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**CONSTITUTION AND BY-LAWS
OF THE
ISLAND COUNTY 4-H LEADERS COUNCIL
Amended November 19, 2024**

Article I. Name and Scope

Section 1.01 The name of the organization shall be the Island County 4-H Leaders Council.

Section 1.02 There shall be only one such organization in the county, superior to and inclusive of 4-H clubs, Leaders Council Committees, and project advisory committees.

Article II. Purposes

Section 2.01 The purpose of this Council is to organize and administer 4-H work in Island County in compliance with the policies established by the WSU Extension of Washington State University which is authorized under Federal and State statutes of organizing and administering 4-H work in the State of Washington.

Section 2.02 The Council shall operate as a non-profit, non-political, educational organization, working with WSU Extension to further 4-H work in Island County.

Section 2.03 The broad purposes for which this Council is organized shall be:

- (a) To provide a means for securing the concerted action of 4-H volunteers in their efforts to supplement the work of WSU Extension in the promotion, organization and administration of the 4-H program;
- (b) To establish projects advisory committees as are necessary to accomplish the work of the council;
- (c) To assist the Coordinator in developing and carrying out a yearly program of events and activities for 4-H members and volunteer leaders;
- (d) To assist in developing unity within the county by coordinating and standardizing the methods and procedure of the individual 4-H clubs;
- (e) To assist in identifying 4-H training topics to the 4-H Coordinator that will aid in the role of club leadership and duties as defined in the *Washington 4-H Policy and Procedures* document and to assist the 4-H Coordinator in providing these trainings to Island County volunteers. These training topics are in addition to the 4-H modules required by 4-H for Leaders.

Article III. Membership

Section 3.01 Membership shall be active, ex-officio or honorary, and is open to all persons without regard to race, color, national origin, religion, or economic status.



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Section 3.02 The membership of the 4-H Leaders Council shall consist of adult volunteer leaders and youth (11-18 years of age by October 1, the start of the 4-H year) who are enrolled through the 4-H WSU Extension Office of Island County. From the enrolled adult leaders, there will be an elected Executive Board. Adults should have interest in Extension education and youth, and should represent all geographic and economic groups. Membership of the 4-H Leaders Council shall be determined on a nondiscriminatory basis regardless of race; sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental, or sensory disability, including disability requiring the use of a trained service animal; and/or genetic information.

Section 3.03 Ex-Officio Membership: Island County 4-H Coordinator serving Island County shall be ex-officio member of the Leaders Council.

Section 3.04 Honorary Membership: Any person who is not an active or ex-officio member, and who can make a contribution to the 4-H program, may be an honorary member at the discretion of the Leaders Council.

Section 3.05 Ex-officio and Honorary Members of the Leaders Council shall have the right to express opinions on any matters under discussion, but shall not be entitled to a vote.

Article IV. Voting Privileges

Section 4.01 All currently enrolled leaders/adult volunteers and senior members shall have one (1) vote. Ex-officio members, which includes 4-H professionals and community members, do not have voting privileges.

Article V. Executive Committee

Section 5.01 The Executive Committee shall consist of a President, Vice-President, Secretary, Treasurer, Reporter, Teen Representative and a 4-H Council representative to the Whidbey Island Area Fair. No office shall be held by the same person for more than three consecutive years.

- (a) Refer to Article VI, section 2 & 3 for eligibility of officers.

Section 5.02 Duties of the officers shall be:

- (a) President: To preside at all regular and special meetings of the 4-H Leaders Council and to prepare an agenda, with the help of the 4-H Coordinator, for the monthly Leaders Council meetings, to be submitted at least one week prior to the meeting. At the Leader Council June or July meeting ask for 3 volunteers, or appoint 3 members, to be the nominating committee.
- (b) Vice President: To preside at all meetings in the absence of the President and to succeed to the office of President if that office should become vacant between elections. The Vice President will be ex-officio member of all committees.



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- (c) **Secretary:** To record the full and complete minutes of all meetings of the Leaders Council; and send the 4-H Coordinator within 2 weeks of meeting for dissemination by email and/or the 4-H Coordinator. To provide a set of all minutes to the 4-H WSU Extension Office of Island County; to carry on such correspondence as the Executive Committee shall direct; and keep an attendance record of all members attending the Leaders Council Meeting.
- (d) **Treasurer:** To receive, deposit, disburse, and keep a complete and accurate account of all moneys received by the Leaders Council; be prepared to present an up-to-date financial report at each Leaders Council meeting; secure authorization by the Leaders Council for all disbursements of funds; comply with all regulations of WSU Extension and Internal Revenue Service; have accounts and records ready for audit at the close of each calendar year, or at any time deemed necessary by the Leaders Council or WSU Extension Staff; and submit a complete financial report of the Leaders Council receipts and expenditures to the Island County 4-H Coordinator. Treasurer will use the recordkeeping systems approved by Leaders Council.
- (e) **Reporter:** To record news of the 4-H program and submit to local newspapers and social media. Work with the 4-H Coordinator on promotion of 4-H events.
- (f) **Whidbey Island Fair Representative:** To act as liaison between the Island County 4-H Leaders Council and the Whidbey Island Fair
- (g) **Executive Committee;** to attend regular monthly meetings as a voting member of both bodies. If a position is vacant, the responsibility will rotate between divisions. It will be the responsibility of the assigned divisions to attend the monthly Fair Board meeting and report back to the Leaders Council at the following monthly Leaders Council meeting.
- (h) **Teen Representative to the Leaders Council:** This representative shall be a senior 4-H member, with a preference to those in 12th grade.

Section 5.03 Duties of the 4-H Leaders Council through its Executive Committee shall be to assist the 4-H Coordinator in establishing yearly program goals, propose annual 4-H Leaders Council Budget, act as members of committees, authorize the payment of expenses and perform such other duties necessary to carry out the purpose of the Leaders Council.

Section 5.04 All officers will make an effort to attend every meeting of the 4-H Leaders Council. In the event an absence is anticipated, the President, the Vice President, or the 4-H Coordinator should be notified. Failure to attend three meetings in a row may be grounds for replacement.

Section 5.05 Any vacancy occurring in any office, for any reason, shall be temporarily filled by the Executive Committee. Vacant positions shall be advertised monthly until filled.

Section 5.06 In case of the absence of any officer of the Committee, or for any other reason that the Committee may deem sufficient, the Committee may delegate all or any part of the powers or duties of any officer to any other officer.



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Section 5.07 Any officer may be removed from office with approval of the WSU Extension office if sufficient cause is found.

Section 5.08 Any officer may resign his or her office at any time. Such resignation shall be made in writing and will take effect immediately, without acceptance by the Committee. Upon submission of resignation, all materials used in the position of office shall be returned to the WSU Extension office within 7 days.

Article VI. Elections

Section 6.01 At the May meeting of the Council, members of a nominating committee will be chosen as per rules under the president's duties.

Section 6.02 At the June meeting, the nominating committee shall announce the slate of candidates for office. Candidates must be currently enrolled and meeting the requirements of Article III section 2, for six months and have attended three Leaders Council meetings in the current enrollment year. A 4-H year is defined as October 1 through September 30.

Section 6.03 Should an office be vacated during the year, a replacement officer will be nominated and then elected at the next regular meeting. Unless it is the President, which will be filled by the Vice President as stated in Article V Section 2.

Section 6.04 Members in good standing as per Section 2 above may be nominated from the floor at the July meeting. Elections will be held during the August Leaders Council meeting.

Section 6.05 The newly elected officers shall take office at the regular October meeting. It is suggested that outgoing Committee members meet with incoming members once before this meeting.

Article VII. Meetings

Section 7.01 There will be a minimum of ten meetings of the 4-H Council each calendar year, on the second Thursday of every month. Island County 4-H Program Coordinator shall notify members of any changes to this schedule. Meetings may be held both in person and/or virtually.

Section 7.02 Projects and/or Divisional committees shall meet as needed to develop and carry out programs and activities.

Section 7.03 Special meetings may be called at any time by the President or Project Committee Chairpersons, acting in concurrence with the 4-H staff.

Section 7.04 All meetings of the 4-H Council or its operating committees shall be open to the public.

Section 7.05 Public comments will be heard during the public comment section of the agenda. Speakers may address the board for three minutes. Speakers may not give their time to other people. Disruptive or inappropriate behavior will result in immediate dismissal from the meeting.



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Section 7.06 A quorum at regular and special meetings shall consist of those who attend the meeting, provided the membership has been notified of said meeting two weeks in advance.

Section 7.07 Minutes or notes will be kept at all meetings and a copy submitted to the Island County 4-H Program Coordinator. The Coordinator will distribute by email to the 4-H membership.

Section 7.08 The attendance of individuals at meetings, whether attending in person, by video conference, or telephone conference, will be documented in the meeting minutes.

Article VIII. Committees

Section 8.01 The 4-H Council may establish standing committees as necessary. It is the Committee Chairperson's responsibility to submit a brief report or minutes to the Leaders Council Vice President and 4-H coordinator prior to monthly Leaders Council meeting while active. Each committee shall consist of a minimum of three people, preferably from different clubs and/or divisions. If a committee does not have three members, the executive board members shall assume the duties of the committee.

Section 8.02 The Executive Board of the 4-H Leaders Council along with the Island County 4-H Program Coordinator shall appoint members to the committees, or they may volunteer to serve. Other special committees may also be appointed as deemed necessary.

Section 8.03 Any committee which plans an event requiring a location contract should have paperwork to Island County Coordinator at least 90 days prior to event. Contracts can be submitted with less than 90 days notice, but they may not be complete in time for the event.

Section 8.04 The role and function of such committees shall be (Committees were put in alphabetical order):

- (a) **ACHIEVEMENT NIGHT:** (Called for June/July). Works in conjunction with Awards/Contest Committee. Usually held in October/November, plan and carry out a family Award Program. Arrange for facilities, seating, PA system, set up, clean up, M.C. and persons to present the invocation, flags and awards. Method of presentation of award will be determined jointly by this committee and the County Extension Staff.
- (b) **AUDIT:** (called for in October). Review the treasurer's records of the Island County 4-H Council at the completion of each 4-H year and certify that they are correct and complete by December 15.
- (c) **BY-LAWS:** (standing committee. In October call for new members) Review the Constitution and By-Laws of the Island County 4-H Council and make recommendations for additions, changes or revisions, with the cooperation and coordination of the Island County 4-H Program Coordinator and by consulting WSU 4-H policies.



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- (d) **CONTESTS AND AWARDS:** (standing committee. In October call for new members) Evaluate the need for and type of awards used in county recognition programs. Works with Achievement Night Committee. Approve new awards and determine criteria. Review applications and select 4-H members for recognition in available county and state award opportunities, including Conference Grants, Scholarships, Project Pins, Record Books, State and National Contests, etc. Notify Island County 4-H Program Coordinator of selected award recipients. (Needs-based membership scholarships are given at the discretion of the Coordinator).
- (e) **WHIDBEY ISLAND FAIR SUPERINTENDENTS:** (called for in October) Are Responsible for the organization and management of their particular division of the Whidbey Island Fair. See details in “Responsibilities of 4-H Superintendents” available at the 4-H office or in the current edition of the Whidbey Island Fair Premium Book and on-line. All superintendent candidates will apply annually and applications will be evaluated by WSU Extension 4-H Staff.
- (f) **NOMINATING COMMITTEE:** (called for in June/July) shall work with the secretary and/or Coordinator to obtain a list of eligible Council members to run for Executive Board positions, and will contact current officers of the Council to ask if they want to re-run. The committee will verify with the 4-H Coordinator that the nominees are currently enrolled in 4-H and meet the requirements of Article III.
- (g) **LIVESTOCK SALE:** Work with Whidbey Island Fair to promote and carry out a Youth Livestock Sale at the Fair each year; secure advertisers, provide appreciation to buyers, sellers and sponsors and arrange for Carcass Evaluation after sale. Representatives on this committee may be from the same project divisions.
- (h) **PUBLIC PRESENTATIONS:** (called for in October) Organize and coordinate area Presentation contests, usually in March. Communicate with club leaders regarding presentation expectations, and schedule. Arrange for facilities, equipment and supplies (evaluation forms, ribbons, etc.) select and train judges, register presenters. Give results to Island County 4-H Program Coordinator and make recommendations for improvements.
- (i) **RALLY DAY:** (Called for in June) Rally Day is an educational event, open to the public, to recruit new members and form new clubs. The committee identifies a location, verifies that it meets WSU requirements, organizes the event, set-up, clean-up, and plans and carries out the event. The Rally is hosted by geographical area on a rotating basis.
- (j) **SPRING SHOW:** (Called for in Jan/Feb) Each Superintendent will schedule dates and activities for their respective divisions, in order to help 4-H youth prepare for the fair. Spring Shows should occur in April or May. Each Superintendent will be responsible to secure facilities, equipment, and judges. Ribbon orders must be submitted to the Spring Show Committee by March 15th.



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- (k) **SUPER SATURDAY:** (Called for in October.) Organize and coordinate a day of educational classes for 4-H families (and the public.) Set a date, typically in February, decide on classes, secure instructors, facilities, equipment, supplies, publicity, set up, registration and clean-up. Make recommendations for improvements.
- (l) **WAYS AND MEANS:** (Called for in October) Works in conjunction with the Treasurer, determine the financial needs required to conduct the 4-H program, plan and assist in fundraising activities and contact potential donors to cover expenses.

Article IX. Parliamentary Authority

Section 9.01 The parliamentary authority recommended by WSU is “Parliamentary Procedures Made Easier” WSU Publication EM4875, which shall govern the 4-H Council in its decision-making, so long as they do not conflict with these By-Laws.

Article X. Finances

Section 10.01 The Leaders Council funds shall be deposited in a commercial checking or savings account. All withdrawals of funds shall be authorized by the 4-H Leaders Council and shall require the signature of the Treasurer and/or other signatory that the 4-H Leaders Council may designate.

Section 10.02 All money-raising activities for the Leaders Council, Advisory Committees and for the individual clubs shall be in compliance with the Policy of Washington State Extension; federal, state, and local laws and regulations. Particular care shall be exercised in the use of the 4-H name and emblem. Use of the 4-H name and emblem in conjunction with articles sold for profit or in solicitations in the name of the 4-H program must be approved by the 4-H WSU Extension Office of Island County.

Section 10.03 Executive Committee may require that requests for funds to be used for 4-H projects or project-related items must be submitted in writing, along with 2 (two) qualified bids that are firm, 30 days prior to voting. Allocated monies will not exceed the amount of the chosen bid.

Section 10.04 All monies must be accounted for by receipts and all remaining money returned to the 4-H Leaders Council within 30 days of the project completion. Leaders Council is not responsible for any money spent for materials prior to the 4-H Council’s approval.

Section 10.05 If a local 4-H club or group disbands, monies and equipment of such club or groups shall be held in escrow for the remainder of the 4-H year, or 6 months, whichever is longer, and disbursed at the discretion of the 4-H Leaders Council. Clubs can and should make requests for how the funds should be distributed to be considered by the Council.

Section 10.06 The Leaders Council shall comply with all federal, state and local laws relative to property and income taxes and shall require Advisory Committees and individual clubs to follow similar procedures.



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Section 10.07 In the event that the Island County 4-H Leaders Council shall ever be dissolved, all remaining funds of said organization shall be credited to the Island County 4-H Excellence fund (a donation account within WSU), or in the event said recipient is unable to accept these funds, to the Washington State 4-H Foundation.

Article XI. Amendments

Section 11.01 Amendments to the Constitution and By-Laws may be made by a committee of the 4-H Leaders Council if the amendments are read at a regular meeting or special meeting of the 4-H Leaders Council, one month in advance of vote for approval, or shall be communicated to every active member of the Council at least one week before vote.

Section 11.02 Amendments may be passed by a two-thirds vote of the active members present, providing the above procedure has been followed.

Section 11.03 Amendments made to the Constitution and By-Laws must be clearly identifiable and shall be made available to all 4-H members before a vote for approval is called.

Article XII. Program Policy

Section 12.01 The Island County 4-H Leaders Council shall abide by the policies set forth in the 4-H Policy and Procedure Handbook, found on the WSU Website, and any policies set forth by this Council.