

# JACKSON COUNTY 4-H COUNCIL

## BY-LAWS

### **Article 1** Organization

- Section A: The name of this organization shall be The Jackson County 4-H Council herein referred to as Council.
- Section B: The purpose of this organization is to further the work of Michigan State University Extension in the 4-H projects to provide young people valuable learning experiences.

### **Article 2** Membership and Enrollment

- Section A: All 4-H project leaders, members (youth) and the parents or legal guardians of members, who are properly registered in 4-H through the Jackson County MSU Extension are members of this Council.

Section B: **Enrollment**

1. Enrollment for each returning member of Jackson County 4-H Program must be completed by December 1 of each year.
2. Members new to the Jackson County 4-H Program may enroll at any time. Enrollment for new members must be completed by May 1 in order for the member to enter projects at the fair during the current 4-H year.
3. Should a returning member of the Jackson County 4-H Program fail to complete enrollment by the December 1 enrollment deadline, the member must contact the 4-H

Program Coordinator within 10 (ten) business days to request a Conditional Enrollment.

4. Any member receiving a Conditional Enrollment will be required to perform 5 (five) hours of verifiable, 4-H community service prior to June 30 of the current fair year. **Failure to perform the requirements in this section, the member will be prohibited from participating in the Fair for that enrollment year.** Community service opportunities include active participation in fundraising events for the Large or Small Animal Associations, assisting with Cloverbud workshops and assisting with Horse Council shows and events. Other community service may be considered with prior approval from the Council.  
***NOTE: The 5 hours of required community service must be separate from any other project required service (ie. Hours of service performed cannot be counted twice.)***
5. A member will only be eligible for Conditional Enrollment once in a five-year period. Should a member miss the enrollment deadline again during the five-year period, the member will not be eligible to participate during the corresponding 4-H year.
6. Multiple members from the same family/household receiving Conditional Enrollments will each be bound by the five-year period and community service requirement.

Section C: All 4-H project leaders, members (youth) and the parents or legal guardians of Jackson County 4-H, must adhere to the Jackson County MSU Extension Code of Conduct.

### **Article 3**

#### **Meetings**

Section A: The fiscal year of this Council shall start December 1<sup>st</sup> and end on November 30<sup>th</sup> of each year.

Section B: The regular meetings of the Council, face to face shall be held at the Extension Office on the fourth Monday of the odd months. The remaining monthly meetings shall be held via Zoom.

Section C. Order of Business:

The order of business for this organization shall be as follows:

- A. Call to Order
- B. Pledges
- C. Introductions
- D. Reports
  - a. Secretary's Report
  - b. Treasurer's Report
  - c. MSUE Report
  - d. Association Reports
- E. Old Business
- F. New Business
- G. Club Sharing
- H. Adjournment

Section D: The rules contained in Roberts Rules of order shall govern the Jackson County 4-H Council in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of the 4-H Council. Meetings shall be conducted following Parliamentary Procedure as appropriate.

Section E: Officers, leaders, volunteers, parents, and youth are expected to attend. A minimum of one representative from every active Jackson County 4-H Club should be in attendance at each Council meeting.

Section F: Meetings will be held in person when feasible but may be moved to either electronic or a hybrid model when necessary. Electronic is defined as each member participating via an internet meeting service with integrated audio, video, document sharing and text capabilities. Hybrid is defined as a combination of members participating in-person or electronically. Electronic and Hybrid meetings shall remain governed by Parliamentary Procedure as defined in Article 3, Section D.

Section G: **Rules for Hybrid meetings**

1. Officers are expected to attend meetings in-person. If extenuating circumstances arise preventing in-person attendance, said circumstances shall be made known to the President, Adult Advisor(s) and 4-H Program Coordinator prior to the scheduled meeting. Any Officer attending electronically is expected to be present, active and engaged for the duration of the meeting.
2. Connection information shall be sent via email to every member of the Council Board, and published via other means deemed appropriate by the 4-H Program Coordinator. Information shall include the meeting time and electronic access information.
3. Arrival Announcement: Members attending electronically shall announce themselves at the first opportunity after joining the meeting, but may not interrupt a speaker to do so. Members shall also announce/disclose any other persons who may be present at their location who may be listening/hearing the meeting, but are off-camera.
4. Departure Announcement: Members attending electronically who leave the meeting before adjournment shall announce their departure.
5. Members shall have video active and appear on camera during the duration of the meeting.
6. To seek recognition by the chair, a member shall address the chair and state their own name.

7. Voting: Upon a call for vote, members attending electronically will have their vote counted by placing Yea or Nay in the text/chat feature of the internet meeting service.
8. Each member is responsible for their connection to the internet meeting service. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

#### Section H: **Rules for Full Electronic meetings**

1. Officers are expected to attend meetings electronically and are responsible for ensuring good quality audio and internet connection and maintain access throughout the meeting. Officers are expected to be present, active and engaged for the duration of the electronic meeting.
2. Connection information shall be sent via email to every member of the Council Board, and published via other means deemed appropriate by the 4-H Program Coordinator. Information shall include the meeting time and electronic access information.
3. Arrival Announcement: Members attending electronically shall announce themselves at the first opportunity after joining the meeting, but may not interrupt a speaker to do so. Members shall also announce/disclose any other persons who may be present at their location who may be listening/hearing the meeting, but are off-camera.
4. Departure Announcement: Members attending electronically who leave the meeting before adjournment shall announce their departure.
5. Members shall have video active and appear on camera during the duration of the meeting.
6. To seek recognition by the chair, a member shall address the chair and state their own name.
7. Voting: Upon a call for vote, members attending electronically will have their vote counted by placing

Yea or Nay in the text/chat feature of the internet meeting service.

8. Each member is responsible for their connection to the internet meeting service. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

## **Article 4**

### **Officers, Election & Duties**

Section A: Officers of the Jackson County 4-H Council shall be the President, Vice-President, Secretary and Treasurer.

Section B: To be eligible for an office, a Council member can be a Youth in good standing or an adult that is GOLD level volunteer. Both the youth or adult must have attended at least half of the meetings during the previous year. Unless agreed upon by a two-thirds (2/3) vote of the voting members present during the meeting at which nominations are taken.

#### **Section C: Election of Officers**

1. Request for nominations for officers will be taken at the September meeting with elections held at the November meeting. If no nominations are set forth at the September meeting, nominations will be carried over to November meeting followed by the election.
2. Terms of office will be for 2 years with the President and the Treasurer being elected in even years and the Vice-President and the Secretary being elected in the odd years.
3. Nominations for President and Vice-President should not be from the same club, serving at the same time. (Unless the position otherwise would go unfilled.)

4. All officers will have a maximum of three (3) full consecutive terms for each of the perspective positions, with a one (1) year gap before they can be eligible to hold the same position.
5. If an officer is unable to complete their term of office, they must notify the Council in a timely manner.
  - a. When the notification of an office vacancy is received at a Council meeting, nominations for the vacated office may be accepted at that meeting.
  - b. If notification of an office vacancy is received between Council meetings, the Council will accept nominations at the next regularly scheduled meeting.
  - c. Special election to fill the vacancy will take place as agreed on by a vote of the Council.

#### Section D: **President**

The President shall be the presiding officer/facilitator. The President shall call for volunteers or may appoint volunteers to be committee chairs, oversee committees and shall be considered the official representatives of the Council whenever needed in that capacity. A Gold level volunteer serving as President shall be empowered to sign all checks for disbursement of money. The President should represent the Council at 4-H functions and activates as required. They should also attend the various 4-H associations, councils and originations on occasion, when feasible.

#### **Vice-President**

The Vice-President will assist the President their duties as needed. The Vice-President will perform the duties of the President or Secretary in the absent of that officer.

#### **Secretary**

The Secretary shall keep a record of the minutes of all meetings, answer correspondence, may post or mail

notices, and may take roll. A copy of the minutes shall be sent to the 4-H Program Coordinator at the MSU Extension Office within fourteen (14) days and will be available upon request. Minutes will also be available at each meeting.

### **Treasurer**

The Treasurer shall keep a record of receipts and expenditures and shall be empowered to sign all checks for disbursements of money for this Council. All checks shall have two signatures, one youth and one adult or two adult signatures. In addition, the Treasurer will collect and take charge of all monies, produce receipts to donors, give a financial report and have copies available at the monthly meetings of this Council. The Treasurer shall present the books to the audit committee for review in November. The Treasurer is required to submit a record of all receipts and bank statements and to also provide an annual financial report to the Jackson County Extension Office (no later than November 1) in accordance with the policy set forth by the MSU 4-H Youth Programs.

### **Section D: Adult Advisors**

Adult advisors will be non-elected volunteers. Advisors offer help and guidance to the youth officers of the Council when requested or deemed necessary by the advisor. At least one adult advisor will have check signing authority.

## **Article 5** **COMMITTEES**

### **Section 1. Standing Committees shall consist of Budget, Audit, Fund-Raising, Awards, and Programs.**

The Audit Committee should consist of three of the following: minimum of one Officer, one Project Leader and a MSU Extension staff member. The audit committee should report at the December meeting.



The Budget Committee should consist of the Treasurer, an adult Advisor/Officer and a MSU Extension staff member. Any other 4-H members who desire, may also be included on the Budget Committee. The annual budget should be submitted to the Jackson County 4-H Foundation by its December meeting.

Any budget request during the Budget year needs to be addressed to and reviewed by the Budget Committee, and if approved, then be presented to the Council for consideration.

Section 2. Special Committees shall be appointed as the need arises.

## **Article 6**

### **SPECIAL MEETINGS**

Special meetings may be called as necessary by the President, Vice-President, or 4-H Program Coordinator. A 24 hour notification of a special meeting should be used, if possible. A special meeting should be for any issues that cannot wait for a Council meeting and/or needs a timely or immediate action.

## **Article 7**

### **Request for funds from the Jackson County 4-H Foundation**

Any clubs, committees, associations or councils that fall under the umbrella of the Jackson County 4-H Council that are seeking funds from the Jackson County 4-H Foundation, must first present their request to this Council for approval. If the request is approved, a Council representative will take that request at a Foundation meeting. Those making the request must be present at the Jackson County 4-H Foundation meeting.

## **Article 8**

### **AMENDMENTS**

Notices shall be sent out at least seven (7) days prior to meeting to change By-Laws.

The By-Laws of this organization may be changed with a simple majority vote of those present at any regularly scheduled meeting.

## **Article 9**

### **FUNDRAISING POLICY**

Section 1. Rules for use of 4-H name and symbol are specified by Michigan State University Extension and the United States Department of Agriculture

Section 2. The Jackson County 4-H Council is authorized to use the 4-H name and symbol. The Michigan State University Extension - Jackson County Extension Director and the County Extension 4-H Program Coordinator authorize the Council to establish policies for use of the 4-H name and symbol in Jackson County.

Section 3. Income generated by activities at Council sponsored countywide or at regional 4-H events is income to the 4-H Council. The Council may vote to share this income with other 4-H entities (such as clubs, 4-H committees or 4-H Associations).

Section 4. All county 4-H entities (clubs and committees and associations) must inform Council either in writing or in person, of proposed fundraisers and the dates of the proposed fundraisers. This will enable Council to prevent multiple fundraisers taking place at the same time and to prevent multiple requests for funds from the same donor.

Section 5. In order to insure that the good image, good name and positive reputation of 4-H is preserved, the 4-H Council may disallow a proposed fundraiser by a 4-H club or committee.

Section 6. 4-H entities which make requests and solicitation for gifts, grants and donations from businesses and individuals must inform 4-H Council of the donors they will be asking for funding. Council may ask that certain businesses or donors not be contacted so as to avoid excess requests from 4-H.

Section 7. The 4-H Council, through its countywide programs, leader training, awards and recognitions, insure a positive image of 4-H in Jackson County. This positive image of 4-H enables 4-H clubs and committees to be well received in their community fundraisers.

**Percentage of payments to Council from profit earned by 4-H clubs and groups**

Section 8. Ten percent (10%) of all fundraisers by 4-H entities (clubs and committees and associations) are to be paid to Council to help support Council activities. Revised 2-3-2010

Section 9. Unsolicited gifts to 4-H clubs will remain the property of the club.

Section 10. The 4-H Council reserves to right to exempt any 4-H organization from complying with Section 8.

Section 11. 4-H Clubs will make this payment to 4-H Council at the time the Financial Report is form submitted (November 1).

**Council Fundraising, sharing the work between 4-H clubs.**

Section 12-15 Adopted 2-3-2010

Section 12. The Jackson County 4-H Council supports the 4-H youth of this county with funding for a variety of activities. With this, all Jackson County 4-H clubs must participate in the fundraising activities of the Council.

Section 13. All clubs will work at the 4-H concession stand at the Jackson County Fair, plus work at one of the other 3 fundraiser, either in the Spring (Garage Sale), Summer (Windshield Washing) or Fall (Pop Cans).

Section 14. Failure to do so, a club will forfeit any monetary support for its club membership in any 4-H activities for a period of one (1) year.

Section 15. If a club is unable to fulfill this scheduled fundraiser it must notify the Council at a regular meeting prior the fundraiser. The Council will consider on a case by case basis if a club is unable to fulfill their requirement to work a fundraiser, after the club has presented its case to the Council.

NOTE: (For information purposes) All 4-H clubs, committees and councils which sell products to the public are responsible for paying the State of Michigan sales tax, which may be due. The Council is not liable for payment of these taxes.

4-H entities can make sales tax exempt purchases using the Council sales tax exemption upon prior approval. Only items, which are used directly for 4-H educational programs, are eligible for exemption for sales tax. For example, purchases of ribbons or food products are not exempt from sales tax. Purchases of educational videos or demonstration supplies are eligible for sales tax exemption.

## **Article 10**

### **By-Laws & AMENDMENTS**

The By-Laws of the Jackson County 4-H Council should be reviewed annually in fall of each year.

By-Law changes and/or amendments shall be presented to the Council for review. Changes will be voted on at the next regularly scheduled meeting.

Notices shall be sent out at least seven (7) days prior to meeting to change By-Laws.

The By-Laws of this organization may be changed with a simple majority vote of those present at any regularly scheduled meeting