

Burleigh County 4-H Council
February 1965

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Constitution
Article I: Name

1. The name of this organization shall be the Burleigh County 4-H Council.

Article II: Object

1. To develop, strengthen, correlate and evaluate the functions of the 4-H clubs in the county.
2. To serve as an advisory group to the Cooperative Extension Service.

Article III: Membership

1. The membership of the Burleigh County 4-H council shall consist of all the currently registered 4-H leaders, assistant leaders, and independent families, and the county extension personnel. Extension personnel are non-voting members.
2. We offer programs and facilities to all people without regard to race, creed, color, sex, or national origin.
3. Each Independent Family will receive one vote on the council.
4. Dues are \$5 and \$6 after Jan. 1.
5. Quorum for Burleigh County 4-H council is a simple majority. Independent families and after school programs will not be used in determining quorum.
6. One representative, a non-leader can represent a club and vote in the absence of the leader, from each club is allowed to vote.
7. Each club is allowed one vote. A leader, parent or a member can represent the club.
8. Each person by only represent one club at the council meeting.

Article IV: Officers

1. The officer shall be president, vice-president, secretary, and treasurer. Officers shall be elected at the fall meeting by a majority vote of those in attendance.
2. The officers and the County Extension staff shall be the County Council Executive committee.
3. Standing committees shall have at least a chair and secretary. Responsibilities for these positions are in the bylaws, Article I.

Article V: Meetings

1. Meetings will be held on the 2nd Monday of every other month
2. All committee reports are due to the office no later than Monday prior to the council meetings to be placed on the consent agenda.

Article VI: Amendments

1. This constitution and by-laws may be amended by a majority vote of members attending the second meeting to which such changes are presented.
2. March 1 is the deadline for new rule and policy changes

Article V: Grievance Policy

1. Before filing a grievance a 4-H member/leader/parent must first try to resolve the issue informally by seeking the assistance of their 4-H leader or the event committee.
2. The 4-H member/leader/parent should decide if filing the grievance is the best way to approach the situation. To assist in that decision of whether or not to file a grievance, ask yourself the question: "Can whatever caused my dissatisfaction be reversed or undone?" The formal grievance best fits a situation where you want to appeal a decision.
3. If the situation occurs during the Burleigh County 4-H Achievement Days try to resolve it with the event committee. If the situation occurs prior to the Burleigh County 4-H Achievement Days try to resolve it with the event committee chair/co-chair.
4. The grievance committee will consist of the following individuals: the chair and/or co-chairs of the event committee, two members from the Burleigh County 4-H Leaders Council executive committee, the SW Extension District Director, the chair of the Burleigh County Extension Advisory Council, the Extension Agent who oversees the event in which the incident occurs and the 4-H Youth Development Extension Agent. The Extension staff will serve as advisors and be non-voting members of the committee.
5. Process for Filing a Grievance:
6. All grievances must be made in writing, using the attached form, to the Burleigh County Extension Office within 24 hours of an incident.
7. Grievances must state plainly the date of the incident, the cause of the grievance with specific charges and recital of facts relied upon or the rule violated, naming witnesses by whom proof is to be made, their addresses and contact information.
8. The Burleigh County Extension Office will contact the grievance committee to discuss the grievance.
9. All grievances must be accompanied by a deposit of \$25, which shall be returned to the complainant if sustained. If the grievance is not sustained, the said sum shall be forfeited to the Burleigh County 4-H Council.
10. No grievance based on the statement that the judge or judges, event committee members or Extension staff are incompetent will be considered by the grievance committee.
11. If time allows prior to the event the Grievance Committee will address the grievance prior to the event. If not, the grievance committee will conduct an investigation and decide on a resolution within 2 weeks of receiving the grievance form. This must involve face to face meetings/interviews.
12. The grievance committee will not tolerate inappropriate behavior from the people filing the grievance. Inappropriate behavior will result in the grievance being dismissed by the grievance committee and retention of the \$25.
13. The resolution will be written on the form and sent to the 4-H member/leader/parent filing the grievance, each of the committee members and to the Burleigh County Extension Office.
14. All decisions of this committee shall be final and binding.
15. If the filing party is not satisfied with the decision, further appeals should be sent to the ND Center for 4-H Youth Development.

Article VI

Electronic Voting

1. In the event that actions are necessary with such time restrictions that a meeting cannot be scheduled quickly enough or quorum is not met to deal with an item of business, an electronic vote may be used. 4-H Council or Standing committees may utilize electronic voting in certain circumstances deemed appropriate.
2. Electronic voting is not intended to replace meetings, but can be used when necessary. In the case of electronic voting, the following criteria must be met:

- a. A motion must be made and seconded
 - b. The voting period is to be open for 3 business days and will close 5:00 pm on the 3rd day.
 - c. All voting members are to be polled.
 - d. In the case of an electronic vote is used for Council, each club will be represented by one vote.
 - e. Simply majority vote will rule.
3. Electronic voting may not be used:
- a. To change governance.
 - b. To change bylaws.
- c. Approve or make changes to a budget.

By Laws of Council and Committees

Article I: Duties of Council and committee officers

Section I. The duties of the president are:

- a. To preside at meetings of the Burleigh County 4-H Council and Executive Committee.
- b. To appoint, special or subcommittees as may be necessary.
- c. To act as official spokesman for the Burleigh County 4-H Council.
- d. To issue official call for the Burleigh County 4-H Council and executive committee meetings.
- e. To serve as program chairman.

Section II: The duties of the Vice-President are:

- a. To perform the duties of the President in the absence of the president or when called to occupy the president's chair.
- b. To assist the president in program planning.

Section III: The duties of the secretary

- a. To keep the minutes of all meetings of the Burleigh County 4-H Council and executive committee in good order.
- b. To keep all correspondence on file and be prepared to read such correspondence at council or executive meetings.
- c. To keep a copy of the constitution and record all amendments.
- d. In the absence of the president and vice-president, to call the semi-annual or executive meeting to order and name a chairman protem.

Section IV: The duties of the treasurer are:

- a. To keep an accurate record of all money received, with the date received, the name of the company or person from whom it was received.
- b. To expend money only when authorized by vote of the council or executive committee
- c. To keep a record of each bill paid, to whom paid and the date of payment.
- d. To submit the treasurer's reports to an auditing committee at the time of the fall meeting as determined by the Executive committee.
- e. Submit semi-annual treasure's report to the semi-annual council meetings.

Article II: Elections of 4-H Council

Section I

- a. A majority of votes cast is required to elect an officer

Section II

- a. Officers shall begin their terms as soon as installed at the end of the fall meeting.

Section III

- a. The term of office shall be one year with a 3 term limit for all positions

Article III: Standing Committees

- a. Committee membership is open to 4-H leaders, parents, 4-H alumni, youth (13 and older) or any interested community member willing to become an administrative leader with an interest in 4-H. All committee members will be enrolled in the 4-H program as administrative leaders unless they are active enrolled 4-H club leaders. An administrative leader is described as a person who expresses the wish to volunteer with Burleigh County 4-H. They may or may not be directly involved with youth, however wish to contribute to the 4-H program by offering their expertise. Non-leader volunteers interested in serving on a committee will complete an application process as deemed appropriate by the Extension Agent.
- b. All committee members must be signed up on the committee of their choosing by October 31 of the current 4-H year to be considered a voting committee member. New members are welcome to join a committee at any time during the 4-H year, however voting privileges, including making motions and voting on said motions, are granted to those who were signed up prior to October 31 of the current 4-H year. A committee quorum must be present to vote. (A quorum is defined as the minimum number of voting members who must be present at a meeting in order to conduct business, usually specified by the bylaws. If not specified in the bylaws, then in most societies a quorum is a majority of the entire membership. In a body of delegates, a quorum is a majority of the members registered as attending. In organizations without a reliable register of members, a quorum at a regular or properly called meeting is those who attend. In a mass meeting, a quorum is those persons present at the time. For more information, refer to RONR 10th ed. pp. 334-335.)
Burleigh County 4-H Committees define a quorum as half plus 1 of the total committee members signed up on the committee by October 31 of the current 4-H year.
- c. Each committee shall elect a chair and secretary for that specific committee at their first meeting after October 31st.
- d. The building committee and the board of Menoken 4-H picnic park mutual aid corporation are entities that operate independently. They will report to the council at minimum two times a year or as needed.
- e. The expertise and empowerment of the committee members will be the deciding factor when making decisions regarding the business of the committee as long as Robert's Rules of Orders are followed in committee meetings. Committee decisions will be reported to the 4-H Council in the form of written committee minutes and/or a verbal summary at 4-H Council meetings. The 4-H council will vote on the committee recommendations.
- f. Committee chairs are responsible for: communication with committee members, making sure roll call is completed at each meeting, using Robert's Rules of Order as a guideline in conducting meetings, making sure committee minutes are taken, appointing a representative from the committee to attend each 4-H Council meeting, establishing committee meeting agendas with assistance from the Extension Office and committee secretary.
- g. If a committee member misses more than 2 consecutive meetings they are no longer a voting member of the committee and will not be counted toward quorum. Exceptions can be made at the discretion of the executive committee.