

# 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) Ambassador Committee
  - (2) Service Committee
  - (3) Ways and Means Committee
  - (4) Youth Leadership Committee

- (a) The Ambassador Committee is responsible for creating opportunities to develop advocacy skills for 4-H members across the state as well as being trained and available to represent Florida 4-H as needed across the state.
- (b) The Service Committee is responsible for helping provide resources and assistance with service project information to 4-H members across the state; hosting an annual month of service with one theme across the entire state; leading service projects at Executive Board weekends; and recognizing clubs and individuals for their service.
- (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 Youth Leadership Committee is responsible for creating opportunities to meet the leadership development needs of 4-H members across the state with the purpose of attracting, developing, and retaining outstanding youth leaders.

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

- (1) iLEAD: Intermediate Leadership Conference
- (2) Florida 4-H Legislature
- (3) Florida 4-H University

- (a) Each Event Committee shall plan at least one leadership event every year, which corresponds to its committee name.

Section 6. The Constitution Committee shall provide a continuing review of the Constitution and Bylaws while recommending necessary and appropriate revisions.

Section 7. The president may appoint special committees as necessary and appropriate, as determined by the president with the advice of the Council advisor.

Section 8. The president is ex-officio member of all committees.

Section 9. 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.