

BY-LAWS OF THE WSU PIERCE COUNTY 4-H

LEADERS COUNCIL

ARTICLE I

The officers shall be elected from among enrolled leaders by secret ballot at the annual meeting.

- A. President and Treasurer shall be elected in odd numbered years. Vice President and Secretary shall be elected in even numbered years. Thereby each officer will hold the office for two years or until his or her successor is elected or appointed.
- B. The officers may serve two consecutive terms.
- C. Cause for Removal from Board includes failure to perform routine duties of that position (officer, committee chair, or representative), attend meetings, or behave in a manner which does not support or contribute to the purposes and standards of the 4-H Council, or for other just causes. Any Board member may propose a removal for cause with 11 days written notice. A majority vote is needed for removal.
- D. In the event of an office vacancy, said office will be filled by appointment by the President until the following scheduled election for that office.
- E. A Nominating Committee chair shall select at least one candidate for each available office on a form approved by the Executive Board not less than 30 days prior to the election. Additional nominations may be made by any enrolled leader and must be submitted on a form approved by the Executive Board and signed by the nominee. The Executive Board must receive the form not less than 14 days prior to the election.

ARTICLE II

The Project Representatives to the Executive Board shall be selected by the countywide youth and adult membership of those projects and shall serve at the discretion of said group. One Adult Representative shall be selected by each of these project/program delivery groups:

- | | |
|------------------------------|--------------------------------|
| A. Dog | F. Small Animals |
| B. Still Life – Textile/Food | G. Still Life - Arts and Photo |
| C. Horse | H. Teen Leaders |
| D. Livestock | I. Cloverbud |
| E. Cat | J. Shooting Sports |

In addition, up to eight Youth and three Adult Representatives may be chosen at-large from enrolled 4-H members.

ARTICLE III – Representatives to the Fair Board

- A. The Executive Board will select adult representatives and youth representatives.
- B. The Fair Board Representatives shall serve at the discretion of the President and Executive Board.
- C. Their one-year term shall run from October 1 to September 30 and may be renewed annually.

ARTICLE IV – The Executive Board

Section 1

The Executive Board shall have general supervision of the affairs of the council between its business meetings, fix the hour and place of meetings, make recommendations to the council, and shall perform such other duties as are specified in these By-Laws. The Board shall be subject to the orders of the council, and none of its acts shall conflict with action taken by the council.

Section 2

Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held on the third (3rd) Thursday of each month from October through September. Special meetings of the Board may be called by the President. Notice of special meetings shall be made with at least 24 hours' notice to the Board. Such notice shall specify the business of the special meeting.

Section 3

At any Executive Board meeting, a quorum shall consist of five (5) members, two (2) of whom must be elected officers. Funding motions will require three (3) elected officers in the quorum.

ARTICLE V

An annual meeting of the council will be held in the fall. Special council meetings or votes may be called with at least 10 days written notice via email, regular mail, or other electronic means at the discretion of the Executive Board to conduct the business of the organization.

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ARTICLE VI - Duties of Officers

1. President shall preside at all meetings of this group and shall appoint special committees as needed, and perform duties and responsibilities normally given to this office.
2. Vice President shall perform all the duties of the President when the President is absent and assist the President in any capacity the President may deem necessary, and perform duties and responsibilities normally given to this office.
3. Secretary shall keep minutes of the meetings and shall take care of all correspondence, shall maintain the written records and files of the organization, excluding financial records, and provide a report to the membership as feasible and perform duties and responsibilities normally given to this office.
4. The Treasurer shall maintain the financial records of the Council, shall receive and disburse monies as required, and shall surrender the financial records only to the Executive Board's approved auditor. The Treasurer shall prepare and report a monthly financial statement to the Executive Board and an annual financial statement and proposed budget to the annual meeting. The Treasurer shall be responsible for an inventory and description of all properties and other assets of the Council.

ARTICLE VII - Committees

All Standing Committee members serve at the discretion of the President and Executive Board and all committees must:

- Provide a report monthly to the Executive Board
- A. STANDING COMMITTEES** - Chairs of Standing Committees shall be approved by the Executive Board. Chairs may appoint additional committee members at will. All Standing Committees shall operate as chartered by the Executive Board. Standing Committees are:
1. **GRANTS & SCHOLARSHIP COMMITTEE**
 2. **EDUCATION COMMITTEE**
 3. **RECOGNITION COMMITTEE**
- B. SPECIAL COMMITTEES** – All special committees are appointed by the President who must report purpose, duration, and duties to the Executive Board. All special committees serve at the discretion of the President and Executive Board.
1. An Auditing Committee of up to three individuals shall be appointed by the President at the Executive Board's September meeting, whose duty it shall be to audit at least 10 percent of club and/or project (including the Council) accounts at the close of the fiscal year and to report to the Executive Board at the February meeting.

ARTICLE VIII

- A. Agenda**
All meetings shall be conducted by published agenda. All business not on the published agenda will be immediately tabled until the next meeting unless removed from the table by a two-thirds (2/3) majority vote of the Executive Board, or at the discretion of the President.
- B. Business shall be placed on the agenda:**
- By WSU Extension Staff or Faculty
 - By the Executive Board officers
 - By Executive Board members
 - By written petition of the registered 4-H members or volunteers
 - By motion at a meeting
 - As stated in the Constitution, By-Laws or Standing Rules
 - Monthly committee reports
 - As specified in Roberts Rules of Order

ARTICLE IX

These By-Laws may be amended by a two thirds (2/3) majority vote of Executive Board members present at any regular meeting providing written notice of said changes has been given to all Executive Board members 10 days prior to said meeting.