

**SANDOVAL COUNTY 4-H
COUNCIL**

CONSTITUTION

ARTICLE I - NAME:

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

The Sandoval County 4-H Council will be open to all 4-H youth without regard to race, color, religion, sex, age, disability, national origin, or geographic area.

ARTICLE II - OBJECTIVE:

The objective of this council shall be:

- a) To give local club members and officers an opportunity to plan county programs and activities.
- b) To provide a means of leadership training for the members, local leaders and officers.
- c) To aid in the 4-H development of all the 4-H Club members in the county.
- d) To promote the educational, cultural, social and life skills development of youth members through activities and projects.
- e) To promote goodwill in our community and youth citizenship experiences by participating in service projects.
- f) 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.
- g) Operate in compliance with Internal Revenue Code section 501(C) (3) tax exempt purposes.

ARTICLE III - MEMBERSHIP:

The voting delegate membership of the Sandoval County 4-H Council shall consist of:

- a) The executive committee. If there is a tie, the President will cast the tie-breaking vote.
- b) Each club shall elect two (2) members to serve as their voting delegates, NOT to include members of the executive committee.
- c) All council members (i.e. voting delegates) are expected to attend or to send a substitute member from their club with full powers to act at all meetings of the council.
- d) Leaders are encouraged to attend and voice their opinions and concerns. Leader's guidance is needed by the council.

ARTICLE IV - OFFICERS:

The officers of the council shall consist of:

- a) President, Vice-President, Secretary, Treasurer, Reporter, Parliamentarian and Song/Recreation Leader, and they shall be known as the Executive Committee.
- b) The Executive Committee shall act for the council on matters that need immediate attention.
- c) The President of the county council or designated council officers will meet with a 4-H Agent prior to each council meeting and plan the agenda.
- d) Installation of officers will be held at the annual achievement awards program.

- e) Monies may be paid out by the Executive Committee when necessary to expedite council business with a minimum of two members of the Executive Committee and county agent.

ARTICLE V - MEETINGS:

The regular council meetings shall be in the second week, four times a year during the months of October, January, April and July.

- a) The October meeting shall be the annual meeting for the election of county council 4-H officers.
- b) Changes in the date of meetings may be made by a majority vote of the members (i.e. voting delegates) at any council meeting or executive committee meeting, with agent approval and must be distributed in writing at least a month prior to meeting.

ARTICLE VI - AMENDMENTS:

Any rule may be adopted, or repealed at a regular meeting with a majority vote of the members (i.e. voting delegates), provided the change has been sent to all organizational leaders including 4-H agent thirty days prior to the meeting in which it is to be voted on.

BY-LAWS

ARTICLE I - ELECTION OF OFFICERS:

The officers shall be elected at the October meeting of the council.

- a) Any member who plans to run for an office must complete a declaration form and submit it to the 4-H Agent or 4-H home economist five (5) days prior to the October meeting.
- b) Any nominee defeated for one position is eligible for nomination to another office.
- c) Nominees will be required to give a speech sighting practical 4-H experience or participation. Practical will be defined by the leaders/agents present.
- d) No officer shall serve in the same office for two consecutive terms.
- e) The retiring President is automatically appointed Parliamentarian.
- f) If an officer is absent for more than three consecutive meetings, another person shall be elected in his or her place.
- g) Nominations from the floor may be made only when no other declared member will run. If nominated from the floor you must fill out a declaration form and have it signed by a leader present.
- h) Election of officers will be done by secret ballot voting. In case of a vacancy in any office during the year, such vacancy shall be appointed by the remaining officers.
- i) No club can hold more than two offices on the executive committee exceptions must be approved by 4-H Agent.

ARTICLE II - TERM OF OFFICE:

The officers shall be elected for one 4-H year.

ARTICLE III - QUORUM:

A quorum shall consist of the majority of the membership (i.e. voting delegates) present at any meeting.

ARTICLE IV - RULES OF ORDER:

Roberts Rules of Order, newly revised, shall govern the meetings of the council.

ARTICLE V - DUTIES OF THE OFFICERS:

President:

- a) Call and preside at all meetings- regular or special.
- b) Represent the council at all meetings/events requiring such representation.
- c) Appoint standing committees the first meeting of the new year and other committees shall be appointed as needed.
- d) Shall be responsible for preparing an agenda for each council meeting.

Vice-President:

- a) Take over the duties of the president in his or her absence.
- b) Serve as a member of committees not served by other executive officers.

Secretary:

- a) Call roll of council at beginning of each meeting.
- b) Keep records and minutes of meetings and turn over to elected secretary in November.
- c) Send copy of minutes to County Extension Office after each meeting.

Treasurer:

- a) Receive, hold and disburse funds as needed.
- b) The outgoing treasurer shall, in November, have books audited and turned over to the elected treasurer, books and papers of the county council in his or her custody.
- c) Shall act as the chairperson of the budget committee.
- d) Shall reconcile bank statement each month and prepare and present a financial statement for each council meeting.

Reporter:

- a) Report council activities to newsletter (Cloverleaf), newspapers, radio, and other sources for publicity.
- b) Clear all reports of council business with the County Extension Office, before publication.
- c) Acts as historian and keeps scrapbook of all council activities.

Song Recreation Leader:

- a) Shall be responsible for pledges at council activities.
- b) Plans and leads recreation and songs at council functions.
- c) Learn and teach new songs and recreation.

Parliamentarian:

- a) Shall advise the president, other officers, committees and members on matters of parliamentary procedure when requested.
- (b) Plan and conduct an annual officer training for incoming executive committee and any other club members in conjunction with the County Extension Office.

ARTICLE VI - COMMITTEES:

Committees shall operate as follows:

- a) Each committee shall consist of at least three members, all of which must be council members.
- b) Leaders are encouraged to attend and voice their opinions and concerns. Leaders guidance is needed by the committee

- c) The Council President and County Agents are ex-officio members of all committees with out the power to vote.
- d) In case of a tie, the chairman of the committee is allowed to vote in order to break the tie.
- e) Additional committees may be appointed any time and in any way the council may determine advisable.
- f) Committee chairman are responsible for calling meetings of their committees and should invite the Council President and Extension Agents to meet with the committee.
- g) All committees shall report their plans during all council meetings.
- h) Standing committees:
 - (1) By-Laws/Policy and Procedures Committee:
 - a) Interprets State 4-H Policies to the council and clubs.
 - b) Annually appraises the overall program to detect weaknesses.
 - c) Sets up tentative program of work for the year and presents to the council for approval by the January meeting.
 - (2) Budget Committee:
 - a) Treasurer of the county council must be chairperson.
 - b) Prepare and present annual budget for January council meeting.
 - (3) Fundraising Committee:
 - a) Plan and present fundraisers for council approval.
 - b) Participate in the execution of approved fundraisers
 - (4) Awards Committee:
 - a) Coordinate with Extension Agents the annual awards program and the awards to be given at the program.
 - (5) Program Committee:
 - a) Coordinate with Extension Agents annual volunteer recognition night in April.
 - b) Participate in the execution of other approved programs.

ARTICLE VII - POLICIES AND PROCEDURES:

The Sandoval County 4-H Council, acting in an advisory capacity, has chosen to adopt the "New Mexico 4-H Policies and Procedures Handbook" as Sandoval County's official policies and procedures.

- a) To assure a degree of uniformity, at county level, a "member in good standing" shall be a member that has fulfilled the "Member Completion Requirements" outlined in the New Mexico 4-H Policies and Procedures Handbook.
- b) Sandoval County 4-H Council recognizes the right of the individual clubs to set their own requirements for "member in good standing" as long as those requirements do not conflict with the policies and procedures established by the New Mexico State 4-H program and the Sandoval County 4-H program.
- c) All 4-H members must be enrolled/re-enrolled in the Sandoval County 4-H program by March 1st of the current 4-H year.
- d) All county 4-H clubs must be chartered by meeting the following requirements:
 - 1) Submit list of elected officers and organizational leader to Extension Office by March 1st of the current 4-H year.
 - 2) Submit Annual Authorization of Inclusion form to Extension Office by March 1st of the current 4-H year.
 - 3) Submit quarterly financial statement (October, January, April and July) to Extension Office.

- 4) Submit revised club by-laws to Extension Office by March 1st of the current 4-H year.
- e) Organizational leaders shall be appointed by the 4-H Agents. In the event that there is more than one leader they will have the option to rotate yearly.
- f) In the event that a club dissolves all funds in the club account will be transferred to the County Council account.
- g) All monies must be due at the time of registration for all events. No refunds are to be given. In the event that the 4-H member cannot attend a substitution will be found.

APPROVED April 6, 2013