ARTICLE I. NAME AND OBJECTIVE

SECTION I. The name of this organization shall be the Carteret County 4-H Council.

SECTION II. The purpose of the Council is to provide 4-H members with the opportunity to help plan and conduct the Carteret County 4-H program and to provide a link between state and district 4-H councils and community 4-H clubs.

SECTION III. This organization shall promote understanding, fellowship and exchange of ideas between all 4-H clubs in the county.

SECTION IV. This organization shall strive for the development of leadership.

ARTICLE II. MEMBERSHIP

SECTION I. Membership is made up of the 4-Hers in Carteret County and shall be represented at 4-H Council meetings as follows:

- The elected officers of 4-H County Council shall attend.
- All active youth members of Carteret County 4-H may attend County Council meetings. Adult volunteers may attend meetings in a non-voting capacity.
- Voting representatives shall be a minimum of 11 years old.

SECTION II. Regular scheduled meeting will be conducted during the following months: January through May and September through December. June will be designated as Carteret County Council Community Service Month at which time the County Council officers, with the guidance of the 4-H agent will designate a project and encourage council members to participate in the event. August will be designated as the month to promote a county-wide fellowship activity that encourages 4-Hers and their families to become better acquainted. Special called meetings will be at the discretion of the County Council officers.

SECTION III. Before any regular meeting begins, a minimum of four (4) members must be present. If four (4) members are not present within 15 minutes after the meeting is scheduled begin, the meeting will be canceled.

ARTICLE III. OFFICERS AND ELECTIONS

SECTION I. The officers of this organization shall be president, vice-president, secretary/treasurer, reporter, recording secretary, parliamentarian, and committee chair.
SECTION II. Officers will be nominated at the 4-H County Council meeting three months prior to the to 4-H Achievement Night, at which time they will be installed and assume their duties. Elections shall be one month after nominations.

SECTION III. Any officer with an unexcused absence for more than two meetings (i.e. did not call or email prior to the meeting) or fails to fulfill the role of officer, will be dismissed from office.

SECTION IV Voting shall consist of one vote per club in attendance at the council meeting when elections are held. The individual with the majority of votes will be declared the winner. In the case of a tie, when three or more candidates are running for an office or if any candidate receives less than 51% of the votes, a run-off will be conducted between the two candidates with the most votes. In the case of a second tie, each 4-Her present will cast an individual vote. The candidate with the most votes will then be declared the winner. When only two candidates are running for an office and a tie occurs, each 4-Her present will cast an individual vote. The candidate with the most votes will then be declared the winner.

SECTION V. Age requirement for all officers: Minimum of 12 years of age at the time of nominations with the exception of president and vice president, who should be 14 years old. If no 4-Her who meets the age requirement is willing to run for president or vice president, nominations will be open to younger members.

SECTION VI. Members must attend a minimum of five meetings since the last election in order to be nominated for the position of an officer.

Exception: If no County Council delegate meeting the attendance requirement is interested in running for office, the floor will be open to anyone meeting the age requirement for said office.

SECTION VII. Delegates may only be nominated for three offices during the nomination period.

Exception: Any County Council delegate nominated for three offices and does not win will be eligible to be nominated for one remaining office if there is no candidate currently nominated. This will occur during elections prior to voting when the floor is open for additional nominations.

SECTION VIII. After the incoming County Council officers have been declared, a motion, followed by a second and passed by a simple majority is required to destroy the ballots. The 4-H agent advisor or designee will destroy the ballots after the meeting adjourns.

ARTICLE IV. DUTIES OF OFFICERS

SECTION I. PRESIDENT: It is the responsibility of the president to preside over all meetings and call extra meetings when needed. As a general rule, the president will take the lead in all activities of County Council. The president will prepare the agenda for council meetings with the leadership of the 4-H agent and work with fellow officers to ensure that meetings run
smoothly. All business meetings shall follow proper parliamentary procedure. The president will take the initiative to contact fellow council members and members through the phone chain to remind them of meetings and special council events.

SECTION II. VICE-PRESIDENT: In the absence of the president, it is the responsibility of the vice-president to assume the role of president. The vice-president will need the skills to fulfill all of the duties of the president including presiding at meetings. In addition, the vice-president also serves as the program chairman. As program chairman, the vice-president will lead the program committee in deciding what programs will be conducted at county council meetings.

SECTION III. SECRETARY/TREASURER: The secretary is responsible for keeping accurate minutes of all meetings of the council, keeping attendance records of each meeting, conducting correspondence as necessary and providing a copy of the county council meeting to the 4-H agent to be maintained in the extension office. The treasurer is responsible for properly handling council monies, keeping an accurate record of all financial transactions (requiring a receipt for all payments), preparing a written financial report for each meeting, as well as a copy for the 4-H agent to be maintained in the extension office and serving as chairperson for the fundraising committee.

SECTION IV. RECORDING SECRETARY: The recording secretary is expected to support the secretary and fill his or her duties in their absence.

SECTION V. REPORTER: The reporter is responsible for keeping the public informed about 4-H council activities and preparing a monthly article for the 4-H newsletter from 4-H club's reports. The reporter will also maintain a county scrapbook.

SECTION VI. PARLIAMENTARIAN: The parliamentarian is expected to guide meetings of the county council by adhering to the bylaws and assure business is conducted in an orderly manner.

SECTION VII. COMMITTEE ADVISOR: The committee advisor is expected to provide leadership in planning and implementing county council sponsored programs with the guidance of the agent, will serve as chair for Achievement Night, and sit on all active committees.

SECTION VIII. In addition to the specific responsibilities listed for each office, all officers are expected to attend and participate in County Council activities. The officers are strongly encouraged to attend district and state events. The elected officers will work as a team to plan and conduct county-wide 4-H events.

ARTICLE V. AMENDMENTS

SECTION I. The constitution may be amended by a vote of two-thirds majority of members present at any meetings, provided notice of the proposed amendment was given at the preceding meeting.

Revised April 4, 2011