

# **CONSTITUTION OF INGHAM COUNTY 4-H COUNCIL**

Membership in 4-H Youth Programs and on the 4-H Council is open to all persons without regard to race, color, national origin, sex, handicap, age or religion. The Ingham County 4-H Council is responsible to work with Ingham County Michigan State University Extension to foster the basic objective of the 4-H program - the total development of youth.

## **ARTICLE I - NAME**

It shall be known as the "Ingham County 4-H Council."

## **ARTICLE II - PURPOSE**

The Ingham County 4-H Council serves to promote, implement and guide the 4-H Youth Program in Ingham County, Michigan by working with the County MSUE staff. In addition, the Council assists in establishing policy and procedures for the 4-H Youth Programs in Ingham County.

## **ARTICLE III - MEMBERSHIP**

**SECTION I - Council Structure:** At least 6 monthly meetings will be held each year to be determined at the September meeting. All meetings will be conducted under Robert's Rules of Order. The Council will be composed of at least two and up to four adults and teens from each of the five 4-H districts. 4-H leaders, teens and other adults vitally interested in the 4-H program are eligible for membership. In addition, all current 4-H Ambassadors shall be honorary members of 4-H Council with full voting rights. If a slot cannot be filled or if a member resigns or is removed, 4-H Council will appoint a member at-large to serve that term until the next election. Council members are also required to serve on at least two Council Committees.

**SECTION II - Membership:** Members will be elected (on a rotating basis) annually to represent the following five districts of the county:

1. Northeast - Williamston, Locke, Leroy, Wheatfield Townships
2. Northwest - Lansing Township, Meridian, Alaiedon, Delhi Townships
3. City of Lansing & At-Large (At-Large members are from across the entire county)
4. Southwest - Aurelius, Vevay, Onondaga, Leslie Townships
5. Southeast - Ingham, White Oak, Bunkerhill, Stockbridge Townships

All youth enrolled in 4-H groups may vote for the youth, and all leaders and parents of 4-H youth members may vote for adults that will serve on the Council from their district. 4-H members are eligible to serve as youth members of the Council from the year that the youth attains the age of 13 through the year in which the youth attains the age of 19. A special committee will be appointed by the Council to oversee nominations and elections.

**SECTION III - Terms of Membership:** All terms of membership will begin on September 1. Elections to the board are held in August. Vacancies can be appointed by the executive board. The term of membership for adults is up to eight consecutive years and then he (she) must be off the Council at least two years before he or she can be reappointed or re-elected. The term of membership for youth is two years with an option to limit their membership to one year.

**SECTION IV - Ex-Officio Members:** Ex-officio members include County Extension 4-H Youth Agents or appointees and a representative of the Fair Board.

**SECTION V - Voting:** Elected and/or appointed Council members and the fair board liaison shall have voting privileges. Decisions shall be made by majority vote of Council members present.

**SECTION VI - Meeting Attendance:** 4-H Council meetings are open to 4-H leaders, 4-H members, 4-H parents, and the general public. Meetings are held the third Wednesday of every month unless otherwise announced by Council. A Council member who misses three regularly scheduled meetings will automatically receive a letter from the secretary, and signed by the president, asking of their intent to remain on Council. After they receive this letter they must attend the next scheduled meeting to justify their absences to continue on Council. Action will be taken by majority vote of Council members present upon review of each case.

**SECTION VII - Council Constitution and By-Laws:** If Ingham County 4-H Council should dissolve, all assets, real property and personal property will revert to the benefit of Ingham County Michigan State University Extension.

#### **ARTICLE IV - OFFICERS**

**SECTION I - Election of Senior Officers:** Each new Council shall nominate officers for the new year in September, and elect those officers in October with terms taking affect the day of the election. It is the responsibility of the senior officers to work with their junior counterpart to determine appropriate leadership roles at regularly scheduled meetings.

***Ia. Responsibilities of Senior Officers:***

**President:** The president shall preside at the monthly 4-H Council meetings. The president may provide for the appointment and duties of temporary committees as is deemed necessary. The president may also appoint the chairpersons of all standing committees. The president shall be an ex-officio member of all committees. Within the limitations imposed by the Constitution, the president shall have general capacity to conduct and manage the affairs and business of the Council.

**Vice-President:** The vice president shall assume the duties of the president in the event of the president's absence or inability to act. The vice president shall have such other duties as may be specifically delegated by the president.

**Secretary:** The secretary shall keep or cause to be kept or preserved:

1. a full and complete record of the meetings of the council
2. the records and books of minutes from preceding years
3. a record of officers and committee members appointed, record of date and for what periods of time these appointments are for and record of time served
4. record of election results

In addition, the secretary shall draft letters to members when it is necessary to inquire about their intent to continue to serve on Council.

**Treasurer:** The treasurer shall receive or cause to be received all monies belonging to, or paid to, the Council. The treasurer will work with the budget committee. The treasurer shall disburse funds in accordance with the directions given by the Council and will reconcile the monthly bank statements.

Parliamentarian: The parliamentarian shall ensure that accurate parliamentary procedure, according to Robert's Rules of Order, is followed throughout the duration of each Council meeting.

**SECTION II - Election of Junior Officers:** Each new Council shall nominate officers for the new year in September and elect those officers in October with terms taking effect the day of the election. Junior officers need to be at least 15 years old, be an active Ingham County 4-H Council member and have a strong interest and commitment to the Council.

***Ia. Description of Junior Offices:*** Junior officers will work closely with their Senior officer counterparts who will serve as mentors. Junior officers shall be seated next to their senior officer mentor (counterpart) for each monthly meeting. Junior officers shall be included in all aspects of leadership positions in order for them to develop leadership skills. Communications between Senior and Junior officers shall be throughout the entire membership year, not just at Council meetings. Junior officers shall be given significant responsibilities for planning and conducting various events and activities.

***Iib. Responsibilities of Junior Officers:***

Junior President: The junior president shall lead pledges at all Council meetings. They will provide leadership for the youth members of 4-H Council. They may conduct portions of meetings and perform other duties as assigned by the senior president.

Junior Vice-President: The junior vice president shall prepare the junior officers agenda of events for the calendar year. They may perform other duties as assigned by the junior president and senior vice-president.

Junior Secretary: The junior secretary shall write updates for the Cloverleaf as well as introduce any new visitors at monthly Council meetings. They will also assist the senior secretary in taking minutes at the Council meetings and maintaining records. They may perform other duties as assigned by the senior secretary.

Junior Treasurer: The junior treasurer shall work with the senior treasurer to document accounts and assist in working with the budget committee.

Junior Parliamentarian: The junior parliamentarian shall assist the senior parliamentarian to ensure that accurate parliamentary procedure, according to Robert's Rules of Order, is followed throughout the duration of each Council meeting.

**SECTION III - Executive Board:** The Executive Board consists of Senior and Junior: President, Vice President, Secretary, Treasurer and Parliamentarian. The Executive Board shall represent Council when necessary and has the authority to meet on an emergency basis to carry out Council business.

**SECTION IV - Ingham County 4-H Council Fairboard Liaison Position Description**

***Iva. Length of position:***

This is a 4 year term with the option to renew again for a 2<sup>nd</sup> term to serve a total of 8 years.

***IVb. Qualifications:***

The qualifications for this position include serving on the Ingham County 4-H Council for at least 2 years. The 4-H Fairboard liaison may not hold a 4-H Council office.

***IVc. Responsibilities:***

The Ingham County 4-H Youth Program and the Ingham County Fairboard have a history of a positive and productive working relationship. This position will represent the 4-H youth program to the Fairboard and assist in maintaining and building a positive relationship. This position serves as a link and catalyst between the Ingham County 4-H Council and the Ingham County Fairboard. This person will attend all 4-H Council meetings (held the 3<sup>rd</sup> Wednesday of the month) and each Fairboard meeting (held the 2<sup>nd</sup> Monday of the month). This position is a voting member on the Fairboard. This position is the automatic chair of the 4-H Council Fair Committee.

***IVd. Application:***

In order to apply for the 4-H Fairboard Liaison position, individuals must submit a letter of interest indicating why the 4-H Fairboard Liaison position is of interest and 4-H background.

***IVe. Selection process:***

The 4-H Council will select 3 nominations from all applications and forward those 3 applications to the Ingham County Fairboard. The Fairboard will operate in conjunction with the Ingham County Commissioners to appoint the 4-H Fairboard Liaison.

## **ARTICLE V - COMMITTEES AND AUTHORITIES**

### **SECTION I - Overview of Committees and Authorities:**

***Ia. Purpose:*** Committees and authorities are established and authorized to conduct 4-H Council business within the preview of their purpose and responsibility. Committees and authorities are to report their activities to Council at the specified frequency. Council retains the authority to modify any action that a committee or authority has taken.

***Ib. Establishment/Disbandment/Modification:*** Any group may petition Council for authorization to establish an additional committee for a specific purpose. Council must approve the establishment of the additional committee. Council may also modify or disband a committee. If the committee is covered by this Constitution, an amendment will be required. Other committees may be appointed by the Council president, with concurrence of Council, for a specific project area, special purpose, or for a specific time. These committees will be given their charge at the time of appointment and will serve at the pleasure of the Council.

### **SECTION II - Ingham County 4-H Transportation Scholarship Committee**

***Iia. Membership:*** The Ingham County 4-H Transportation Scholarship Committee shall be composed of five persons approved by the Council. The members shall consist of at least one youth. Membership to be approved by the Council at or before its first meeting in January of such year, for terms of three years each; and provided that the members of the committee first appointed, one shall serve for one year and two, for two years. All vacancies which shall occur thereafter shall be filled by the Council for the balance of the term vacated. Committee members may serve a term of one year and then he/she must be off the committee at least one year before he or she can be reappointed or re-elected.

***Iib. Organization:*** The Ingham County 4-H Transportation Scholarship Committee shall elect one of its members to serve as Chairperson. In the absence of the Chairperson or if s/he is unable to act, a Chairperson Pro-Tem shall be elected. The Chairperson and a Ingham County 4-H Staff member will act as executive officers who are authorized to request withdrawals from the Fund jointly.

***Iic. Meetings:*** The Ingham County 4-H Transportation Scholarship Committee shall meet quarterly or as needed and file an annual report with the 4-H Council.

**IId. Duties:** The Ingham County 4-H Transportation Scholarship Committee shall review all request for transportation scholarship needs on a quarterly basis or as needed. The Committee shall manage the interest from the term endowment, and award scholarships.

### **SECTION III - Review Board**

**IIIa. Purpose of the Review Board:** To review code of conduct violations and make a recommendation to 4-H Staff who will issue the appropriate action after consultation (if necessary) with the State 4-H Office.

**IIIb. Membership:** The Review Board will be made up of four council members and a 4-H staff person. These members will be identified on an annual basis at a Council meeting as needed. Each member must be a member of 4-H Council.

**SECTION IV - Ingham County 4-H Ambassadors:** The Ambassadors will serve to promote 4-H Youth Programs by assisting with 4-H activities at the Fair and other 4-H activities throughout the year. This group will consist of up to ten qualified teens and all 4-H members aged 15 and up may apply for selection to this group. Selection criteria and procedure is the responsibility of the Awards committee. A member of 4-H Council will serve on the Ambassador's advisory group. A 4-H staff person will also work with the Ambassador membership in an ex-officio capacity.

### **SECTION V - 4-H Council Committees**

**Va. Purpose of 4-H Council Committees:** To conduct 4-H Council business and any other 4-H functions within Ingham County.

**Vb. Membership:** Membership of 4-H Council committees is NOT limited to 4-H Council members. Membership on these committees is from the Ingham County membership as a whole, both adults and youth. Each committee is responsible for recruiting individuals to serve on their committee, thus committee membership may be flexible and forever changing. However, the president may appoint council members to committees as required. 4-H Council members are required to serve on at least two Council committees (Ambassadors have a 2 committee minimum). Each committee will consist of at least two and not more than four 4-H Council members, with at least one of the four being an adult.

**Vc. Committee Leadership:** The chairperson & co-chairperson (and other leadership positions as determined by the committee) of each committee shall be selected each year by the committee membership. This selection should be accomplished by February 1 or at the committees first meeting. The Council president shall work with the committee membership to select a chairperson if the committee fails to select their own chairperson. A council member can only chair one committee and may co-chair another.

**Vd. Reporting:** The chairperson, or selected representative, of each coordinating committee will provide an oral or written report at each Council meeting of committee activity since the last Council meeting. A reporting template can be found at the end of this constitution.

#### ***Ve. Committees and Responsibilities:***

**Awards Committee:** Organizes, plans and manages all aspects of the Ingham County 4-H awards program, including Ambassador selection.

**Recognition Event Committee:** Organizes and conducts the 4-H leader and member awards and recognition banquet. This committee may also be called upon to organize and conduct other recognition events.

**Budget Committee:** Recommends to Council the allocation of funds necessary to carry out Council functions.

Education Committee: Coordinates and/or conducts 4-H educational programs for Ingham County 4-H members. Main functions include: leader and superintendent orientation; leader development and training and project workshops.

Fair Committee: Organizes and conducts selected and special 4-H activities at the Fair and follows through with Fair activities. This committee is also responsible for fielding Fair related concerns from 4-H members/leaders/clubs/groups and relaying those concerns to the Fairboard through the Fair liaison.

Food Booth Committee: Organizes, manages and operates the 4-H food booth. The food booth provides the main source of funds for Council operations. In addition, the booth provides work and leadership experiences for 4-H youth, as well as funds for educational workshops.

Leader Selection Committee: Recruits, selects, trains and monitors the performance of 4-H leaders. In the unlikely event that a 4-H leader needs to be relieved of duty, this committee will recommend to the review board (see Section III above) appropriate action.

Nominations Committee: Recruits and nominates individuals to serve on 4-H Council. In addition, they will develop a slate of candidates for county Council leadership positions. Every effort will be made to get equal representation for 4-H Council nominations. However if not, this committee has the ability to increase and/or decrease the number of members per district depending on the slate of nominations.

Fundraising Committee: Coordinates all fundraisers for 4-H Council.

Superintendent Selection Committee: Recruits, selects, trains and monitors the performance of 4-H superintendents. In the unlikely event that a 4-H superintendent needs to be relieved of duty, this committee will recommend to the review board (see Section III above) appropriate action. For animal superintendents, this function will be done by the Ingham County Fair Board and 4-H staff.

Participation Fee Committee: Responsibility will be:

1. to develop the program proposal clubs/committees will complete to request funds,
2. review proposals and select winner each quarter, and
3. assist in the training of members on how to make proposals (see below), and
4. determine an evaluation method of project proposal.

Committee consists of one member each from: 4-H Council, Horse Committee, Livestock Sale Committee, Still Life Representative and 2 4-H staff members.

This group will have quarterly meetings.

## **SECTION VI - Project Committees:**

***Via. Purpose of Project Committees:*** To establish policies and procedures related to project areas. In addition, they conduct educational and other programs related to the projects the committee represents. Each committee works with the project superintendents to provide guidance and direction for each of the projects represented by the committee.

### ***Vib. Membership:***

1. Project areas are represented by each committee. All projects are classified as either Agriculture and Natural Resources, Human Ecology or Life Long Learning. The projects are further grouped into project areas based on similarity. A committee is established for each "project area." This structure is a "living" document, based on what projects are active at any time. A list of the project committee structure is maintained by 4-H Council and the 4-H staff.

2. Each committee should consist of the following:
  - a. Project superintendents of the projects covered by the committee
  - b. Adult 4-H leaders and volunteers representing project areas covered by the committee
  - c. 4-H members representing project areas covered by the committee.
3. Each committee should establish procedures to membership recruitment and selection.

***Vic. Committee Leadership:*** Each committee should have at least a chairperson and a secretary. The committee will establish needs for other leadership positions. Officers of each committee shall be elected each year by the membership committee, preferably, early in the year.

***Vid. Reporting:*** Each committee is to report at least annually to Council. The date, time, method and information to be presented is to be determined by the committee in conjunction with Council liaison. Council president will select, with Council concurrence, individuals to work directly with each project committee, the superintendents and project leaders. Their purpose is to facilitate the flow of information between Council and the project superintendents, leaders and members.

#### **ARTICLE VIII - AMENDMENTS**

This Constitution may be amended by a 2/3 majority vote of those attending a Council meeting. Proposed amendments must be presented at a regular meeting and lay over until the next regular meeting.

Adopted Revised 8-98  
Updated 6/99  
Updated 11/28/01  
Updated 5/2/02  
Updated 2/22/05  
Adopted Revised 10/15/08