

KALAMAZOO COUNTY 4-H LEADERS COUNCIL BYLAWS

ARTICLE I - NAME

This organization shall be known as Kalamazoo County 4-H Leaders Council. (Also known throughout this document as the 4-H Leaders Council.)

ARTICLE II - PURPOSE

The purpose of this council shall be:

1. To plan and cooperate with the MSU Extension 4-H Program Staff in carrying out the County 4-H program. (The purpose of 4-H is to provide a variety of experiential/interactive learning experiences for the youth in Kalamazoo County.)
2. To give opportunity for 4-H leader training.
3. To hold, manage and maintain and otherwise act as custodian of properties of the 4-H Leaders Council.

ARTICLE III - MEMBERSHIP

The membership shall be elected as follows:

1. Each community club is expected to send one delegate or one alternate to attend 4-H Leaders Council meetings. All leaders, including approved teen leaders, may attend council meetings; each community club has one adult delegate vote and one vote per teen leader.
2. Council members may elect voting members at-large for a two-year term from names submitted by the Nominating Committee at the September Council Meeting.
3. A quorum consists of at least 7 adult members. All regular business of the 4-H Leaders Council may be decided by a simple majority vote of the voting members present.
4. Membership in 4-H Leaders Council is 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.
5. A representative from the 4-H Livestock Superintendents Association, 4-H Horse Leaders Council, and Dog Council are encouraged to attend and share updates.

ARTICLE IV - OFFICERS

The officers of the 4-H Leaders Council shall be:

President

Vice-President

Secretary

Treasurer

These officers together with the immediate past president shall constitute the Executive Committee of the 4-H Leaders Council which shall be entrusted and charged with the management of the organization and is empowered to make all emergency decisions between regular Council meetings.

1. The duties of the president shall be:
 - a. To preside at all 4-H Leaders Council meetings.
 - b. To represent the 4-H Leaders Council whenever necessary.
 - c. To serve on the Executive Committee for two years after completion of term of office.
 - d. To appoint committees with the assistance of the Nominating and Constitution Committee.
 - e. To serve as an ad hoc member of all committees.
2. The duties of the Vice-president shall be:
 - a. To preside over 4-H Leaders Council meetings in the absence of the President.
 - b. To serve as chairperson of the Awards Committee.
3. The duties of the Secretary shall be:
 - a. To keep a record of the proceedings of each 4-H Leaders Council Meeting.
 - b. To keep attendance records of each meeting.
 - c. To provide the membership and to the County Extension office a copy of the minutes of each 4-H Leaders Council meeting.
 - d. To be responsible for 4-H Leaders Council correspondence.
 - e. To serve on the Nominating and Constitution Committee.
4. The duties of the Treasurer shall be:
 - a. To maintain all financial records for the 4-H Leaders Council including profit and loss accounting for all funds raised by and for the 4-H Leaders Council.
 - b. To make a report at each Council meeting on the status of the treasury.
 - c. To complete an annual financial summary of the treasurer's book following the MSU Extension 4-H financial guidelines.
 - d. To serve as chairman of the Finance Committee and with the committee create a line-item budget for approval by 4-H Leaders Council.
 - e. To serve on the Fund-Raising Committee.
5. The officers shall not serve in any one office longer than two consecutive terms.
6. The election of officers of the 4-H Leaders Council shall be by ballot at the September meeting, with President and Vice-President being elected in odd years, and Secretary and Treasurer being elected in even numbered years.
7. If at any time an officer misses three (3) consecutive regular meetings without notice, at the next regular meeting, the Council may declare the office vacant.
8. In case of a vacancy of an office of Council, the Council membership shall appoint a member to fill the position for the remainder of the unexpired term, except in the case of president, where the vice-president will automatically move into the role.

ARTICLE V - Positions approved by 4-H Leaders Council

1. The 4-H Leaders Council will nominate and approve a representative to the Kalamazoo County Fair Council. The representative term will be determined by the Kalamazoo Fair Council bylaws.

2. The 4-H Leaders Council will nominate and approve a gold level volunteer from the 4-H leaders council to serve on the 4-H/fair advisory committee. This representative will help interview potential superintendent candidates, work with MSU Extension and fair staff to resolve issues during the Kalamazoo County Fair and Family Festival.

ARTICLE VI - COMMITTEES

Standing Committees – Committee members may volunteer or may be selected from recommendations made by the Nominating and Bylaw Committee. Members of committees will be selected from approved 4-H members and gold level volunteers who need not be volunteers serving on 4-H Leaders Council. The President makes appointments and selects the Committee Chairperson, unless specified. If a non-voting chairperson is appointed, they will become members at large of the Council. Terms begin at the time of appointment. There will be no limit to the number of terms that an individual can serve in any of the committee positions, but they must be reappointed every 4-H year.

1. Executive Committee (5 members)
The Executive Committee:
 - a. Will meet to select recipients of 4-H scholarships. If a board member has a member of their family submitting an application, they shall not participate in the selection. The president will appoint a former board member to act in their place.
 - b. Has the authority to establish or dissolve any committee as the need arises.
 - c. Will establish contact with and promote the ongoing 4-H youth program and special events through various news media—i.e., newspaper, radio, television, social media, etc.
 - d. Will provide supporting businesses and interested individuals with program information and future program goals.
 - e. Will, in partnership with Fair Council and with approval of 4-H Program Staff, establish criteria for selection, appointment and evaluation of Project Superintendents in particular project areas. Selections will be announced at Council meetings and incorporated in the minutes.
2. Fall Achievement/Awards/Leaders' Banquet Committee (up to 6 members to include the Vice President who shall act as chairperson).
The committee will select award recipients with assistance from the 4-H Program Staff, evaluate the strength of the awards program and make revisions as needed. Meets at least 3 times a year to evaluate and plan the awards program.
3. Fair Planning Committee (up to 4 members)
The committee will assist in the planning and organization of the fair and have a representative at Fair Council meetings.
4. Finance Committee (up to 3 members not including the treasurer)
The Treasurer will serve as Chairperson and serve with two committee members, in addition to a representative from MSU Extension staff. The Finance Committee shall submit a budget and ways and means report at the November meeting of the 4-H Leaders Council, for the program year September 1 – August 31.

5. Fund Raising Committee (up to 5 members)
Duties are to plan, organize and supervise Fund Raising events to meet projected budget needs for Council. The chairperson of the individual events will also be a part of this committee.

8. Nominating and Bylaws, Policy and Procedure Committee (up to 4 members to include the Council Secretary)
The committee will:
 - a. Present for election at the 4-H September Leaders Council meeting nominations of candidates for council offices from leaders eligible to run in the next 4-H year.
 - b. Submit committee recommendations for appointment by the president at the September Council meeting.
 - c. Submit recommendations to council for at-large voting members of council.
 - d. Meet before August of each year to review the Council Constitution.
 - e. Present the Constitution for reading at the September meeting of the Council, with any proposals for the changes to be formally presented at this time.
 - f. Establish and recommend to the Leaders Council the policies and procedures that govern the 4-H program. (Kalamazoo County 4-H Council Policies and Procedures)

9. Vehicle Committee (up to 3 members)
The committee will:
 - a. Supervise maintenance and scheduling of the county 4-H bus.
 - b. Keep the council informed as to condition, use, or any problems pertaining to the bus.
 - c. Work with MSU Extension staff to identify qualified drivers.

ARTICLE VII - AMENDMENTS

Proposed amendments shall be presented at a regular 4-H Leaders Council meeting and voted on at the next regular meeting of the 4-H Leaders Council. An amendment must have a majority vote to pass.

ARTICLE VIII - DISSOLUTION OF ORGANIZATION

In the event of dissolution of this organization, all assets, real property and personal property shall be donated to the Michigan 4-H Foundation designated to Kalamazoo County 4-H programming.

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