

CONSTITUTION AND BY-LAWS
Of the
Skamania County 4-H Leader's Advisory Council
Approved: February 2000

Article I
Name

The name of this organization shall be the Skamania County 4-H Leaders' Advisory Council.

Article II
Objective and Purpose

- Section 1
- a. To promote a spirit of friendship and cooperation among 4-H leaders, members, and Extension personnel of the county.
 - b. To develop ideas for expanding and improving 4-H and other Extension youth educational programs throughout the county.
 - c. To advise the 4-H agent of Skamania County on matters of program and policy, and to assist in implementing accepted policies and programs at the local and county levels.
 - d. To assist in 4-H member activities in the county.

Article III
Membership and Dues

- Section 1
- Membership
- a. Current project, community, service or activity leaders and teens currently enrolled in a 4-H leadership project shall be voting members of this organization.
 - b. Extension agents and related 4-H personnel shall be ex-official members, which are entitled to the privileges of the floor but shall have no vote.
- Section 2
- Dues
- a. The Council shall pay dues to the State 4-H Leaders' Council to be paid at the beginning of the 4-H year (October 1, of the current year). Council members shall not pay dues.

Article IV
Officers and Duties

Section 1 Officers

- a. The officers of the Skamania County 4-H Leaders' Advisory Council shall be President, Vice President, Secretary, and Treasurer to be elected by the membership.
- b. A term shall be October 1 to October 1, of the next year.
- c. The Secretary and Treasurer shall hold a one-year term. The President and the Vice President shall hold a two-year term. They shall be voted on every other year, so that no one president or vice president has to the same two years together.
- d. The appointive officers shall be the Fair Board representative and alternate.
- e. Any officer or committee member with three consecutive absences may be replaced.

Section 2 Duties of Officers

- a. President: shall preside at the meetings of the 4-H Leaders' Advisory Council and the Executive committee. The president shall conduct meetings according to *Robert's Rules of Order*. The president may call special meetings.
- b. Vice President: shall preside in the absence of the president. He/she shall help plan and conduct programs for the meetings.
- c. Secretary: shall keep and record the minutes of the 4-H Leaders' Advisory Council and the Executive Committee; shall conduct correspondence as is requested; and shall make a report at each meeting. All minute shall be forwarded to the Extension Agent's office for duplication within ten days. All 4-H leaders shall receive a copy of the minutes. The secretary shall keep a calendar of all events and minutes of all meetings for the next secretary.
- d. Treasurer: shall receive all monies; and keep accurate records of all transactions. The treasurer shall present audited accounts to the newly elected treasurer upon completion of term in office. The treasurer shall make disbursements on behalf of the Council consistent with council approval.
- e. All officers should notify the Extension office as soon as possible if unable to attend a meeting. A replacement shall be appointed for that meeting by the president.

Section 3 Appointive Officers

- a. The 4-H representative to the Skamania County Fair Board shall attend all Fair Board meetings, presenting ideas and recommendations of the Council. He/she shall report from the Fair Board any action taken on presented ideas and recommendations. All recommendations to the fair board shall be in writing to the Fair Board shall be in writing.
- b. The Fair Board alternate will fill in when the Fair Board Representative is unable to attend the meetings.

Article V
Committees

- Section 1
- a. The standing committees shall be the Executive, Awards, Home Economics, Livestock, Market Sale, Horse.
 - b. The Executive Committee shall consist of the Elected officers and the 4-H County Fair Board representative.
 - c. All committees shall report at the Council meetings.
- Section 2
- Duties
- a. Executive Committee:
 - i) To assist the agent in planning the year's program of work, subject to approval by the 4-H Leader's Council.
 - ii) To fill appointive offices.
 - iii) To recommend standing committees.
 - iv) To protect the well being of 4-H members and the 4-H program.
 - v) The president shall call meetings of the Executive Committee as deemed necessary
 - vi) To post pone or reschedule meetings if necessary.
 - b. Awards Committee
 - i) To determine eligibility requirements for awards for Achievement Night.
 - ii) To organize trophies and other awards.
 - iii) To be responsible for 4-H fair follow-up, including appropriate 4-H member Thank-you notes.
 - c. Home Economics Committee:
 - i) To review the county fair premium book as it pertains to home economics, and make recommendations to the Council.
 - ii) To be responsible for the 4-H food events at fair.
 - iii) To assist in developing subject matter and training programs for home economic leaders.
 - d. Livestock Committee:
 - i) To review the county fair premium book as it pertains to livestock and other agricultural activities and make recommendations to the Council.
 - ii) To develop subject matter and training programs for livestock leaders.
 - e. Horse Committee:
 - i) To review the county fair premium book as it pertains to horses and make recommendations to the Council.
 - ii) To develop subject matter and training programs for horse leaders.
 - iii) To report ideas from the Horse Council to Leaders council.
 - iv) To administer county wide horse educational programs.
 - f. Market Sale Committee:

- i) To review the county fair premium book as it pertains to the market animal and sale, and make recommendations to the Council.
- ii) To be responsible for weigh-in, both prefair and fair, including proper identification of the market animals.
- iii) To organize the market sale.
- iv) To develop subject matter and training programs for 4-H members with market animals.
- v) To ensure that the 4-H member has met all requirements prior to the market sale.

Article VI
Meetings

- Section 1 The Leader's Advisory Council shall meet on the second Monday of each month with the Exception of January. Additional meetings shall be called at the discretion of the county 4-H staff and president.
- Section 2 When there is a leaders training activity on the agenda it shall be conducted after the business.

Article VII
Election and Voting

- Section 1 Officers shall be elected in October and take office in November.
- Section 2 Nominations may be by individual voting members of the council.
- Section 3 A quorum is needed to take action on behalf of the council.
 - a. A quorum constitutes a simple majority of the members present.
 - b. A minimum of eight voting members must be present to vote.
- Section 4 a. Important questions coming to a vote will be printed in the letter in the month prior to the vote.

Article VIII
Procedures for Meetings

Meetings shall be conducted according to *Robert's Rules of Order*. The chair shall appoint a parliamentarian.

Article IX
Amendments

This constitution and by-laws may be amended as follows:

- Section 1 Notice of proposed changes presented in writing to the Leaders' Executive Committee.