

# Bylaws of the Constitution of the Florida 4-H Council

## ARTICLE 1

### Membership, Credentials, and Dues

#### Section 1. Membership

- a. Each county delegate (2) shall be at least fourteen years of age by September 1 of the current 4-H year.
- b. Each county shall elect a first and second alternate who will attend the meetings of the council, but who may vote and participate only in the absence of their delegates.

#### Section 2. Dues

- a. Each county or area represented by an extension agent in Florida with a 4-H program shall submit to the Florida 4-H Council annual dues. Dues should be in the amount of thirty dollars to be deposited in the account, State Council Ways & Means, General of the Florida 4-H Club Foundation, Inc.
- b. Dues are to be paid in the form of check or money order, made payable to the Florida 4-H Foundation, Inc., and submitted to the State 4-H Headquarters.
- c. Those counties not submitting dues by January 1 will be charged a \$10 late fee and must be paid by the Monday before 4-H University or they will be denied voting privileges in the annual meeting at 4-H University.

## ARTICLE II

### Officers: Nominee Requirements and Duties

#### Section 1. Nominees to fill the State Council offices shall be required to meet the following minimum requirements:

- a. Shall have been an active 4-H member for at least three years, including the current 4-H year.
- b. Shall be an officially seated voting delegate to the Council.
- c. Shall have approval from parent or legal guardian.
- d. Shall have approval from county 4-H agent.

- e. Shall have served and fulfilled all obligations as a member for at least one (one 4-H year) on the State Executive Board and attended the required minimum of two State Executive Board Weekends.
- f. A maximum of two persons per county shall be eligible to run for a state council office.

Section 2. Duties of Officers

- a. The president shall preside over all meetings of the Council; appoint all standing, advisory, and special committee chairpersons and members; make special appointments as provided in the Constitution and Bylaws, serve as an ex-officio member of all committees; and perform other duties as provided by the Constitution. The president or someone they appoint shall be an ex-officio member of the Florida 4-H Foundation. The President shall be responsible for the writing and presenting of the Council's annual report to the Council's advisor.
- b. The vice-president shall serve in the absence of the President and shall perform other duties as provided by this Constitution and as required by the work of the Council.
- c. The secretary shall keep the minutes of the meetings and compile them at the end of their term as well as preserve the minutes of the previous year, call the roll, record all activities of the Council, attend to the correspondence of the Council, and perform other duties as provided by this Constitution and as required by the work of the Council.
- d. The treasurer shall care for the monetary matters of the council. Also, they will prepare and submit semi-annually, an itemized statement of disbursements and receipts from the account of Florida 4-H Council General to the state council president and state council advisor. They shall also perform other duties as provided by this Constitution and as required by the work of the Council.
- e. The reporter shall be responsible for the publication and distribution of the Council newsletter at least quarterly on all Council meetings and activities as shall be established, sending a copy to each county reporter through appropriate means. They shall also perform other duties as provided by this Constitution and as by the work of the Council.

- f. The sergeant-at-arms shall be responsible for the opening exercises as all meetings and shall also care for the 4-H effects of the Council and shall properly arrange for their display. They shall perform other duties as provided by this Constitution and the work of the Council.
- g. The historian shall keep a record of all state 4-H events and of all Council meetings and activities, shall be responsible for submission of the year's record to the State Headquarters by the first day of 4-H University at the end of the officer's term. They shall perform other duties as provided by this Constitution and the work of the Council.
- h. The Parliamentarian shall advise the president on parliamentary procedure and shall perform other duties as provided by this Constitution and the work of the Council.

### **ARTICLE III**

#### **Committees**

- Section 1. Executive officers, district representatives, and presidential appointees, as provided by this Constitution, shall constitute the Executive Board, which shall meet as necessary between annual meetings of the Council to plan and supervise matters of general concern.
- Section 2. Each state executive officer (except the President) may be appointed chairperson of one standing, events, or special committee by the president. The vice-chairperson of standing, special, and advisory committees shall be appointed by their committee's respective chairperson.
- Section 3. The president, with recommendation from the other executive officers, shall appoint up to thirty non-elected Executive Board members. These Executive Board members shall be known as presidential appointees.
- Section 4. The standing committees of the Executive Board shall be:
  - (1) Entertainment Committee
  - (2) State Project Committee
  - (3) Ways and Means Committee
  - (4) Communication and Council Support Committee

- (a) The Entertainment Committee is responsible for certain aspects of entertainment as well as decorations during Executive Board Weekends. The entertainment committee will also hold at least one recreational activity at Executive Board Weekends. The committee will also create and host workshops at every third executive board. Upon request the committee will assist with any entertainment needs of the State Council or other Executive Board committees.
- (b) The State Project Committee of the Florida 4-H Council is responsible for the decision and application of a state project. The project can be a contest, recognition program, or other topic which the Florida 4-H Council promotes, and the counties and districts implement.
- (c) The Ways and Means Committee is a strategic planning committee for resource development. It shall organize short and/or long-term fundraisers to benefit the Florida 4-H Council as well as assist or facilitate the Florida 4-H Council as requested.
- (d) The Communication and Council Support Committee is responsible for working with the state office and other executive committees on promoting 4-H state events and activities. In addition, will use social media to increase awareness of 4-H in general.

Section 5. The event committees of the Executive Board shall be:

- (1) iLEAD: Intermediate Leadership Conference
  - (2) Florida 4-H University
  - (3) Florida 4-H Legislature
  - (4) Constitution and 4-H Day at the Capitol
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- (a) Each Event Committee shall plan at least one leadership event every year, which corresponds to its committee name.
  - (b) The Constitution and 4-H Day at the Capitol Committee shall provide a continuing review of the Constitution and Bylaws while recommending necessary and appropriate revisions. It may also provide a means of expressing the Council's appreciation of services rendered and may also make recommendations to the Council and to other groups and individuals in general concern to the 4-H members in Florida. The chairperson shall produce an amended copy of the Constitution to the state 4-H office before the first Executive Board retreat of the next year. This committee is also responsible for

educating members of Florida 4-H about parliamentary procedure and constitutional structure, along with being the youth advisory committee of 4-H Day at the Capitol.

- Section 6. The president may appoint special committees as necessary and appropriate, as determined by the president with the advice of the Council advisor.
- Section 7. The president is ex-officio member of all committees.
- Section 8. The State Council advisor is ex-officio advisor of all committees.

#### **ARTICLE IV**

##### **Judicial Procedures**

- Section 1. The review board shall consist of:
- (1) The state advisor to the Council
  - (2) Two present adult leaders
  - (3) Two Executive Board members
  - (4) The current council president and one executive officer
- Section 2. The disciplinary committee shall be appointed by the president and State Council advisor.

#### **ARTICLE V**

##### **Parliamentary Procedure**

The most recent edition of Robert's Rules of Order shall be the authority on all points of Parliamentary Procedure not otherwise specified in this Constitution or in standing rules of the Council.