

# CLAY COUNTY 4-H FEDERATION CONSTITUTION

Approved October 16, 2011

## ARTICLE I. Name and Purpose

1. The name of this organization shall be Clay County 4-H Federation.
2. The purpose of the Federation shall be to further the 4-H Youth Development program throughout all areas of the county, in close cooperation with the University of Minnesota Extension Service – Clay County and the County Extension Committee.
3. The Federation shall encourage the assistance of other organizations in furthering the 4-H program in Clay County.
4. The Federation shall be the official voice of all 4-H Youth Development participants in Clay County.
5. The Federation does not permit discrimination of race, color, creed, national origin, sex, handicap, or sexual orientation in the 4-H Youth Development program.

## ARTICLE II. Membership

1. Membership in the Federation shall include all Clay County 4-H Youth Development participants and adult leaders.
2. Voting privileges shall be granted to all youth who have completed 6<sup>th</sup> grade and adult leaders.
3. All employees of the Clay County Extension Office shall serve in an advisory capacity only. They are not entitled to make motions, vote or hold office.

## ARTICLE III. Officers

1. The officers of the Federation shall be: President, Vice President, Secretary, Youth Treasurer, Adult Treasurer, Reporter-Historian(s) (between one and three youth may be elected to serve as Reporter-Historian), and two Ambassador Outreach Coordinators and shall be elected pursuant to the By-Laws. The officers shall abide by all duties pursuant to the By-Laws.

## ARTICLE IV. Meetings

1. There shall be at least two regular meetings during the 4-H club year.
2. Robert's Rules of Order shall govern the meetings of the Federation.
3. The 4-H Board of Directors may call additional meetings at their discretion.

## ARTICLE V. Amendments

1. This constitution may be amended by a vote of two-thirds of the voting members present at a regular or called meeting.

**BY-LAWS OF  
CLAY COUNTY 4-H FEDERATION**

Section I: Motto

1. Our motto shall be “To make the Best Better”.

Section II: Emblem

1. Our emblem shall be the four-leaf clover with an “H” on each leaf.

Section III: Pledge

1. The Minnesota 4-H Club Pledge shall be the pledge of this Federation:

I Pledge:

My HEAD to clearer thinking

My HEART to greater loyalty

My HANDS to larger service

My HEALTH to better living

For my Family, my Club, my Community, My Country, and my World

Section IV: Order of Business

1. The following order of business shall be followed at regular Federation meetings:

- Called to order by the President
- Opening exercises – may include community singing, salute to the flag, 4-H pledge, etc.
- Roll call
- Reading of the minutes
- Treasurer’s report
- Correspondence
- Reports of committees
- Unfinished business
- New business
- Announcements
- Adjournment
- Program and/or recreation

Section V: Meetings

1. The Federation shall hold meetings in Fall and Spring. The date, time and place is to be determined by the Board of Directors. The President may call a special meeting at any time he/she may deem necessary.
2. The Annual Meeting shall be held in the fall.
3. The fiscal year shall be October 1<sup>st</sup> to September 30<sup>th</sup>. A printed annual financial statement shall be presented at the Fall Federation meeting.

## Section VI: Officers

1. The President, Vice President, Secretary, Youth Treasurer, Reporter-Historian(s) and Ambassador Outreach Coordinators shall be elected from the ranks of the youth leaders by the membership at the Annual Meeting and shall hold office for one year, or until successors have been elected and qualified.
2. The Adult Treasurer will be elected from the ranks of the adult leadership at the annual meeting and shall hold office for no less than two years.
3. Voting shall be by secret ballot and an officer will be deemed elected when they have received the greatest number of votes cast.
4. An officer may be elected to the same office for no more than two consecutive years. The Adult Treasurer is eligible to run for two consecutive two-year terms.
5. Should a vacancy occur between annual meetings, the Board of Directors shall appoint a replacement to fill the vacancy.
6. The candidate for Federation Office must have demonstrated outstanding leadership ability. Documentation of this should be submitted to the Extension Office by means of application. Candidates may be nominated from the floor. All Candidates nominated would be required to give a nomination speech and answer questions from the floor. Candidates must commit to carry out the duties if elected.

## Section VII: Board of Directors

1. The adult leaders on the Board of Directors shall be elected as follows by secret ballot and a leader will be deemed elected when they have received the greatest number of votes cast:
  - a. Eight (8) leaders, with four elected in alternate years, representing diverse geographic and interest areas, each leader to serve a two (2) year term.
  - b. These leaders shall complete their term of office regardless of their local club status.
  - c. All voting will be done by the entire voting membership.
2. If a vacancy occurs between annual meetings, the Board of Directors shall make appointments to fill the vacancy.
3. If an officer or adult leader does not attend 50% of all Board of Directors and Federation meetings, the Board of Directors will appoint a replacement.

## Section VIII: Duties of Officers

1. The duties of the President shall be to guide and direct the Federation, to preside at all meetings, and carry out the will of the members expressed by a majority vote.
2. The Vice President is elected to take the place of the President in his or her absence or disability. The Vice President shall also serve as parliamentarian and serve as the Federation's representative to the County Fair Board.
3. The Secretary shall keep the roll of the clubs, keep the minutes of the Board of Directors meetings and any action taken by the Federation, and shall take the place of the President and Vice President if they are unable to take their duties because of absence.
4. The Adult Treasurer's duties shall be to keep an accurate, up-to-date account of the receipts and disbursement of money received and bills paid by the Federation. He/she shall give full report at each Federation meeting including amount of disbursements,

amount of deposits and ending balance. In addition, the Adult Treasurer will serve as a mentor to the Youth Treasurer.

5. The Youth Treasurer will work in conjunction with the Adult Treasurer. Duties include gaining a working knowledge of the Federation Budget, providing reports, and attending Budget meetings.
6. The Reporter-Historian's duties shall be reporting for publication those things which the Board of Directors or the Federation wishes to be publicized and the gathering and compiling of all information regarding the Federation not ordinarily kept in the Secretary's book.
6. The Ambassador Outreach Coordinators' duties shall be to connect 4-H clubs and community to Ambassadors.
7. If an officer is unable to report, they should provide a report to another youth leader who will be in attendance.

#### Section IX: Duties of the Board of Directors

1. It shall be the governing body of the Federation between meetings.
2. They shall conduct the business of the Federation.
3. The Board of Directors shall work with other organizations and individuals in securing funds for 4-H purposes. The Board shall have the authority to accept or reject donations for specific purposes by majority vote. The Board shall have the authority to allocate and spend funds of the Federation up to and including \$1000 per request.
4. The Board of Directors shall work with the County and Regional Extension staff in planning the County 4-H Calendar of Events and program of work with respect to the 4-H Youth Development Program and assist in the carrying out of the events and the program.
5. The minutes of the Board of Directors meetings shall be prepared by the Secretary and one copy shall be on file in the County Extension Office. It shall also be the Secretary's duty to read or have available in written form the minutes of the Board of Directors meetings at the regular meetings of the County 4-H Federation and make any necessary explanations of the minutes to the County 4-H Federation.
6. Any concerns may be brought before the Board of Directors at any meeting or submitted in writing and signed. These concerns will either be dealt with by the Board or be assigned to a committee.
7. The Secretary's Report should be mailed out to Board of Directors prior to Board meeting.
8. Board of Directors shall review the Constitution and By-Laws annually.

#### Section X: Quorum

1. A quorum shall be 15 members of the Federation.
2. A quorum of the Board of Directors shall be half plus one of the Board members.

#### Section XI: Meeting of the Board Directors

1. The Board of Directors shall meet as soon as possible following the annual meeting but not more than 45 days following at the call of the President, to set the dates of the regular meetings of the Board of Directors.

2. In time-sensitive matters whereby delaying a vote to the next scheduled meeting would cause harm, electronic voting (e.g., email) by a quorum of the board will be an alternative method. The president, in consultation with Extension staff, will make the decision on use of electronic voting.

## Section XII: Standing Committees

1. Based on long-term goals and projects of each standing committee there shall be a minimum of 3 meetings per year for each committee. Youth and adult leaders may volunteer to serve on a committee for one three-year term. Youth and adult members may serve on the same committee after a one-year leave. These committees shall consist of not less than three members and no more that twelve. The following standing committees have been established by the Board of Directors.
  - a. Dog Development Committee
  - b. Grow Green Committee
  - c. Livestock Program Development Committee
  - d. Shooting Sports/Wildlife Committee
  - e. Horse Committee
  - f. Expressive Arts Committee
  - g. Family Consumer Science Program Development Committee
  - h. Technology Committee

### 2. Committee Responsibilities

#### Dog Program Development Committee

The purpose of this committee shall be to design and deliver quality educational opportunities for youth involved in the 4-H Dog project. Duties include, but are not limited to: Planning and conducting county level project training and workshops, conducting the County Fair Dog Show, and other dog related fun shows and activities.

#### Grow Green Committee

The purpose of this committee is to build awareness of 4-H opportunities and increase participation in 4-H Clubs and Adventures by youth and volunteers. Duties shall include, but are not limited to: Brainstorm, develop and implement activities and programs that are community, site-based, after school or project-based experiences; develop and utilize promotional materials that market new and existing experiences.

#### Livestock Committee

The purpose of the Livestock Committee is to provide leadership to the development and implementation of educational programs and activities in livestock project areas. Duties shall include, but are not limited to: Plan and carry out livestock shows and related events and activities at County Fair, initiate and enforce county and state policies regarding livestock programs and activities, plan and implement educational workshops and activities for livestock project members and leaders. The Livestock Committee is to plan and carry out the annual 4-H Market Livestock Auction at the Clay County Fair.

#### Shooting Sports/Wildlife Committee

The purpose of this committee is to provide leadership to the development and implementation of educational programs and activities in the Shooting Sports/Wildlife project. Duties shall include but are not limited to planning and conducting county-level project trainings and workshops.

#### Horse Project Development Committee

The purpose of the committee is to develop and implement educational programs and activities for youth and adult volunteers in the horse project area. Duties include, but are not limited to: Planning and conducting County Fair and Invitational Horse Show and planning educational workshops, training and clinics.

#### Expressive Arts Committee

This committee will give leadership to the development and implementation of quality educational programs for Clay County youth and volunteers in the areas of communication arts, and visual and performing arts. Duties include, but are not limited to: Planning and coordination of the county Share-the-Fun program, development of the county Clowning Program, planning and conducting workshops in photography, performing arts, communication arts, and crafts & fine arts.

#### Family consumer Science Program Development Committee

The purpose of the committee shall be to ensure that youth and adult volunteers involved in Family Consumer Science project areas have access to quality educational programs and materials that build knowledge, skills and competencies useful throughout life. Duties include, but are not limited to the following: Conduct county-wide training, workshops, activities and events in Family Consumer Science project areas.

#### Technology Committee

The purpose of the Technology Committee is to develop and implement educational programs and activities for youth and adult volunteers in the technology area. Duties include, but are not limited to working with project areas in geospatial, robotics, digital photography, and computers. The committee will give over site to the ongoing development of the county 4-H website.

### 3. Committee Membership

- A. Committee membership should consist of a mix of adult and youth volunteers.
- B. It is preferred that a member of the County 4-H Board of Directors should serve on each committee.
- C. The committees shall report to the Board of Directors for input and authorization on 4-H programs and policies.

- D. The committees shall have the authority to spend the amount budgeted by the Clay County 4-H Federation. Additional funds may be sought through fundraising.
- E. Committees may be established and disbanded by the Board of Directors as deemed necessary. Participants will receive notification prior to a vote.

### Section XIII: Special Committees

Special committees may be established by the Board of Directors as deemed necessary to carry out an event. Youth and adult leaders may volunteer to serve on a committee for one three-year term. Youth and adult members may serve on the same committee after a one-year leave. These committees shall consist of not less than three members and no more than twelve. Annual Special Committees are listed as follows:

- a. Fruit Sale Committee
- b. Fashion Review Committee
- c. Exchange Committee
- d. Recognition Committee
- e. Food Stand Committee

a. Fruit Sale Committee

Purpose is to give leadership to annual fruit sale. Duties shall include, but are not limited to: arranging for fruit, sale of fruit, distribution, and financial bookwork.

b. Fashion Review

The purpose of the Fashion Review Committee is to plan and conduct the annual 4-H Fashion Review. The committee is responsible for the pre-Fair judging and the Public Review event.

c. Exchange Committee

The purpose of the committee is to ensure that Clay County 4-H families have the opportunity to participate in a fun, educational and rewarding Interstate Exchange that broadens perspectives and promotes understanding, acceptance and appreciation of people from other parts of our country. Duties include, but are not limited to: Planning and coordination of an annual exchange, recruitment of youth and adult participants and securing the necessary funding.

d. Recognition Committee

The purpose of the Recognition Committee is to provide leadership to Clay County 4-H Recognition programs. Duties of this committee shall include, but are not limited to: Annual assessment of county award and recognition needs and acting upon those needs while remaining true to the mission of the 4-H program secure awards for and help conduct County Fair Awards Program, explore new ways to recognize members and leaders of contributions and achievement, select recipients of county level awards, and promote recognition opportunities.

e. Food Stand Committee

The Food Stand Committee has as its purpose to ensure that the County Fair Food Stand operates efficiently and profitably. Duties include, but are not limited to: The purchase of equipment necessary to operate the food stand, working with the County Health Inspector to ensure that health codes are met, determining management structure and setting up club work schedule.

Section XIV: Filings of Constitution and By-Laws

1. Copies of the Constitution and By-Laws adopted by the Clay County 4-H Federation shall be kept in (a) Secretary's book, (b) the Clay County Extension Office and (c) the University of Minnesota Center for 4-H Youth Development.

Section XV: Handling of Funds

1. All funds of the Federation shall be deposited by the treasurer in the officially designated bank of the Federation.

Section XVI: Amendments

1. These By-Laws may be amended in whole or in part by a simple majority at any annual or special meeting of the members, such meeting to be called pursuant to the provisions of the By-Laws of this Federation. The Secretary shall be responsible for incorporating amendments into the By-Laws before the next Federation meeting.

Section XVII: Membership

1. Youth can enroll in 4-H when in third grade and remain in one year post high school.
3. Youth who are in Kindergarten through second grade can enroll as 4-H Cloverbud members. Third graders also have the option of enrolling as Cloverbuds rather than in the competitive program.
4. Youth are members when they belong to a chartered 4-H club, program, or group or complete independent enrollment forms.
5. The University of Minnesota, including the University of Minnesota Extension Service and the 4-H Youth Development Program, is committed to the policy that ALL persons shall have access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, sex, age status, disability, public assistance status, veteran status, or sexual orientation.

Section XVIII: Deadlines

1. All dates or deadlines set by the Extension Office for forms, applications, fair entries and project changes will be followed. Forms must be postmarked or brought into the Extension Office by the date set. If the forms, etc. are late or incomplete, Extension Office staff will make final decisions about their acceptance.

Section XIX: Conduct of 4-H Members and Leaders

1. Policies relating to the conduct of 4-H members and leaders at local, county, state, and national 4-H sponsored events and activities appear in the Minnesota 4-H Code of Conduct. The consequences of violation of these policies are clearly stated in the handbook as well. The 4-H Board of Directors is responsible for developing and enforcing all policies and guidelines that govern the Clay County 4-H Program.