MSU Extension Office.