

COCHISE COUNTY 4-H COUNCIL BY-LAWS

- ARTICLE I** **NAME**
The name of this organization shall be the Cochise County 4-H Council.
- ARTICLE II** **OBJECTIVES**
Section 1 The objectives of this council shall be to promote high quality 4-H work within the county; to develop cooperative effort for work, fun and fellowship among leaders and members; to provide opportunity for leadership in the educational economic and social development of the community. 4-H programs are open to membership by all youth and adults, irrespective of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation.
- Section 2 This is a non-profit organization and all monies received shall be disbursed to promote the objectives of the council. In case of disbandment, all monies will be disbursed to non-profit organizations as deemed advisable by the council. This shall be the last order of business.
- ARTICLE III** **MEMBERSHIP**
Section 1 This council shall include all certified leaders, junior leaders in good standing, and the county extension 4-H personnel.
- Section 2 Memberships may be extended to any other persons or organizations selected by the board of directors.
- ARTICLE IV** **OFFICERS AND EXECUTIVE COMMITTEE**
- Section 1 The officers of this council shall include president, vice-president, secretary and treasurer.
- Section 2 The above officers, plus the county extension 4-H personnel, shall make up the executive committee.
- Section 3 All officers shall be elected at the January meeting and shall take office at the end of the annual meeting in January. No officer shall serve in the same office for more than two consecutive years.
- Section 4 Vacancies in the executive committee shall be filled by appointment by the board of directors by majority vote of those voting, a quorum being present. Such appointments shall be subject to approval by the council through electronic methods.
- Section 5 Duties of the officers shall be as follows:
A. The president shall preside at all meetings of the council, the executive committee, and board of directors. The president can appoint all special committees as needed.
- B. The vice-president shall preside at all council, executive committee, and board of directors meetings in the absence of the president, or at the president's request.

- C. The secretary shall record and report all minutes of the council, the executive committee, and the board of directors meetings and shall read and reply to all council correspondence.
- D. The treasurer shall receive, disburse and be accountable for all regular funds of the council and shall supervise and audit any special accounts managed by any of the standing committees.
- E. It is the responsibility of elected officers to attend scheduled meetings. Failure to attend 50% of the meetings during the 4-H year shall constitute automatic withdrawal from office held. Attendance may be via electronic methods.

Section 6 The executive committee shall be the governing steering body for the council. The executive committee will appoint a responsible third party to audit the funds of the council yearly by October 31st, or as required by the state 4-H office. Its actions shall be accountable to the board of directors and to the council.

ARTICLE V BOARD OF DIRECTORS

Section 1 The board of directors shall consist of the four elected officers, the past-president, one adult and one youth representative from each of the standing committees (whose term will be one year), and the county extension 4-H personnel.

Section 2 The duties of the board of directors shall be to review practices and establish policies for conduct of the county 4-H program. It's major actions and policies shall be subject to review and approval by the council and Cooperative Extension. The board of directors may establish any additional standing committees which are deemed necessary.

ARTICLE VI MEETINGS

Section 1 Regular meetings of the council shall be held in January (annual meeting) March, August, and October. A board of directors meeting shall be held in May or June.

Section 2 Special meetings of the council may be called by the county extension 4-H personnel at the request of the executive committee.

Section 3 Meetings of the board of directors shall be called as deemed necessary by the executive committee, or by petition by a majority of the members of the board of directors. A minimum of one meeting will be called each 4-H year to meet the requirements set forth in Article VI, Section 1.

Section 4 Standing and special committees shall meet as deemed necessary by the respective committees.

Section 5 Quorums for official conduct of business shall consist of simple majorities of membership of the executive committee and the board of directors.

ARTICLE VII STANDING COMMITTEES AND AD HOC COMMITTEES

Section 1 Standing committees shall include: building, large stock, horse, dog, small stock, and shooting sports.

- Section 2 Standing committees shall have the responsibility to evaluate and recommend to the council and to the county extension 4-H personnel the adoption of projects, project content and mode of conduct of projects; to plan and carry out special activities relating to their broad assignments; and to handle monies in conduct of special activities under the supervision of the council treasurer or designee. It shall be the responsibility of elected members to attend scheduled meetings. Failure to attend 50% of the meetings during the 4-H year shall constitute automatic withdrawal from the committee. Attendance may be via electronic methods. Committees may structure their committee leadership as needed to conduct business, but shall have at minimum a chair and co-chair.
- Section 3 An ad hoc committee shall include all leaders in a project interest group or grouping of projects. If pertinent to the successful development of individual projects, those ad-hoc committees may develop project materials, events, procedures, and recommendations for the standing committees under which they operate.
- Section 4 Decisions of standing committees shall in no way conflict with the general policies, rules, or regulations established by the council or Cooperative Extension.
- Section 5 Selection of Standing Committees
- A. Each committee shall consist of leader members and junior leaders from the respective project areas if possible, plus the county extension 4-H personnel responsible for the related program area.
 - B. The county council president shall ask for volunteers of each committee beginning October 1 and continuing until the January county council meeting. New committees will be effective as of October 1 of the current year. The voting members will be the volunteers that are on file with the extension office. The meetings shall be open to the public.
 - C. Each committee shall elect its own chair and co-chair (at minimum) at their first meeting after October 1.
 - D. Each committee shall report to the county council and file copies of all minutes of committee meetings with the council secretary and extension office. The committees will also file with the extension office a tentative schedule of meetings by January 30. Committees are not recognized by the extension office unless these rules are followed.
 - E. Each committee co-chair shall be required to notify its own committee members in writing at least 10 days in advance of any committee meeting; unless they have already been notified in the county newsletter or by electronic methods.
 - F. Each Committee will meet during county rules meetings in November to review and submit proposed changes to the county council by December 1 for approval.

ARTICLE VIII
Section 1

DISPUTE RESOLUTION BETWEEN VOLUNTEERS/MEMBERS/PARENTS

State Office Policy

A. Statement of Policy

It is the policy of the University of Arizona Cooperative Extension to ensure that all Cooperative Extension volunteers and participants have a known and effective forum to air and examine complaints.

B. Dispute Resolution Procedure

1. Complaints are first to be addressed to the Cooperative Extension faculty in the county. The Extension Agent assumes leadership for this process. Whenever a participant under the age of 18 is involved in a grievance, the parents/guardians of that youth are to be notified in writing by the Extension Agent having responsibility for the complaint.
2. Problems arising between/among participants and volunteers that cannot be resolved through a conciliation process will then be addressed by the Cooperative Extension faculty member responsible for the appropriate program.
3. An accurate, detailed statement of the complaint must be made in writing to the county Cooperative Extension office, to the Extension Agent or other Extension faculty member assigned by the County Extension Director to handle the complaint.

ARTICLE IX
Section 1

ORDER OF BUSINESS

The order of business for all regular meetings shall be:

- A. Call to order and pledges.
- B. Recognition and registering of members and guests.
- C. Reading of the minutes and correspondence.
- D. Treasurer's report.
- E. Board of Directors report (when appropriate).
- F. Standing, ad hoc, and special committee reports.
- G. Teen Council report.
- H. Old/and/or unfinished business.
- I. New business.
- J. Educational program (when appropriate).
- K. Adjournment.

ARTICLE X
Section 1

AMMENDMENTS

These by-laws may be amended by a two-thirds vote of the members present at any regular or special meeting (must meet quorum requirements of Article VI, Section 5) provided a 10 day advance notice is given in writing to all members stating the changes being proposed.

Adopted this 1st day of May 2018