



# SAN JUAN COUNTY 4-H COUNCIL CONSTITUTION



## ARTICLE I - NAME

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

## ARTICLE II - OBJECTIVES

The objectives of this organization shall be:

1. To give 4-H club leaders and officers an opportunity to assist in planning the county 4-H club program.
2. To provide a means of leadership training for 4-H club leaders and officers.
3. To aid in the development of 4-H clubs and 4-H members in San Juan County.
4. The 4-H Council's purpose is limited to the exempt purposes set forth in the Internal Revenue Code section 501 (C)(3) and is hereby prohibited to engage, other than as an insubstantial part of its activities, in activities that do not further tax exempt purposes. *(Added April 17, 2012)*
5. The 4-H Council dedicates all assets to 4-H tax exempt purposes upon dissolution. *(Added April 17, 2012)*
6. The 4-H Council is prohibited to participate or intervene in a political campaign and from attempting to influence legislation. *(Added April 17, 2012)*

## ARTICLE III - MEMBERSHIP

Programs for 4-H members and 4-H leaders are non-discriminatory and are available to anyone regardless of race, color, national origin, gender, age, religion, disability or sexual orientation.

1. Members of each 4-H Club.
2. Adult leaders of each 4-H club.
3. County Extension Agents (ex-officio members without power to vote).

Each club shall have four voting delegates, consisting of one enrolled adult volunteer leader, and three enrolled youth members of the club's choosing. Voting delegates are to sit at the front of the meeting hall or at a place designated by the president.

#### **ARTICLE IV - OFFICERS**

The elected officers of the San Juan County 4-H Council shall be:

- |                    |                           |
|--------------------|---------------------------|
| 1. President       | 6. Reporter               |
| 2. Vice-President  | 7. Historian              |
| 3. Secretary       | 8. Sergeant at Arms       |
| 4. Treasurer       | 9. Recreation Leaders (2) |
| 5. Parliamentarian |                           |

#### **ARTICLE V - MEETINGS**

There shall be four (4) regular 4-H Council meetings per year. The meetings shall be held in January, April, July and October unless otherwise designated by the Council or the Executive Committee. The meeting in October shall be the annual meeting. Special meetings shall be called by the Executive Committee as needed.

#### **ARTICLE VI - AMENDMENTS**

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



# SAN JUAN COUNTY 4-H COUNCIL BY-LAWS



## ARTICLE I - ELECTION OF OFFICERS

Election of officers shall be held in October and the new officers shall take office after the new officer installations held at the Annual 4-H Awards Banquet.

Only two (2) council officer applications per club may be submitted to the Extension Office, however each club is allowed to submit one alternate officer candidate. Alternate candidates will be able to participate in the election process should there be additional officer positions remaining open after the initial offices are filled.

- Council offices shall be held by qualified 4-H members.
- No more than two (2) officers shall be elected from the same club in a given year with an exception permitted for one alternate candidate per club.
- The term of each office shall be one year.
- Members may be elected to the same office no more than two consecutive terms. Any part of a term in excess of six (6) months shall be considered a term in deciding eligibility for subsequent elections.
- If two (2) meetings are missed by an officer without justification, the officer will be replaced at the discretion of the Executive Committee. Meetings are defined as regular County Council meetings and meetings called by the President. Prior notification of absence must be given to the County Extension Office.
- Voting will be conducted by secret ballot.

## ARTICLE II - QUORUM

A quorum must be present in order to conduct business at a regular meeting. A quorum of the council will consist of those voting delegates who are in attendance at the council meeting.

## ARTICLE III - RULES OF ORDER

Robert's Rules of Order shall govern the meetings of the organization. The parliamentarian, council advisors, and 4-H agents shall see that the rules are followed.

## ARTICLE IV - QUALIFICATIONS FOR OFFICE

- President:**
1. Must be a Senior 4-H member.
  2. Must have held one office in a local club.
  3. Must have been in 4-H at least two years.
  4. Must have served on County Council at least one year.
- Vice- President:**
1. Must be a Senior 4-H member.
  2. Must have held one office in a local club.
  3. Must have been in 4-H at least two years.
  4. Must have served on County Council at least one year.
- Secretary:**
1. Must be a Senior 4-H member.
  2. Must have held the office of secretary in a local club.
  3. Must have been in 4-H at least two-years.
- Treasurer:**
1. Must be a Senior 4-H member.
  2. Must have held office of treasurer in a local club.
  3. Must have been in 4-H at least one year.
- Parliamentarian:**
1. Must be at least a Junior 4-H member.
  2. Must have held the office of club parliamentarian or the offices of president, vice-president, secretary or treasurer on the club or council level.
  3. Must have been in 4-H at least one year.
- Reporter:**
1. Must be at least a Junior 4-H member.
  2. Must have held an office in a local club.
  3. Must have been in 4-H at least one year.
- Historian:**
1. Must be at least a Junior 4-H member.
  2. Must have held an office in a local club.
  3. Must have been in 4-H at least one year.
- Sergeant at Arms:**
1. Must be at least a Junior 4-H member.
  2. Must have been in 4-H at least one year.
- Recreation Leaders (2):**
1. Must be at least a Junior 4-H member.
  2. Must have been in 4-H at least one year.

## ARTICLE V - DUTIES OF OFFICERS

### **President:**

1. Call to order and preside at all regular and special meetings.
2. Represent the 4-H Council at meetings requiring such representation.
3. Appoint committees.
4. Assist in arranging for the meeting place, if needed.
5. Be familiar with Robert's Rules of Order.

### **Vice-President:**

1. Act in the absence of the President.
2. Serve as chairperson of the program committee and assist on other committees as designated by the President. Prepare committee reports to be presented to the council.
3. Assist on committees as designated by President.
4. Be familiar with Robert's Rules of Order.

### **Secretary:**

1. Keep a record of meetings.
2. Call the roll at meetings.
3. Read correspondence.
4. Send a copy of the minutes to the County Extension Office as soon as possible after each Council meeting, preferably within two weeks.
5. Will submit a completed 4-H Council secretary book to the Extension Office by the designated due date.

### **Treasurer:**

1. Receive, hold and disburse funds belonging to the San Juan County 4-H Council.
2. Give a financial report when called for by the President at Council meetings.
3. At the end of the term of office, the treasurer shall close the books and present them to the newly elected treasurer. The books shall be audited annually by the county council finance committee.
4. All checks shall be co-signed by an approved adult. Bills over \$75.00 that are not in the accepted yearly budget must be accounted for in the treasurer's report.

**Parliamentarian:**

1. Become familiar with the New Mexico 4-H Officer Handbook, Robert's Rules of Order, and the San Juan County 4-H Constitution.
2. To see that the business of the Council is conducted properly and harmoniously in accordance with parliamentary procedure.
3. Assist the County Council President and Club Parliamentarians.
4. Promote the proper use of parliamentary procedure in 4-H meetings.

**Reporter:**

1. Reports Council activities to the newspaper, radio and other media after being cleared by the 4-H Agent.
2. Submits report of Council meetings to the County Extension Office to be included in the monthly newsletter.

**Historian**

1. Maintain a 4-H Council scrapbook to document activities throughout the year.
2. Obtain photographs of 4-H events and activities.
3. Provide a council calendar of yearly events to be included in the scrapbook.

**Sergeant at Arms:**

1. Greets and introduces guests.
2. Aids President in conducting an orderly meeting.
3. Notifies club council representatives of Council meetings.
4. Notifies standing committee chairmen of the need for planning meetings.

**Recreation Leaders:**

1. Take charge of planning recreation for county activities.
2. Maintain a notebook on file of games, skits, mixers, etc. for county use.
3. Learn and teach new games to 4-H members at Council meetings.
4. Attend recreation trainings as available.
5. Assist club recreation leaders.

**ARTICLE VI - COMMITTEES**

Each committee shall consist of at least three (3) members and one (1) adult leader. Unless otherwise specified, the first committee member named by the Council President shall serve as chairperson.

Standing committees shall be appointed at the beginning of each Council year.

Committee chairpersons are responsible for calling meetings of their committees and should invite the Council President and County Extension 4-H Agents to meet with the committees.

The County Extension 4-H Agents are ex-officio members of all committees without power to vote.

The Council President votes only to break a tie vote.

At the completion of a committee's function, the chairperson shall make a complete written report of the work done by the committee to the secretary of the 4-H Council. The Council shall approve or disapprove the committee's report.

## ARTICLE VII - STANDING COMMITTEES

### **Executive Committee:**

The officers of the 4-H Council, two adult advisors appointed by the President and approved by the Council, and the San Juan County Extension 4-H Agents shall serve as the Executive Committee.

#### The committee shall:

- Conduct business of the Council that cannot be postponed until the next regular meeting.
- Meet prior to Council meetings to plan order of business.
- Decide on County 4-H policies.
- Meet in December to prepare a 4-H calendar of events and activities.
- Assist the San Juan County Extension 4-H Agents in carrying out planned 4-H events and activities.

### **Finance Committee:**

- The Finance Committee shall be composed of at least one (1) adult leader, two council officers, the Council treasurer, the Council advisors, the 4-H agents, and the appointed Council financial advisors.

- One (1) adult leader shall co-sign checks with the Council treasurer.
- The committee shall conduct an annual audit of the Council funds before the new treasurer takes over in January. The committee shall report at the January meeting.
- The committee shall assist with fundraising events for the San Juan County 4-H Council.
- The committee shall prepare an annual budget to be approved by the Council Financial Board of Directors who are independent financial advisors to the council as appointed by the Executive Committee.

**Publicity Committee:**

- The committee shall consist of the Council vice-president, reporter, historian and one adult leader.
- The committee shall plan and carry out publicity on 4-H work and events in San Juan County.
- The committee shall make overall plans for participation in special events such as National 4-H Week.
- The Council reporter will contact and work with club reporters and the San Juan County Extension 4-H Agents to publicize 4-H activities.

**4-H Advisory Committee:**

The committee's function will be to meet annually with the 4-H staff to review present and future programs. They will evaluate the progress, purpose and audiences and make proposals to expand the 4-H program to all persons of 4-H age in the county as they deem feasible with available resources.

The San Juan County Extension 4-H Agents will select committee members.



## **ARTICLE VIII- INDEPENDENT 4-H ENROLLMENT**

Participation as a 4-H member in an organized 4-H club is the preferred method of membership and is encouraged. Enrollment as an independent member should be the last choice after every reasonable effort has been made to join a 4-H club.

Youth enrolling for the first time as independent members may do so under the following circumstances: (The final determination for allowing independent 4-H enrollment is with the San Juan County 4-H Agents).

1. Distance to an organized 4-H club is so great that transportation costs and/or travel arrangements would be prohibitive.
2. No 4-H club exists in the vicinity that offers the 4-H project in which the youth wishes to enroll and all reasonable attempts to start a club have failed.
3. A 4-H club exists in the vicinity but does not have room to enroll the youth. This provision must be on a non-discriminatory basis.

## **ARTICLE IX - 4-H CLUBS**

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) regularly scheduled, member-led business meetings per year.

Clubs must submit a completed official secretary book and a year-end club/financial report by the designated October deadlines.

All 4-H Council member fees, in the amount of \$2.00 per member, and 4-H project fees are due upon receipt of invoice from the County Extension Office.

4-H club organizational leaders are responsible for gathering and submitting 4-H member RE-enrollment forms to the Extension Office no later than the third Friday of December of the new 4-H year. At least 10 4-H member re-enrollment

forms and the club organizational leader enrollment form(s) must be submitted to the Extension Office in order to remain an active 4-H club.

Any club that does not submit the above mentioned requirements by the designated October and December deadlines will be considered inactive and will therefore be dissolved for the current 4-H year.

Enrollment shall be open to any youth regardless of age, color, disability, gender, national origin, race, religion, or sexual orientation.

Club organizational leaders must attend at least one leader training per 4-H year and are required to attend a new 4-H year training provided by the County Extension 4-H Agents in September of each year.

**A 4-H "Member in Good Standing" is a member that:**

- Attends at least 40% of all club meetings and activities.
- Is involved in at least one leadership experience at the club or county level such as giving a demonstration, illustrated talk, or public speech, or serving on a committee, as a club or council officer, or as a junior or teen leader.
- Is involved in at least one citizenship or community service activity to help others.
- Meets specific club by-law requirements.

**ARTICLE X - DISSOLUTION**

Should a San Juan County 4-H club choose to disband at the discretion of the club members or if the club is considered inactive by Council 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 4-H Council account.

Additional assets, including 4-H officer items, banners, records, 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 XI- ORDER OF BUSINESS**

1. Call to Order
2. Pledge of Allegiance
3. 4-H Club Pledge
4. Roll call of members and leaders by club
5. Reading and approval of minutes of the last meeting
6. Treasurer's Report
7. Correspondence
8. Thought for the Day
9. Report of Committees
10. Unfinished Business
11. New Business
12. Announcements
13. Adjournment
14. Recreation (may also be before meeting)

### **ARTICLE XI - 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

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Amended April 23, 2019