

OSU Extension Madison County 4-H Advisory Committee By-Laws**Article I Name**

The name of this group shall be OSU Extension Madison County 4-H Advisory Committee.

Article II Purpose

The purpose of this committee shall be to provide guidance for the 4-H youth development program by:

- A. Helping to analyze the needs and interests of all county youth enrolled in kindergarten and age 5 through age 18 as of January 1.
- B. Helping to ensure a balanced program with regard to all potential clientele including adults and youth on a nondiscriminatory basis without regard to race, color, national origin, sex, sexual orientation, disabled or religious affiliation.
- C. Assisting with planning, evaluating, and recommending 4-H youth educational experiences, methods, and programs to meet the needs and interest of youth and reviewing the program to insure that a balance of content/curriculum is offered.
- D. Assisting with the recruitment and development of volunteer adult leadership for the 4-H program.
- E. Seeking financial resources and support as needed to conduct, promote and expand the 4-H education and recognition programs in Madison County.
- F. Assisting with the marketing of the 4-H youth educational program opportunities.
- G. Assisting with the development of 4-H Policy and Guidelines (within State 4-H policies and guidelines) appropriate for the county 4-H program. The committee will appoint a Grievance Board as needed to consist of an odd number of not less than 5 members.

Article III Membership*Section 1 Committee make-up and size*

- A. Membership on the committee shall consist of any Madison County 4-H adult volunteer or 4-H member who is at least 14 years old (as of January 1) and a freshman in high school
- B. Employees of OSU Extension (Seasonal, Full, or Part-time) will be ex-officio members and will not have voting privileges or hold office.
- C. The permanent member of the Advisory Committee shall be the 4-H Extension Educator who will have no voting privileges.

Section 2 Voting

- A. Each club in Madison County shall be entitled to one vote for each question called.
- B. Each Key Leader division is entitled to one vote for each question called, and cannot represent his or her own club.
- C. Teen Council is entitled to one vote for one question called.
- D. Camp Counselors as a group is entitled to one vote for each question called.
- E. In the event that a question is not answered by a unanimous vote, votes will be taken by roll call.
- F. There must be a minimum of 15 voting members present for a quorum.

Article IV Meetings

Section 1 Regular meetings will be held a minimum of 8 times a year. The exact day, time and location of the meeting will be determined by consensus annually, biannually or at the end of each regularly scheduled meeting.

Section 2 Special 4-H Committee meetings may be held as needed. The dates and times of special meetings will be at the call of the Committee President and approved by the 4-H Extension Educator.

Section 3 An annual revenue and expense budget shall be set and adopted by the 4-H Committee at the beginning of each calendar year.

Article V Officers

Section 1 The officers of the committee shall consist of: President, Vice President, Secretary, Treasurer, and Assistant Secretary/Treasurer. Other officers may become necessary from time to time and may be created by consensus of the Committee.

Section 2 Election of officers will be conducted at the January meeting with terms beginning in January. A term shall consist of one year (January – December) . An officer, except Treasurer, shall not hold the same office for more than three consecutive years, beginning in 2013

Section 3 Election Procedure



- A. On election night the Presiding Officer will take nominations from the floor starting with President and following the order as listed in the by-laws Article 5 Section 1.
- B. The votes shall be cast by paper ballot and the person getting the plurality (largest number of votes) will be elected.
- C. In the event of a tie, there will be a re-vote with just the ties in the election.
- D. Any unfilled positions will be placed on the agenda for the following meeting and an election will be held for that office.
- E. If there is only one nominee for an office the Presiding Officer can ask for a motion to cast a unanimous vote for the nominee.
- F. On any ballot vote the Presiding Officer must ask for two (2) tellers (A representative from the Extension Office and a committee member not nominated for an office) to count the votes.
- G. Members must be present to vote.
- H. Nominees who are not able to attend the election meeting will submit in writing to the President their willingness to serve if elected before the meeting.

Section 4 Officer's responsibilities:

A. President:

- 1. Shall preside at all meetings.
- 2. Will write an agenda with the 4-H Extension Educator
- 3. Will have open communication with the OSU Extension Madison County 4-H Office
- 4. Will foster the group's best interest
- 5. May only vote on ballot votes, may not nominate individuals for an office

B. Vice President:

- 1. Works with all committees as a resource or appointed to such committees
- 2. Presides at meetings when the President is absent

C. Secretary:

- 1. Keep records and attendance of all meeting. Shall provide a report of what happened at said meeting no later than the next meeting.
- 2. Writes all correspondence
- 3. Maintains a list of all voting members, contact information for all voting members and shall provide that to the board.
- 4. Shall submit a summary or highlights to the "4-H Family" Newsletter

D. Treasurer:

- 1. Shall keep an accurate account of the group's money
- 2. In order to keep an accurate account of the money the Treasurer shall:
 - a. Require a request form for all money spent.
 - b. Submit a written balance sheet at all meetings
 - c. Shall deposit extra funds in Certificates of Deposit and/or interest bearing accounts
 - d. The 4-H Advisory Committee must vote on every bill or request for money before it is spent
 - e. Two signatures are required on all checks. Those who can sign checks are the President, Vice President and the Treasurer.
 - f. Books must be audited annually by an appointed committee

E. Assistant Secretary/ Treasurer:

- 1. Keeps records and attendance of meetings in which the Secretary is absent.
- 2. Keeps records and assists treasurer with duties as needed.

Article VI Committees

Section 1 The President of the Advisory Committee shall have authority to appoint a committee chair for committees as deemed necessary.

Section 2 The appointed committee chairperson shall be responsible for the committee reports. Reports will be submitted to the Secretary for inclusion in the minutes.

Article VII Amendments

Any member may propose amendments to these by-laws at any regular meeting. The proposed amendment will be communicated to all members before being voted on at the next meeting.

Article IX Meeting Rules

The council will follow standard Roberts Rules of Order as a guideline for all council/sub council meetings.

<http://www.robertsrules.org/>