

**CONSTITUTION AND BY-LAWS  
OF THE  
LATAH COUNTY 4-H LEADERS COUNCIL**

**Article I: Name**

- A. The name of this organization shall be the Latah County 4-H Leaders' Council. From this point forward it shall be referred to as the 'Council.'

**Article II: Purposes**

- A. The purpose of this Council is to provide a countywide forum for 4-H Youth Development volunteer leaders to discuss ideas and provide input to enhance U of I Extension 4-H Youth Development programs at the county and local level.
  - 1) The Council functions under the direction and authority of UI Extension, Latah County.
- B. The broad purposes for this Council shall be:
  - 1) To promote the mission of 4-H as an educational program designed to help youth acquire knowledge, develop life skills, and form attitudes that will enable them to become self-directing, productive, and contributing members of society.
  - 2) To develop, conduct and promote educational and character building events and activities for 4-H members, 4-H leaders, and community organizations.
  - 3) To provide training in club organization and educational topics.
  - 4) To provide a channel of communication and exchange of ideas for leaders and Extension personnel.
  - 5) To be responsible for fund-raising in compliance with U of I Extension fund raising policy.

**Article III: Membership**

- A. Membership consists of all certified Latah County 4-H volunteer adult and teen Leaders.
- B. Ex-officio (non-voting) membership includes the Latah County 4-H Extension Educator, assigned to the Latah County Extension Office.
- C. Honorary (non-voting) membership may be awarded by the Council to individuals who actively contribute to the Latah County 4-H program and support the mission of the 4-H organization

**Article IV: Officers**

- A. The officers of the Council are: President, Vice-President, Secretary, Treasurer, and Past-President.
- B. The Vice-President is elected to a three-year term and serves one-year as Vice-President, one year as President and one-year as Past President.
- C. The Secretary and Treasurer serve two-year terms.

## **Article V: Duties of Officers**

- A. The President shall provide leadership for the Council, preside at all regular and special meetings of the Council, preside at all Executive Board meetings, and succeed to the office of Past-President. The President may appoint committee chairs as needed.
- B. The Vice-President shall assist the President in providing leadership for the Council, preside at all meetings in the absence of the President, serve on all Special Committees of the Council, unless otherwise appointed, and succeed to the office of President at the end of the term or if the office becomes vacant before the term is completed.
- C. The Secretary shall record the minutes and call roll at all regular and special meetings of the Council, file a copy of the minutes with Latah County Extension (Extension office), record the names and affiliations of all members of the Council, handle Council correspondence, and issue calls for special meetings by order of the officers of the Council, or as requested by the Latah County 4-H Extension Educator, with approval of the President of the Council. Shall also in conjunction with the President and Extension office set the Council meeting agenda. Upon absences the president will appoint a temporary minute taker for a specific meeting.
- D. The Treasurer shall keep the financial records, handle all transactions of the Council, prepare a financial report for each meeting, and serve as the chairperson of the Finance Committee. The Treasurer shall disperse monies for routine operating expenses as budgeted shall secure authorization by the Council for all other expenses. Treasurer shall comply with all regulations of University of Idaho Extension, Internal Revenue Service, and the Idaho State Tax Commission.
- E. The Past-President shall assist the President in providing leadership for the Council.
- F. Any officer not performing the duties prescribed above may be replaced by a two-thirds vote of the quorum.

## **Article VI: Quorum**

- A. A quorum, shall consist of two (2) officers and four (4) other voting members. (See Article X: Voting)

## **Article VII: Election of Officers**

- A. The President of the Council may appoint a committee prior to the November meeting to find potential candidates to serve as officers. Nominations will be made from the floor at the November meeting. Only certified leaders may be nominated.
- B. The Vice-President shall be elected each year.
- C. The Secretary is elected on odd-numbered years and the Treasurer is elected on even-numbered years.
- D. The election of officers will be held at the Council meeting in November.
- E. The newly elected officers shall assume office immediately following the election.
- F. Any office which is vacated before the term is completed will be filled by an certified 4-H leader for the remainder of the term. This appointment will be made by the Council President and approved by the Council.

## **Article VIII: Executive Board**

- A. The Executive Board shall consist of elected officers of the Council and Latah County 4-H Extension Educator.
- B. The Executive Board shall be authorized to conduct any business too urgent to delay until the regular meeting of the Council, in case of emergency, or when it would be impractical to call a special meeting of the Council.
- C. All members of the Executive Board, except for the Latah County 4-H Extension Educator, shall have voting privileges.
- D. A quorum of the Executive Board shall consist of three voting members.
- E. Minutes of all Executive Board meetings will be recorded by the Secretary and read at the next meeting of the Council.

## **Article IX: Meetings**

- A. There will be at least six (6) regular meetings of the Council each calendar year. An annual meeting schedule will be presented by Latah County 4-H Extension Educator to the Council in November for approval.
- B. Council meetings will generally be held on the fourth Monday of the month.
- C. The agenda of each meeting will be prepared jointly by the Council President, Council Secretary and Latah County 4-H Extension Educator.
- D. All meetings of the Council or its committees shall be open, except when a situation occurs that involves possible litigation or personnel.
- E. The Council may vote to change the time and place of the meeting without amending the Constitution or By-Laws.
- F. Special meetings of the Council may be called by three voting members of the Council, one (1) of which must be an officer, or by the Latah County 4-H Extension Educator. Due notice must be given to all Council members and the Latah County 4-H Extension Educator.
- G. Minutes will be recorded at every meeting and a copy submitted to the County Extension Office within (2) weeks following the meeting. Latah County Extension shall hold all perpetual minutes of the Council and Latah County 4-H Extension Educator shall bring to each meeting the past year's worth of minutes.
- H. E-mail notification or written notice, when email is not available shall be sent to each member of the Council at least seven (7) days prior to any regular Council meeting announcing the date, place, and time.
- I. Standing and Special Committees will meet as needed to develop and carry out programs and activities. Due notice must be given to all committee members and the Latah County 4-H Extension Educator.
- J. A current edition of Robert's Rules of Order shall be used as the standard procedure for the conduct of meetings.

Order of Business

Call to order

Reading or distribution of previous minutes

Treasurer's Report  
Correspondence  
Committee Reports  
Representative Reports  
Unfinished Business  
New Business  
Extension Reports  
Announcements  
Confirmation of next meeting date and time Adjournment

#### **Article X: Voting**

A. Voting members of the Council include:

**Officers (1 vote each)**

Vice-President  
Secretary  
Treasurer  
Past-President

**Standing Committees (1 vote each)**

Horse Committee  
Animal Projects Committee  
General Non-Animal Projects Committee

**Each 4-H Club (1 vote only)**

- B. Each voting member of the Council shall be entitled to one vote on each motion made and seconded
- C. The voting members of the Standing Committees are the current Chairs of the committees. In the event the Chairperson is an Officer of the Council, the committee has the authority to elect a voting delegate to the Council for that term. Notification of voting delegates must be presented to Leaders Council President once a voting delegate is needed.
- D. In addition, every 4-H club has one vote on the Leaders Council: Active membership is extended to each active and enrolled 4-H club, with the voting member being the club's Organizational Leader or their designee (adult or teen). If the Organizational Leader cannot attend Leaders Council, the Organizational Leader must notify the Council President or the Latah County 4-H Extension Educator to who will vote in their place
- E. A show of hands or a "yea" or "nay" vote are acceptable unless a request is made by any voting member for a written ballot vote prior to the vote.
- F. When a voting member of the Council has multiple voting positions for any reason, they may designate a voting representative, to vote in their behalf, for each position to the Council prior to the beginning of each Council meeting.
- G. In case of a tie, the President of the Council will cast the deciding vote.

## Article XI: Committees

- A. Committee chairpersons will be certified 4-H leaders.
- B. The term of office for committee chairpersons is one year.
- C. Committee chairperson positions, being vacated before a term ends, will be filled by a certified 4-H leader. The committee will vote on the new chairperson and the change will be recorded as official notification in the meeting minutes.
- D. Each committee chairperson will provide leadership and represent committee on the Council.
- E. All committees function under the authority of the Council and in cooperation with the Latah County 4-H Extension Educator.
- F. Committees of the Council include standing committees and special committees.
- G. General responsibilities of all Standing and Special Committees include:
  - 1) Meet as needed to conduct the business of the committee.
  - 2) Comply with by-laws, guidelines, policies, and regulations governing the Latah County 4-H program.
  - 3) Where applicable, record committee meeting minutes and/or document activities and recommendations. Provide the applicable documentation to succeeding committees of the Council and the Latah County 4-H Extension Educator.

### *Article XI, Section 1: Standing Committees*

- i. Standing Committees function under the authority of the Council and perform necessary functions to benefit the Latah County 4-H membership and program.
- ii. Standing Committee membership shall include certified 4-H leaders, teen leaders, parents of enrolled 4-H members, and honorary members of the Council.
- iii. There will be at least three (3) voting members of the committee who are certified 4-H leaders and teen leaders within the committee interest area.
- iv. The voting representative to the Council shall be the committee chairperson or an appointed designee. (See Article X, Section E)
- v. Additional responsibilities of all standing committees include:
  - a. Advise and assist the Latah County 4-H Extension Educator in identifying project leader training needs and materials.
  - b. Advise and assist the Latah County 4-H Extension Educator in identifying and developing new projects.
- vi. Standing Committees of the Council and their specific responsibilities are as follows:
  - a. **Horse Leaders Committee**  
To work cooperatively and assist Extension office to develop, promote, and conduct activities, which will enhance participation and completion of 4-H horse projects.

Specific activities may include but are not limited to:

- Horse judging contests
- Horse bowl contests
- Horsemanship clinics
- Horse pre-show
- Horse show
- Horse Camp.
- Model Horse Show

**b. Animal Project Leaders Committee**

To work cooperatively and assist Extension office to develop, promote, and conduct activities, which will enhance participation and completion of 4-H animal projects.

Specific activities may include but are not limited to:

- Livestock judging contests
- Livestock judging clinics
- Fitting and showing clinics
- Large Animal Round Robin
- Small Animal Round Robin
- Event Awareness

**c. General Non-Animal Committee**

To work cooperatively and assist Extension office to develop, promote, and conduct activities, which will enhance participation and completion of Non-animal projects.

Chairperson will be appointed by Leader's Council President.

Specific activities may include but are not limited to:

- Meal preparation contests
- Personal development workshops
- Style revue
- Shooting sports workshops
- Robotics clinics

vii. Standing Committees will meet as needed to plan, coordinate, and conduct specific activities.

viii. All 4-H activities shall be scheduled in cooperation with the Latah County 4-H Extension Educator.

*Article XI, Section 2: Special Committees*

i. Special committees will meet on a short-term basis as needed to plan,

- coordinate, and conduct specific activities.
- ii. Special committees may be formed or disbanded by a vote of the Council at any regular or special meeting.
- iii. Special committees that function throughout the year include, but are not limited to:
  - a. **Finance Committee**

Membership includes the Council Treasurer and at least three other certified 4-H leaders appointed by the Council.

Prepare an annual budget recommendation, which is consistent with the purpose, philosophy, and goals of the Latah County 4-H program and Council.

Ensure that the Council Treasurer strictly adheres to the University of Idaho Extension System, Internal Revenue Service, and the Idaho State Commission policies and regulations
  - b. **Fund-Raising Committee**

Plan and coordinate fund-raising activities approved by the Council (does not include Green and Gold).

Chairperson will be appointed by Leader's Council President.
  - c. **Publicity and Promotion Committee**

Chairperson will be appointed by Leader's Council President.

To inform the public about 4-H through various media with cooperation of the Latah County 4-H Extension Educator.

To develop community support for the 4-H program.

To assist all other committees on the Council with their public relation needs.
  - d. **Awards Committee**

Selection of award winners and alternates based on project evaluation, judges' recommendations, member applications, and/or 4-H leader recommendations.

Update the awards guidelines, applications, and recommendation forms in cooperation with the Latah County 4-H Extension Educator.

Chairperson will be appointed by Leader's Council President.
- iv. Other Special Committees: By-Laws Committee, Know Your Government Committee, Endowment committee, County Activity Day Committee.

**Article XII: Representatives**

- 1. Latah Market Animal Sale Committee (LMAS) Representative
  - a. To represent the Latah County 4-H Program as a voting member of the committee. Three (3) 4-H representatives nominated and approved by Leader's Council.
  - b. Representative(s) will serve their specified term(s) on LMAS as directed by LMAS by-

laws.

- c. The 4-H Leader's Council LMAS representatives will provide an LMAS report at Council and Animal Project Leader meetings.

## 2. Fair Representative

To be appointed by the Council as needed. The representative will function in cooperation with the 4-H Leaders Council, Latah County 4-H Extension Educator, and the Latah County Fair Board.

- a. Attend monthly fair board meetings and report back to the Leader's Council.
- b. Make monthly reports of 4-H events to the fair board and County Commissioners
- c. Assist the Extension Office in recruiting volunteer leaders, teen leaders, and parents to help conduct and assist with 4-H events held in conjunction with the Latah County Fair.
- d. Assist 4-H show managers with fair preparation and fair duties.

## 3. Teen Representative

To be appointed by the Council based upon leader recommendations.

- To be active on Standing Committees or Special Committees.
- Promote Latah County 4-H events and activities

## 4. Green and Gold Awards Program

Green and Gold chair appointed by Leaders Council President,

- To serve with Latah County 4-H Extension Educator.
- Report to each Council meeting as stated in the MOU
- Work with a committee as stated in the MOU

## **Article XIII: Amendments**

1. Amendments to the Constitution and By-Laws may be made by the 4-H Leaders' Council if the amendments are read at a regular meeting or special meeting of the Council one month in advance of final action, or shall be sent in writing to every active member of the Council at least five (5) but not more than fourteen (14) days prior to the meeting date.
2. Amendments may be passed by a two-thirds vote of the active members present, providing the above procedure has been followed.
3. The provisions of this Constitution and By-Laws will be reviewed on the following schedule:
  - a. September (even-numbered year) – Appointment of By-Law Review Committee
  - b. November (even-numbered year) – By-Laws Committee presents revisions to the Council for review.
  - c. January (odd-numbered year) – final adoption of revised Constitution and By-Laws.

## **Article XIV: Use of 4-H Name and Emblem**

1. Use of the 4-H name and emblem is governed by congressional action. (Section 707 or

Public Law 772, 80th Congress, Chapter 645, 2nd Session, H.R. 3190.)

2. Use of the 4-H name and emblem by Latah County 4-H organizations, including the Council, committees, sub-committees, and clubs, or by any other individual or group, must be approved by the Latah County 4-H Extension Educator.
3. Authorized users of the 4-H name and emblem shall follow all regulations as set forth in "The 4-H Name and Emblem Guidelines for Authorized Use" published by the United States Department of Agriculture.

#### **Article XV: Finances**

1. The Council funds, including the monies of all committee and sub committees, shall be deposited in a commercial checking and/or savings account. All withdrawals of funds shall be authorized by the Council and shall require two signatures that the Council designates.
2. All money raising activities for the Council, committees, sub-committees, and individual clubs shall be in compliance with the policy of University of Idaho Extension and 4-H fundraising policies; and in compliance with federal, state, and local laws and regulations.
3. The Council shall comply with all federal, state, and local laws relative to property, income, and sales taxes, and shall require committees, sub-committees and individual clubs to follow similar procedures.
4. No person or group can obligate the Council for any monies without prior written permission of the Council or the Executive Board.
5. The Treasurer's books shall be independently audited each year, arranged by the Latah County 4-H Extension Educator.

#### **Article XVI: Disposition of Assets**

1. Any monies or material assets remaining after a committee or sub-committee of the Council disbands will be transferred to the Latah County 4-H Leaders' Council.
2. Any monies remaining after a 4-H club disbands will be transferred to the Latah County 4-H Leaders' Council or other appropriate entity as indicated in Idaho 4-H Youth Development Policies and Procedures.
3. This organization may be dissolved by a majority vote of the members attending any meeting called specifically for that purpose. In the two month period prior to such proposed meeting, each member of the organization shall be notified by mail at his last known address at least twice, one month apart, of the proposal to dissolve the organization. After all obligations of the Latah County 4-H Leaders' Council have been paid, the balance of funds on hand, if any, at time of dissolution will be dispersed to the Idaho Friends of 4-H Fund.