

BYLAWS OF THE JOHNSON COUNTY 4-H COUNCIL

ARTICLE I. NAME

The name of this body shall be The Johnson County 4-H Council, hereafter referred to as the “Council”.

ARTICLE II. PURPOSE

The purpose of this body shall be to aid in the development of and facilitate the execution of all county 4-H club and club-related programs by giving leadership to the planning and conducting of events and activities relating to the Johnson County 4-H program.

ARTICLE III. MEMBERSHIP

Section 1: DEFINITION OF A “CLUB”: A “club”, as referred to in these bylaws, is any 4-H community or project club chartered in Johnson County.

Section 2: There shall be three (3) types of membership in this body: (1) – Youth Representatives- club members who are selected by their club to represent that club as voting members of Council; (2) – Adult Representatives- club leaders or parents who are selected by their club to represent the club as non-voting members of Council; (3)- Adult and Youth Alternates- club members and parents or leaders, respectively, that substitute for the previous two types when Representatives are not able to attend a meeting(s).

Section 2: SELECTION, RESPONSIBILITIES, AND RIGHTS OF REPRESENTATIVES AND ALTERNATES

- A. Each club shall select, with the club members’ consent, 2 youth Representatives; each club thereby having a potential 2 votes at Council meetings.
- B. All Representatives and Alternates shall be members of the club they represent.
- C. Each club shall select at least 1 adult Alternate and 1 youth Alternate: it is preferable to have 2 of each. Alternates shall only be substituted for Representatives from the club the Alternate represents.
- D. Youth Alternates shall substitute only for youth Representatives; adult Alternates shall likewise substitute only for adult Representatives.
- E. Club community leaders shall submit a written list of or call the Extension with the names of their club representatives and alternates, prior to the election of Council officers.
- F. Alternates have the rights and responsibilities of representatives, with the following restrictions: They may not hold an elected council office; and they

may not move, second, or vote if their club has 2 voting representatives present.

- G. Clubs shall have only as many votes as they have eligible voting representatives present (this includes Alternates). The maximum number of voting representatives a club may have at a Council meeting is 2.
- H. Each voting representative may vote only once per motion/office election, in accordance with the previous paragraph. This includes Representatives and Alternates that represent more than 1 club, or club delegations that do not have the maximum number (2) of voting representatives present.
- I. In the case that a club cannot send 2 adult and 2 youth Representatives or the number of designated Alternates to give the club 2 votes, the club's community leader(s) may decide on a substitute (s) for the one Council meeting. Leaders shall call the Extension or notify the agents or Council President of the names of the substitutes and for whom they are substituting. In the event that the Representative(s) and/or Alternate(s) who are being substituted for do attend the meeting, they shall immediately resume their status as the voting member(s).
- J. Alternates and/or temporary substitutes shall participate in the committee meetings to which the Representative should have gone.
- K. In the event that a representative is not able to complete his or her term on Council, the first Alternate from the club shall be made Representative, and a new Alternate shall be elected. In the case that an Alternate is unable to fulfill his or her term, a new alternate shall be elected at the next club meeting.
- L. Clubs that do not have representatives present regularly at Council meetings should not expect to receive the same benefits from council as a fully-participating club.
- M. SPECIAL NOTE: If one of a club's Representatives is the President of the Council- a non-voting role in most cases- the President will still be included in the total of 2 voting representatives, as the President may vote to make or break a tie, and if a club had already used 2 votes, this important responsibility would be impossible to use.

ARTICLE IV. MEETINGS

Section 1: The regular meetings of this body shall be held on the first Monday of "every-other" month unless otherwise ordered by the Council or Executive Committee in the manners specified below.

Section 2: Supplemental meetings may be called by: (a) the Executive Committee or (b) written petition of the Representatives from any 5 clubs. If a supplemental meeting is called, all Council members shall be notified of the date, place, time, and purpose of the meeting, in writing. Supplemental meetings shall in all other ways be alike to regular meetings.

Section 3: The following shall be arranged by the Adult Council Leader prior to the meeting:

- (A) The Adult Leader shall contact the President and discuss the issues on the agenda and in all other ways prepare the President no later than 24 hours before the scheduled meeting time.
- (B) Notice of the meeting and an agenda will be sent to each club's Representatives prior to the Council meeting.

Section 4: The quorum for a regular or supplementary meeting shall be 1 voting representative from each of 6 clubs and 50% of the executive Council officers.

ARTICLE V. OFFICERS

Section 1: The officers of the Council shall be a President, Vice-President, Secretary (Corresponding and/or Recording or combined), Treasurer, Reporter/Historian, and Parliamentarian. Other officers as deemed necessary by the Council yearly shall also be filled. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Council.

Section 2: ADULT POSITIONS: While these are not actual Council officers, they do have important responsibilities. The Adult Leader, if not the Extension Agent, shall fulfill a role in Council as that of the Extension Agent as defined in the state handbook. The adult Sponsors shall be Adult Representatives who assist the Leader and the Council, and serve on the Executive Committee. It is recommended that there be no more than four Sponsors, selected preferably by unanimous consent of the Council.

Section 3: A Nominating Committee composed of the Youth members of the Executive Committee and the Adult Leader shall solicit members to run for the offices of the Council. Before each office election at the October/November meeting, additional nominations from the floor shall be permitted.

Section 4: (a) The officers (excepting the Parliamentarian) shall be Youth Representatives elected by secret ballot to serve for one year until the new officers are initiated during the meeting following the next year's elections.

- (b) The Parliamentarian, as an advisor to the President and to the body, shall be appointed by the President. The term of Parliamentarian shall be the same as that of the other officers. The Parliamentarian may be a youth Representative or a Youth Alternate.

Section 5: In the case that the President is unable to complete his or her term of office, the Vice-President shall become President to serve the remainder of term, and a new Vice-President shall be elected at the first meeting following to serve the remainder of the same term. If any other officer (excepting Parliamentarian) is unable to complete his or her term, an election shall be held to fill that office at the next meeting, and the person

elected shall serve the remainder of the term. As the Parliamentarian is an appointed office, the President shall appoint a new one if the original Parliamentarian is unable to complete his or her term.

Section 6: The Vice-President shall serve as the chair at meetings in absence of the President, until the return of the President. In the absence of both, a president-pro-tem will be elected to serve until one or the other resumes the chair. The Secretary shall conduct such elections.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1: The executive Committee shall be made up of all Council officers, Council sponsors, and the adult Council leader. Each of the aforementioned shall have 1 vote, excepting the Parliamentarian Reporter/Historian.

Section 2: The Committee shall meet on Council's off-months to review any business needing consideration.

Section 3: The Committee has the power to take action for the body, however, the Council may overturn, by majority vote of members present, any decision of the Committee at any Council meeting following. Any decisions made or actions taken by the Committee shall be reported to the full Council at the next council meeting. NOTE: Every attempt should be made to first submit the matter to the full Council before the Committee acts.

ARTICLE VII. COMMITTEES

Section 1: Any Johnson County 4-H Member has the ability and duty to serve on a County Council Committee to provide feedback and direction on the future of the Johnson County 4-H Program

Section 2: The standing and special committees necessary for the business of the Council shall be formed as needed.

Section 3: Any of the ways of naming committee members as found in the most current edition of Robert's Rules of Order are acceptable. In the case that the maker of the motion or amendment to refer or commit a question to a committee does not specify the method of naming, the president shall appoint the committee.

Section 4: The following committees shall always exist: Nominations, Finance, , National 4-H Week/4-H Promotions, , Policy Change, Officer's Training, Awards, Foods and Nutrition, Finance, Fashion Revue, Achievement Celebration, Club Day and Fair Concession Stand. The Council Treasurer shall be the Chair of the Finance Committee.

Section 5: County Council Officer's will be given the first right of refusal to serve as Committee chairs. If there are multiple County Council Officer's within a committee who wish to be chair, the committee will elect the chair by democratic election. If there is no Council Officer or committee member willing to be chair, the agent and President will then refer to the council for a committee chair. If the council is unable to provide a committee chair, the agent and president will appoint a non-voting member outside of council to serve as the committee chair. If a non-voting member is appointed as a chair, he/she will only be able to vote in the case of a tie vote.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

Article IX. Finance

The monthly reports presented by the treasurer shall include:

- Balance Sheet
- Year-to-date Income Statement compared to budget

Prior to the bi-monthly meeting, the Extension Office will provide these reports to the Youth Treasurer and Adult Finance Chair (if applicable) to review for accuracy.

The Johnson County Extension Council Board designates adult members who are the authorized signatories on the 4-H Events Council Bank Account.

The budget year will run October 1 thru September 30. Annual Council budgets shall be presented for approval at the September meeting.

ARTICLE X. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote of voting representatives present, provided that previous notice of the amendment(s) has been given at least 10 calendar days before the date of the meeting.

Article XI Dissolution Clause

Upon dissolution of the 4-H Council any remaining funds must be contributed to the County Extension 4-H program for 4-H events, local 4-H Foundation or the Kansas 4-H Foundation. Remaining funds must not be distributed among any 4-H members, 4-H volunteers or families participating at the time of the council dissolve.

Amended January 2025 by the Johnson County 4-H Council