

## Central Kansas District 4-H Council By-Laws

### **ARTICLE I. Election of Officers**

- Section 1. The annual Meeting of the Central Kansas District 4-H Council shall be held in September at which time, officers for the following 4-H year (October 1 through September 30) shall be elected from membership of the previous 4-H Council year.
- Section 2. Applicants for a 4-H Council office must fill out and submit an application to the extension office.
- Section 3. One year of Council experience shall be required for applicants of the offices of President and Treasurer. All other offices require at least 2 years of active 4-H membership, verified by a 4-H club leader.  
“I verify that \_ is a worthy candidate of the district council officer position. I signify that they possess great leadership qualities and have made significant contributions to their 4-H club during but not limited to the past two (2) years. “
- Section 4. Officers elected shall be twelve (12) years to eighteen (18) years of before January 1 of the current 4-H year.
- Section 5. New officers will be inducted at the November meeting.
- Section 6. Officers shall serve a term of one (1) year.
- Section 7. No council member shall serve in the office of President for more than one (1) term.
- Section 8. If a council officer does not fulfill their duties during the council year, than the Executive Officers peers, the 4-H Agents, Master Volunteer, and/or 4-H Council Advisor(s) will hold a review. After the review, if the officer demonstrates no improvement, then they will be removed from office and the council will appoint a 4-H council member to fulfill the office for the balance of the 4-H year.

### **ARTICLE II. Duties of Officers**

#### **A. President:**

1. Preside over all 4-H Council meetings
  - a. Run meeting
  - b. Arrive early to set-up
  - c. Clean up after meeting
2. Chair Executive Committee
  - a. Remind members of date/time of meetings
  - b. Prepare agenda for each meeting
  - c. Follow up with members about jobs prior to meetings
3. Miscellaneous 4-H Council Duties
  - a. Give speech at Celebration of Achievements
  - b. Have a working knowledge of Robert’s Rules of Parliamentary Procedure
  - c. Follow up on all activities
4. Maintain good working relationship with council members and executive officers
  - a. Work as a team to get things done
  - b. Help and assist other officers when needed
  - c. Don’t be afraid to ask for assistance
  - d. Maintain a positive attitude regarding duties, fellow officers, and 4-H members  
Do the work in a timely fashion and eliminate being constantly reminded about duties
  - e. Help other members and officers to stay on task
5. Utilize leadership skills to organize committees
  - a. Train co-chairs of committee responsibilities
  - b. Provide job descriptions and timeline to committee co-chairs and help them get organized
  - c. Assist co-chairs with their committees and keep them on task

**ARTICLE II. Duties of Officers**

**A. President Cont'd:**

6. Stay involved in all district 4-H activities and set a good example
  - a. Celebration of Achievements
  - b. 4-H Development Fund Board and local 4-H Foundations
  - c. Youth Service Day
  - d. Community Service Projects
  - e. Fundraising activities
  - f. Participate in activities that younger members are expected to do
7. Attend all meetings that require 4-H Council President's presence
  - a. 4-H Council, Executive Committee, 4-H Development Fund Board
  - b. Communicate with fellow officers, 4-H Agent, and/or Master Volunteer if you cannot attend. Contact Vice-President to replace at upcoming meeting.

**8. Abide by the Three Strikes Rule**

The Three Strikes Rule is a rule relating to the attendance and completion of deadlines as concerning Executive Officers. Because active involvement in the affairs and meetings of the Executive Committee is a necessity for all Executive Officers, and because communication between members of the council is key to successful operation of the group, the following attendance policies shall be followed:

- A) A strike will be assigned for any unexcused absence (an absence which was not previously communicated to the other members of the executive team or to the 4-H agent or the Master Volunteer/ Council Advisor)
- B) A strike will be assigned for failing to meet a deadline as assigned to the executive officer.
- C) Three strikes will cause the executive officer to be at risk for dismissal.
- D) More than three absences, excused or unexcused, will cause the officer to be at risk for dismissal.
- E) Exceptions may be granted for special circumstances, but will be considered on a case-by-case basis. The President, other appointed officer, 4-H Agent and Master Volunteer/ Council Advisor shall have sole discretion to determine if an individual's circumstances merit an exception from this provision.

Strikes will be assigned by the President, and another executive officer as appointed by the executive team. The President and the appointed officer will keep track of awarded strikes. Once an officer has been dismissed, they will be ineligible to run for a district office in the following year with a loss of honors. Once a one year waiting period has passed, a former officer who did not finish with honors will be able to run for a district office again. This rule is to be distributed to the officers at the beginning of their term, and agreed upon unanimously by every new executive council member. When approved, each officer will be given a copy of the Three Strike Rule and must sign a copy, which will be kept by the 4-H agent for the duration of the term of office.

**B. Vice-President:**

1. Preside as Chair of 4-H Council if President is absent
  - a. Run 4-H Council meeting if the president is away
  - b. Chair Council Executive Committee in President's absence
  - c. Give speech at Celebration of Achievement if president is absent
2. Plan and contact all council program presenters

**ARTICLE II. Duties of Officers**

**B. Vice-President Cont'd:**

3. Create a fun “team builder” for each Council meeting
  - a. Team builders should have group involvement
  - b. Present something fun and original and for *all ages* to enjoy
4. Maintain good working relationship with council members and executive officers.
  - a. Work as a team to get things done
  - b. Help and assist other officers when needed
  - c. Don't be afraid to ask for assistance
  - d. Maintain a positive attitude regarding duties, fellow officers, and 4-H members
  - e. Do the work in a timely fashion and eliminate being constantly reminded about duties
  - f. Help other members and officers to stay on task
5. Follow through with all leadership roles requested by the President, 4-H Agents, Master Volunteer and/or 4-H Council Advisor(s)
  - a. Making flyers
  - b. Writing bulletins for *Flash*
  - c. Arranging Council events (i.e. Council food drive)
6. Keep in contact with their assigned committee co-chairs
  - a. Keep members on task according to the year schedule
  - b. Follow up with co-chairs after the meeting and assist if they need help
  - c. Train co-chairs on conducting committee meetings
7. Stay actively involved in all District 4-H activities and set a good example
  - a. Celebration of Achievements
  - b. 4-H Development Fund Board and local 4-H Foundations
  - c. Youth Service Day
  - d. Community Service Projects
  - e. Fundraising activities
  - f. Participate in activities that younger members are expected to do
8. Attend all meetings that require 4-H Council Vice-President's presence
  - a. 4-H Council and Executive Committee
  - b. Communicate with fellow officers, 4-H Agent, and/or Master Volunteer if you cannot attend.

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- C) Three strikes will cause the executive officer to be at risk for dismissal.
- D) More than three absences, excused or unexcused, will cause the officer to be at risk for dismissal.

**ARTICLE II. Duties of Officers**

**B. Vice-President Cont'd:**

- E) Exceptions may be granted for special circumstances, but will be considered on a case-by-case basis. The President, other appointed officer, 4-H Agent and Master Volunteer/ Council Advisor shall have sole discretion to determine if an individual's circumstances merit an exception from this provision.

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**C. Recording Secretary:**

1. Keep record of minutes and agenda
  - a. Take notes at meeting and type minutes
  - b. Help write agendas for council meeting and type them
2. Present minutes and roll call sheet at meetings
3. Attend all meetings that require the 4-H Council Recording Secretary's presence
  - a. Attend all executive meetings and council meetings
  - b. Contact fellow officers, 4-H Agent, Master Volunteer, or 4-H Council Advisor(s) if you cannot attend
4. Maintain good working relationship with council members and Executive officers
  - a. Work together to get things accomplished
  - b. Help one another when needed
  - c. Don't be afraid to ask for assistance
  - d. Have a positive attitude about duties, fellow officers, and other 4-H members
  - e. Do the work that you say you will do in a timely fashion and without having to be constantly reminded
  - f. Help other members and officers to stay on task
5. Utilize leadership skill in helping to organize your assigned committees
  - a. Provide job descriptions and timelines and help organize committee co-chairs
  - b. Help co-chairs with anything they may need to help them keep up and stay on schedule
  - c. Train co-chairs on conducting committee meetings
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  - a. Celebration of Achievements
  - b. 4-H Development Fund Board and local 4-H Foundations
  - c. Youth Service Day
  - d. Community Service Projects
  - e. Fundraising activities
  - f. Participate in activities that younger members are expected to do

**ARTICLE II. Duties of Officers**

**B. Vice-President Cont'd:**

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**D. Corresponding Secretary:**

1. Keep communications
  - a. Receive communications and correspond with them
  - b. Present correspondence to council
  - c. Send thank-you notes to presenters
2. Create and email out a to-do list within three days after an executive meeting
3. Attend all meetings that require the 4-H Council Corresponding Secretary's presence
  - a. Attend all executive meetings and council meetings
  - b. Contact fellow officers, 4-H Agent, Master Volunteer, or 4-H Council Advisor(s) if you cannot attend or find a substitute, or reschedule meeting
4. Maintain good working relationship with council members and Executive officers
  - a. Work together to get things accomplished
  - b. Help one another when needed
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  - d. Have a positive attitude about duties, fellow officers, and other 4-H members
  - e. Do the work that you say you will do in a timely fashion and without having to be constantly reminded
  - f. Help other members and officers to stay on task

**ARTICLE II. Duties of Officers**

**D. Corresponding Secretary Cont'd:**

5. Utilize leadership skill in helping to organize your assigned committees
  - a. Provide job descriptions and timelines and help organize committee co-chairs
  - b. Help co-chairs with anything they may need to help them keep up and stay on schedule
  - c. Train co-chairs on conducting committee meetings
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**E. Treasurer:**

1. Report the financial statements at 4-H Council meetings
  - a. Go over the receipts and disbursements
  - b. Present budget at the annual January meeting
  - c. Report on the Financial and Fundraising Committee

**ARTICLE II. Duties of Officers**

**E. Treasurer Cont'd:**

2. Write and sign checks for 4-H Council related events
  - a. Sign the signature card at the beginning of the 4-H Year
  - b. Get the checks from the Extension Office
  - c. Return the receipts to the Extension Office with the check number
3. Get cash for concession stands and other fundraising events
  - a. Have the concession stand chair request amount needed. Ask the Extension Office for a check for cash
  - b. Pick up cash at the bank
  - c. Give cash to chair with cash box and bag
  - d. Get cash back from chair and deposit at Extension Office
4. Chair Finance and Fundraising Committee
  - a. Oversee all fundraising activities (i.e. Red Wheel Sales)
  - b. In September count out Red Wheel packets for each 4-H member/in each club
  - c. Contact all donors for Fair Fundraiser
  - d. Write letters to donors for tax purposes
  - e. Follow-up for collection of donations
5. Maintain good working relationship with other officers and Executive members
  - a. Work together to get things accomplished
  - b. Help one another when needed
  - c. Don't be afraid to ask for assistance
  - d. Keep positive attitude about duties, fellow officers, and other 4-H members
  - e. Do your work in a timely fashion without having to be constantly reminded
  - f. Help other members and officers stay on task
6. Show leadership in helping to organize assigned committees
  - a. Train co-chairs on conducting committee meetings
  - b. Provide job descriptions and timeline to committee co-chairs
  - c. Help co-chairs get organized and assist to keep them on schedule
7. Stay involved in all District 4-H Activities to set a good example
  - a. Youth Service Day
  - b. Community Service Projects
  - c. Fundraising activities
  - d. Participate in activities in which younger 4-H members are expected to participate
8. Attend all meetings that require 4-H Council Treasurer's presence
  - a. Attend all executive meetings and council meetings
  - b. Communicate with fellow officers, 4-H Agent, Master Volunteer, and/or 4-H Council Advisor's)-if you cannot attend, find a substitute or reschedule a meeting

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**E. Treasurer Cont'd:**

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**F. Reporter: (Two youth will hold this office if two sign up (one from each county). If not just have one)**

1. Provide 4-H News for media (newspaper, radio, KS 4-H Journal or Flash!)
  - a. Research and write 4-H news articles for newspaper and/or radio
  - b. Attend 4-H events, report outcome and submit to media
  - c. Photograph 4-H events and submit to media. Work together with the Historian on the photographs necessary for press releases.
2. Maintain good working relationship with other officers and Executive members
  - a. Work together to get things accomplished
  - b. Help one another when needed
  - c. Don't be afraid to ask for assistance
  - d. Keep positive attitude about duties, fellow officers, and other 4-H members
  - e. Do your work in a timely fashion without having to be constantly reminded
  - f. Help other members and officers stay on task
3. Show leadership in helping to organize assigned committees
  - a. Train co-chairs on conducting committee meetings
  - b. Provide job descriptions and timeline to committee co-chairs
  - c. Help co-chairs get organized and assist with schedules
4. Stay involved in all District 4-H Activities to set a good example
  - a. Youth Service Day
  - b. Community Service Projects
  - c. Fundraising activities
  - d. Participate in activities in which younger 4-H members are expected to participate
5. Attend all meetings that require 4-H Council Reporter's presence
  - a. All 4-H executive and council meetings
  - b. Communicate with fellow officers, 4-H Agent, Master Volunteer, and/or 4-H Council Advisor(s)-if you cannot attend, find a substitute or reschedule a meeting



**ARTICLE II. Duties of Officers**

**F. Reporter Cont'd:**

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**G. Historian:**

- 1. Provide 4-H Council History album from all 4-H Council activities
  - a. Research and collect 4-H news articles from newspaper, and
  - b. 4-H magazine and/or radio written releases
  - c. Attend 4-H events, record outcome
  - d. Photograph 4-H events and collaborate with reporter to get them published
  - e. Organize and update the Historian Album and pass on to the new Historian
- 2. Maintain good working relationship with other officers and Executive members
  - a. Work together to get things accomplished
  - b. Help one another when needed
  - c. Don't be afraid to ask for assistance
  - d. Keep positive attitude about duties, fellow officers, and other 4-H members
  - e. Do your work in a timely fashion without having to be constantly reminded
  - f. Help other members and officers stay on task
- 3. Show leadership in helping to organize assigned committees
  - a. Train co-chairs on conducting committee meetings
  - b. Provide job descriptions and timeline to committee co-chairs
  - c. Help co-chairs get organized and assist with schedules

**ARTICLE II. Duties of Officers**

**G. Historian Cont'd:**

4. Stay involved in all District 4-H Activities to set a good example
  - a. Youth Service Day
  - b. Community Service Projects
  - c. Fundraising activities
  - d. Participate in activities in which younger 4-H members are expected to participate
5. Attend all meetings that require 4-H Council Historian's presence
  - a. All 4-H executive and council meetings
  - b. Communicate with fellow officers, 4-H Agent, Master Volunteer, and/or 4-H Council Advisor(s) if you cannot attend, find a substitute or reschedule a meeting

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**ARTICLE III. Standing Committees:**

1. Executive committee shall consist of all elected officers, plus the 4-H Agent, Master Volunteer, and 4-H Council Advisor(s). The duties of this committee are organizing and preparing 4-H Council meetings, developing goals, updating. Constitution and By-laws, following through on events, activities, and acting on business.
2. The 4-H Council Executive Committee shall appoint Standing Committees. The committee(s) must be made up of 4-H council members and may also include other 4-H Club members (optional). Each committee will have a Council Officer representative, a

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minimum of one (1) chair (prefer to have two (2) co-chairs if possible), and a minimum of two (2) adult advisors (exception of Trips and Awards)

1. Celebration of Achievements
2. Ag Development
3. FACS Judging/Photography Judging
4. Ottawa County Fair
5. Tri-Rivers Fair
6. Finance and Fundraising
7. Gavel Games/Model Meetings
8. 4-H Club Day
9. Promotion and Recruitment
10. Social (Council Picnic)
11. Quilt Fundraiser Committee
12. Trips and Awards (Adults Only)

**ARTICLE IV. Quorum:**

A quorum is required to transact business, and shall consist of the membership present at the council meeting.

**ARTICLE V. Regular Meeting:**

The regular meeting of the 4-H Council shall meet bimonthly (November, January, March, May, July, September) and on the fourth (4<sup>th</sup>) Monday.

**ARTICLE VI. Elections:**

A popular vote shall rule. Election shall be by secret ballot.

**ARTICLE VII. Rules of Order:**

Robert's Rules of Order shall govern parliamentary practice.

**ARTICLE VIII. Amending By-Laws:**

Any amendment presented to the 4-H Council shall be submitted in writing, presented, and read at a regular business meeting, and then voted on at the next regularly scheduled 4-H Council meeting.

**ARTICLE IX. Council Members:**

Section 1. Votes: Each 4-H Club is allowed up to four (4) youth and two (2) adult votes, for a total of six (6) votes.

Section 2. Substitutions: A Club elected alternate member (listed on 4-H Council roster) may substitute for their current elected council representative, otherwise if those representatives cannot attend Council, a Club member may substitute.

Section 3. An adult project leader or 4-H parent may substitute for an Organizational Leader.

Section 4. Executive officers will create goals and present to council.