

Sheridan County 4-H Council Constitution & By-Laws

Sheridan County 4-H Council Constitution Revised November 2018 Adopted April 2019

Article I – Name

The name of this organization shall be 4-H Club leaders' Council.

Article II – Object

The object of this council shall be:

1. To develop, strengthen, correlate and evaluate the functions of the 4-H clubs in the county through closer association of leaders of local 4-H clubs with each other and their extension agent.
2. To serve as an advisory group to the county extension service.
3. To encourage an understanding of the principle of cooperation with other educational and service organizations and agencies in the county and state.
4. To provide opportunity for Sheridan County 4-H leaders to become involved in state activities.

Article III – Membership

1. The membership of the Sheridan County 4-H Council shall consist of all the currently registered 4-H leaders, assistant leaders, independent families, and the county extension personnel.
2. Terms of membership shall be any youth or adult registered as a 4-H leader on 4honline.com.

Article IV – Officers

1. The officers shall be president, vice president and secretary/treasurer. These shall be elected at the annual fall leader's council meeting.
2. A term will consist of one year, nonconsecutive.

Article V – Meetings

1. There shall be two meetings of the county 4-H council, one in the spring and one in the fall. Special meetings may be called at the discretion of the executive committee and extension agent.
2. Meetings shall follow Robert's Rule of order.

Article VI – Amendments

1. This constitution and by-laws may be amended by two-thirds vote of the membership present at any regular meeting providing notice of said amendment was sent to each registered leader at least two weeks prior to such meeting.

Article VII – Quorum

Members present at any regular or specially called meeting will constitute a quorum.

Article – VIII – Parliamentary Procedures

Robert's Rules of Order shall govern the proceedings of the Council not otherwise specified in the Constitution & By-laws.

BY-LAWS

Article I – Duties of Officers

Section I. The duties of the president are:

- a. To preside at meetings of the county 4-H leaders council.
- b. To appoint annually, subject to approval of other members of the leaders council, such standing, special or sub committees as may be necessary.
- c. With the approval of the council to act as official spokesman for the county 4-H council on such matters as need county wide considerations.
- d. To see that the constitution and by-laws of the county council are obeyed.
- e. To issue official call for council meetings through the county extension office.

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 chair of the president.

Section III. The duties of the secretary-treasurer are:

- a. To keep a list of clubs, leaders and presidents and a record of council attendance.
- b. To keep the minutes of all meetings of the council in good order.
- c. To keep all correspondence on file and be prepared to read such correspondence at council meetings.
- d. To keep a copy of the constitution and a record of all amendments.
- e. In the absence of the president and vice president to call the meeting to order and name a chairman pro-tem.
- f. To keep an accurate record of all money received, with the date received, the name of the club and source from whom it was received.
- g. To expend money only when authorized by vote of the council.
- h. To keep a record of each bill paid, to whom paid and the date of payment.
- i. To submit the treasurer's report to an auditing committee at the time of the annual meeting.
- j. To deposit all money received as directed by the council.
- k. At the fall meeting, a committee of 3 leaders should be appointed to audit financials. A form will be provided. The committee will change every calendar year. The audit will be based for each calendar year.

Article II – Annual Meeting

1. The annual meeting shall be held in the fall.
2. The program for the annual meeting shall be planned by the executive council.
3. The annual financial report for the audit committee shall be presented at the next meeting.
4. A member of the county extension office shall present a report on the status of the 4-H program in the county at the annual meeting.
5. The president in conjunction with the Extension agent shall propose programming events for the 4-H year at the annual fall meeting.

Article III – Elections

- Section I.**
- a. Nomination of leader members shall be by acclamation.
 - b. Election of leader members shall be by ballot.
 - c. A majority of votes is required to elect an officer.
 - d. Elections will be held at the annual fall meeting.

Section II. Officers shall begin their terms as soon as installed at the annual election meeting.

Section III. The term of office shall be one year. Consecutive terms may not be held.

Article IV – Financing

Section I. The Sheridan County Council shall be responsible for financing the 4-H activities in Sheridan County. An audit will be performed.

Policies – Adopted January 27, 2020

Policies - 4-H members

- All enrollment is through 4honline.com
- 4-H age is as of September 1 of the year enrolled.
- Cloverbuds are ages 5-7
- Junior 8-13 Senior 14-18
- To receive premium monies a member must do the following to complete the 4-H year:
 - Club members: Attend a minimum of 6 club meetings/activities/events
 - Independent members: Attend 6 county activities, or 6 learning activities/events/fundraising.
 - It is suggested that activities focus on the four pillars of 4-H: head, heart, hands, and health.

Policies - 4-H Council

- All adults and volunteers over the age of 18 who come into contact with 4-H members on a regular basis need to go through child protection screening and sign all necessary forms.
- Extension staff is allowed to use council debit card to make purchases.
- 4-H Awards night is hosted by the newly elected President.
- Council pays for awards night meal and awards.
- Travel expenses for (livestock & crops) judging teams will be paid by council. Other competitive teams may ask 4-H Council for monetary support.
- Judging team members who compete at state contest will receive a jacket the first year they attend that state contest.
- Members attending camp will get reimbursed 50% of one camp per year.
- Scholarships available for graduating members.

Policies - Achievement Day

- All families must participate in committees.
- All projects must be pre-registered; no late entries.
- Official 4-H dress are required, see handbook for official dress. All 4H members will receive their first 4 H shirt from Council. All others shirts must be provided or purchased by member.
- Cloverbuds may exhibit 2 animals, they must be separate species; static exhibits are not restricted
- Ribbon premium values are to be determined by April of current 4-H year. There is no ribbon stacking.
- Each 4-H member participating in Achievement Day must either help set up or clean up the 4-H building after Achievement Day in order to receive their year-end premium awards from Achievement Day.

Policies - Livestock

- Livestock will follow State Fair rules.
- All families are required to help clean up. All families who show livestock or small animals are required to clean out their stalls or under their cages. Chips are to be pushed to the center of the barn.
- Set up day will be scheduled by the 4H Council or Livestock Superintendent. Volunteers will be asked to help set up and prepare the barn and show ring before Achievement Day.
- YQCA is required in order to participate in livestock. This does not apply to Cloverbuds.

Sheridan County 4-H Achievement Day

Registering

Registration to participate in Sheridan County Achievement Day will be completed in May/June. All registrations will be completed on FairEntry.

Registration Through FairEntry

NDSU Extension – Sheridan County will send a new link every year for Achievement Day registration. When registering on Fair Entry, use the login information from 4-H Online 2.0.

For guidance on how to register on Fair Entry, please view our registration guide on our website or call the Extension office for further assistance. All registrations must be completed by the date specified each 4-H year.

Absentee Option

4-H members still can participate at Sheridan County 4-H Achievement Day if they are unable to attend in person. 4-H members unable to attend will need complete an absentee judging form for each project exhibited. Absentee projects are not eligible for Grand and Reserve ribbons.

Awards Banquet

Every year Sheridan County 4-H celebrates the achievements of its members, volunteers and leaders by having an awards banquet. Members will be awarded for their hard work during the 4-H year, Sheridan County Achievement Day, and ND State Fair. Leaders and volunteers will also be awarded for their hard work and contributions to Sheridan County 4-H. Applications for the awards listed below need to be turned in by September 15 each year.

4-H Awards– Adopted September 25, 2019

Cloverbud Achievement Award

- 5-7 years as of September 1
- Able to recite the 4-H Pledge
- Attended a minimum of six 4-H events
- Participated at Achievement Day

Junior Member of Merit

- 8-10 years as of September 1
- Able to recite the 4-H Pledge
- Attended a minimum of six 4-H events
 - One Community Service
 - One Fundraiser
- Represent Sheridan County in a District/State Event
- Participated in Achievement Day

Intermediate Member of Excellence

- 11-14 years as of September 1
- Attended a minimum of nine 4-H events
 - community service
 - fundraisers
 - health
 - learned something new
- Represent Sheridan County in a District/State event
- Give a speech, talk, or demo at a county event
- Participate at Achievement Day

Senior Leadership Member of the Year

- 15-18 years as of September 1
- Attended a minimum of 12 4-H events
 - community service
 - fundraisers
 - health
 - taught a project
 - 4-H promotion
- Represent Sheridan County in a District/State event
- Give a speech/talk/demo at a county event
- Attend 4-H Council as Junior member