

By-Laws
Gladwin County 4-H Leaders' Council

Article I Name

The name of this organization shall be: *The Gladwin County 4-H Leaders' Council*. The Gladwin county 4-H Leaders' Council operates under the guidance of Michigan State University Extension.

Article II Objectives/ Purpose

1. To help youth develop project and life skills and to develop educational youth programs in the county.
2. To provide guidance; leadership; direction and assistance in developing and conducting the Gladwin County 4-H youth program
3. To guide, advise, discuss and help solve problems in the local 4-H clubs
4. To help find financial support for Gladwin County 4-H youth programs
5. To develop, encourage, and assist with county leadership development skills
6. To develop and encourage local volunteerism
7. To promote and assist in the orientation of new 4-H leaders
8. To develop a county 4-H program based on the needs and interests of youth
9. To assume other responsibilities that are determined cooperatively by MSU Extension staff and the 4-H Leaders' Council.

Article III Membership

1. 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.
2. Membership is open to any current, 4-H volunteer or 4-H member in Gladwin County (current means registered in 4-H online, membership fees paid to MSU Extension office, for the current year, September 1-August 31)
3. 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.

Article IV Officers

1. The 4-H Executive Board shall be: President, Vice President, Secretary, Treasurer and 4-H Staff.
2. The officers shall be elected by ballot, by all active registered leaders and youth members, at the annual meeting each year.
3. No more than two of the four members of the Executive Board may be representatives of the same club to allow for more diversity.
4. Executive board members must attend all regular 4-H Leaders' Council meetings, unless otherwise excused by notifying the President and/or 4-H Staff of absence prior to the meeting.
5. Any board member, after one unexcused absences from regular board meetings, will automatically be removed from office and replaced by the action of the board. Extenuating circumstances may be appealed to the board.
6. Officers shall serve for one (1) year and may be re-elected. Officers may not serve for more than three (3) consecutive one (1) year terms in the same office, after which they shall not be eligible for re-election for a period of one (1) year. Treasurer is elected for 2 years. The treasurer may have a two (2) term limit of two (2) years and not be eligible for re-election for a period of one (1) year.
7. Vacancies will be filled by appointment, by the action of the Executive Board, until the next election.

Article V Duties of Officers

1. President – Shall preside at all meetings and exercise strong leadership over the interest and welfare of the Leaders' Council.
 - a. Shall be an ex-officio member of all committees.
 - b. Shall meet on regular basis with MSU Extension Staff to discuss county 4-H program, prepare agendas, etc.
2. Vice President – Shall preside in the absence of the President, ~~and~~ assume the presidency in case of vacancy, and assist with the president's duties, as needed.
3. Secretary – Shall keep record of the minutes of all meetings, keep an attendance record, and conduct correspondence. Shall provide minutes to MSU Extension staff to post on county website within two weeks of regular meeting.
4. Treasurer – Shall keep all records of all funds received and disbursed, in accordance with MSUE policy, write checks upon presentation of bills and upon authorization of the Council, give a financial report at each meeting, serve on all financial committees, and reconcile bank statements monthly.
 - a. Two adult signatures must be on the Signatories on the account must include the treasurer, one other appointed Executive Board member, a representative from the Small Animal Project

Committee, and a representative from the Horse Project Committee, appointed at the annual meeting.

- b. All expenditures, not already in budget, must be approved by the Executive Board and documented in the minutes.

Article VI Meetings

1. The annual meeting of the Gladwin County 4-H Leaders Council shall be held in the fall to elect officers; appoint committees, and review by-laws.
2. Regular meetings for all leaders shall be; four (4) times a year. Dates to be determined at the fall meeting. Schedule will be posted in the newsletter and on the MSU Extension website after the fall meeting.
3. Special meetings may be called by the President and MSU Extension 4-H staff.

Article VIII Standing Committees

All Standing Committees will be reviewed and endorsed by the Council.

Committee chairs will be designated at the first meeting of the committee.

Anyone serving on a committee shall be approved through the MSU volunteer selection process.

Committees:

1. **Small Animal Project Committee:** Operations of this committee will be handled at regular council meetings with the option to call additional meetings as deemed necessary. This committee will operate under a budget prepared and presented for the calendar year and to be approved at the annual meeting.
2. **Horse Project Committee:** Operations of this committee will be handled at regular council meetings with the option to call additional meetings as deemed necessary. This committee will operate under a budget prepared and presented for the calendar year and to be approved at the annual meeting.
3. **Annual Awards Committee:** plan and organize annual awards event. Review and edit, if needed, nomination packets. Review nominations, select award recipients. Help to present awards at event.
4. **Finance Budget Committee:** Shall consist of the treasurer and (4) elected members. Duties shall consist of preparing and presenting the

annual budget, for the fall meeting. They shall also assist the treasurer with the annual review and any other duties as needed throughout the year.

5. Concession Stand Committee: Shall consist of current, active volunteers that have been through the safe food handling classes as well as aware of required 4-H financial practices and procedures. They will assist the concession stand coordinator with any duties needed.
6. By-Laws and Nominating Committee: Shall consist of Executive Board and no more than two (2) additional members appointed at the annual meeting. This committee shall collect and review proposed changes, and conduct a thorough review of the by-laws to present to the membership for discussion and approval at the annual meeting. This committee shall also solicit and present nominations for the Executive Board and committees at the annual meeting.
7. Scholarship Committee: will review and edit scholarship packets, review applications and select and interview scholarship recipients. Help with presentation of scholarships at both the annual awards event and the actual graduation ceremonies. (An individual may not be a member of committee if family member is currently applying for scholarship)
8. Expansion and Review Committee: Shall consist of all members of the Leaders' Council. In partnership with MSUE staff, the committee will work to strengthen the 4-H program, insure that a balance is provided in programming outreach. Striving to avoid focusing on any single audience; on any one subject-matter area; and instead to provide a diverse program that meetings the needs of many, analyze local needs and local interests, create and assist in implementing an action plan that overcomes barriers to reaching new audiences

Article VIII Quorum

A quorum shall consist of at least five active, recognized Gladwin County 4-H clubs.

Article IX Amendments

The By-laws may be amended by two thirds of the members present at the annual meeting, provided a copy of the proposed amendments has been sent to the entire membership via e-mail and posted to the website at least 30 days prior to the vote.

Article X Parliamentary Authority

Roberts Rules of Order, newly revised, will be used as a guideline.

Article XI Restrictions

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.

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

Proposed April 2016
Approved