

## **Prince William County (PWC) 4-H Advisory Council Constitution and By-Laws**

### **ARTICLE I - Name**

This organization shall be known as the Prince William County (PWC) 4-H Advisory Council.

### **ARTICLE II - Purpose**

The purpose of the PWC 4-H Advisory Council is to provide time and talent and other resources to promote and explain 4-H programs, procedures and opportunities to citizens, organizations and governing bodies of PWC.

The goal of the council will be to:

- Develop ideas for the expansion, improvement and promotion of 4-H youth and leader educational programs throughout PWC.
- Advise the PWC 4-H Extension Staff on matters of program policy and assist in their implementation.
- Promote a spirit of friendship and cooperation among PWC 4-H members, leaders, parents, volunteers and Extension Staff.
- Serve as the eyes, ears and voice of the 4-H community in identifying its needs.
- Enhance the financial base of the PWC 4-H program.
- Advocate for the 4-H Youth Development Program.

The PWC 4-H Advisory Council may be called upon to perform a variety of tasks including but not limited to the following:

- Assist in securing resources for the PWC 4-H program to include monetary, land, volunteers, and new members for the council.
- Serve as organizational chairs for county, district, and state 4-H Activities.
- Plan and conduct fund raisers.
- Secure meeting facilities, products for 4-H educational activities and awards, store windows for 4-H exhibits and transportation for 4-H participants to and from activities outside the county, as needed.
- Arrange for special features in newspapers and radio/television programs during National 4-H Week, and assist the 4-H agent(s) in developing a good relationship with all mass media representatives.

- Attend 4-H activities to remain informed on current trends, changes, and achievements in 4-H.
- Act as a liaison between the 4-H agent(s) and general public relative to the 4-H program's appropriateness and accountability and communicate to 4-H funding sources (state legislators, boards of supervisors, and private contributors) how funds are used and how the 4-H program has contributed to solving problems of youth.
- Participate in recognition programs for youth and volunteers.
- Provide speakers on topics of interest for club and other 4-H activities.

### **ARTICLE III - Membership**

The PWC 4-H Advisory Council will be comprised of 10 or more business and professional people, educators, volunteers, parents, 4-H teen club members, representatives of civic organizations, and other segments of the population which has varied experience with youth. Based on these experiences, council members are usually knowledgeable about youth problems, programs that might help to solve the problems, and resources available. The council, therefore, is a key group to the 4-H agent(s) in program determination, and should be given an opportunity for input into program plans.

### **ARTICLE IV – Meetings**

The Council year will follow the 4-H year (September to September). Clubs should select their council volunteers for the ensuing year, at the end of the current year to allow time for council indoctrination. Newly formed clubs should select their council volunteers as soon as practical after their formation. The council will normally meet on the second Tuesday in September, November, January, March, and May. Meetings during the summer (June, July and August) will be conducted on an as need basis only. Meetings will normally be held from 7:00 to 8:30 P.M. Meetings will follow Roberts Rules of Order, revised and current.

### **ARTICLE V – ELECTIONS/APPOINTMENTS**

Election/appointments of members, officers and committee chairpersons shall take place at the final council meeting of the year so that planning for the ensuing year may occur during the summer. Each officer and committee chairperson shall normally serve a term of one (1) year.

While a rotation or new officer slate is desirable, it is not always realistic; thus, no limitation on the number of terms an individual may serve is mandated. The officers of the council are; President, Vice President, Secretary, and Treasurer.

#### **ARTICLE VI – Duties of Officers**

All officers are encouraged to become active at the county, district and state levels.

- **President** – The president is the Chief Executive Officer of the council. The President shall preside over all meetings and serve as an Ex-Officio member of all committees. The President shall appoint all standing committee chairpersons. He/she shall serve as a member of the annual audit team. The President may appoint special temporary committees as required.
- **Vice President** – The Vice President shall assist the President in the performance of his/her duties and preside over all meetings during the absence of the President. The Vice President shall act as the Coordinator for Educational Programs and serve as the chair person for the membership/volunteer/alumni committee.
- **Secretary** – The Secretary shall record the minutes of all meetings of the PWC 4-H Advisory Council, submitting them to the President for review prior to the next meeting at which time they will be submitted to the council for approval. Distribute copies of the minutes to all council members in advance of each ensuing meeting and provide extra copies of the minutes at the meetings. The Secretary shall archive all minutes and turn them over to his/her successor.
- **Treasurer** – The Treasurer shall serve on the finance committee or a surrogate may be appointed. He/she shall keep accurate accounting records of all receipts and disbursements and shall provide a current financial statement at all financial, executive, and council meetings. The Treasurer shall not serve as a member of the annual financial record audit.

#### **ARTICLE VII – STANDING COMMITTEES**

The following standing committees are usually appointed for a one (1) year period. Each committee will set goals at the beginning of each year and provide status updates at each council meeting.

- **Executive Committee** – The PWC 4-H Advisory Council Executive Committee shall be comprised of the Council Officers and conduct such business as may be required in the normal operation of the council. The Executive Committee shall be responsible for the overall leadership of the council, particularly in long term and strategic planning. The committee may act for the council between regular meetings making decisions as necessary which are in the best interest of the council and in which time is of the essence. The committee will be responsible for updating the council and PWC 4-H clubs on its activities.
- **Program Committee** – This committee shall be responsible for arranging for special programs at regular council meetings and coordinate the council’s participation in the countywide 4-H program identifying interest and needs of youth.
- **Finance Committee** – The Finance Committee shall follow Virginia Cooperative Extension and Virginia 4-H fiscal policies as well as state and federal regulations. This committee shall deal with all money issues and take an active role in all fundraisers. The committee shall produce a yearly budget and provide budget updates to the council. The committee shall provide expertise and help in securing grants for 4-H programs and assist clubs in writing grant applications. The committee shall be responsible for the annual audit of the Treasurer’s records in July.
- **Publicity Committee** – This committee shall be responsible for the development of a marketing plan to enhance 4-H awareness within the county and shall assist in arranging for media coverage of special 4-H programs and activities. It shall provide each club with media contact information and act as a resource to train club reporters/historians in the performance of their duties. The committee shall be responsible for the development of an archival system for 4-H news items, pictures and other historical items of interest to the 4-H community.
- **Recognition and Awards Committee** – The purpose of this committee is to assist in identifying and presenting appropriate recognition and awards to members and leaders. This committee will be responsible for the annual review of portfolios.

- **Membership/Volunteer/Alumni Committee** – This committee shall receive recommendations for membership from 4-H Advisory Council, 4-H staff and PWC 4-H leaders as well as actively recruit members. All recommendations for membership shall be submitted to the council for approval. The committee shall be responsible for the collection of alumni survey data, All Star data and volunteer data and assist the council in efforts to maintain a continuing relationship with the PWC 4-H community.

#### **ARTICLE VIII – PWC 4-H Staff**

The organization, program, and activities of the PWC 4-H Advisory Council shall be under the general guidance of the PWC Extension Staff.

#### **ARTICLE IX -Revision of the By-Laws**

These By-Laws may be revised by a majority favorable vote of the members voting at a regular meeting, or by mail received prior to the vote, provided that: (a) the proposal is submitted in writing at a regular meeting, and (b) the proposal, ballot and notice is furnished to each member of the council at least twenty-one (21) days prior to the meeting at which the vote will be taken.

#### **ARTICLE X – Dissolution**

Should it become necessary to dissolve the council, the following action shall be taken. A majority favorable vote by the council members to dissolve the council shall be received after: (a) the proposal is submitted in writing at a regular meeting, and (b) the proposal, ballot and notice is furnished to each member of the council at least twenty-one (21) days prior to the meeting at which the vote will be taken.

After which all assets and resources become the property of the PWC 4-H program.

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