

**PUTNAM COUNTY 4-H COUNCIL, INCORPORATED**  
Greencastle, Indiana

***CONSTITUTION ~ BY LAWS***

**ARTICLE I: NAME**

The name of the organization shall be the PUTNAM COUNTY 4-H COUNCIL, INCORPORATED.

**ARTICLE II: PURPOSE AND POWER**

The primary purpose of the organization shall be to provide an informal educational 4-H program for the youth of Putnam County through the Cooperative Extension Service of Purdue University.

The specific functions shall be:

- (a) to facilitate 4-H program planning for Putnam County, including needs assessment, program implementation, recognition, and evaluation.
- (b) to support development of accurate and relevant curriculum materials
- (c) to co-sponsor an annual County 4-H Exhibit
- (d) to establish County 4-H policies consistent with National and State policies and resolve conflicts relating to the 4-H policy and program.
- (e) to provide volunteer staff development including recruitment, orientation, evaluation, and recognition.
- (f) to provide for and assist with member recruitment and recognition.
- (g) to provide for and assist with 4-H program visibility
- (h) to provide continuing financial support.
- (i) to support staff development for Extension professional
- (j) to assure that the 4-H program is operating cooperatively with other Extension programs and other youth serving agencies.

**ARTICLE III: MEMBERSHIP**

Section 1 - The Council membership is open to any Putnam County resident interested in the 4-H program.

Section 2 - It is the policy of the Council that all persons shall have equal opportunity and access to its program and activities without regard to race, sex, religion, color, national origin, age, or handicap.

Section 3 - No membership dues shall be assessed.

Section 4 - There shall be one class of members and all members shall have the same rights, privileges, duties, liabilities, limitations, and restrictions.

**ARTICLE IV: OFFICERS, DUTIES, TERMS, INDEMNIFICATION**

Section 1 - Officers - the officers of the Council shall be President, Vice President, Secretary, and Treasurer.

Section 2 - The duties of the officers shall be to operate the Council as defined in the By-laws of this constitution.

Section 3 - The officer's term of office shall be one year.

Section 4 - Officers and Directors Indemnification - see Attachment A

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### **ARTICLE VI: COUNCIL MEMBERS, THEIR ELECTION, COMPENSATION**

Section 1 - Council members shall be elected, as described in the By-laws.

Section 2 - Council members shall not receive any compensation for their duties. The Council, by official vote, may reimburse members for any expenses incurred in carrying out their duties.

### **ARTICLE VII: ELECTION OF OFFICERS**

Section 1 - The election of officers shall be held at the first called meeting of the year. Voting shall be by secret ballot, and a majority of the ballots cast will be necessary to elect.

Section 2 - The newly elected officers shall assume their duties before the close of the election meeting.

Section 3 - A new officer shall be elected by the Council to complete the term of office of any officer who is unable to complete their term.  
Until the officer can be elected, the president shall appoint another Council member to fill the vacancy.

### **ARTICLE VIII: COMMITTEES**

Section 1 - The President shall appoint Committees as necessary to complete the functions of the Council.

### **ARTICLE IX: MEETINGS**

Section 1 - Meetings of the Council shall be held quarterly (minimum).

Section 2 - Special meetings may be called when necessary by the presiding officer provided every member has been notified.

Section 3 - Quorum - a quorum shall be constituted by a majority of those eligible to vote. If a majority is not present, those present may make recommendations and evaluate programs which will be voted upon by the Council at a time when there is a full majority.

### **ARTICLE X: VACANCIES**

Section 1 - In case of vacancy, a new Council member may be chosen by the remaining members to serve the unexpired term.

### **ARTICLE XI: VOTING RIGHTS**

Section 1 - Each member shall have the right to cast one vote on any matter submitted to a vote of the Council. This right to vote must be exercised in person.

### **ARTICLE XII: TERMS OF COUNCIL MEMBERS**

Section 1 - The term of office shall be three years. One-third of the Council shall be elected every year. Council members may serve two (2) consecutive terms.

Section 2 - Any member may be removed by the Council whenever, in the judgment of the Council, the interest of the Council and the 4-H program is best served.

### **ARTICLE XIII: PARLIAMENTARY AUTHORITY**

Section 1 - In all matters not covered by the Constitution and By-Laws, the Council shall be governed by the current edition of Roberts Rules of Order.



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### ARTICLE III. Election Procedures

- Each 4-H parent in the township rotation group will be contacted by mail and asked to nominate prospective Council members from their township.
- Nominees will then be contacted to determine their interest in serving.
- If the above procedure does not result in any nominations for a given township, the 4-H Leader(s) representing that township shall serve as a nominating committee.
- Parents will then be mailed the names of the nominees from their township.
- Voting to be done by mail.

### ARTICLE IV. Powers and Duties of the Officers

President. It shall be the duty of the President to convene the Council for stated and called meetings, decide upon the agenda for each meeting, preside over the meetings of the Council, appoint committees, and direct the execution of the wishes of the Council.

Vice President. It shall be the duty of the Vice President to assist the President in the performance of the duties and, in his absence, to preside in order of seniority.

Secretary. It shall be the duty of the Secretary to keep a record of all proceedings of the Council.

Treasurer. It shall be the duty of the Treasurer to receive all monies of the Council and pay them out when directed by the Council. The Treasurer shall keep a correct account of the receipts and disbursements. He shall make a financial statement of receipts, disbursements, and balances upon request. It shall be the duty of every officer, committee, or person having control of Council funds to deposit such funds in the depository designated by the Council.

### ARTICLE V. Amendments to the By-Laws

The By-Laws of the Corporation may be changed or amended or added to at a regular meeting of the Council provided that 2/3 of the members present and voting shall approve the amendment with notification by mail seven (7) days prior to the meeting.

Adopted: January 23, 1997