

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 NDSU Extension Burleigh County 4-H.
3. We offer programs and facilities to all individuals consistent with NDSU's non-discrimination policies and ND 4-H Policy Manual Title IX statement.

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 Extension personnel.
2. Quorum for Burleigh County 4-H council is a simple majority. Independent families and after school programs will not be used in determining quorum.
3. Each club is allowed one vote. A leader, parent or a member can represent the club and vote in the absence of the leader. Each voter may only represent one club at the council meeting.
4. Each Independent Family will receive one vote on the council.
5. County dues are \$5 per member. Jan. 1, dues increase to \$6. Cloverbuds do not pay dues.

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 Duties of Council and committee officers by-laws below, Article I.

Article V: Meetings

1. Meetings will be held at a minimum of quarterly and dates will be set during the second meeting for the following 4-H year.
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 bylaws 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 to obtain final approval.

Article V: Grievance Policy

1. Purpose - differences in opinions will exist in any program. To ensure consistency and fairness, a written grievance process helps to respond to and resolve 4-H issues and complaints in a manner which teaches good character, life skills and positive youth development.
 - a. A Grievance **will not** be considered:
 - i. In relation to judges' integrity, decision, placings or other evaluations
 - ii. Issues related to deadlines for membership enrollment, livestock identification, and/or pre-registration; due process will be provided by Extension staff
 - iii. Code of Conduct related violations, which will be addressed by staff according to the established process.
 - b. A grievance **may** be considered for the following situations:
 - i. Alleged wrongdoing
 - ii. Rule Violations
2. The formal grievance best fits a situation where you want to appeal a decision. Before filing a grievance, a 4-H member must first try to resolve the issue informally by seeking the assistance of a 4-H leader or event committee member along with an Extension Agent.
3. The Extension Agent(s), together with the local 4-H Council and/or a local 4-H Council Grievance Committee, has the authority to make appropriate decisions on local 4-H disputes.
4. The grievance committee will consist of the following individuals:
 - a. a member from each of the following Achievement Day committees: static, small animal, horse, livestock.
 - b. The Extension Agent who oversees the event in which the incident occurs.

Other Extension staff and the President of the Burleigh County 4-H Leaders Council may serve as advisors and be non-voting members of the committee.

Process for Filing a Grievance:

5. All grievances must be submitted in writing and signed by a youth participant, using the attached form, to the Burleigh County Extension Office within 24 hours of an incident. The written grievance must include:
 - Name(s) of person(s) involved
 - Cause of complaint or appeal
 - Situation and documentation
 - Specific action, rule, etc., in question
 - Recommendations for correction
 - Additional person(s) the committee may contact for further clarification
 - Procedures and/or steps carried out by the person involved prior to submission of the protest to the Grievance Committee.
6. The grievance will be acknowledged after receiving the written grievance and will be responded to in a timely manner.
7. A \$25 deposit will accompany the written grievance, which will be forfeited if the youth does not attend the grievance resolution meeting. The \$25 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.
8. The committee will review the written grievance and attend a resolution meeting with affected persons and event leadership to discuss the situation and the official ruling. Recommendations

will be developed, followed, and communicated both verbally and in writing to the individual or group affected.

9. The grievance committee is the final level in the appeal process.

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 needed.
- 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.

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 Burleigh County 4-H Council and executive committee meeting to order and name a chairperson pro tem.

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 the treasurer's report to the Burleigh County 4-H 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 a volunteer with an interest in 4-H. All committee members will be enrolled in the 4-H program as a volunteer unless they are active enrolled 4-H club leaders. A volunteer 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. Burleigh County 4-H Committees define a quorum as half plus 1 of the total voting committee members of the current 4-H year.
- c. Each committee shall elect at least a chair and secretary for that specific committee at their first meeting of the new 4-H year.
- d. The board of Menoken Grove Committee 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.