

1 ***BYLAWS of the Whatcom County 4-H Council***

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4 **Article I**

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6 **Members**

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8 **Section 1: Council membership** shall be all currently enrolled 4-H leaders and members.

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11 **Section 2: Duties of the Council Members**

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13 A. Attend council meetings and participate in the activities
14 B. Study and understand the concerns of youth and assess the goals of youth and their families
15 C. Understand 4-H as the Youth Development Program that offers a variety of delivery modes
16 (school enrichment, out-of-school programs, clubs, etc.)
17 D. Serve on work groups and committees as needed.
18 E. Make contact with businesses, organizations and individuals on behalf of the 4-H youth
19 program.
20 F. Attend and participate in various 4-H and youth functions
21 G. Look for communities and groups of individuals not being served. Help establish 4-H with
22 those target groups.
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24 **Section 3: Voting Privileges**

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26 All currently enrolled leaders and Senior members shall have one (1) vote. Ex-officio members include 4-
27 H professionals and community members and may not vote.
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29 **Article II**

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31 **Officers**

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33 **Section 1: Officers of the Council** shall be president, vice-president, secretary, treasurer and executive
34 chair.
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36 **Section 2: Election and Term of Office:**

- 37 A. Officers will be elected by the Council, except for the Treasurer
38 B. Nominations will be open two months prior to elections and can be made from the floor or
39 submitted in print.
40 C. Voting will be done at the October Council Meeting.
41 D. Officers shall serve until their successors have been elected and duly installed
42 E. Appointments are for one 4-H year. October 1 – Sept 30.
43 F. Officers shall be elected to no more than four consecutive terms in the same office
44 G. Treasurer will be appointed by the executive committee and 4-H professionals
45 cooperatively from a list of qualified volunteers.
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51 **Section 3: Officer Duties:**

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- A. The president shall be chief executive officer of the Council. She/He shall preside at all meetings of the Council and shall chair and preside at the meetings of the executive committee. She/He shall sign all documents requiring the president’s signature and shall perform all other duties incidental to the office.
- B. The vice-president shall perform the duties of the president in the absence or incapacity of the president. The vice president shall oversee all committees of the council. The vice-president shall automatically become president of the Council upon the resignation or death of the president. In the event the vice-president becomes the president, a new vice-president shall be elected to fill the vacancy.
- C. The secretary shall keep an accurate record of the activities of the council and its executive committee, shall issue all notices of the Council meetings, shall be responsible for the correspondence of the Council, shall prepare and keep a listing of all chairs and members of special and standing committees for the current and two previous years and shall provide the county Extension professionals a copy of all records of the Council within two weeks of a meeting.
- D. The treasurer shall keep an accurate record of all monies allocated to the Council, shall supervise the disbursement of the funds subject to the direction and approval of the executive committee, shall serve a chair of the finance committee and shall provide a bank statement for review at Council meetings.
- E. The Executive Chair shall fill any position in the absence of a council officer.
- F. Committee chairs are determined by discussion and vote of the Executive Committee.

76 **Section 4: Officer Vacancies:**

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- A. Vacancies occurring in any of the offices due to illness, death, resignation or other incapacity to comply with assumed duties shall be filled by election by council members except in case of treasurer which is an appointment and president when the vice-president shall succeed the chair. Such officers shall serve only until the next regular election.
- B. A vacancy will be declared if an officer misses any required meeting without requesting to be excused excused or if they fail to perform the duties of their office.

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84 **Article III**

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86 **Committees**

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88 **Section 1: Executive Committee**

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- A. The functions of the Executive Committee shall be to:
 - 1. Perform the essential council activities that must be acted upon between meetings of the membership.
 - 2. Formulate and recommend programs and activities to the members of the council in consultation with Extension staff, for their consideration and approval.
 - 3. Identify and help formulate other committees necessary to further the purposes and functions of the Council.
 - 4. Serve as a liaison with other groups and to the total Extension program
 - 5. Serve as a planning group.
- B. The executive committee in consultation with Extension professionals will formulate the agenda and have it sent to the members prior to all regular and special meetings.

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102 C. A majority of the executive committee members must be present to constitute a quorum for
103 the transacting of business.
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105 **Section 2: Finance and Budget Committee**
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- 107 A. The finance and budget committee will oversee the financial condition of the council and
108 determine a yearly budget accordingly. Specific functions to include:
109 1. Report the financial condition and financial results of the operations of the Council.
110 2. Prepare a balance sheet and regular statement of financial activities.
111 3. Initiate an annual audit
112 4. Determine the need of fundraising activities and provide leadership if necessary.
113 B. The council treasurer will serve as chair of the finance and budget committee.
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115 **Section 3: Public Relations Committee**
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116 The public relations committee shall:
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- 118 A. Inform the public about 4-H through various media.
119 B. Develop community support for the 4-H program.
120 C. Get more people involved and increase membership in 4-H
121 D. Assist all other committees in the Council with public relations needs.
122 E. Assume responsibility for activities that promote the overall 4-H program.
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125 **Section 4: Program and Event committees**
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127 Specific program and activity committees will be formed to plan, execute and evaluate
128 relevant components of the 4-H program in the county. In some cases projects with large and distinct
129 offerings will require their own standing committees. (i.e. Horse Committee) Duties will be specified in
130 committee job descriptions. Specific Event Committees should make annual reports to the Whatcom
131 Council. Committee Officers should be elected annually. Specific positions related to the execution of an
132 event may be held indefinitely at the Council's discretion.
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134 **Section 5: Expansion and Review Committee**
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136 The Expansion and Review Committee collects and reviews enrollment data and compares
137 it to census data for the county. This committee develops plans for inclusion and expansion of the 4-H
138 program to adapt programs to current social needs and communities.
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140 **Article IV**
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142 **Meetings**
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144 The regularly scheduled meetings of the Council shall be to conduct the business of the Council as
145 outlined under Article II of the Constitution. More specifically the meetings shall be to:
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- 147 A. Approve, reject, amend or refer back to the committee for further study reports from
148 special or standing committees.
149 B. Introduce new ideas with requests for the chair to appoint committees to make further
150 studies and report back their recommendations to the Council.

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152 C. Evaluate reports of completed activities, projects or programs and make suggestions for
153 improvement.
154 D. Provide council members information concerning the area, district and state Extension
155 programs helpful to them in their efforts to address identified needs.
156 E. Approve and disperse money in support of programs supported by the Council.
157 1. Special meetings of the council may be called by the chair, the executive
158 committee or upon request of any five members.
159 2. Written and/or electronic notice shall be sent to all members of the Council at
160 least one week in advance of all meetings. Notice shall include the date, time and
161 place of the meeting.
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164 **Article V**

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166 **Amendments**

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168 Amendments to the by-laws may be made at any regular or special meeting by a simple majority vote of
169 the members present providing:

- 170 A. A notice of the pending amendment was sent to all the members of the council at least
171 two weeks and not more than four weeks prior to the meeting and
172 B. A quorum of the Council is present at the meeting.
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175 **Article VI**

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177 **Parliamentary Authority**

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179 ***Roberts Rules of Order*** shall govern the proceedings of the council not otherwise specified in the By-
180 Laws and at the discretion of the acting president.
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The By-Laws of the Whatcom County 4-H Council were adopted on _____ (date)
at _____(location)

Approved:

Michelle Williams _____
President of the 4-H Council Date

Olivia Piehler _____
Secretary of the 4-H Council Date

Reviewed by:

Michael Wallace _____
WSU Extension 4-H Agent Date