

CONSTITUTION AND BY-LAWS  
OF THE  
BENTON-FRANKLIN 4-H COUNCIL

ARTICLE I

Name

Section 1. The name of this organization, which represents both Benton and Franklin Counties, shall be the Benton-Franklin 4-H Council.

ARTICLE II

Objective and Purpose

Section 1. The purpose of this organization shall be:

- A. To create a local system of program management in which volunteers work with and through other volunteers to achieve the mission of 4-H Youth Development.
- B. To identify local needs, set goals, and determine strategic efforts to respond.
- C. To develop effective methods of evaluating volunteer and youth progress and recognize volunteer and youth successes and accomplishments.
- D. With the assistance of Extension staff to determine policy that fosters youth development.
- E. To actively diversify the 4-H program in Benton & Franklin Counties to more closely reflect the general population.
- F. To acquire funds and expend funds in the support of 4-H program efforts in support of Benton & Franklin Counties.

ARTICLE III

Membership

Section 1. The membership of the Benton-Franklin 4-H Council shall consist of Leaders, Ambassadors, Teen Leaders, 4-H Members, Extension 4-H Staff, and other interested parties. Extension Staff will maintain a non-voting position. Voting at a Council Meeting will be limited to one vote per club in good standing. A club in good standing, for voting purposes, means that the club has met the requirements of Article III Section 3 and has been considered a club in good standing during the previous 4-H year.

Section 2. Benton-Franklin Counties Cooperative Extension programs and information are available to all without discrimination.

Section 3. During October, November, and December, all clubs will be eligible to vote, but will not be eligible for scholarships unless their club is in good standing. A club in good standing will meet the following requirements:

ARTICLE III (continued)

- A. A club representative attends 75% of the 4-H Benton-Franklin Council meetings held during the last twelve months.
- B. Members and adult leaders are enrolled for the current 4-H year.
- C. Background screening has been completed on all adult leaders that have been enrolled for 4 months or longer.
- D. All forms necessary for reinstatement of a 4-H club have been completed for the current 4-H year.
- E. All main club leaders and project leaders have completed leadership training within one year of becoming a main club leader or project leader.
- F. Insurance has been paid for the current 4-H year.

Section 4. A club must be in good standing to receive any and all rights, privileges, and monetary benefits awarded by the Benton-Franklin 4-H Council.

ARTICLE IV

Meetings

Section 1. The Benton-Franklin 4-H Council shall meet at least six times a year to accomplish the purposes of the organization and to elect officers. Special meetings of general membership may be called as necessary, with 10 days prior notice to enrolled 4-H leaders.

ARTICLE V

Nomination and Elections

Section 1. Election of Officers: Any enrolled adult or youth of a club in good standing in Benton or Franklin Counties is eligible to hold office with the exception of Treasurer and Vice-President. An adult shall hold the office of Treasurer. To ensure best practices of youth in government, the office of Vice-President shall be exclusively filled with a youth. Benton-Franklin 4-H Council officers shall be nominated as called for by the President of the Council and nominations shall be accepted beginning with the July Council meeting. through October

Section 2. Officers of the Benton-Franklin 4-H Council shall be elected no later than the October meeting of the current year. Elected officers shall assume the responsibilities of their positions at the next scheduled meeting in November

Section 3. Term limit for the office of President shall be three years. After the three year limit, an ex-President may act in an advisory capacity to the Council's Executive Board.

## ARTICLE VI

### Duties of Officers

The duties of the officers of the Benton-Franklin 4-H Council shall be as follows:

- Section 1. President
- A. Presides at all regular and special meetings of the organization.
  - B. Shall appoint all committee chairmen.
  - C. Shall fill vacancies with the approval of the Executive Board.
  - D. Prepares agenda for Council meetings.
- Section 2. Vice-President
- A. Presides at all meetings in the absence of the president.
  - B. Shall assist the president in any duties so assigned.
  - C. Shall become the president of the council in the event the president is unable to fulfill the duties of the office.
  - D. In the event the vice-president is unable to fulfill his/her duties, a successor will be elected.
- Section 3. Secretary
- A. Shall keep an accurate and complete record of the meetings of the organization. A copy of these records shall be turned in to the Extension Office to be reproduced, and available, to all leaders/ members/club representatives within 1 week of council
  - B. Handles all correspondence.
  - C. In the event the secretary is unable to fulfill his/her duties, a successor will be elected.
- Section 4. Treasurer
- A. Shall keep an accurate account of all monies received and expended in the various funds of the Council.
  - B. Shall render a financial report at each Council meeting.
  - C. Shall deliver all records to be audited once each year to an outside council source.
- Section 5. Executive Board – Youth Advisory Members
- A. Shall sit on the Executive Board for one year.
  - B. Shall represent youth on the committee to which they are assigned.
  - C. Shall provide committee's status report to the Benton-Franklin 4-H Council at their monthly meeting.

ARTICLE VI (continued)

## Section 6 Executive Board

The Executive Board of the Benton-Franklin 4-H Council shall consist of President, Vice-President, Secretary, Treasurer, 3 youth advisory members, and such others as the Council deems necessary.

Duties of the Executive Board:

- A. In case of emergencies (when a decision must be made immediately) the president may call a meeting of the officers or take a poll of said officers by phone.
- B. Prepares recommendations to Council.
- C. Serves as a steering committee.

## Section 6. Non-Performance of Duties

Any officer not performing the duties prescribed by his/her office may be replaced by a two-thirds vote of the quorum. Another officer may be elected at that time.

ARTICLE VIIQuorum

- Section 1. A minimum of two (2) elected officers and representatives from five (5) clubs in good standing, exclusive of the presiding officer, of the Benton-Franklin 4-H Council shall be present to conduct business. If the president determines there is insufficient representation, he or she may postpone the decision to the next Benton-Franklin 4-H Council meeting. Decisions can be made through the process of Roberts Rules of Order or by consensus. The process for Council decisions will be recorded in meeting minutes.

ARTICLE VIIIAmendments

- Section 1. The provisions of this Constitution shall be reviewed for revision every two years and may be amended at any meeting of the Benton-Franklin 4-H Council by a two-thirds vote of those present, provided that the amendment has been proposed at a previous Benton-Franklin 4-H Council meeting and then made known in writing to all Benton-Franklin County 4-H Leaders. By-laws may be added to this Constitution or revised in the same manner.

ARTICLE IX

Standing Committees

- Section 1. The president, with approval of the officers, shall appoint all standing committees as deemed necessary for the proper, efficient functioning of the 4-H business in the county. The committees are responsible to the Executive Board.
- Section 2. Standing project committees may establish their own guidelines and have officers so long as procedures are approved by the Benton-Franklin 4-H Council.

ARTICLE X

Disbandment

- Section 1. Any monies remaining after a 4-H club or affiliated group's disbandment will be transferred to the Benton-Franklin 4-H Council.
- Section 2. The Benton-Franklin 4-H Council may be dissolved by a majority vote of the members attending any meeting called specifically for that purpose. In the two months period prior to such proposed meeting, each member of the organization shall be notified by mail at his last known address at least twice, one month apart, of the proposal to dissolve the organization. After all obligations of Benton-Franklin 4-H Council have been paid, the balance of funds on hand, if any, at time of dissolution will be dispersed to the Washington State 4-H Foundation.

These by-laws were reviewed and approved at the April 13, 2009, meeting of Benton-Franklin 4-H Council

The by-laws were review, revised, and approved at the January 12, 2015 meeting of the Benton Franklin Council.