

# Sanpete County 4-H Council Bylaws

## Article I. Name

### Section 1. Sanpete County 4-H Council

## Article II. Purposes

### Section 1. Assist youth in Sanpete County 4-H as they *Learn By Doing*

#### A. Project Support

- a. Through the Cloverbuds, 4-H General Projects, and Youth Leadership Teams, and any other ad hoc Teams, provide opportunities for 4-H youth members to be exposed to a variety of topics as a Cloverbud, work on long-term 4-H projects and participate in county contests as a Junior, Intermediate, or Senior 4-H'er enrolled in General Projects, and for all 4H'ers to provide service to the communities in the county and promote 4-H through the Youth Leadership Team.
- b. Oversee, with USU Extension 4-H paid staff, and when possible, with the Livestock Council and the Horse Council, the selection of the Regional and County Ambassadors from Sanpete County 4-H.
- c. For the Sanpete County Fair 4-H General Projects Exhibits, exchange still life/general project judges with the sister county each year.

#### B. Financial Support

- a. Organize and oversee the fundraiser of providing meals at the Utah State 4-H Junior Youth Conference (4-H JYC) held at Snow College in Ephraim. Costs + 10% are held for purchases the next year since Council submits an invoice *after* the event; net profit is distributed as follows: 20% given to this council for organization and oversight; 10% given to Youth Leadership Team for operational funds; 70% designated for the partial support of Sanpete County 4-H youth members, in all 4-H projects, to participate in out-of-county 4-H events and Utah State 4-H events held in Sanpete County; youth and adult 4-H members in all projects are invited to participate in serving the meals. Utah State 4-H JYC as a fundraiser is granted by Utah State 4-H on a year-by-year basis and is not guaranteed.

- b. Organize and oversee any additional fundraiser(s) to support activities for youth enrolled in the 4-H Cloverbuds and General Projects.
- c. Oversee, with USU Extension 4-H paid staff, and when possible, with the Livestock Council and the Horse Council, the distribution of the scholarship funds, as provided by the Scholarship Endowment, to enrolled 4-H applicants in any 4-H project, annually.

## **Section 2. Promote 4-H**

- A. Promote 4-H throughout Sanpete County during National 4-H Week in October and adopt that National 4-H theme for the new 4-H year in Sanpete County.
- B. Through the Youth Leadership Team, promote 4-H in different communities in the county primarily by participation in parades.

## **Article III. Membership**

### **Section 1. Voting Membership**

- A. All adults who are currently enrolled as a 4-H Volunteer Leader in Sanpete County 4-H for 4-H General Projects (non-animal projects), who are present at a meeting.

### **Section 2. Non-voting Membership**

- A. Parents of youth enrolled in Sanpete County 4-H
- B. USU Sanpete County Extension Director, or their appointee
- C. USU Sanpete County Extension 4-H faculty & staff
- D. Sanpete County communities' members.

### **Section 3: No fees or dues to belong to the Council.**

**Section 4:** Revoking privileges of membership and concerns about proper personal behavior of 4-H adult and youth members and their families, falls to the Director of Sanpete County Extension, not the Council.

## **Article IV. Officers**

### **Section 1. Officers**

- A. President
- B. President-elect**

C. Secretary

D. Treasurer

**Section 2.** Officers must be enrolled in Sanpete County 4-H as a Volunteer Leader.

**Section 3.** Duties of Officers

A. President

- a. Runs an effective, orderly meeting, in a timely fashion.
- b. Ensures that the agenda is to the webmaster of the USU Sanpete County 4-H website within 7 working days after each Council meeting.
- c. Fulfills role as defined in the parliamentary authority - article VII.

B. President-elect

- a. Serves as President when President is absent
- b. Serves as President the next year.
- c. Fulfills the role of Vice President as defined in the parliamentary authority – Article VII.

C. Secretary

- a. Takes written minutes of each Council meeting.
- b. Ensures that minutes are to the webmaster of the USU Sanpete County 4-H website within 7 working days after each Council meeting.
- c. Fulfills roles as defined in the parliamentary authority - Article VII.

#### D. Treasurer

- a. Provides a financial report of the Council's account at each Council meeting.
- b. Oversees the payments/purchases for all expenditures approved at Council Meetings.
- c. Fulfills role as defined in the parliamentary authority - Article VII.
- d. The Office Manager of the USU Sanpete County Extension office serves as the Treasurer - *is not elected and does not vote.*

#### **Section 4.** Term of Office

- A. Serves from the time elected at the August Council meeting until elections are final at next year's August Council meeting.
- B. Each officer serves one year, except Treasurer.
- C. Secretary may be re-elected for a second year.
- D. Members may serve again in the same officer role after a 2-year lapse of time.

#### **Section 5.** Nominations & Election

- A. Nominations & Elections are overseen by the Nominations & Elections ad hoc Team
  - a. Members.
    - i. At the March Council meeting the President invites voting members to submit their names to serve on the Nominations & Elections Team; the invitation also appears on the 4-H webpage
    - ii. Self nominations are taken at [4hsanpete@gmail.com](mailto:4hsanpete@gmail.com) through March 30.

iii. In April, prior to the April Council meeting, the Executive Committee meets to select the 3 members for the N&E Team, with preference given to those who have attended at least 3 Council meetings and/or Standing Team meetings.

iv. The names of the 3 N&E Team members are announced by the President at the April Council meeting.

#### b. Duties

i. At the May Council meeting, the N&E Team formally requests self-nominations for the officer positions of President-elect and Secretary.

ii. Nominations are accepted through June 30.

iii. By July 7 the list of nominees will be posted on the Sanpete County 4-H webpage

iv. Elections are held at the August Council meeting, by secret ballot, by those voting members present at the August meeting, overseen by the N&E Team

v. If a tie occurs, the tie is announced at the same August meeting and those present are given a blank piece of paper to write in their choice, again secret ballot; if the tie remains, a coin is flipped by a N&E Team member - of the two people who are tied the one with the first letter of the last name closest to the letter "M" calls for heads or tails - the toss determines who will serve as an officer.

vi. When no one runs for an office, the Executive Team will fill the position by appointment, as soon as possible.

### **Article V. Meetings**

#### **Section 1. Regular Meetings**

A. 12 Monthly meetings will be held on the second Saturday.

B. Agenda items consist of the "new business" from last meeting and any unfinished business from the last Council meeting, plus any actions required by the bylaws.

C. All "new business" is addressed at the next Council meeting, not the meeting where it is brought up so that all of the membership are always aware of items being brought up for decision making and have the opportunity for input and voting.

D. The August meeting will include elections of new officers.

E. The September meeting will including planning the annual recognition of Sanpete County 4-H youth and their efforts.

F. The October meeting will have as its primary function, to plan the budget for the new 4-H year.

G. At the October meeting, Cloverbuds and General Projects Teams are expected to present a plan for the new 4-H year and their proposed budget to accomplish their plan.

## **Section 2. Quorum**

A. 2 officers, 1 Extension faculty, and 10% of the number of voting members present at the last Council meeting.

## **Article VI. Executive Team**

### **Section 1. Members**

A. Council officers and Extension 4-H faculty

B. 2 officers and 1 Extension 4-H faculty required for a meeting

### **Section 2. Duties**

A. Meets within 7 days following a Council meeting, to set the agenda for the next Council meeting and to submit, to the Extension office, the agenda and the minutes from the last Council meeting for the 4-H website.

B. Prepares for and fulfills any obligations provided in the bylaws,

C. Appoints replacement for an officer who does not complete a term of office.

- D. Appoints an officer if no one runs for an office.
- E. Considers items that in no way can wait until the next regular meeting; decisions can be made on those items.
- D. Takes minutes of meetings and presents at the next Council meeting.

**Article VII. Sanpete County 4-H Council Teams** (Teams, not Committees)

**Section 1. 4-H General Projects (non-animal projects) Team**

A. Purpose

- a. Provide the opportunity for enrolled 4-H youth members, enrolled 4-H Volunteer Leaders, parents of 4-H members, and those interested in 4-H to learn about the 4-H General Projects and the opportunities available to those enrolled in 4-H General Projects.
- b. Provide the necessary county-level contests so that 4-H members can qualify to participate at the Regional and State 4-H contests.

B. Members

- a. All enrolled adult 4-H Volunteer Leaders enrolled in Sanpete County 4-H General Projects, except Cloverbuds.
- b. USU Sanpete County Extension faculty/staff serve as mentors, risk management, and as liaison for Utah State 4-H.

C. Duties

- a. Meet monthly on the day of the Council meeting, prior to the meeting; Sanpete County 4-H sign-in sheets are required and notes taken about what happened during the day.
- b. Inform 4-H Volunteer Leaders and parents of 4-H members about the different 4-H General Projects and the upcoming opportunities for the different General Projects.

c. Plan and facilitate Sanpete County 4-H Contests so as many enrolled 4-H youth as possible have the opportunity to participate; hold the contests in as many different locations throughout Sanpete County as possible.

d. Promote, through the 4-H website and other avenues, Sanpete County 4-H Contests and any other workshops/events for at least 30 days prior to the event.

e. In September meet to create a financial report for the end of the 4-H year and a plan of events with a budget for the new 4-H year to present at the October meeting of the Council.

f. No fundraising is expected, except with the Council; any ideas for fundraising must be presented at a Council meeting for approval, prior to the start of fundraising.

#### D. sub Teams

a. A sub Team can be created to focus on a specific 4-H General Project, such as Baking Bread, if there is interest by a number of 4-H youth members and there are enrolled 4-H Volunteer Leaders willing to facilitate the learning experience.

b. Sub Teams will meet on the day of the General Projects Team meeting, unless another date/time is approved by the General Projects Team AND is advertised for at least 30 days on the Sanpete County 4-H web page.

### **Section 2. Cloverbuds Project Team**

#### A. Members

a. Parents/guardians of youth enrolled in Cloverbuds.

b. USU Sanpete County Extension faculty/staff serve as mentors, risk management, and liaison for Utah State 4-H.

#### B. Duties

a. Meet monthly on the day of the Council meeting, prior to the meeting.

b. Provide events where Cloverbuds and their friends can experience short-term activities within a multitude of interests.

c. In September meet to create a financial report for the end of the 4-H year and a plan of events with a budget for the new 4-H year to present at the October meeting of the Council.

d. No fundraising is expected, except with the Council; any ideas for fundraising must be presented at a Council meeting for approval, prior to the start of fundraising.

### **Section 3. 4-H Youth Leadership Team - previously known as Teen Council**

#### **A. Members**

a. All youth enrolled in Sanpete County 4-H ages 12 and up.

i. As qualified youth enroll a postcard invitation to the Youth Leadership Team will be sent by the 4-H Office.

ii. All youth members of this team will be enrolled in the 4-H Leadership project.

b. Parents of the youth members are welcome to participate in discussions, to assist in the implementation of activities, and to serve as non-voting members

c. Regional and County Ambassadors, as a group, provide leadership, with the guidance of the Ambassador Mentor(s).

#### **B. Duties**

a. Meet monthly on the day of the Council meeting, prior to the meeting.

b. Promote 4-H throughout the County,

i. primarily by participating in at least 5 community parades, scattered throughout the county

ii with displays in libraries during National 4-H Week in October.

c. Provide 5 service projects to Sanpete County

- i. Maintenance at Sanpete County Fair prior to fair and providing security in the 4-H exhibit space during the fair is required and considered one of the service projects.
- d. Work side-by-side at the fundraising event(s) put on by the Council.
- e. Keep financial spreadsheet concerning the funds provided by the Council.
- f. At least 1 Ambassador will provide the Team's monthly financial report and meeting minutes at each of the Council meetings.
- g. No fundraising is expected, except with the Council; any ideas for fundraising must be presented at a Council meeting for approval, prior to the start of fundraising,
- h. After one year of active participation members qualify to apply to represent Sanpete County 4-H as a County or Regional Ambassador.

#### **Section 4. Expansion and Review Team**

##### **A. Purpose**

Ensure a balanced county 4-H program with attention to criteria such as age, gender, rural-urban, disabilities, underserved groups, and varied youth needs and interests.  
(Utah State 4-H)

##### **B. Members**

- a. "As a minimum, committee membership must include representatives from throughout the county and must have representatives of minority groups in the county. The committee membership should consist of approximately one-third youth."  
(Utah State 4-H)
- b. It will be the responsibility of the officers of this Council and the Sanpete County Extension paid staff to invite people from the county, over the course of the 3 Expansion & Review Meetings in January, May, and September, to meet the criteria of VII. Section 4. A.

## C. Duties

- a. Review current progress of Sanpete County 4-H.
- b. Create recommendations for changes and new approaches to programming needed to fulfill purpose.
- c. Submit a written report at the next Council meeting.

## **Article VII. Parliamentary Authority**

**Section 1:** Parliamentary Authority is 2nd Edition, Robert's Rules in Plain English, Doris P. Zimmerman, author.

## **Article VIII. Amendments and Reviews of the Bylaws**

### **Section 1. Amendments to Bylaws**

A. Amendments presented as a motion and approved for consideration at a regularly scheduled Council meeting will be published on the Sanpete County 4-H webpage through the next 2 regularly scheduled Council meetings, where the amendment(s) are also read.

B. Voting on the amendment(s) will be on the agenda of the third regular Council meeting; voting will be secret ballot by those voting members who are present.

C. A simple majority is required for an amendment to be accepted; a tie is considered as a negative vote and cannot be re-voted to break the tie.

D. The results of the vote on an amendment will be posted on the Sanpete County 4-H web page.

### **Section 2. Review of Bylaws**

A. A review of the bylaws will occur every third year by an *ad hoc* Team of 3 members created from those present at the November Council meeting, with a report due at the January Council meeting.

## Article IX. Dissolution

**Section 1:** Upon dissolution, all assets automatically become the responsibility of Utah State University Extension, Sanpete County.

Date Approved \_\_\_\_\_

President \_\_\_\_\_

Secretary \_\_\_\_\_

USU Extension Sanpete County Director \_\_\_\_\_