

Bylaws of Pima County 4-H Executive Council

ARTICLE I - NAME AND PURPOSE

- Section I. The name of the organization shall be Pima County 4-H Executive Council.
- Section II. The Pima County 4-H Executive Council is organized exclusively for charitable and educational purposes, more specifically to oversee the Pima County 4-H Youth Development program.
- Section III. The Pima County 4-H Executive Council is responsible for providing program develop and vision, developing program outreach, marketing and promoting Pima County 4-H Youth Development program, and the financial development and management of funds to support the program.
- Section IV. The Pima County 4-H Executive Council is responsible to the Pima County 4-H Extension Faculty in charge of the 4-H program and to the Pima County 4-H volunteers. They will report monthly to the Pima County Extension Office and at least quarterly to the general 4-H population.

ARTICLE II – MEMBERSHIP

- Section I. Membership shall consist only of the members of the Pima County 4-H Executive Council.
- Section II. The Executive Council shall have not fewer than twelve (12) members. The Executive Council shall consist of between 1/3 and 2/3 young adults ages 14 – 18 years.

ARTICLE III – MEETINGS

- Section I. The date of regular meetings shall be set by the Executive Council who shall also set the time and place.
- Section II. Special meetings may be called *by the Chair, Vice-Chair, Extension Faculty, or when requested by 1/3 of the members of the Executive Council, or when requested by at least 10 Pima County Certified 4-H Volunteers.*
- Section III. The Executive Council shall meet at least quarterly, at an agreed upon time and place.
- Section IV. Notice of each meeting shall be given to each member, by mail, email or phone call, not less than five (5) days before the meeting.

ARTICLE IV – APPOINTMENT, TERMS AND QUORUM

- Section I. Appointment to the Executive Council shall be through the process stated in the Standing Rules.
- Section II. Terms of Executive Council members. Each member shall serve a minimum of one three year term, including one year probationary associate.
- Section III. A quorum must be attended by at least 2/3 of the Executive Council members before business can be transacted or motions made or passed.

ARTICLE V – OFFICERS AND DUTIES

- Section I. There shall be *four (4)* officers of the Executive Council, consisting of a Chair, *Vice-Chair*, Secretary and Treasurer.
- Section II. The Chair shall convene regularly and special called meeting, shall preside or arrange for other members of the Executive Council to preside at each meeting.
- Section III. The Vice Chair shall convene regularly and special called meetings in the absence of the Chair. The Vice Chair shall have the same authority to appoint committees, etc. in the absence of the Chair.
- Section IV. The Secretary shall be responsible for keeping records of the Executive Council actions, including overseeing the taking of minutes at all Executive Council meetings, distributing copies of minutes to Council members.
- Section V. The treasurer shall make a report at each quarterly Executive Council meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fund raising plans, and make financial information available to Pima County 4-H Youth Development Program members and the Pima County Extension Office. The treasure shall make disbursements upon request when proper paper work is submitted and must submit all statements and receipts to the bookkeeper.

ARTICLE VI – RESIGNATIONS, TERMINATIONS, ABSENCES

- Section I. Resignations from the Executive Council must be in writing and received by the Secretary.
- Section II. An Executive Council member shall be dropped from the Executive Council if s/he has missed more than 50% of the meetings in a year. An Executive Council member may be removed for other reasons by a three-fourths vote of the remaining Executive Council members present at that meeting.

ARTICLE VII – COMMITTEES

Section I. The Executive Council may create and terminate committees as needed, such as fundraising, bylaws, etc. The Executive Council appoints all committee chairs.

Section II. All Committees and their duties shall be noted in the Standing Rules of this organization.

ARTICLE VIII – AMENDMENTS

Section I. These Bylaws may be amended when necessary by a two-thirds majority of the Executive Council. Proposed amendments must be submitted to the Secretary to be sent out with regular Executive Council announcements.

Adopted as written except for italics on September 6, 2007.