

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 leadership development.

ARTICLE "III"

Any adult serving in 4-H Council in any capacity needs to be a Registered 4-H Volunteer and have completed all steps to the 4-H Volunteer Screening Process.

ARTICLE III  
MEETINGS

Meetings shall be held on the third Thursday of February, June, August, October 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, (See Section 8) of the Wyandotte County 4-H Council.

ARTICLE IV  
MEMBERSHIP & VOTING RIGHTS

Membership shall consist of two designated adults from each 4-H club in the county, and two designated 4-H youth members from each club. Only members, or their designated alternates, are entitled to present motions and to vote. 4-H Council Officers may not vote, unless there is a tie, in which the President may vote to break the tie. 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 youth 4-H Members. 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 (non-voting) member of all committees except the nominating committee.

b) Any 4-H member 12 years or older 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.

a) Any 4-H Member 12 years or older at the time of council elections, may be elected to the office of Vice-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 made available to all members at least fourteen (14) days prior to the next meeting. 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 two members of the Finance committee who are authorized signatories on the account, provided that at least one of the signatures is that of an adult.

Section 8.

a) The five officers shall constitute the Executive Board of the Wyandotte County 4-H Council.

b) They shall select three adults to serve as their advisors within 30 days after 4-H Council elections.

- a. Adult Advisors may be Currently registered volunteers, or those who are not currently registered volunteers have 30 days within conformation of adult advisor role to become registered volunteers. The composition of the entire Executive Board shall be made known to the Council. If volunteers do not complete the volunteer screening process they forfeit their adult advisor role. Replacement adult advisor would be selected by Executive Board.
- c) The Executive Board shall meet on the Thursday two weeks prior to 4-H Council Meetings. Any special meetings deemed necessary may be called by majority vote as necessary. 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.

Section 10. Any officer may be replaced in the event that they are absent for two County Council or Executive Board Meetings. Any combination of the two.

An officer may utilize technology to help plan during Executive Board Meetings if not able to attend in-person without penalty, but cannot utilize technology as a voting member for a Council meeting.

## ARTICLES VII STANDING COMMITTEES

Section 1. Each 4-H Club shall have at least one representative to serve on each committee. For committees in which no volunteers have signed up at the October meeting of the Wyandotte County 4-H Council, then the Executive Board and its adult advisors shall appoint standing committee leaders. Committees shall consist of an equitable number of youth and adults. Any member of a Wyandotte County 4-H Club, or, any parent or legal guardian of a member of a Wyandotte County 4-H club, any adult volunteer of a Wyandotte County 4-H club, any project leader from a Wyandotte County 4-H project, 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 any 4-H member age 10 or older (in 4-H age); 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

an 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: With the oversight of 4-H Staff, plan and conduct 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: With the oversight of 4-H Staff, plan and conduct the annual achievement program recognizing the accomplishments of the 4-H youth and to express appreciation to businesses who provide support in Wyandotte County 4-H.

e) Awards and Trips: With the oversight of 4-H Staff, in implementing rules and regulations for county-level judging of Kansas Award Portfolio Record Book and Non-Competitive Applications, and for such other award programs as may be available; determine what and how many awards will be presented; and develop criteria pertaining to trips which are presented as awards for accomplishment in projects or overall 4-H accomplishment;

f) Judging Contest and Quiz Bowls: With the oversight of 4-H Staff plan and conduct 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; With the oversight of 4-H Staff, plan and conduct the annual officers and members training program for club and Wyandotte County 4-H Council officers;

h) National 4-H Week: With the oversight of 4-H Staff plan and implement a county-wide promotion of 4-H during National 4-H week and 48 Hours of 4-H event;

i) Teen Activities; With the oversight of 4-H Staff, plan and implement 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) With the oversight of 4-H Staff, stock the trailer with adequate inventory during times the trailer is used for any Wyandotte County 4-H Council fund-raising event.

b) oversee 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

1) 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.

## 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 communicated to all Wyandotte County 4-H Council members at least fourteen days prior to the Wyandotte County 4-H Council meeting.

{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  
Amended by Wyandotte County 4-H Council 9-19-2018 and by Wyandotte County Extension Council Executive Board 10-8-18*