

## **Sample County 4-H Advisory Committee Bylaws**

### **Article I—Name**

The name of this organization shall be the \_\_\_\_\_ County 4-H Advisory Committee.

### **Article II—Purpose**

The primary purpose of the \_\_\_\_\_ County 4-H Advisory Committee is to help the Extension professionals assess needs and evaluate the overall Extension program and to publicize its effectiveness. The committee serves in an advisory capacity only, has no legal powers to put recommendations into action nor does it have any liability that may result from consequences of actions taken by OSU Extension. Its effectiveness and influence is the counsel it provides rather than through legal authority.

### **Article III—Committee Member's Role and Responsibilities**

- Understand Extension and 4-H Youth Development educational programs
- Understand that 4-H Youth Development programs are based on the needs of local citizens and communities, current research and technical information, statewide needs and priorities, and national initiatives.
- Advise 4-H Staff in the development and revision of long-range program plans.
- Advise 4-H Staff in selecting phases of the long-range program for emphases in the annual program.
- Advise 4-H Staff in setting priorities among new and existing program areas of emphasis for adults and youth, as well as encourage interdisciplinary efforts.
- Help 4-H staff in putting programs into action. This includes attending and participating in educational programs, representing 4-H in meetings with other groups and organizations, encouraging audience participation at meetings, and helping to publicize the program.
- Help 4-H staff evaluate the results of its educational efforts and provide advice that will help determine changes in program emphasis.
- Help 4-H market its mission and vision, purpose, organization, educational programs, operational procedures, and needs.
- Provide two-way communication between the County 4-H Advisory Committee, 4-H volunteers, and 4-H program committees.
- Help build and maintain cooperation and involvement of appropriate agencies, organizations, groups, and individuals with OSU Extension.
- Review local facts, research and census data, public policy and other information to ensure that the mission and vision of OSU Extension, 4-H Youth Development and the interests and needs of clientele are represented in Extension programming on a non-discriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or Vietnam-era veteran status.

#### **Article IV—Membership**

- A minimum of 15 individuals will constitute the advisory committee.
- Members will serve a term of \_\_\_\_\_ years and will not serve more than two consecutive terms or six consecutive years. One-third of the membership will rotate each year. Individuals may be re-elected to the committee after \_\_\_\_\_ years absence.
- Potential committee members will be nominated by 4-H Advisors, County 4-H Advisory Committee, Jr. Leaders, and/or 4-H Staff with the general election to be held in \_\_\_\_\_(month).
- Include representation from the entire county considering all geographical areas, advisors, youth, and program areas.
- The term of the new committee members will begin \_\_\_\_\_ (date).
- If an individual resigns from the committee and is replaced, that individual will complete the remainder of the resignee's term.
- In the event a committee member misses \_\_\_\_\_(number) consecutive meetings, that member will be contacted by mail by the 4-H Educator and the Chair of the 4-H Advisory Committee as to their interest and will be replaced if necessary.
- No member will be excluded on the basis of race, color, creed, religion, sexual orientation, national origin, gender, age, disability or Vietnam-era veteran status.

#### **Article V—Officers**

- Officers consist of Chair, Vice Chair, Secretary and Treasurer.
- Annual election of officers will be held at the (month) meeting with terms beginning (date). Officers will hold office for one year.
- The Chair will preside over all general, specific and Executive Committee meetings.
- The Vice Chair will preside and perform Chair duties when the Chair is absent and/or unable to perform the function of the office.
- The Secretary will keep a record of the meeting proceedings and member attendance and provide the Extension office with a copy of the minutes for distribution to advisory committee members.
- The Treasurer is responsible for the deposit of all receipts and payment of all authorized expenditures. The Treasurer advises the Committee about the finances of the Committee and assists in formulating the budgets for the regular and special activities. The Treasurer is also responsible for providing the Audit Committee all necessary documents for completion of the yearly audit.

#### **Article VI—Executive Committee**

- Membership will consist of the 4-H Advisory Committee Chair, Vice Chair, Secretary, and Treasurer.
- The function of the Executive committee will be to transact any urgent business between regularly scheduled 4-H Advisory committee meetings.

#### **Article VII—Meetings**

- The 4-H Advisory Committee will meet a minimum of 6 times per year.

Additional meetings may be called when necessary by the 4-H Educator and Chair of the 4-H Advisory Committee.

- Meetings will be held (list day and months).

#### **Article VIII—Committees**

- An audit committee composed of at least two but no more than three members shall be appointed by the Chairman at the (month) meeting, whose duty it shall be to audit the Treasurer's accounts for the year. The Audit Committee shall report its findings at the next regularly scheduled meeting.
- The Chairman shall appoint any other committees, standing or special, as deemed necessary by the 4-H Advisory Committee or the Executive committee.

#### **Article IX—Amendments**

Amendments to these bylaws may be made at any regular or special meeting by two-thirds vote of those members present and voting, provided the proposed amendment was submitted in writing to the membership at least ten days prior to the date of the meeting.

#### **Article X—Parliamentary Authority**

*Robert's Rules of Order, Newly Revised*, shall govern the proceedings of the 4-H Advisory Committee.

Adopted on \_\_\_\_\_.

Revised on \_\_\_\_\_.

Adapted from: Partners in Action

PIA-Sample County Extension Advisory Committee Bylaws

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