MISSION STATEMENT: Gladwin County 4-H Programs help youth and volunteer leaders improve their lives through educational articles.

Article I Name: The name of this organization shall be: The Gladwin County 4-H Leaders’ Council. The Gladwin county 4-H Leaders Council operates under the guidance of Michigan State University Extension Service.

Dissolution: In the event of dissolution, all assets, real and personal shall be distributed to Gladwin County 4-H Programs.

Article II Objectives

1. To assist MSU Extension and its staff to plan and conduct countywide 4-H activities, programs, projects, present and future, such as camp, Exploration Days, leader trainings, officer trainings, banquets, spring achievement day, and others.
2. To develop a county 4-H Program based on the needs and interests of youth.
3. To develop and encourage local volunteer leadership.

Article III Membership

1. Any current, registered 4-H volunteer leader and registered 4-H teen leader in Gladwin County.

Article IV Officers

1. The 4-H Executive Board shall be: President, Vice President, Secretary and Treasurer.
2. The 4-H Executive Board shall be elected by ballot, of all current registered leaders and teen leaders, at the annual meeting each year. The ballots will be destroyed, if the election is not contested.
3. No more than two of the four members of the Executive Board may be representatives of the same club to allow for more diversity.
4. Members shall have completed one (1) year as a 4-H Leader and be registered and active leaders at the time of election.
5. Executive board members must attend all regular 4-H Leaders’ Council meetings, unless otherwise excused by the Board President.
6. Any board member, after three unexcused absences from regular board meetings, will automatically be removed from office and replaced by the action of the board.
7. Officers shall serve for one (1) year and may be re-elected. Officers may not serve for more than three (3) consecutive one (1) year terms in the same office, after which they shall not be eligible for re-election for a period of one (1) year. Treasurer is elected for 2 years. The treasurer may have a two (2) term limit of two (2) years and not be eligible for re-election for a period of one (1) year.

8. Vacancies may be filled by appointment until the next election.

**Article V**

**Duties of Officers**

1. President – Preside at all meetings, appoint all standing and special committees, fill vacancies of Executive Board officers.
   a. Shall be an ex-officio member of all committees.
   b. Shall meet on regular basis with MSU Extension Staff to discuss county 4-H program, prepare agendas, etc.
2. Vice President – Shall preside in the absence of the President and assume the presidency in case of vacancy.
3. Secretary – Shall keep record of the minutes of all meetings, keep an attendance record, and conduct correspondence by the President. Shall provide minutes to MSU Extension staff to post on county website within two weeks of regular meeting.
4. Treasurer – Shall keep all records of all funds received and disbursed, in accordance with MSUE policy, write checks upon presentation of bills and upon authorization of the Council, give a written financial report at each meeting, serve on the financial committee, and reconcile bank statements monthly.
   a. Two adult signatures must be on the checks and one must be the treasurer and the other will be appointed at the annual meeting.
   b. All expenditures, not already in budget, must be approved by the Executive Board and documented in the minutes.

**Article VI**

**Meetings**

1. The annual meeting of the Gladwin County 4-H Leaders Council shall be held in the fall.
2. Regular meetings for all leaders shall be quarterly, four (4) times a year. Notification will be sent to all registered leaders. Dates to be determined at the annual leaders meeting.
3. Special meetings may be called by the President and MSU Extension 4-H staff.
4. There will be a mandatory meeting for all 4-H members and clubs held each year in June.
5. Shall require that at least one representative of all Gladwin County 4-H Associations/ or Advisory Boards, be present at all regular meetings.
Article VII  Standing Committees

1. All Standing Committees will be reviewed and endorsed by the Executive Board.
2. Committee chairs will be designated at the first meeting of the committee.

Article VIII  Quorum

1. Majority of the vote of the members present will constitute a quorum.

Article IX  Amendments

1. The By-Laws may be amended by two thirds of the members present at the annual meeting, provided a copy of the proposed amendments has been sent to the entire membership with a notice of the meeting.

Article X  Parliamentary Authority

1. Roberts Rules of Order, newly revised, define all procedures not otherwise provided in these by-laws.