

THE CONSTITUTION Of the Ravalli County 4-H Council

PROPOSED REVISION: November 2006

APPROVED:

MISSION:

The Ravalli County 4-H Council is dedicated to providing guidance, learning experiences and instilling leadership skills to the youth in our County.

ARTICLE I: NAME

The name of this organization shall be the Ravalli County 4-H Council, Inc.

ARTICLE II: PURPOSE

The purpose of the Ravalli County 4-H Council shall be, to promote 4-H club work, while promoting the County program by following the guidelines established by the *MSU Extension Service*.

The Ravalli County 4-H Council provides a forum for 4-H leaders, Members, Parents and Youth Professionals on youth policy, educational and financial issues that affect the 4-H program.

ARTICLE III: MEMBERSHIP

The membership of the Ravalli County 4-H Council shall be all leaders and teen members enrolled in the County 4-H Program, *hereinafter called the Council*. Teen members must be 13 years of age as of October 1st of the current 4-H year. *The Executive Board refers to the elected representatives of the established districts.*

ARTICLE IV: Executive Board

1. The 4-H clubs in Ravalli County will be grouped into districts of more or less equal numbers of members in each geographical location. As populations change the districts will be redefined, jointly by *Executive Board* and Extension. This will be reviewed annually, to meet an August deadline in anticipation of October *Executive Board* Elections.
2. The *Executive Board* will consist of one (1) adult leader from each district with four (4) additional leaders to serve in the “at large” positions. Two (2) Youth Ambassador representatives are also a portion of the Council and at least one (1) Extension agent will serve in a non-voting ex-officio position. *The Executive Board* will follow the guidelines set forth by the State and National 4-H Programs.
3. *Executive Board* members shall serve a three (3) year term that will not exceed two (2) elected terms.

4. Vacancies of unfinished terms will be filled by appointment from within the vacant district, with the majority vote of the *Executive Board*.
5. A Nominating Committee (see The Policy, Awards 2.1) shall present names of leaders to fill expired or vacant positions by the July meeting, at which time nominations will be accepted from the floor or from any 4-H leader or member. Upon acceptance: nominations and paper ballots will be available in the October Newsletter. The process to enter Ballots for consideration are as follows:

Ballots must be filled out correctly.

Placed in an unmarked envelope and sealed.

Place the unmarked envelope inside another envelope and mark the leaders/members name and club CLEARLY on the envelope. This will ensure confidentiality and enables the *Executive Board* to verify voter's eligibility. Ballots need to be received by the Extension office by the deadline stated in order to be considered. If the Organizational Leaders wish to collect all the eligible votes for his/her club, the above stated procedure HAS to be followed or the votes will not be counted.

6. A board position may be in jeopardy if the board member fails to attend three (3) consecutive meetings a year, without a valid reason. The inactive member shall be contacted by the Ravalli County 4-H Council President to discuss their lack of participation. If a resignation is requested, a majority vote of elected *Executive Board* Members will be required.
7. The *Executive Board* has final authority over all disbursements of the Ravalli County 4-H Council *money* and fundraisers that benefit the Ravalli County 4-H Program.
 - 7.1 *The Executive Board reserves the right to go into an executive session to discuss matters of a sensitive nature.*
8. Situations where financial *and/or other* decisions must be made quickly and can not wait until the next regular meeting, a majority of the Elected Officers may decide to disburse 4-H funds which benefit the program. An explanation of such activity will be given at the next *Executive Board* meeting.

ARTICLE V: OFFICERS

The officers shall be: President, Vice President, Secretary and Treasurer. These officers shall serve for both the Council and the Executive Board.

1.1 These officers shall be elected by the *Executive Board* at the October meeting.

1.2 There is one exception to the elected rule and that is the Treasurer. They may be either elected from the *Executive Board* or be an appointed person from outside the Council; this is subject to a majority *Executive Board* vote.

1.2.1 If appointed, the position will have no voting privileges; *however, banking signatory privileges will not be impacted.*

1.2.2 If the previously appointed Treasurer stands for election *and* is voted into office, voting privileges are restored.

1. The President shall preside at all Ravalli Council 4-H Council Meetings, formulate committees and perform other appropriate duties while following Parliamentary Procedures.
2. The Vice President shall substitute for the President when needed and shall also help to plan for the *Executive Board* meetings.
3. The Secretary shall keep minutes of the meetings and submit them to the Extension

Office to be recorded in the Minutes book upon approval at the following meeting. The Treasurer shall be accountable for monthly presentation of reports to the *Executive Board* Meetings summarizing all activity on Council accounts. The Treasurer will serve on the Budget Committee and be present at the Livestock Sale.

- 5.1 Two signatures are required for all checks and ALL Executive Board Officers are expected to be signers on the accounts.
- 5.2 An annual financial review of all Council accounts will be completed by an *Executive Board* approved and appointed person. This person shall, preferably, be outside the 4-H Program with auditing capabilities and credentials.
4. A reporter may be appointed by the *Executive Board* to submit meeting reports to the local media.
5. Vacancies in office will be filled by current *Executive Board* Members that receive the majority *Executive Board* vote.
6. The Ravalli County 4-H Council and Executive Board are required to follow the guidelines set forth under The Emblem of 4-H. If actions by an officer or member of the Ravalli County 4-H Council or Executive Board fall short of the guidelines, a discussion of the *Executive Board* and a majority vote of all *Executive Board* members and with the Extension Office approval, may remove that person from his or her Position. (Please see the “4-H Councils and Committees” and “The 4-H Name and Emblem” for Guidelines.)

ARTICLE VI: COMMITTEES

1. The President, the Executive Board or Extension Agent may appoint committees when needed to handle an event, activity or special job.
2. The President *and* Extension Agent are *non-voting* ex-officio members of all committees.
3. Standing Committees:

Standing Committees shall be listed on the enrollment *forms* and may be changed as needs arise.

Adoption of policy changes within committees will be a result of a simple majority vote of members present.

Standing Committees are sub-committees of the *Executive Board* which can make recommendations on policies to the *Executive Board*.

A representative from each standing committee shall report to the Council on, at least, a quarterly basis or when policy changes are recommended.

Standing Committees will meet to review their policies annually and provide *Executive Board* a written copy by the January meeting.

The *Executive Board* has final authority over all Ravalli County 4-H Council Sub-Committees, *policies and policy changes*.

ARTICLE VII: MEETINGS

1. The *Executive Board* shall meet monthly with the time *and* place published in advance in the 4-H Newsletter.
2. The agenda and minutes from the previous meeting should be mailed to the *Executive Board* Members and Organizational Leaders at least one week prior to the

meeting.

3. All 4-H Leaders, teen leaders and parents are encouraged to attend the Ravalli County 4-H *Executive Board* Meetings and participate in the discussion.
4. A majority may be defined as more than one-half of the elected/appointed representatives, present at an *Executive Board* Meeting.
5. Full Council meetings are the ONLY Council meetings that the currently enrolled Teen Members and Leaders in the county *can* cast their votes on agenda items. *A voting delegate on a committee shall consist of teen project members and project leaders currently enrolled in the project, i.e., beef, sheep, goats, etc. If a vote is needed during the enrollment period, prior year enrollment applies.*

ARTICLE VIII: CONSTITUTION AND COUNCIL POLICY

1. The Constitution shall be reviewed each year by the Policy Committee.
2. A separate document of the Ravalli County 4-H Council Policy shall be maintained.
3. A current copy of the Ravalli County 4-H Council Constitution and Policy will be sent to all Organizational Leaders each year.
4. The Ravalli County 4-H Council Constitution may be amended or replaced at any one of the *Executive Board* Meetings provided the amendments or changes have undergone the following procedures:

Changes to the Ravalli County 4-H Council Constitution is
proposed to the *Executive Board*.

The proposed changes to the Ravalli County 4-H Council
Constitution are published in the 4-H Newsletter.

The proposed changes to the Ravalli County 4-H Council
Constitution will be voted on and approved by the Majority of
the *Executive Board* present at the next scheduled meeting following
publication.