

Albany County 4-H Laramie, Wyoming 82070

CONSTITUTION, BYLAWS, POLICIES, AND PROCEDURES OF THE ALBANY COUNTY 4-H COUNCIL

REVISED AND ADOPTED October 2, 2007

This is designed to be updated as policies, procedures, and decisions are made regarding 4-H in Albany County. It is to be kept current by the Secretary of the 4-H Council.

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Constitution and By-Laws For Albany County 4-H Council

CONSTITUTION

Adopted October 2, 2007

ARTICLE I – NAME

Section 1 – The name of this organization shall be the Albany County 4-H Council.

ARTICLE II - OBJECTIVE

Section 1 – The object of the Albany County 4-H Council shall be to strengthen and unify the work of the Albany County 4-H Clubs and to develop initiative and aggressive thinking among club leaders and members that they will be better qualified to direct the development of character and leadership in our young people with 4-H work.

ARTICLE III – STATUS

Section 1 – The Albany County 4-H Council is a nonprofit organization. Any funds received using the 4-H Emblem shall be handled by the 4-H Council Treasurer.

Section 2 – Council Officers and Committees should take the initiative in making plans and discussing them with University Extension Educators/Program Associate before taking action. The County Extension Office is the clearing center of all 4-H activities in the county and coordinates all activities through the Extension Office. The University Extension Educators/Program Associate has the final authority for their county 4-H program. (Source: A Guide for Wyoming County and State 4-H Leaders Councils – Officers and Committee Chairmen Wyoming 92505-96)

ARTICLE IV – MEMBERSHIP

Section1 – The members of the Albany County 4-H Council shall be screened leaders, members, and junior leaders. “Membership will be offered to all eligible people without regard to race, color, national origin, sex, religion, political belief or handicap.”

Section 2 – The University Extension Educators and/or Program Associates for Albany County are ex-officio members of the Albany County 4-H Council.

ARTICLE V – OFFICERS

Section 1 – The elective officers of the Albany County 4-H Council ~~County~~ shall be President, Vice-President, Secretary, Treasurer, and Historian elected by voice or ballot at the annual meeting in October.

Section 2 – Eligibility. All screened adult leaders who are presently active and have been active at least 2 years in the Albany County 4-H Program. Senior 4-H members may hold the office of Historian.

Section 3 – Term of Office. The officers of the County Council shall be elected for a term of two years. Council officers shall serve beginning November 1 up to October 31 of the following year. The President and Vice-President shall be elected on the even years and the Secretary, Treasurer and Historian shall be elected on the odd years to be in effect. No officers may hold office more than two consecutive terms.

Section 4 – No two adult officers may be elected from any one club. No club shall have more than one adult leader and one junior leader elected to office.

Section 5 – To elect. A majority of all votes cast is necessary to elect any officer.

Section 6 – Vacancies. The President with the consent of the Executive Board may fill any vacancy until the next regular election.

ARTICLE VI – EXECUTIVE BOARD

Section 1 – The Executive Board shall be composed of the President, Vice-President, Secretary, Treasurer, and Historian.

Section 2 – The Executive Board shall have supervision over all business of the County Council between scheduled meetings and shall keep a record of all proceedings to be reported at the next Council meeting. The Executive Board may appoint regular standing committees.

Section 3 - The Executive Board shall meet at the call of the Council President or at the request of two members of the Executive Board.

ARTICLE VII – COMMITTEES

Section 1 – All Committees are a part of the 4-H Council and shall make a report to the County Council at each council meeting. A yearly report must be submitted to the 4-H Council at the annual meeting in October.

Carnival	Record Book	Placement & Day with 4-H
Nominating Committee	Awards	Jr. Awards Trip
Fund Raising	Publicity	

ARTICLE VIII – MEETINGS

Section 1 – Nine regular meetings of the Council shall be held in January, February, March, April, May, July, September, October, and November.

Section 2 – Emergency and special meetings may be called by the Council President when deemed necessary or when requested by two members of the Executive Board.

Section 3 – The council will publish regular meeting agendas and minutes of the past Council meeting in the 4-H FootNotes newsletter prior to the meeting. All 4-H members and/or leaders are welcome, and encouraged to attend meetings, provide input and offer future agenda items.

Section 4 – A quorum for transaction of business at any meeting shall be one more than one-third of the voting members of 4-H Council.

ARTICLE IX – REPRESENTATION

Section 1 – The voting body of the County Council shall consist of two members of each club.

Section 2 – The President shall vote only in the case of a tie.

ARTICLE X – NON-PROFIT STATUS

Section 1 – The Albany County 4-H Council is a non-profit organization with 501C3 status. Any funds received by the organization for carrying out its purposes shall not accrue to the benefit of individual members.

Section 2 – The officers of the Albany County 4-H Council are directed, in case of dissolution of the organization to assign all assets of the Albany County 4-H Council to the Wyoming State 4-H Foundation for the purposes of betterment of the 4-H program.

ARTICLE XI – DISTRICT AND STATE MEETINGS

Section 1 – The Albany County 4-H Council shall select voting delegates from enrolled senior members and screened leaders to serve at district and state meetings.

ARTICLE XII – AMENDMENTS

Section 1 – This constitution may be amended by a two-thirds vote of eligible council members in attendance at the annual meeting, provided a notice of amendments has been sent out at least thirty (30) days prior to the annual meeting.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Section 1 – The rules contained in *Robert's Rules of Order (newly Revised)* govern this 4-H Council when not stated in this Constitution.

BY-LAWS

Section 1

The President shall preside at all meetings of the Albany County 4-H Council. He/she shall perform such other duties as usually pertain to the office of President. The President shall serve as liaison to the Albany County Extension Office.

Section 2

The Vice-President shall fill vacancies in standing and special committees. He/she shall plan the educational programs for leaders and members at regular Council meetings. The Vice-President shall preside at all meetings of this Council in the absence of the President.

Section 3

The Secretary shall keep accurate minutes of all meetings of this Council. He/she will maintain lists of Council members, Council officers and members of standing and special committees. The Secretary will be custodian to official papers and records that will reside at the County Extension Office. He/she will deal with correspondence. The Secretary will supply a copy of meeting minutes to the extension office to be published in the Footnotes and filed.

Section 4

The Treasurer shall present a financial report to the County 4-H Council at each meeting. The Treasurer's books shall be reviewed before the annual meeting. The Treasurer of the County 4-H Council shall be bonded. All monies shall be deposited in a bank designated by the 4-H Council Executive Board. Two signatures, the treasurer's and one other Executive Board member's, shall be required on all checks issued by the Council.

Section 5

The historian shall keep a scrapbook for the County 4-H Council.

Section 6

The Nominating Committee shall be composed of three Council members appointed by the Council at the annual meeting in October.

Section 7

Committee chairmen or their representatives shall make a report at each Albany County 4-H Council meeting regarding the activities of the committee. A written report must be submitted at the annual meeting in October. The committee chairs will submit a written budget request for the upcoming 4-H year on September 15 to the Albany County Council 4-H Treasurer. The committee chairs will maintain a notebook of information about their committee. They are responsible for working with the Publicity Chair to publicize their events/activities in the FootNotes and for submitting dates for the 4-H Calendar by October 1 to the Albany County 4- H Extension Office.

Section 8

A club is defined as a group of no less than five members from two or more households and no less than two screened leaders. Club requirements:

1. Hold at least five meetings annually.
2. Participate in 4-H Carnival as per carnival committee guidelines.
3. Encourage members to strive for member completion.
4. Maintain a club constitution and by-laws and provide a copy to the Extension Office.
5. Complete and file an Affirmative Action form annually before November 1st of the current year.
6. Submit annual financial reports to the Albany County Extension Office by November 1st of the current year.
7. Failure to meet the above requirements for two consecutive years will result in the recommendation for dissolution of the club.

Section 9

Member Requirements:

1. Passed the 8th birthday but not the 19th birthday before January 1 of the current year.
2. Enroll or re-enroll in desired projects by the Project deadline date.
3. Participate in project activities and club events and meet club guidelines.
4. Complete project(s) and exhibit.
5. Complete a Record Book and submit to the Extension Office by the deadline which is the 2nd (Second) Friday after Labor Day for judging and for Completion on September 30 (thirtieth).

Section 10

Leader Requirements:

Albany County 4-H Leaders must be certified as per Extension office guidelines.

Section 11

The 4-H Club year begins October 1 and ends September 30 of each year.

LIST OF STANDING COMMITTEES

AWARDS	CARNIVAL	FUND RAISING
JUNIOR AWARDS TRIP	PLACEMENT & DAY WITH 4-H	
PUBLICITY	RECORD BOOKS	NOMINATING

COUNTY LEVEL COMMITTEE DESCRIPTIONS

CARNIVAL

This committee is responsible for the handling of all details concerned with the operation of the Carnival including date, time, physical setup, prizes, and contact with Publicity Committee.

PUBLICITY

This committee is responsible for promotion of 4-H events including but not limited to: National 4-H Week, Day with 4-H, Achievement Program, Carnival, Albany County Fair, Fund Raising events, and enrollment.

PLACEMENT & DAY WITH 4-H

1. This committee is responsible for assisting those wishing to become part of a 4-H Club program by finding compatible clubs for them to join.
2. This committee will help new leaders and/or leaders of new clubs, solve any problems which confront them in terms of 4-H organization, reporting, procedures, etc.
3. This committee is responsible for conducting an annual open house including operation procedures, setting time and date, physical setup, securing promotional materials, publicity contact, and club contact for event. Budget request shall include moneys for building rent, advertising, thank you, promotion, and concessions.
4. This committee shall also work in conjunction with the publicity committee to place ads in the newspaper for "A Day With 4-H" and flyers delivered to schools.

AWARDS

This committee is responsible for:

1. Providing donor contact throughout the year.
2. Other special award winners who are selected by individual letters of nomination and/or personal interview.
3. Achievement night responsibilities, which include preparation of the narrator's script, the content of the program, and labeling, and assembling awards.
4. County Fair Awards program including script and contacting donors and award winners.

FUND RAISING

1. This committee is to search out possible fund raisers to coordinate with the Albany County 4-H Council and County office.
2. To arrange for workers and set work schedules.
3. To involve as many clubs, members, and leaders as possible.
4. To develop an awareness among clubs, members, and leaders as to the need and create a feeling of community among the various clubs in the county.

RECORD BOOKS

This committee is responsible for conducting training in the record book preparation and judging in an orderly fashion. Determine winners, and notify the County Extension Office and Awards Committee as to the winners.

COMMITTEE GUIDELINES

1. Each committee will be responsible for defining their scope of work to be turned into the Executive Board for recording. The Vice-President will be responsible for filling committee vacancies with input from the Executive Board and will do so by the October meeting each year.
2. Committees will operate October 1 to September 30 of each year with the exception of the Carnival Committee. The Carnival Committee shall begin its year one month following the 4-H Carnival and ending one month following the next 4-H Carnival.
3. Each committee will coordinate with other committees when appropriate.
4. The Committee Notebook shall be kept up to date and passed on to the new chairperson each year.
5. A representative from each committee shall attend the 4-H Council meeting each month.
6. Term of office is three years, with members leaving on a rotating basis.
7. Each committee is responsible to turn in a proposed budget to the Albany County 4-H Council Treasurer by September 15.

AWARDS COMMITTEE

1. The committee shall be made up of six Adults/Youth.
2. A separate account for the Awards Committee has been established.
3. The Treasurer of the Awards Committee shall be a bonded leader and submit an annual report at the January Albany County 4-H Council meeting. The Committee's books will be audited at the end of the calendar year.
4. The Awards Committee will conduct the Silent Auction of gift baskets in conjunction with the Council Fundraising Committee. Funds will go to the Albany County 4-H Council treasurer and be dispersed to clubs and Awards Committee.

5. The Awards Committee will sponsor the 4-H Achievement program on a permanent basis.
6. The Awards Committee shall provide donor contact throughout the year. Donations will be sought for 4-H Awards. All donor money received for awards will be deposited in the Awards Committee Account.

CARNIVAL COMMITTEE

1. The Committee shall be made up of six adults and three youth.
2. Local 4-H clubs will not be allowed separate money making project at Carnival.
3. Only 4-H members can work in booths and assist with the Carnival.
4. No charge will be made to local 4-H sponsored activities for use of the equipment (popcorn popper, or snow cone machine). The group responsible for using the equipment will be liable for repair or replacement.
5. There will be no rentals of equipment to any outside entities.
6. \$20 will be given to the 4-H member selling the most tickets.
7. Council will award \$15 to champion and \$10 to reserve champion in each age group (junior, intermediate, & senior) for the best poster.
8. Council will award \$15 to champion and \$10 to reserve champion in each age group (junior, intermediate, & senior) for the best-decorated cakes.
9. Each 4-H member must sell or buy at least one coupon book of pre-sale carnival tickets. Clubs will be responsible for paying this amount and will be billed for the required amount.
10. An Albany County 4-H Club shall administer the Bingo Booth. The club may change from year to year.
11. The Sheriff's posse will be contacted to patrol the parking lot.
12. There shall be no members present during judging of the booths or cakes.

FUNDRAISING COMMITTEE

1. The Committee shall be made up of three adults/youth.
2. All countywide fundraising projects, exclusive of projects conducted by and for local clubs, shall be presented to the Albany County 4-H Council for their approval prior to being initiated (i.e. Judging teams, trip winners). Funds raised will be deposited in the Council Account by the treasurer of the Albany County 4-H Council and are to be used only for the purpose of the fund raising project. These funds will not be used for the Council's working budget.
3. Ongoing fundraising projects and important information regarding the projects should be kept in the committee notebook.

PLACEMENT & DAY WITH 4-H COMMITTEE

1. The committee shall be made up of three adults.
2. The committee shall help place members into clubs. The committee also participates in specific events to help recruit and help new families find clubs.
3. Members are placed in clubs with friends; in clubs who are in need of members; or in clubs with an available meeting time.
4. The committee shall participate in School Open Houses to help recruit, answer questions, and place new members in 4-H.
5. The committee will sponsor "A Day With 4-H" during National 4-H Week or close to that date. This event is held to answer any questions individuals interested in 4-H might have.
6. The committee is responsible for school flyers to advertise "A Day With 4-H" and the 4-H Enrollment Deadline.
7. The committee will have a table or an information booth with items about 4-H, how to join 4-H and the enrollment period for 4-H at the 4-H Carnival.
8. The committee will set up a display advertising 4-H and provide information to those who are interested in 4-H at the Albany County Fair.
9. Poster contest winners for National 4-H Week will receive awards at the discretion of the sponsoring committee. The money will come from Day With 4-H budget. Albany County 4-H Council will award \$15.00 to the champion and \$10.00 to the Reserve Champion in each age group.

PUBLICITY COMMITTEE

1. The Committee shall be made up of three adult/youth.
2. The committee will be available upon request to help local clubs publicize activities.
3. The committee will recruit volunteers and work with other committees as needed for special events.
4. The committee will maintain a list of useful contacts and other helpful hints along with examples of past publicity projects in the Publicity Committee Handbook.

JUNIOR AWARDS TRIP COMMITTEE

1. The Committee shall be made up of three adult/youth.
2. Junior/Intermediate (members with a 4-H age of 8-13) Awards Trip will be awarded to:
 - The top four representatives of the shooting sports program that have participated at the State Shoot.
 - The top four overall Junior/Intermediate Fashion Revue winners.
 - One record book winner in each division areas of the projects will be set by the Extension Office.

- Two Junior/Intermediate Presentation Contest winners.
- Each overall Junior/Intermediate Animal Showmanship winner
 - a. Horse
 - b. Beef
 - c. Breeding Sheep
 - d. Market Lamb
 - e. Swine
 - f. Dairy Goat
 - g. Rabbit
 - h. Dog
 - i. Cat
 - j. Poultry
 - k. Meat Goat

-All junior/intermediate members receiving an overall award for an indoor exhibit. The list should be obtained from the Awards Committee at the completion of indoor judging.

-All juniors/intermediate winning County Fair Judges' Awards

The county fair judges in each of the judging areas (as defined in the fair book) will be asked to select one junior/intermediate member from their area to be eligible for the junior/intermediate awards trip. The criteria can include members who overcame obstacles, learned some outstanding lessons, learned from their mistakes, and/or prepared an exceptionally creative exhibit. These winners are likely not the same members who won overall exhibit honors. Judges need to be aware of these awards prior to the start of the judging.

5. Members are awarded the trip for the first contest of the year for which they qualify. Alternates may go if the event winner has previously won a trip within the same year.
6. The Junior/Intermediate Awards Trip will be to the Wyoming State Fair determined by the Committee and approved by the Albany County 4-H Council.
7. The committee will arrange for transportation, tickets, meals, etc. for those attending the trip. The Albany County 4-H Council has a budgeted amount for the trip and expenses should fall within this amount. 4-H members may need to bring additional spending money for food or personal items.
8. The committee will solicit input from the award winners and evaluate the trip. This evaluation will be passed on, along with trip planning details, within the committee notebook.

NOMINATING COMMITTEE

1. The Committee shall be made up of three adults appointed for a one-year term by the Executive Board.
2. The committee shall elect the chairperson of the committee.
3. The committee shall present a slate of nominees to the 4-H Council at its September meeting. Election shall occur at the 4-H Council's October meeting.
4. The committee shall maintain a current file of names of possible leaders for the 4-H Council in the Committee Notebook and pass this notebook on to the new chairperson the following year.

RECORD BOOK COMMITTEE

1. The Committee shall be made up of three adults.
2. All record book judges will be trained before the judging.
3. Each club is responsible for 1 leader to help with record book judging. If a representative of a club is not present comments may not be provided for the club's 4-H members.
4. Junior/Intermediate Trips will be awarded to top record book winners from previous years.
5. The Chairman of the Record Book Committee will be an ex-officio member of the Awards Committee.
6. All members must turn in their Record Book to complete.
7. The method of judging of the Record Books is at the discretion of the committee and the 4-H Educator.

4-H COUNCIL POLICIES

AGE DIVISIONS

1. Age divisions as defined by Wyoming 4-H and Albany County 4-H Council are Senior, ages 14 – 18, Intermediate, ages 11 – 13 and Junior ages 8 – 10.
2. Junior and Intermediate age divisions may be combined in some contest areas in some specific situations.

CLUB RESPONSIBILITIES

1. Each club shall have Constitutions and By-Laws on file at the Extension Office.
2. Each club shall have at least fifty percent of its members complete for the year.
3. Each club shall participate in the 4-H Carnival and turn in its money for sale of Carnival tickets by the due date.
4. Each club shall have two voting representatives to the 4-H Council. These representatives (adult or youth) shall attend each 4-H Council meeting and report back to their club.
5. Each club shall turn in their Secretary's Book to the Extension Office by the First Friday after Labor Day, whether or not the book is being judged.
6. Each club shall turn in their Treasurer's Book, Bank/Financial Statements to the Extension Office by November 1st.
7. All fundraising done through clubs or projects must be reported to and approved by the Extension Office via the Fundraising Form and must follow the rules stated in the Treasurer's Handbook.
8. Each 4-H Club is allowed to have only one checking (ending balance not to exceed \$1,000.00) and one savings account (ending balance not to exceed \$2,000.00). All excess funds should be spent on club functions or handled through the 4-H Council or Foundation.
9. All 4-H bank accounts must have at least two unrelated individuals (one youth and one adult) on signature card.
10. Money raised in the name of 4-H must be used for 4-H programs, activities and events. Funds cannot be used for personal gain.
11. Failure to comply with these rules may result in the dissolution of the club.

COUNTYWIDE PROJECT LEADERS

1. Countywide project leaders shall plan and hold at least 3 educational opportunities during the club year.

ILLNESS AND MEMORIALS

1. When a 4-H leader or member is in the hospital, a card will be sent from Council.
2. Upon a death of a 4-Her's immediate family, \$25 may be spent on a memorial or flowers.
3. Upon a death of a 4-H member \$50 may be spent on a memorial or flowers.
4. Club leaders shall be responsible for notifying Council.

MEMBER COMPLETION

1. Project completion shall consist of the following:
 - a. Enrollment in the project unit by the deadline date
 - b. Exhibit in the project unit or must exhibit or demonstrate in front of 5 or more non-family persons
2. A complete record book in at least one area must be turned into the Albany County Extension Office by the 2nd (Second) Friday after Labor Day for judging and on September 30th (thirtieth) for completion.

OTHER CONTESTS

1. Council will pay for entry fees for team members competing in State competitions.
2. Members competing in State competitions as a member of an Albany County team may request up to 50% of the cost of the trip
3. Council will provide funding to National Competition/ Award Trips as follows:
 - a. Senior members from Albany County teams (Livestock, Wool, Meats, Horse vegetable contests, and Denver 4-H Roundup) winning trips to National competition must come to Council requesting funds to support the trip. The Council may provide up to 50% of the estimated funding for the trip.
 - b. Team members are requested to do fundraising on their own.
4. Proof of expenses (receipts, invoices, registrations, etc.) must be given to the Albany County Treasurer before reimbursement is made.

SCHOOL PROJECTS

1. A Resolution was passed at the State 4-H Level allowing projects made in school to be shown as a 4-H project.

STATE FAIR TRIPS

1. 4-H members (or a representative) are required to attend the delegates meeting held prior to State Fair. If they do not attend or if they are not represented, they will not participate in State Fair.
2. The money provided by the Fair Board for State Fair will be divided among all attending. Delegates include those from Fashion Revue, Presentation Contest, Showmanship, Judging Contests, etc.

Albany County 4-H Council Appeals Process

1. Any person/club may file a written appeal regarding any sanctioned or related activities or policies of this Council.
2. The Executive Board of the Albany County 4-H Council will review any written appeal in a closed executive session of the Council. The Executive Board will decide if an oral appeal will be heard.
3. The oral appeal shall be made in person by the person requesting action. (Leaders and parents are invited to accompany a youth making an appeal.)
4. The Executive Board of the 4-H Council in consultation with the 4-H Educator will then review the appeal and either accepts or rejects it and will notify the person/club filing the appeal by letter from the 4-H Council President.
5. All appeals shall be made in a timely manner. Written appeals should be made within (30) days of the event that generates the appeal.
6. An appeals form is available from the Executive Board of the 4-H Council and the Extension Office.
7. County deadlines cannot be appealed except for extenuating circumstances.

Albany County 4-H Council Financial Procedures

1. All Albany County 4-H Council bank statements shall be mailed to the Extension Office.
2. An “In Box” shall be placed in the Extension Office to receive mail sent or items to be referred to the Albany County 4-H Council from the Extension Office.
3. Albany County 4-H Council monies received by the Extension shall be receipted upon reception to the stating the purpose of the money received. These funds shall be given to the 4-H Council Treasurer.
4. Photocopies or all checks shall be made before they are deposited into the Albany County 4-H Council bank accounts.
5. Monthly written Treasurer’s reports shall be given at each Albany County 4-H Council Meeting and then the Albany County 4-H Council does not meet. a written report shall be given to the President. The Treasurer’s Report shall include all income and expenditures, beginning and ending balances in all accounts, list of all designated funds, and a budget rectification report.
6. All Albany County 4-H Council bank Accounts including (i.e. Shooting Sports, Awards Committee or any other accounts established in the future) shall have At least two names on signature card.
7. A profit/loss statement shall be given on all Albany County 4-H Events whose income/expenses are spread out over more than a one month period including, but not limited to the 4-H Carnival, Fair Award’s Committee, fundraising projects, 4-H Camp, and any project fee assessment (i.e. dog agility fees).
8. The President shall oversee the bonding of all leaders listed on the signature Cards of the Albany County 4-H Council bank accounts (including Awards Committee, Shooting Sports or any other accounts established in the future.)
9. All Albany County 4-H council accounts (including the Awards Committee, Shooting Sports or any other accounts established in the future) shall be audited on a yearly basis and a written copy of the auditor’s report be entered into the Secretary’s minutes.
10. An annual written report of all accounts (including the Awards Committee, Shooting Sports or any other accounts established in the future) shall be presented at the January Albany County 4-H Council meeting.
11. Funds raised for National Events (i.e. National 4-H Conference National 4-H Congress, Washington Focus) must be deposited into the Albany 4-H Council Account. These Funds will be earmarked and reported at every Albany County 4-H Council Meeting.

This Constitution, By-Laws, Policies, and Procedures have been adopted on October 2, 2007.