

JACKSON COUNTY EXTENSION 4-H ADVISORY COUNCIL CONSTITUTION AND BY-LAWS

ARTICLE I – NAME

The name of this organization shall be the Jackson County 4-H Advisory Council.

ARTICLE II – PURPOSE

The primary purpose of the Jackson County Extension 4-H Advisory Council is to provide guidance and assistance to the County Extension Staff in planning and conducting educational 4-H programs.

ARTICLE III – MEMBERSHIP

1. Membership shall consist of 21 active 4-H advisors and six older 4-H members (two from each school district).
 2. Volunteers/advisors shall serve a term of three years. Seven volunteers/advisors shall be elected annually in the fall. Terms shall begin with the January meeting. Members of the committee must have been volunteers/advisors for more than one year. Up to three older 4-H members will be appointed by the Advisory Council members each year. Preference will be given to a member from each of the three school districts appointed each year. If there are no interested youth from a school district, then at large youth representatives will be appointed. Terms will begin with the January meeting.
 3. The 4-H youth representatives shall serve a term of two years. Up to three older 4-H members shall be elected annually. Terms shall begin with the January meeting. Only one two year term may be served.
 - a. All youth members of the 4-H Advisory Council shall have voting privileges.
 4. Advisory Council members shall be elected and announced at the annual Fall Recognition Banquet and will be voted on by club advisors. Nominations of advisors shall be made by advisors, and elected by ballot. No nominations will be received from the floor (at the Fall Recognition). Club advisors who cannot attend the Banquet can vote absentee at the County Extension Office prior to the Banquet.
 5. Meeting shall be held monthly. The President may call special meetings.
 6. A quorum shall consist of not less than 10 members of the committee.
 - a. Members must attend 7 meetings and 2 of the following activities:
 - i. Skillathon, Project Judging, Rabbit Tattooing, Food Booth (counted once), Apple Festival Booth (counted once), Fall Recognition.
 - ii. Members may replace a missed meeting with an extra activity.
 - iii. Additional activities or extenuating circumstances must be approved by the Executive Committee.
- Members not able to fulfill these requirements by October 1st will be looked at by the Executive Committee with a decision regarding committee membership made at the October Meeting.
- b. (Otherwise, replacements will be filled by the next highest vote recipient, providing the nominee accepts.)

- c. (If no nominee is available, then the committee and/or executive committee shall make the appointment. The appointment will take effect immediately and will fill the current calendar year, to be voted on as a new seat at the upcoming Volunteer Appreciation Banquet.)
7. A sign-in sheet will be used at meetings to verify attendance with a signed copy of the constitution turned in.
8. Affiliate Members may be appointed at the discretion of the committee and will have equal voting rights only if they have met the attendance requirements. Affiliate members may be appointed to help with special events or provide input to the 4-H Advisory Council.
9. Officers shall be President, Vice President, Secretary, Treasurer, and Public Relations, elected annually by the Council at the January meeting. Officers should be a council member for more than one (1) year.

ARTICLE IV – MEMBERS RESPONSIBILITIES:

Council members should be aware of the needs and interest of boys and girls, parents, and advisors, and the community they represent. They must understand the objectives of 4-H work, be familiar with the current county situation and have an understanding of the relationships of the 4-H program to the total Extension program. Specific responsibilities are:

1. Understand the organization of Ohio State University Extension, an educational arm of the College of Food Agricultural and Environmental Sciences, the Ohio State University and the United States Department of Agriculture.
2. Understand and believe in the objectives of the 4-H program.
3. Understand and accept the functions and expectations of the County 4-H Advisory Council.
4. Recognize that 4-H programs and activities should be evaluated on their educational merits.
5. Attend meetings of the County 4-H Advisory Council and participate actively in the discussions and recommendations for the 4-H program.
6. Serve on standing or ad hoc committees when appointed or asked to participate.
7. Support the recommendations of the County 4-H Advisory Council.
8. Promote good public relations for the 4-H program at every opportunity.
9. Recognize and understand that 4-H programs are for the development and participating opportunities of members.
10. Reflect the need, interests, and opinions of people represented.
11. Inform groups represented on recommendations of the county 4-H Advisory Council and why they were made.
12. Take the necessary leadership to make sure that the 4-H program is conducted according to the highest standards, including: club meetings, project work, and other educational experiences in local county area and state programs.
13. Counsel with the Extension Staff concerning local programs and activities.
14. Be alert to ways of improving the 4-H program for boys and girls, parents, and volunteers.

ARTICLE V – FUNCTIONS:

Major functions of the Council are to advise and assist in developing, helping to conduct, and evaluating the 4-H program. Under the guidance of the County Extension Staff, the council should consider:

1. The Philosophy and Current Objectives of the 4-H program.
2. The Developmental Tasks of Young People at Various Age Levels.
3. The organizational and enrollment procedures that will provide the most optimum volunteer recruitment and member enrollment.
4. The needs of volunteers and specific plans for volunteer education and training in:
 - a. Organizational Functions of 4-H Clubs
 - b. Teaching Methods
 - c. Subject Matter Competencies
5. 4-H Member growth.
6. Officer Training.
7. Member Learning Experiences:
 - a. 4-H Promotion
 - b. Subject Matter Workshops
 - c. Judging Activities
 - d. Demonstrations and Illustrated Talks
 - e. Educational Tours
 - f. Safety Talks and Activities
 - g. Health Program
 - h. Fair Exhibits and Participation
 - i. Others
8. Coordinate applications, screening, interviewing, and selecting members to represent the county at Statewide camps and other opportunities and for making nominations for state and national trips.
9. Junior Leadership – concepts, functions, and opportunities.
10. Awards and Recognition.
11. Recommendations and proceedings of the State Extension 4-H Advisory Committee.

ARTICLE VI – AMENDMENTS:

This constitution and by-laws may be amended by a simple majority of the members present at a regular meeting, providing a quorum is present. Written notice of the amendment (s) must be given to all members at least one week prior to the meeting.

ARTICLE VII

(The Constitution and By-Laws shall be the governing documents of the Jackson County Extension 4-H Advisory Council.) Robert's Rules of Order shall be the parliamentary procedure used at all meetings.

ARTICLE VIII

Code of Conduct shall be the procedure used for all meetings.

Presented: 12-10-12

Adopted: 2-11-13