



# **Wyoming 4-H Youth Development Bylaw Basics: Uinta County 4-H**

## **Article 1 – Name and State/National Affiliation**

Section 1: The name of this organization shall be Uinta County 4-H Council.

Section 2: The county-wide 4-H organization will annually complete the chartering process for permission to use the 4-H name and emblem as authorized by the University of Wyoming Extension on behalf of National 4-H Headquarters at the United States Department of Agriculture.

Section 3: The 4-H Educator is responsible for assuring that all programs bearing the 4-H name and emblem are consistent with the mission, goals and policies of UW Extension's 4-H program state-wide and nationally.

## **Article 2 – Mission and Purpose**

Section 1: To help youth reach their full potential, the 4-H organization shall provide opportunities for positive youth development for all members in the program. The following components will be included in 4-H activities to ensure a positive experience for the members and leaders:

- Belonging
  - Provide an inclusive environment that includes social interaction between youth with diverse backgrounds
  - Contribute to a team effort
  - Develop a positive relationship with a caring adult
- Independence
  - Self-directed decision making process that relates to real-life experiences
  - Foster leadership opportunities
- Generosity
  - Involvement in community service activities
  - Opportunities to share experiences with younger youth members
- Mastery
  - Develop specific knowledge and skills with help and guidance from project leaders
  - Opportunities to learn how to run effective meetings

- Gain understanding of finances through access to funds raised by the club

Section 2: The purpose of the county wide 4-H organization is to support and fulfill the mission of 4-H. The county wide 4-H organization will work in partnership with the UW 4-H Educator to develop an educational/activity plan to meet the needs of members and volunteers in the 4-H program each year.

Section 3: The 4-H organization's purpose is limited to the exempt purposes set forth in the Internal Revenue Code for charitable educational purposes. Furthermore, the county wide 4-H organization is prohibited to participate or intervene in a political campaign and from attempting to influence legislation.

Section 4: Responsibilities of the county wide 4-H organization include:

- Organize, plan, implement and evaluate the county wide program.
- Raise, maintain and manage funds in the best interest of the county wide program.
- Advise UW Extension 4-H staff in policy and programming decisions.
- To provide leadership from year to year.
- To continuously seek input from all 4-H participants, members and volunteer leaders.
- To help generate interest and public support for 4-H.
- To determine policies and regulations governing the Uinta County 4-H program as they support state and national policies.

### **Article 3 – Membership**

Section 1: Official 4-H volunteers and/or current 4-H members are eligible for membership in the county wide 4-H organization.

Uinta County 4-H club program membership shall be open to all youth who reach their eighth birthday before January 1 and do not celebrate their nineteenth birthday before January 1, of the current year regardless of race, color, national origin, sex, religion, handicap or political belief.

Cloverbud program is open to youth who reach their fifth birthday before January 1 and do not celebrate their eighth birthday before January 1, of the current year.

The county council shall assess members an amount that shall be determined at a regular council meeting each 4-H year.

Section 2: The county wide 4-H organization must comply with all federal and state laws including those regarding non-discrimination.

Section 3: All salaried Extension Educators who provide program leadership to the county 4-H program shall participate as ex-officio members.

To carry out the responsibilities of the county wide 4-H organization, the group may identify the number of individuals needed to fulfill the necessary tasks.

Section 4: Membership on the county wide 4-H organization shall consist of:

- All 4-H leaders and junior leaders, regardless of race, national origin, sex, religion, political belief or handicap.
- Ex-officio membership of the Uinta County 4-H Council shall be all University of Wyoming Extension Educators and Program Coordinators assigned to Uinta County.

#### **Article 4 – Leadership Roles and Responsibilities**

Section 1: Annually the membership will determine a process to identify leadership positions for the county wide 4-H organization.

Section 2: The leadership positions for the county wide 4-H organization shall be: President, Vice-President, Secretary, Treasurer, a director representing Evanston, a director representing the Bridger Valley and two directors at-large.

Section 3: Qualifications for leadership positions include: The elective officers of the Council shall be 4-H leaders or junior leaders at the time of their election.

Section 4: Leadership positions will be identified using the following process: All 4-H leaders, junior leaders and members shall constitute the nominating committee.

Nomination: All Extension Educators shall serve as ex-officio members of the nominating committee. Each candidate shall indicate a willingness to serve prior to nomination. A candidate can be nominated if they are serving a term on the Uinta County Fair Board or Junior Livestock Sale Committee, however they cannot be an officer on the other board or committee.

Election: Officers shall be nominated by the fall council meeting and shall be elected by January 1, 2018. The candidate which receives the most votes shall be elected into office. Officers take office the January after they are elected.

Section 5: The duties of leadership positions shall be:

The President shall:

Preside at all meetings of the Uinta county 4-H Council.

The Vice-President shall:

Act in the absence of the President. In case of a vacancy in the office of the President, the Vice-President shall assume the title and duties of the President until a new President is elected to fill the vacancy.

The Secretary shall:

Keep minutes of all meetings of the County Council and the Executive Committee. Shall submit copies of the minutes to be made available for public viewing.

The Treasurer shall:

Keep up-to-date on all financial transactions. Club accounts will be audited on a rotating basis the 4-H Council Treasurer or by a volunteer appointed by the 4-H Council. All monies shall be deposited in a bank designated by the 4-H Council, with two of the following signatures required on all checks: President, Vice-President, Secretary, Treasurer, Directors, Extension Educators or Extension's Administrative Assistant.

The Directors shall: be included in all executive decision. They shall serve as ex-officio members of committees and assume duties as assigned by the executive committee.

Section 6: If a treasurer position is identified, the following duties must be fulfilled:

- Manage funds following the financial recommendations in the Wyoming 4-H Treasurers Handbook.
- Work with the county 4-H organization to develop an annual budget based upon the educational goals established by the organization.
- Prepare financial reports for the county 4-H organizations meetings.
- Submit proper documentation for audit of the financial accounts.
- Complete and submit annual financial reports to fulfill chartering requirements.
- Special fundraisers conducted as a community service project or for a specific cause not associated with the 4-H program must be

advertised accordingly. For example, Chris Clover 4-H Club is raising money to support the American Cancer Society or Chris Clover 4-H Club is seeking donations to help Jimmy Smith cover his medical bills, etc.

- Solicited donations and grants are coordinated on a county wide basis. The 4-H Educator should be consulted prior to contacting local businesses for a donation or submitting a grant application.

Section 7: Terms for leadership positions shall be: All officers shall serve for a period of two-years in the same office, except the Vice-President will be for one year and precede into the President for one-year. The Vice-President, Secretary, Evanston Director and two at-large directors shall be elected on even numbered years, and the Vice-President, Treasurer, and Bridger Valley Director shall be elected on odd numbered years. No officer shall be eligible to succeed themselves in the same office for more than (2) two terms, unless unforeseen circumstances arise which would make it to the advantage of the Council to hold an officer over for an extra term.

Section 8: Provisions to remove a member from a leadership position: Any officer missing three consecutive meetings in a 12 month period, shall be asked by the Council President to reassess his/her commitment to membership on the presidency team. In the event they do not verbally recommit to serve on the team, his/her successor shall be appointed for the unexpired portion of their term by the remaining presidency members.

Section 9: The process to fill a vacancy in a leadership position shall be:  
The executive Committee shall nominate candidates for vacancies to be elected by the Council at the next regular meeting. The candidate which receives the most votes shall be elected into office.

## **Article 5 - Meetings**

Section 1: All 4-H meetings will be conducted as follows: The first 15 minutes of the meeting will be open to non-voting members to come and share any of their thoughts on agenda items. Upon the conclusion of the 15 minutes the meeting will be closed to all non-voting members except UW Employees and elected officials that are additional funders.

Section 2: One of the first meetings of the year will be dedicated to developing the county wide 4-H organizations yearly educational plan and budget to support the program.

Section 3: The following procedures will be used regarding meetings:

- There shall be at least (4) four regular Uinta County 4-H Council meetings during the 4-H year (October 1-September 30). The first meeting shall be held as early in the year as possible. Notice of all regular Council meetings shall be published in the Cloverleaf Chronicle Newsletter or monthly fact sheets, so each 4-H leader and junior leader is informed of them.
- A quorum at all regular and special Council meeting shall consist of (4) four members of the Executive Committee.
- The voting body of the County Council meeting shall consist of all its membership. The President shall vote only in case of a tie.
- Absentee ballots shall be allowed during a Council meeting only if the voter was present at the previous Council meeting in which the issue was presented and discussed.
- The Uinta County 4-H Council fiscal year shall be January 1 to December 31.
- The 4-H Council is responsible to prepare and approve a budget for the current year they are operating in and follow the established guidelines. It can be amended and approved through the year as needs arise and change.

Section 4: Regular meetings of the county wide 4-H organization shall be held: on the first Monday of each month @ 6:00p.m. or 6:30 p.m. unless it is a holiday and will be moved to following Monday once approved by the Council. There will not be a 4-H Council meeting in July, August or December.

Section 5: The annual meeting shall be held at a date decided and voted on by the 4-H council that is referred to as Achievement Night.

Section 6: Special meetings can be called by the President or the 4-H Extension Educator with the approval of the Executive Committee. Notice of all special Council meetings shall be published via an e-mail notice to the 4-H members and leaders, so as many 4-H leader and junior leader are informed as possible.

## **Article 6 – Committees**

Two kinds of committees are most common: standing committees that operate and support the organization on an ongoing basis and special committees that are created for a

specific purpose. The membership of the county 4-H organization would determine the need for committees.

Section 1: Standing Committees (committee that do not tend to change from year to year) shall include:

- Executive Committee

The Executive Committee shall be composed of all elected officers of the Uinta County 4-H Council with University Educators as the ex-officio members.

The Executive Committee shall have supervision over all business between regular County Council meetings and shall keep a record of all proceedings to be reported at the next regular Council meeting.

The Executive Committee shall be represented on all committees as ex-officio members.

A quorum at Executive Committee meetings shall consist of (4) members of the Executive Committee.

Sub-Committees of the Uinta County 4-H Council as approved by the 4-H Council are:

- Shooting Sports Development Committee
- Promotion, Expansion and Review Committee
- 4-H Activity Committee

Additional committees can be formed as needed or recommended and approved by the 4-H Council. Sub-committees will operate with an elected chairman to preside over meetings. Additional committees must be approved and voted upon at a regularly scheduled council meeting prior to the approval of the by-laws for a given year.

Section 2: Special Committees (committees organized to conduct a special task and only function until the task is completed) shall include:

- none

Section 3: Committee responsibilities shall include:

- Committees shall provide a written report to the 4-H Council following any scheduled meeting. Committees can make recommendations to the Council, but all recommendations must be approved at a regularly scheduled Council meeting before implementation.

## **Article 7 – Funds**

- Section 1: Federal regulations governing the use of the 4-H name and emblem require annual financial reporting/accountability of all 4-H organizations. Funds will be managed following the financial recommendations in the Wyoming 4-H Treasurers Handbook.
- Section 2: As a group, the membership is responsible for developing an annual budget and making decisions about expenditures for the county wide 4-H organization.
- Section 3: Funds raised in the name of 4-H are publicly accountable and must be used only for 4-H purposes. All property purchased by the county wide 4-H organization is the property of the UW 4-H program.
- Section 4: Special fundraisers conducted as a community service project or for a specific cause not associated with the 4-H program must be advertised accordingly. For example, Chris Clover 4-H Club is raising money to support the American Cancer Society or Chris Clover 4-H Club is seeking donations to help Jimmy Smith cover his medical bills, etc.
- Section 5: Solicited donations and grants are coordinated on a county wide basis. The 4-H Educator should be consulted prior to contacting local businesses for a donation or submitting a grant application.
- Section 6: The 4-H Educator shall have oversight authority on all county-wide 4-H organization financial and investment accounts.
- All bank accounts associated with the 4-H program must have a unique EIN number that is on file with the county 4-H Educator.
  - All bank accounts associated with the 4-H program must have at least two UW Employee's names on the signature card

When a county wide 4-H organization distributes funds to individual members for scholarships, financial support to attend state wide events, etc. the criteria and procedures necessary to access the funds must be clearly outlined.

- Section 8: Funds will be distributed to individuals as follows: The Uinta County 4-H Council is a non-profit organization. Any funds received by the organization for carrying out its purposes, shall not accrue to the benefit of the individual members.



## Article 8 – Amendments

Section 1: The parts of the by-laws which are determined by the county wide 4-H organization's membership may be amended with the following conditions:

- The Constitution and By-Laws may be amended or revised at any regular Council meeting by a two-thirds vote of the accredited membership present and voting. Copies of any suggested amendments or revisions shall be made available for public viewing.

## Article 9 – Dissolution

Section 1: Upon Dissolution, 4-H funds and property, must be relinquished to a 4-H affiliate organization with a charitable educational purpose such as the County 4-H Council, the Wyoming 4-H Foundation or a state wide 4-H committee for future use in 4-H programming. Distribution options must be discussed and approved by the County 4-H Educator.

The officers of the Uinta County 4-H Council are directed, in case of dissolution of the organization, to assign all assets of this organization to the Wyoming State 4-H Foundation for the purpose of betterment of the 4-H program.

These bylaws were adopted by the county wide 4-H organization on \_\_\_\_\_  
(date)

List of members present and leadership title (if appropriate for member):

Sources:

National 4-H Council, *Mission of 4-H*, <http://4-h.org/4hstory.html> downloaded April 2010

University of Wyoming 4-H Youth Development, *Wyoming 4-H Constitution and Club Bylaws*, 4-H Secretary Book, [http://4-h.uwyo.edu/Wyo4H/4-HWebsite/Publications/Organization\\_Kit\\_Main.htm](http://4-h.uwyo.edu/Wyo4H/4-HWebsite/Publications/Organization_Kit_Main.htm) downloaded April 2010

University of Wyoming 4-H Fact Sheet, *4-H County Councils*, 2007, available at [https://uwadmnweb.uwyo.edu/employee\\_resources/4H\\_Fact\\_sheets.asp](https://uwadmnweb.uwyo.edu/employee_resources/4H_Fact_sheets.asp)

Iowa 4-H Youth Development, *Bylaw Basics*,  
<http://www.extension.iastate.edu/4h/Volunteers/Documents/315BylawsBasics.pdf>  
downloaded April 2010

Ohio State University, *Written Documents for Community Groups: Bylaws and Standard Operating Procedures*, Community Development Fact Sheet, <http://ohioline.osu.edu/ed-fact/co-bl.html> downloaded April 2010