



# SAN JUAN COUNTY 4-H Bylaws



## ARTICLE I – NAME

The name of this organization shall be the San Juan County 4-H.

## ARTICLE II – OBJECTIVES

The object of San Juan County 4-H is to:

- Operate in compliance with the stated authorized use of the official 4-H name and emblem, a federal mark protected by 18 U.S.C. 707;
- To promote the educational, cultural, social, and life skills development of youth members through activities and projects; and
- To promote goodwill in our community and youth citizenship experiences by participating in service projects.

San Juan County 4-H's purpose is limited to the exempt purposes set forth in Internal Revenue Code section 501 (C)(3) and is hereby prohibited from engaging, other than as an insubstantial part of its activities, in activities that do not further tax-exempt purposes.

San Juan County 4-H is prohibited from participating in, intervening in, or attempting to influence a political campaign or legislation.

## ARTICLE III – MEMBERSHIP

- Membership Age requirements are outlined in the New Mexico 4-H Policy and Procedures Handbook on page 6.
- San Juan County 4-H does not discriminate on the basis of age, race, color, religion, gender, national origin, disability, veteran status, sexual orientation, or ancestry regarding its leaders and members.

## ARTICLE IV – MEMBER IN GOOD STANDING

San Juan County's minimum standard for a **4-H Member in Good Standing** is defined as:

- Attending at least 40% of Club meetings and missing no more than 3 consecutive meetings.
- A member must be involved in at least one leadership experience at the club or county level. Leadership experiences include giving a demonstration, illustrated talk, or public speech; serving on a committee; serving as a club or county officer; or serving as a junior or teen leader.
- A member must be involved in at least one citizenship activity to help others.
- A member cannot have had a Code of Conduct Violation in the past 12 months.
- A member may complete record sheets in accordance with their abilities to receive a completion pin. Completion requirements are to be determined by club leaders or Extension agents in the

members' county.

Clubs may set a greater standard for the **Member in Good Standing criteria** if approved by a yearly vote of members, and the Attendance requirement is not greater than 50%.

- Year-end **CLUB MEMBERSHIP COMPLETION REQUIREMENTS** are outlined on page 8 of the New Mexico 4-H Policies and Procedures Handbook.
- Failure to maintain "Member in Good Standing" can result in disenrollment.

#### **ARTICLE V – POLICIES AND PROCEDURES**

The "New Mexico 4-H Policies and Procedures Handbook" is San Juan County 4-H's governing policies and procedures. San Juan County 4-H will also comply with all applicable policies and procedures of New Mexico State University.

San Juan County-specific Policies and Procedures will be posted on the official San Juan County 4-H website.

#### **ARTICLE VI – RULES OF ORDER**

Robert's Rules of Order shall guide the meetings of the organization.

#### **ARTICLE VII – 4-H CLUB REQUIREMENTS**

A 4-H Organizational Club is a youth-led group that brings together members from multiple project areas to hold meetings, plan activities, and develop leadership and teamwork skills. It serves as the home base of the 4-H program, where members receive support, share experiences, and participate in community service, social events, and educational opportunities.

- To be an active 4-H club, a group must consist of a minimum of ten (10) 4-H members from three or more families who meet regularly with adult volunteers for a long-term, progressive series of educational experiences.
- A club must hold a minimum of six (6) Business meetings per year. Clubs must submit a copy of the meeting sign-in sheet or secretary's record of attendance and minutes of any club business conducted, within 14 days of the meeting, to the extension office.
  - These records will be used to satisfy the state end-of-year club secretary book requirement.
- Clubs must report changes in youth leadership to the extension office within 14 days of the change.
- Clubs may collect annual dues.
- San Juan County 4-H Dues are \$5.00 per member and are billed to each club based on their total membership 15 days after the final enrollment deadline of the year.
- Clubs may be billed for 4-H project fees, which are due upon receipt of an invoice from the County Extension Office.
- All clubs and project groups must follow NMSU and NM 4-H financial Guidelines.

- Any cash or checks paid or donated to a club must be deposited in an approved bank account within 5 business days.
- The San Juan County Extension Office must approve all Fundraisers.
  - All funds raised in the name of San Juan County 4-H go to County Council unless approved by County Council.
  - Club and Project Groups may raise funds in their own name if approved by the Extension Office.
  - Money should be raised only for the current project year so that those who raise the funds will benefit from them or realize the goal involved.
- Failure to meet the criteria list in this section may result in a reorganization of the club adult leadership and/or the club losing its charter and/or being disbanded.

#### **ARTICLE VIII – 4-H PROJECT GROUPS**

A 4-H Project Group is a focused learning group where members explore a specific project area through hands-on activities and guided instruction. These groups help youth build skills, complete project requirements, and prepare for demonstrations, fairs, and other 4-H opportunities.

- Project groups with their own bank account or any project group that uses the county council for banking must hold youth business meetings anytime the group membership votes to conduct fundraisers or spend group funds.
- Project groups must submit a copy of a business meeting sign-in sheet or the secretary's record of attendance and minutes, within 14 days of the meeting, to the extension office for any meeting that approves raising or spending funds.
- Project groups must report changes in youth leadership to the extension office within 14 days of the change.
- All clubs and project groups must follow NMSU and NM 4-H financial Guidelines.
- Any cash or checks paid or donated to any club, project group, or county council must be deposited in an approved bank account within 5 business days.
- The San Juan County Extension Office must approve all Fundraisers.
  - All funds raised in the name of San Juan County 4-H go to County Council unless approved by County Council.
  - Club and Project Groups may raise funds in their own name if approved by the Extension Office.
  - Money should be raised only for the current project year so that those who raise the funds will benefit from them or realize the goal involved.
- Failure to meet the criteria list in this section may result in a reorganization of the adult project group leadership and/or the group being disbanded.

### **ARTICLE IX – ADULT LEADERS AND VOLUNTEERS**

- All San Juan County 4-H Adult Leaders (Club and Project) and Volunteers are appointed by and at the discretion of the San Juan County Extension Office based on the needs of the program.
- San Juan County 4-H Adult Leaders (Club and Project) and Volunteers may be appointed to a set term, as an ongoing Leader or Volunteer, based on the needs of the program.
- Adult Leaders and Volunteers must complete all required leader training, their yearly Volunteer/Leader enrollment, and complete a background check when requested.
- San Juan County 4-H Adult Leaders may be rejected or removed from the program following guidelines in the New Mexico 4-H Policies and Procedures Handbook.

### **ARTICLE X – COUNTY COUNCIL**

County Council functions as the highest youth decision-making body within the San Juan County 4-H program, and all other county-level 4-H youth councils, committees, and boards operate under its leadership and direction.

#### **Section 1 – MEETINGS**

County Council will hold at least four (4) regular County Council meetings per year. The meetings will be held quarterly unless otherwise designated by the Council or the Executive Committee. The Fall meeting shall be the Annual Meeting. Special meetings may be called by the Executive Committee or San Juan County 4-H Agents as needed.

#### **Section 2 – QUORUM**

A quorum must be present to conduct business at a regular meeting. A quorum of the council will consist of those voting delegates who attend the council meeting. Each Club will have three (3) voting delegates; delegates must be youth members.

#### **Section 3 - ELECTION OF OFFICERS**

Election of officers shall be held at the Annual Meeting, with voting conducted by secret ballot.

Each Club may nominate 3 Officer candidates. Each officer candidate may apply for multiple county council offices, but may only be elected to one office. Nominations must be submitted by the nomination deadline and will not be accepted after the deadline, including floor nominations.

- Council officers must be “San Juan County 4-H members in good standing” and not have any Code of Conduct violations in the last year.
- The term of each office shall be one year.
- Members may be elected to the same office no more than two consecutive terms.
  - If a member is appointed to fill a vacant office that term, it does not count toward the two-consecutive-term limit.

Newly elected officers shall assume their duties following the officer installation ceremony conducted at the Annual 4-H Awards Banquet.

#### **Section 4 – OFFICERS**

The primary officers of the San Juan County 4-H County Council shall include a President, Vice President, Secretary, and other offices listed in the San Juan County Council Handbook. It is recommended that there are 5-8 officers of County Council.

Members serving in the office of President, Vice President, and Secretary must meet the following qualifications for office:

- Must be a Senior 4-H member.
- Must have served on County Council for at least one year.
- Must have been in 4-H for at least two years before running.

All other Council Officers must meet the following qualifications for office:

- Must be a Junior or Senior 4-H member
- Must have been in 4-H for at least two years.

Officer Duties and expectations will be outlined in the San Juan County Council Handbook.

#### **Section 5 – REMOVAL AND VACANCIES OF OFFICERS**

**Vacancies:** Should the Office of the President become vacant, the Vice President will assume the office. Should the Offices of the President and Vice President become vacant simultaneously, the Secretary will assume the Office of the President.

Should any Office other than the Office for the President become vacant, the Executive Committee will decide whether to fill the office. If the office is to be filled, a notice will be included in the monthly newsletter stating that the position is open, along with a deadline for submitting applications for the office.

The applications will be reviewed by the Executive Committee, and the committee will vote to appoint a member to fill the position for the remainder of the term.

**Removal:** Council officers can be removed from office by the San Juan County 4-H Agents for any one of the following:

- Missing three (3) consecutive Council officer meetings or activities.
- Attending less than 50% of Council officer meetings or activities.
- Not completing the required duties of the members' office.
- Receiving a Code of Conduct Violation.

#### **Section 6 – COUNTY COUNCIL ADVISORS AND COUNTY FINANCIAL ADVISORS**

The County Council Advisors will serve as organizational advisors for the County Council Executive Committee. The County Financial Advisors will serve as the adult treasurers of the County Council Executive Committee.

- Both the County Council Advisors and County Financial Advisors will be nominated by the San Juan County Extension Office and confirmed by the County Council Executive Committee
- It is recommended that there are two County Council Advisors
- It is required that there are two County Financial Advisors
- All County Advisors must enroll as Adult Volunteers and complete all requirements of Adult Volunteers.
- All County Advisors serve one-year terms ending with the current County Council's term.
- Advisors may serve multiple terms.

- It is recommended that the County Council Advisors serve in no more than one other Adult Leader/volunteer during the time they serve as Advisors
- County Advisors Duties and expectations will be outlined in the San Juan County Council Handbook.

Council Advisors can be removed from office by the San Juan County 4-H Agents for any one of the following:

- Missing three (3) consecutive Council officer meetings or activities.
- Attending less than 50% of Council officer meetings or activities.
- Not completing the required duties of the members' office.
- Receiving a Code of Conduct Violation.

### **ARTICLE XI – COMMITTEES**

- The County Council President will appoint youth committees as needed to carry out the work for the Council. All youth committees must have an adult advisor.
- The County Council President is an ex officio member of all youth committees.
- San Juan County 4-H Agents may appoint adult program committees as needed.
- County Extension Agents are ex officio members of all San Juan County 4-H Youth and Adult committees without the power to vote.
- A committee quorum shall consist of 50% of the committee members.
- Upon request, at the completion of a committee's function or year, the chairperson shall make a written report of the work done by the committee to the secretary of the County Council for the year's record book. The Council shall approve or disapprove the committee's report.

### **Section 1 – STANDING COMMITTEES**

#### **Executive Committee:**

Membership: The officers of the county council and up to two appointed County Council Advisors (Adult Leaders), and the San Juan County 4-H Agents.

#### **The committee shall:**

- Conduct business of the day-to-day business of the Council and the San Juan County 4-H Program
- Plan and carry out 4-H County-wide meetings and events throughout the year.
- Communicate important information and deadlines to the San Juan County 4-H Membership
- Assist the San Juan County Extension office in carrying out planned 4-H events and activities, and other major events.
- Represent San Juan County 4-H as needed.

#### **Finance Committee:**

Membership: The County Council President plus at least two other youth members. The County Council Advisors, at least two appointed County Financial Advisors (Adult Leaders), and the San Juan County 4-H Agents, as well as the San Juan County Extension Director or their designee.

The committee shall:

- The Council Financial Advisors shall serve as signers on County Council checks and bank accounts.
- Monitor the Financial reports of the County Council and make recommendations as needed.
- The committee shall assist with fundraising events for the San Juan County Council.
- The committee shall prepare an annual budget to be approved by the Executive Committee.

### **County Council Advisory Committee**

Membership: The County Council Advisors, County Financial Advisors, and San Juan County 4-H Agents.

The committee shall:

- The committee will offer feedback on program meetings, events, and county-wide programs.
- The committee will assist in developing annual goals, program priorities, and leadership opportunities for county members.
- The committee will ensure decisions reflect 4-H values and meet Extension policy standards.
- Assist in resolving youth behavior issues as needed.

### **ARTICLE XII – AMENDMENTS**

The Constitution may be amended by a majority vote of the club voting delegates present at any regular meeting. Notice of proposed changes must be given to all council members before the meeting at which the vote is to be taken.

### **ARTICLE XIII – DISSOLUTION**

Should a San Juan County 4-H club or project group choose to disband at the discretion of the club members or if the club is considered inactive or disbanded by New Mexico 4-H standards, the club must pay all outstanding council and project fees before reassigning all remaining financial assets to the San Juan County Extension Office to be deposited in the San Juan County Council account.

Additional assets, including 4-H officer items, banners, records, physical property, and other assets acquired with club funds, must also be turned into the San Juan County Extension Office.

Club funds will be held in reserve for a minimum of one year to be used for the possible reorganization of said club. At the end of one year, the funds may then be utilized by the council.

### **ARTICLE IXV – AMENDMENTS**

These by-laws may be amended in the same manner as that provided for amending the San Juan County Constitution in Article VI – Amendments.

Amended 8/2000 - Larger Font

Article III - membership amended 1/2004

Article V – meetings amended 1/2005 Article

IX - 4-H clubs amended 4/2008 Major Revision

– April 16, 2013

Major Revision – April 26, 2016

Major Revision – April 23, 2019

Major Revision – January 2026

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