

# BYLAWS OF THE OGEMAW 4-H COUNCIL

*Established: March 10, 2020*

## ***Article I: Name***

The advisory body for the 4-H Program in Ogemaw County shall be known as the “Ogemaw 4-H 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 Ogemaw County.
- E. To provide monetary sponsorship of 4-H Programs and events.

## ***Article III: Membership***

Membership on Council shall be 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. All efforts will be made to have a diverse representation of Council members. The Council membership consists of 7 adult 4-H leaders, 2 teen representatives and 3 community advisors

Qualification 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 Ogemaw County 4-H Youth member and must be 13 years or older as of January 1 of the current program year.
- D. All proposed members shall be nominated by a current council member and shall be voted on during the annual election process at the annual meeting.
- E. Members shall be elected in such a manner that one-half of the full number shall be elected each year. Any Council Member may be re-elected for an unlimited number of terms.
- F. The President of the Ogemaw 4-H Council may declare a vacancy or vacancies on Council when a member (s) has missed three (3) meetings in succession or submits a letter of resignation.
- G. The President of the Ogemaw 4-H Council shall make such appointments as necessary with a majority vote of support by the Council membership.
- H. Michigan State University Extension 4-H Staff in Ogemaw County will be ex-officio members of the council. They shall also be ex-officio members of all committees of the council.

### **Article IV: Duties of a Council Member**

- A. Serve on standing or ad hoc committees when appointed or asked to participate.
- B. Attend meetings of the Ogemaw 4-H Council and participate actively in the discussions and recommendations for the 4-H Program. Attend and actively participate in activities, special events and fund raisers.
- C. Support the recommendations of the Ogemaw 4-H Council.
- D. Promote good public relations for the 4-H Youth Program at every opportunity.
- E. Recognize and understand that 4-H Programs are for the development and participating opportunities of all youth ages 5-19.
- F. Assume responsibility to and for the area or group represented.
- G. Reflect the need, interest and opinions of people represented.
- H. Inform groups represented on recommendations of the Ogemaw 4-H Council and why they were made.
- I. Take the necessary leadership to make sure that the 4-H Program is conducted according to the highest standards including: club meetings, project work and other educational experiences in local, county, area and state programs.
- J. Consult with the Extension staff concerning local programs and activities.
- K. Be alert to ways of improving the 4-H Youth Program for youth, parents and leaders.

### **Article V: Officers**

The officers shall consist of President, Vice-President, Secretary and Treasurer. The Secretary/Treasurer position can be held by the same individual if necessary. A Council officer shall be elected during the annual election process. New officers will take office immediately upon election.

The President and Treasurer will be elected on odd years only, allowing for a 2 year term. The Vice President, and Secretary will be elected annually. No Council member shall hold the same office for more than three consecutive terms. If current officer(s) terms are exhausted and no member(s) steps forward to serve, membership may vote to reelect former officer(s), even after 3 consecutive terms.

- A. *President* – The President shall preside at all meetings of the Council and shall have general supervision of the affairs of the Council.
- B. *Vice President*- In the absence of the President, the Vice-president shall have the same power and duties of the President.
- C. *Secretary*- The Secretary shall keep an accurate record of the proceedings of Council. At the expiration of the term of office, the Secretary shall turn over to the succeeding secretaries all books, papers and property belonging to the Council for two preceding years with all other materials stored at the 4-H Office. In the absence of both the President and Vice President, the Secretary will have the power to act.
- D. *Treasurer*- The Treasurer shall handle all financial transactions of the 4-H Council and keep an accurate account of all monies incomes and expenses, will prepare and present a summary of all income, expenses,

and current balances of all accounts at each meeting. A duplicate copy of all records shall be stored at the MSUE 4-H Office. The 4-H Staff will work closely with the Treasurer in keeping the financial records of the Council and in helping to disburse funds when the Treasurer is not available all with approval or as budgeted by the Council.

The Executive Board shall consist of the President, Vice-President, Secretary and Treasurer.

The Executive Board shall have the authority to authorize the disbursements of funds to pay expenses that cannot wait until the next scheduled meeting of all Ogemaw 4-H Council members. The maximum amount the Executive Board is allowed to approve without the whole membership is \$250.00.

### **Article VI: Finance**

- A. *Assets and Finances* - The Council may acquire such funds as deemed necessary to carry out the purpose of the Council.
- B. *Handling of funds*
  - a. Handling of all finances will be done in accordance with the Understanding and Managing 4-H Finances manual.
  - b. When receiving funds from any activity, a receipt must always be written. All funds must be deposited in the bank within 3 days of receipt.
  - c. All bills must be paid by check. A payment voucher is to be used if no receipt is available.
  - d. All checks must be signed by two of the officers.
  - e. Signature cards for all savings and checking accounts must contain the signatures of designated officers.
  - f. 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.
  - g. As required, a budget must be prepared and presented and voted on by the Council at the meeting following the election of new officers, or at other time designated by the Council.
- B. *Fiscal Year* - The financial accounting year shall be from September 1 to August 31.
- C. *Dissolution* - In the event of dissolution of the Council, all funds shall revert to the jurisdiction of the Ogemaw MSU Extension office which has sole legal responsibility for the administration of all 4-H related activities.

### **Article VII: Meetings**

- A. Council shall determine at its yearly organizational meeting the number of meetings and when it shall meet.
- B. Special meetings of the Council may be held on an order from the President and/or the MSU Extension Staff, provided each Council member is notified at least twenty-four hours in advance of the meeting.
- C. To do business a quorum shall exist when one third of the Council membership is present.
- D. Meeting by telephone or similar equipment. A Council member may participate in a meeting by conference telephone or any similar communications equipment through which all persons participating in the meeting

can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

### ***Article VIII: Committees***

Committees of the Ogemaw 4-H Council shall consist of committees the Council members feel is necessary to make the Ogemaw 4-H program successful. Committees may consist of Ogemaw County 4-H Achievement Day, 4-H Promotion, Member and Leader Recognition and Member and Leader Recruitment. The 4-H Council President and the 4-H Staff shall serve as ex-officio members on all committees

### ***Article IX: Restrictions***

- A. In the event of the dissolution of the Ogemaw 4-H Council, all funds and assets will be turned over to the Ogemaw County MSU Extension for support of 4-H Youth programs and activities in Ogemaw County.
- B. Any decision passed by the Ogemaw 4-H Council that is in conflict with the policies or practices of MSU Extension may be vetoed by the 4-H Staff.

### ***Article X: Amendments***

The 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 thirty (30) days prior to the voting of the proposed changes.

