

WYANDOTTE COUNTY 4-H COUNCIL
BY-LAWS

ARTICLE I
NAME

This program shall be known as the Wyandotte County 4-H Council.

ARTICLE II
PURPOSE

The purpose of the Wyandotte County 4-H Council is to aid in the development of all county 4-H youth programs approved by the Wyandotte County Extension Council Executive Board, by giving leadership to the planning and conducting of educational events and activities, volunteer leader training, and teen leadership development.

ARTICLE III
MEETINGS

Meetings shall be held on the third Thursday of February, April, June, August, October and December, at 7:00p.m., at the Wyandotte County Extension office, unless otherwise provided upon a majority vote of the Wyandotte County 4-H Council. Any special meetings deemed necessary may be called by majority vote of the Executive Board of the Wyandotte County 4-H Council.

ARTICLE IV
MEMBERSHIP & VOTING RIGHTS

Membership shall consist of two community leaders or other adults from each 4-H club in the county, and two designated 4-H members from each club. Only members, or their designated alternates, are entitled to presents motions and to vote; however, anyone affiliated with 4-H is entitled to attend and speak at the meetings.

ARTICLE V
ELECTION OF OFFICERS

Section 1. Election of Wyandotte County 4-H Council officers shall be conducted at the October meeting each year.

Section 2. The nominating committee shall select a slate of nominees prior to the October meeting of the Wyandotte County 4-H Council. Nominations may also be made from the floor. Nominations by the committee and from the floor shall be made in compliance with Article VI, Section 1 of these By-Laws.

ARTICLE VI
OFFICERS & THEIR DUTIES

Section 1. Each officer shall be elected from the duly selected youth representatives to Wyandotte County 4-H Council. Each officer shall be elected to a one-year term; however, if the election of

new officers in the subsequent year is delayed or postponed for good cause, then the existing officers shall continue to serve until new officers are elected, provided, however, that the extension of service shall not exceed the date of the next regularly scheduled meeting of Council. No individual shall serve more than two consecutive terms in the same office.

Section 2. The President shall preside at all Wyandotte County 4-H Council meetings.

- a) The President shall be an ex-officio member of all committees except the nominating committee.
- b) Any duly elected 4-H Council representative 12 years or old at the time of council elections, may be elected to the office of President.
- c) The President has authority to delegate other duties to council officers as may be needed.

Section 3. The Vice-President shall preside in the absence of the President and shall perform other duties as are delegated to him or her by the President.

Section 4. The Secretary shall keep an accurate record of all meetings of the Wyandotte County 4-H Council and of the executive committee meetings. A copy of the minutes shall be sent to all members at least fourteen (14) days prior to the next meeting; publication of the minutes in the monthly 4-H newsletter shall be sufficient compliance. Copies of minutes shall be maintained in the Wyandotte County Extension Office. The Secretary shall perform other duties as are delegated to him or her by the President.

Section 5. The Treasurer shall receive all money of the Wyandotte County 4-H Council and shall maintain an accurate record of the receipts and expenditures, and shall pay out only such funds as are authorized by a majority vote of the Wyandotte County 4-H Council. All receipts and expenditures shall be presented to the Wyandotte County 4-H Council at each meeting thereof. The treasurer's records shall be maintained in the Wyandotte County Extension Office. The Treasurer shall serve as chairperson of the Finance Committee, and shall perform other duties as are delegated to him or her by the President.

Section 6. The Reporter shall prepare articles and press releases about Wyandotte County 4-H Council activities, for submission to the press and media, as necessary. The Reporter shall perform other duties as are delegated to him or her by the President.

Section 7. All checks for expenditures of the Wyandotte County 4-H Council shall be signed by any two members of the Finance committee who is an authorized signatory on the account, provided that at least one of the signatures is that of an adult.

Section 8. The five officers shall constitute the Executive Board of the Wyandotte County 4-H Council, and they shall select three adults from the membership of the Council, within thirty (30) days of the election of officers, to serve as their advisors, and the composition of the entire Executive Board shall be made known to the Council. The Executive Board may meet as needed. Communications via email or conference calls shall be sufficient compliance.

Section 9. In the event that the president vacates his or her position, the Vice President shall become president, and the Executive Board of the 4-H Council shall appoint a new Vice President.

However, if the Vice President does not meet the requirements to hold the office of President, the Executive Board of the 4-H Council shall nominate candidates(s) for President to be approved by a majority vote of 4-H Council Members present at the time of the vote during a regularly scheduled 4-H Council meeting. If any other officer vacates his or her position during his or her term, the Executive Board of the 4-H Council shall appoint a replacement to the office.

ARTICLES VII STANDING COMMITTEES

Section 1. The Executive Board and its adult advisors shall form standing committees no later than the December meeting of the Wyandotte County 4-H Council. Committees shall consist of an equitable number of youth and adults. Any member of a Wyandotte County 4-H Club, age 10 (in 4-H age) or older, any parent or legal guardian of a member of a Wyandotte County 4-H club, any community leader of a Wyandotte County 4-H club, any project leader from a Wyandotte County 4-H club, any county project leader and any other 4-H volunteer may serve on a committee or committees. Every committee member shall have a vote in committee.

Section 2. Each standing committee shall select as chairperson a 4-H youth; each standing committee may select a co-chairperson, who may be 4-H youth or adult. An adult may be designated as a temporary chairperson to aid in contacting other committee members for the purpose of setting up the first meeting, at which time a chairperson and co-chairperson will be elected.

Section 3. Standing committees and their responsibilities shall be:

a) Finance: responsible for developing a budget to meet the monetary needs of the Wyandotte County 4-H Council, and for recommending fund-raising activities; pursuant to Article VI, Section 5, the Wyandotte County 4-H Council Treasurer shall serve as chairperson of this committee; and adult member of the committee, not related to the Treasurer, shall be selected by the committee to serve as co-chairperson. This committee shall also assist with money-handling responsibilities throughout any major fundraiser conducted by the Wyandotte County 4-H Council.

b) Nominating: responsible for selecting a slate of nominees for Wyandotte County 4-H Council officers pursuant to Article V, Section 2 of these By-Laws.

c) Club Days: responsible for assisting the Extension 4-H agents in planning and conducting county Club Days, Regional Club Days, and Model Meetings. The committee shall be responsible for obtaining qualified judges for any of these events.

d) Achievement Program: responsible for assisting the Extension 4-H Agents in planning and conducting the annual achievement program recognizing the accomplishments of the 4-H youth in Wyandotte County.

e) Awards and Trips: responsible for assisting the Extension 4-H agents in implementing rules and regulations for county-level judging of Kansas Award Applications and Modified Kansas Award Applications, and for such other award programs as may be available; for assisting the Extension 4-H agents in determining what and how many awards will be presented; and for assisting the Extension 4-H agents in developing criteria pertaining to trips which are presented as awards for accomplishment in projects or overall 4-H accomplishment;

- f) Judging Contest and Quiz Bowls: responsible for assisting the Extension agents in planning and conducting judging schools and contest and quiz bowls, and for promoting and maintaining interest among the 4-H youth in participating in these activities. This committee may appoint sub-committees to oversee the various judging contests and quiz bowls, which include but are not limited to:
- (a) FACS Judging and FACS Quiz Bowl
 - (b) Photography Judging and Photography Quiz Bowl
 - (c) Livestock Judging
 - (d) Horticulture Judging
 - (e) Horse Judging, Hippology and Horse Quiz Bowl
 - (f) Dog Quiz Bowl
- g) 4-H member Leadership Training; responsible for assisting the Extension 4-H agents in planning and conducting the annual officers and members training program for club and Wyandotte County 4-H Council officers;
- h) National 4-H Week: responsible for assisting the Extension 4-H agents in planning and implementing a county-wide promotion of 4-H during National 4-H week;
- i) Teen Activities; responsible for planning and implementing the annual summer trip or any other activities for the teen members of county 4-H clubs, including fund-raising to finance these;
- j) Concession Stand Trailer: responsible for:
- a) assisting the Extension 4-H agents in stocking the trailer with adequate inventory during times the trailer is used for any Wyandotte County 4-H Council fund-raising event.
 - b) overseeing use of the trailer, including but not limited to, insuring the trailer is in good working order, and remains in good repair.
 - c) facilitates repairs as needed
 - d) make the trailer available to 4-H Council as needed
 - f) other related responsibilities as assigned by the Wyandotte County 4-H Council
- k) Sponsor Appreciation Program: responsible for assisting the Extension 4-H agents in planning and conducting a program to express appreciation to individuals and businesses who provide support to 4-H.
- l) Properties: responsible for maintaining accurate inventory records of properties used by Wyandotte County 4-H Council and clubs; and responsible for making recommendations about equipment needed to purchase or rent, insurance coverage needed, and maintenance and repairs needed;
- m) Livestock Advisory: responsible for assisting the Extension agents in planning and conducting the Spring Beef Show; for assisting in determining livestock projects (beef, swine, sheep, dairy, goats) needs for the current year; for recommending livestock rules for the county fair (minimum weight, weigh-in dates, etc.); for recommending qualified judges for the county fair; and for acting as a liaison between 4-H members, their parents and project leaders in the livestock projects and the Extension agents; members of this committee shall be active in one or more livestock projects and each livestock project shall be represented on the committee.

n) Horse Advisory: responsible for assisting the Extension agents in planning and conducting the various shows, competitions and other events for the horse projects; for assisting in determining training needs for the current year; for recommending rules for the county fair; for recommending qualified judges for the county fair; and for acting as a liaison between 4-H members, their parents, and the project leaders in the horse projects and the Extension agents; members of this committee shall be active in the horse project.

ARTICLE VIII QUORUM

A quorum shall consist of twenty percent of the membership of the Wyandotte County 4-H Council for regularly scheduled meetings and twenty-five percent of the membership of the Wyandotte County 4-H Council in the event of any special meetings called.

ARTICLE IX RULES GOVERNING MEETINGS

Robert's Rules of Order shall govern the conducting of meetings of the Wyandotte County 4-H Council and its committees.

ARTICLE X AMENDMENTS TO BY-LAWS

These By-Laws may be amended only upon a simple majority vote (50% plus one) of the total Wyandotte County 4-H Council membership, as "membership" is defined in Article IV of these by-laws, at any regular meeting, provided that written notice of intent to propose an amendment and the nature of the amendment is mailed to all Wyandotte County 4-H Council members at least fourteen days prior to the Wyandotte County 4-H Council meeting. Email or publication in the Wyandotte County 4-H newsletter shall suffice as compliance.

{END}

*Approved by Wyandotte County 4-H Council 01-8-01 and by Wyandotte County Extension Council Executive Board 02-05-01
Amended by Wyandotte County 4-H Council 01-02, 02-28 & 02-26-04
Amended by Wyandotte County 4-H Council 10-27-2016*