

CONSTITUTION AND BY-LAWS FOR THE
STARK COUNTY 4-H ADVISORY COMMITTEE

ARTICLE 1. Name

- Section A. The name of this group shall be the Stark County 4-H Advisory Committee.
- Section B. The County Extension Staff shall be the professional leader representing the Ohio State University Extension and shall work closely with the 4-H Advisory Committee in developing policies within the framework of total Extension program and the expediting of 4-H programs within the scope of the organization.

ARTICLE 2. Purpose

The major purpose of the Stark County 4-H Advisory Committee is to work with the County extension educator(s) in determining 4-H program needs and direction in concert with the state and national policy by:

- Section A. Help to analyze the needs and interest of all county youth, age 5-19.
- Section B. Help to insure a balanced program in regard to all potential cliental including adults and youth (5-19 years of age) on a non-discriminatory basis without regard to race, color, national origin, age, handicap, sex, religion or Vietnam Era veteran status.
- Section C. Assist with planning, evaluating, and recommending of 4-H educational experiences, methods and programs related to Community and Natural Resources, Family and Consumer Sciences and Agriculture that will meet the needs and interest of those youth; and reviewing the program to assure a balance of content/curriculum is offered.
- Section D. Assist in the recruitment and development of leadership to work with the 4-H program.

ARTICLE 3. Function

- Section A. Review and study the general youth needs, interest and concerns
- Section B. Analyze and study the potential youth population and the current enrollment in 4-H programs on nondiscriminatory basis.
- Section C. Assist in developing objectives and goals of the 4-H program to meet the needs, interest and concerns of the youth in the county.

- Section D. Analyze and assist in developing methods, plans and procedures to expand

4-H and youth development to current and new audiences.

- Section E. Assist in developing methods to recruit, train and recognize all adult 4-H volunteers.
- Section F. Keep accurate minutes and treasury records for use by members and to keep on file in the County Extension Office.
- Section G. Assist with the promotion, planning, conducting of 4-H programs and Activities.
- Section H. Serve as a 4-H communication link between members, parents, and volunteers, the county extension educator(s), the Ohio 4-H Program and the Ohio State University Extension.

ARTICLE 4. Elected Membership

- Section A. Elected Membership – the membership shall not exceed 26 elected members. All townships should be represented. Townships with large club membership or city clubs should be considered for additional representation.
- Section B. Term-The elected membership shall be elected for a two-year term. Half the membership shall be elected annually.
- Section C. Nominations – A nominating committee shall be appointed by the chairman in January. One or more volunteers or youth shall be nominated for each position to be filled. All volunteers or youth who are willing to serve on the Advisory Committee shall be eligible for election. Such names as nominated must have prior approval of party involved. Nominees shall have successfully completed one year of club work.
- Section D. Election Procedures – A nominating committee shall supervise the election of the membership, such elections to be held prior to the November Advisory Committee Meeting.
- Section E. Vacancy – In case of vacancy or failure to attend meetings, the Advisory Committee may appoint members to serve the unexpired term. A member may be dropped from the Advisory Committee after three unexcused absences not reported to the Advisory Committee Chairman or the Extension Office.

ARTICLE 5. Un-elected Membership

- Section A. One representative of a 4-H special interest committees as designated in The by-laws who is not an elected member of the Committee shall be a Member of the Advisory Committee for one year.
- Section B. Three to five members as designated by the 4-H Educator who represent the needs and interests of local youth through community youth serving agencies, institutions, and organizations (example – schools, local churches, etc), and who are not elected members or representatives of 4-H special interest committees, shall be a member for one year.

ARTICLE 6. Officers

- Section A. Officers – The officers shall be president, vice president, secretary and treasurer. They shall be elected by the Advisory Committee annually. An officer may be re-elected to the same office only if 2/3 of the attending members approve.
- Section B. Election of Officers – The first meeting following the election of members shall be the annual meeting for the election of officers.
- Section C. Qualifications of Officers – Only one office may be held by an un-elected member and in case of change of appointment on a committee, he shall be considered a member of the Advisory until the expiration of his term of Office.
- Section D. Duties of Officers:
1. Each officer will be expected to serve until his successor is elected and qualified.
 2. The Chairman shall preside at every meeting and shall enforce the Constitution and By-Laws. He shall also appoint committees and work personally with other officers.
 3. It shall be the duty of the Vice-chairman to preside over the organization in the absence of the Chairman.
 4. The Secretary shall keep a neat and accurate record of all proceedings of the Advisory Committee. The secretary shall read the minutes of the past meeting at each succeeding meeting; call roll; preside in the absence of the chairman and vice-chairman, submit a copy of the minutes within 30 days of a meeting. A permanent copy of the minutes of all meetings shall be placed on file in the Extension Office yearly.
 5. The Treasurer shall keep accurate records of all receipts and disbursements and give a report at each meeting. A copy of each report shall be submitted to the Extension Office within 30 days of a meeting. A permanent copy shall be placed on file yearly. The treasurer shall be bonded.

ARTICLE 7. Committees

Section A. Executive Committee – The Executive committee shall be the chairman, Vice chair, secretary, treasurer, immediate past president, and two other members elected by the Advisory Committee. The Executive Committee shall plan such business deemed necessary to keep an active, efficient, and well-organized 4-H Advisory Committee. All action shall be referred to full committee for approval.

Section B. Auditing Committee – The records of the treasurer shall be audited yearly, or periodically by a committee of disinterested persons appointed by the chairman.

Section C. Record Committee – Chairman on request of 2/3 of the Committee may appoint a committee of disinterested persons to check any or all records.

Section D. Standing Committees – The chairperson of standing committee shall be appointed annually by the chairman from the elected membership of the Advisory Committee. The appointments shall be made prior to, or at the meeting following the election of officers of the Advisory Committee, or by the end of the January meeting. All committees, except Awards and Recognition Committee, shall consist of minimum of two and a maximum of five volunteers. The Awards and Recognition Committee shall consists of six to eight members. The members of the standing committees shall be chosen by the chairperson and the 4-H Educator.

1. The Awards & Recognition Committee – Shall recommend award policy. They shall be directly responsible for choosing award recipients. These shall include all 4-H county wide awards or recognition.

2. The 4-H Activities & Special Events Committee – Shall work with the county 4-H Educator to develop and conduct programs and special events.

These include Advisor Recognition Banquet, Home and Flower Display,

etc.....

3. The Project, Judging & Exhibit Committee – Shall recommend standards for improving and completing projects. They shall also be responsible planning and conducting county project judging with the guidance of the 4-H Educator.

4. The Advisor Instruction & Helps Committee – Shall assist in the planning and conducting of volunteer training and workshops and officers training and county-wide club meetings.

5. Ways & Means Committee – Shall assist with the planning and conducting of fund raising events for the Stark County 4-H Program.

6. Ad Hoc Committee – May be established by the Advisory Committee when deemed necessary.
7. Special Meetings - Shall be called by the chairman when deemed necessary.

ARTICLE 8. Meetings

- Section A. Regular Meetings – Shall be held on the fourth Monday of January, March, May, July, September and November.
- Section B. Special Meetings – Shall be called by the chairman when deemed Necessary.

ARTICLE 9. Quorum – For matters of routine business, those present at a duly called meeting shall constitute a quorum.

ARTICLE 10. Amendments to the Constitution

- Section A. Proposed amendments must be submitted in writing at a regular meeting and action must be taken at the next regular meeting.
- Section B. Proposed amendments must be submitted in writing to the total Advisory Committee membership with the notice of the meeting at which action will be taken.
- Section C. Amendments shall require 2/3 vote of members present.

BY-LAWS

Section A. The following are recognized 4-H Special Interest Committees:

Beef	Jr. Fair Board	Dairy/Market Goat
Home Ec.	Horse	Poultry
Rabbit/Cavy	International	Sheep
Sr. Fair Board	Jr. Fair Com	Livestock/Marketing
Llama.	Shooting Sports	Dog
Dairy	Pygmy Goat	

- Section B. Any county or special interest committee is encouraged to recommend rules or policies that are within the established program of this 4-H Advisory Committee which is a part of the OSU Extension Stark County. Any recommended rule or policy change must be reported to the Advisory Committee.
- Section C. This constitution by-laws shall be reviewed and revised every 5 years or as needed at the request of the Advisory Committee or the 4-H Educator.

Section D. Budget Committee – A committee appointed by the chairman will submit a proposed budget in January of each year to be approved by the Advisory Committee at the January meeting and become effective the following Meeting.

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