

# Constitution and By-Laws

## Lake County 4-H County Council



Revised October 2016

**Preamble** *We, the 4-H members of Lake County, in order to provide additional opportunities for personal development, leadership, citizenship and growth, and to function as a tool of the 4-program, do hereby establish this constitution for the Lake County 4-H County Council.*

### **Article I: Name, Scope, Emblem and Colors**

**Section 1. Name and Scope.** The name of this organization shall be the Lake County 4-H County Council, an assembly of youth members who meet to discuss, plan and help support the 4-H program in the interest of the county-wide membership.

**Section 2. Emblem.** The Four-Leaf Clover, with the letter H in each leaflet representing the equal training of the Head, Heart, Hands and Health shall be the official emblem of the Lake County 4-H County Council.

**Section 3. Colors.** The 4-H Colors are Green and White. The green represents nature's most common color and is emblematic of youth, life and growth. The white background symbolizes purity.

**Article II: Objectives** To provide additional opportunities for personal development and to promote the 4-H program throughout Lake County, the objectives of this council shall be to:

**Section 1.** Serve as means of expression and responsible representation for Lake County 4-H members across the county.

**Section 2.** Provide understanding and experience in applying the principles of democratic government.

**Section 3.** Provide an effective means of communication within all phases of the Florida 4-H program.

**Section 4.** Serve as a means for improving and projecting a complete and positive image of 4-H work.

**Section 5.** Encourage members to develop skills in leadership, communication and working with others.

**Section 6.** Serve as an example of member involvement in planning and carrying out programs.

**Section 7.** To provide visible leadership models for 4-H members.

**Section 8.** To fulfill an advisory role in the planning of County activities and to aid in the implementation of such programs.

## **Article III: Membership and Finance**

### **Section 1. *Membership.***

**A.** Each council member shall be at least eight (8) years of age by September 1 of the current 4-H year and must be a member in good standing with Lake County 4-H to have voting privileges. Younger 4-H members are encouraged to attend County Council meetings for educational purposes; however, they will be restricted from voting during the business meeting. All 4-H members are asked to sit together as club representatives, regardless of age.

**B.** All youth meeting the above requirements will be encouraged to participate without regard to race, gender, color, nationality, or disability.

### **Section 2. *Finances.***

**A.** The County Council membership must approve all expenditures and the motion be noted in the minutes of the meeting.

**B.** A budget will be created by the officer team and approved by the first County Council meeting of the 4-H year.

## **Article IV: Officers, Procedure of Selection and Duties**

**Section 1.** The elected officers of the Lake County 4-H County Council shall be President, Vice President, District Delegates, Secretary, Treasurer, Reporter, Parliamentarian, Historian, and Sergeant-at-Arms.

**Section 2.** The President, Vice President and Delegates shall also serve as County representatives to the District VIII 4-H Council.

**Section 3.** The President and Vice President shall also serve as voting delegates to the Florida 4-H Council at 4-H University. Substitutions shall be made as necessary to allow for State Officer Candidacy.

### **Section 4. *Election of Officers***

**A.** The election of officers shall be by secret ballot vote.

**B.** To be elected to an office, a candidate must have attended three out of the six County Council meetings prior to the elections, and must receive a majority of the votes cast. To be elected President, Vice President, or Delegate, the candidate must be at least fourteen (14) years of age by Sept. 1 of the next 4-H year.

**C.** To be elected as a to any other position, the candidate must be at least eleven (11) years of age by Sept. 1 of the next 4-H year.

**D.** The elected officers shall continue to fulfill those duties, as directed under this Constitution, until the adjourning of the meeting in which elections are held, at which time their successors will assume the duties of their respective office.

**E.** If the office of the President is permanently vacated the Vice-President shall then become President.

**F.** If vacated after elections, the position will be filled by an individual appointed by the council president based off qualifications listed in presidential appointee application, which will be made available by the 4-H Office immediately following office vacancy.

**G.** If at any time in the election of officers the acting Chairman wishes to be a candidate, he/she must relinquish the duties of the chair to the highest ranking officer not participating in the election of that particular office. At the conclusion of the election of that office, the Chair may resume the duties of the chair.

## **Section 5. Duties of Officers**

**A.** The President shall preside over all meetings of the Council, serve as an ex-officio member of all committees and perform other duties as required by the work of the County Council. The President shall vote only in the case of a tie. The President shall represent Lake County at Florida 4-H Council Meetings and District VIII Council Meetings.

**B.** The Vice President shall serve in the absence of the President, perform other duties as provided by the work of the council. The Vice President shall represent Lake County at Florida 4-H Council Meetings and District VIII Council Meetings.

**C.** The District Council delegates shall serve as representatives to District VIII Council Meetings and shall perform other duties as provided by this Constitution and as required by the Council.

**D.** The Secretary shall keep minutes of the meetings, record all activities of the County Council, attend to the correspondence, and provide all members with minutes of previous meetings. He/she shall also perform other duties as provided by the Constitution and as required by the work of the County Council.

**E.** The Treasurer shall care for the monetary matters of the Council, provide treasury reports at all meetings, and shall perform other duties as provided by this Constitution and as required by the work of the County Council.

**F.** The Reporter shall contribute to the FYI, the Lake County 4-H Newsletter.

**G.** The Historian shall be in charge of social media for, and at, 4-H events.

**H.** The Parliamentarian shall advise, the President on Parliamentary Procedure and shall arrange for the Thought of the Day and pledge leaders. He/she shall perform other duties as provided by this Constitution and as required by the work of the County Council.

**I.** The Sergeant-at-Arms shall be responsible for setting up the meeting room including flags and other meeting effects. He/she shall maintain order during the meeting and shall perform other duties as provided by this Constitution and as required by the work of the County Council.

## **Article V: Committees**

**Section 1.** Committees are made up of appointed representatives of the County Council.

**Section 2.** The Lake County President, with the approval of the Agent, shall appoint or approve the chairpersons and members of all committees.

**Section 3.** The Standing Committees of the County Council shall be:

1. Special Events
2. Recreation
3. Community Service
4. Public Awareness
5. Ways and Means
6. Constitution and Resolutions (ad hoc)

**Section 4.** The President may set up Special Committees as necessary and appropriate.

## **Article VI: Parliamentary Procedure**

**Section 1.** The most recent edition of *Robert's Rules of Order* shall be the authority on all points of parliamentary procedure unless specified otherwise in the constitution.

**Section 2.** In order to establish a voting quorum, attendance from the first two (2) meetings after 4-H University (September, October) will be averaged to determine the membership number for that year. Half of this number of members is required at each County Council meeting in order to conduct business. For the September and October meetings, the number from the year before shall be used.

## **Article VII: Amendments**

**Section 1.** A proposed amendment becomes Constitutional upon a two-thirds (2/3) majority vote by the County Council.

**Section 2.** Before action may be taken on a proposed amendment to the Constitution, the proposed amendment must be submitted at least one meeting prior to becoming New Business.

## **Article VIII: Revisions and Disputes**

**Section 1.** The Constitution maybe revised whenever the need arises, and must be reviewed at least every five years.

**Section 2.** The Constitution Resolutions committee, in conjunction with 4-H staff, shall handle any dispute on interpretation of the constitution. The ruling of this committee shall be final.