

THE CONSTITUTION OF THE ESCAMBIA COUNTY 4-H COUNCIL

PREAMBLE

We, the 4-H members of Escambia County, in order to provide additional opportunities for the personal development, leadership, citizenship, and personal growth, and to function as a tool of the 4-H Program of this County, do hereby establish this constitution for the Escambia County 4-H Council. This Council operates in the interest of the total County 4-H Program.

Article I

NAME, SCOPE, EMBLEM AND COLORS

- Section 1. Name and Scope. The name of this organization shall be the Escambia County 4-H Council, an assembly of elected or appointed representatives who meet, discuss, plan, and help expedite the 4-H Program in the interest of the Escambia County 4-H membership.
- Section 2. Emblem. The four-leaf clover with the letter "H" in each of the leaflets representing equal Training of the Head, Heart, Hands, and Health and signifying Good Luck and Achievement shall be the official emblem of the Escambia County 4-H Council.
- Section 3. Colors. The 4-H Colors are green and white. The green represents nature's most common color and is emblematic of youth, life, and growth. The white background symbolizes purity.
- Section 4. Motto. The motto of the council shall be the National 4-H motto, "To Make the Best Better."

ARTICLE II

OBJECTIVE

To provide additional opportunities for personal development and to promote the 4-H Program throughout Escambia County, the objectives of this Council shall be to:

- Section 1. Serve as a means of expression through responsible representation for Escambia County 4-H members.
- Section 2. To promote 4-H education, training, cooperation, communication, and integrity
- Section 3. To promote and provide guidelines and policies for Escambia County 4-H in cooperation with University of Florida Extension and Florida 4-H guidelines and policies designed for the 4-H program.
- Section 4. To provide opportunities for personal development in leadership and citizenship to all county 4-H members.
- Section 5. To promote and provide opportunities to foster 4-H Youth Development Projects.
- Section 6. Remain accountable to the 4-H Clubs which they represent.

ARTICLE III

MEMBERSHIP AND CREDENTIALS

Escambia County 4-H Programs are open and available to all individuals and institutions without regard to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions, familial status, parental status, income or affiliations in accordance with USDA and UF policies.

Section 1. Membership

- A. Each club in Escambia County with an organized 4-H Program shall be represented on this Council by two voting delegates. Each club's delegates will be their President and one elected Council Delegate.
- B. Each club may send an alternate to the meetings to represent their club and vote if one of the other delegates cannot attend.
- C. A 4-H'er can only belong to three 4-H clubs. A 4-H'er may hold office in any two of these three clubs, but can be the President or elected delegate to the Council for only one club.

ARTICLE IV

MEETINGS, QUORUM AND SUFFRAGE

- Section 1. The Council shall conduct meetings on the first Monday of each month and whenever else deemed necessary by the County Council President and County Council Advisor.
- Section 2. The number of official delegates present at any regularly scheduled meeting shall constitute a quorum for the transaction of business at any meeting.
- Section 3. Each voting member of the County Council shall have one vote on each proceeding and must be present to vote. Alternates may vote only when the delegate they represent is absent. Alternates must notify the Council Secretary during roll call of the delegate they will be representing or they will not be noticed by the council during voting.
- Section 4. County council advisor(s) shall serve in an advisory capacity only at meetings of the County Council. County council advisor(s) shall not have voting privileges at any assemblies of the County Council and/or its officers.
- Section 5. There will be 10 scheduled County Council Meetings. The Council will not meet during the summer months. County Council officers are required to attend every council meeting. If an absence is necessary, the Council Advisor and Council President should be notified at least one day prior to the meeting and the reason for the absence cited. Officers with three total unexcused absences from the prescheduled monthly mandatory council meetings during the 4-H year will be removed from the council.

ARTICLE V

PROCEDURES FOR ELECTION AND DUTIES

Section 1. Officers

The elected officers of the council shall be: President, Vice-President, Secretary, Treasurer, Reporter, Parliamentarian, District Council Delegates (2), Historian, Motivational Leader, and Sergeant-At-Arms. The elected officers shall constitute the Executive Board of the council. As such, they shall meet as necessary outside the regular council meetings to plan and supervise matters of general concern to the council and clubs of Escambia County.

Section 2. Nomination of Officers

- A. Nominees to fill the offices of the Council shall be any individual 4-H'er that has submitted a credential form to the Council Advisor prior to the election, or who has his/her credential form with him/her at the time of office nominations. Without the appropriate form completed at the time of elections, the 4-H'er will not be allowed to run for an office. Each nominee must submit his own credential form and be present at the officer elections.
- B. The council officer positions of President, Vice President, Secretary, and District Council Voting Delegates must be 4-H seniors (14-18). All other council officers including Treasurer, Reporter, Historian, Parliamentarian, Sergeant-At-Arms, and Motivational Leader may include senior (14-18) or intermediate (11-13) 4-H youth.

Section 3. Election of Officers

- A. The election of Officers shall be elected, in the May meeting, by secret ballot vote of each delegate in the Council assembled.
- B. To be elected to an office, a candidate must receive a majority of the votes cast.
- C. The elected officers shall continue to fulfill those duties, county-wide in nature, as directed in this Constitution, for one year or until such time as their successors are designated. If for any reason the office is vacated (except President) the President and Council Advisor may appoint a successor to the office with approval of the Executive Board of the Council. If the office of President is vacated, the Vice-President will immediately take office as President. The office of Vice-President will be appointed by the new President and Council Advisor with the approval of the Council Executive Board.
- D. Newly elected officers shall be installed at the Annual Awards Banquet.

Section 4. Duties of Officers

- A. The President shall preside over all meetings of the council, appoint all standing and special committee chairmen and members, make special appointments provided by the constitution, serve as an ex-officio member of all committees and perform other duties as provided by constitution and as required by the work of the Council. The President will also serve as the voting delegate for the County Council at state meetings where necessary (unless another 4-H member wants to run for a State Officer position). The President shall serve as ex-officio member to the Escambia County 4-H Foundation.
- B. The Vice-President shall serve in the absence of the president and shall perform other duties as provided by this constitution and as required by the work of this council. The vice-President will also serve as the voting delegate for the County Council at state meetings where necessary (unless another 4-H member wants to run for a State Officer position).

- C. The Secretary shall keep the minutes, call the roll, record all activities of the council, attend to the correspondence of the Council (preparing minutes of each meeting and sending, within seven days of the meeting, a copy to the County Council Advisor) and perform other duties as provided by this constitution and as required by the work of the council.
- D. The Treasurer shall care for the monetary matters of the council and serve as chair for the Ways and Means committee. He or she shall give a financial report during each council meeting. The treasurer shall also perform other duties as provided by this constitution and as required by the work of the council. The County Council account is housed in the Escambia County 4-H Foundation, and the treasurer will work with the County Council Advisor in regard to council funds, budget, and financial records.
- E. The Reporter shall be responsible for all publicity and shall report on all council meetings and activities through appropriate news media. The Council Reporter will work with other club reporters to collect newsworthy information. He/she shall also perform other duties as provided by this constitution and as required by the work of the council. The Reporter is also responsible for gathering and formatting information from county 4-H clubs.
- F. The Historian shall prepare and keep a scrapbook record of all 4-H county events, all council meetings and activities, and shall write a history of the council through their term of office.
- G. The Parliamentarian shall advise the President on parliamentary procedures and shall perform other duties as requested by him/her. A publication on Robert's Rules of Order shall be provided to the parliamentarian, and it shall be the authority on all points of parliamentary procedure.
- H. The Motivational Leader shall be responsible for providing motivational quote at all council meetings. He/she shall perform other duties as requested by the President.
- I. The Sergeant-At-Arms shall be responsible for maintaining order in all 4-H council meetings. He or she shall also care for the 4-H effects (flag and gavel) of the Council and properly arrange their display at all council meetings.
- J. The District council Delegates, Alternate District Council Delegate, and Council President shall represent the county at all district council meetings and other district events as necessary.

ARTICLE VI

COMMITTEES

- Section 1. Chairman and members of standing, and special committees will be appointed by the President, with the assistance of the other officers and the County Council Advisor.
- Section 2. The standing committees of the council shall be:
 - Ways and Means
 - Public Awareness
 - Community Service
 - A. The Ways and Means committee shall be responsible for developing an annual council budget and funding plan to finance the council sponsored activities. All business of the committee needs approval of the Council Advisor.

- B. The Public Awareness committee's responsibility shall be to promote the 4-H program by organizing 4-H youth and adults as speakers or news correspondents. The committee will educate local merchants and organizations in order to encourage cooperation with 4-H and other duties assigned by the Council President and Council Advisor.
- C. The Community Service committee is responsible for the decision and application of the community service project.

Section 3. The President, with approval of the Council Advisor, may appoint special committees as necessary and appropriate.

Section 4. All committees shall be appointed by the President (with the help of the County Council Advisor) and made up of no less than two representatives from the floor and one member from the Executive Board.

Section 5. The President and Council Advisors are ex-officio members of all committees.

ARTICLE VII

AMENDMENTS

Section 1. A proposed amendment becomes Constitutional upon vote of 51% of the votes cast by the seated voting delegates.

Section 2. Before action can be taken on a proposed amendment to the Constitution, the proposed writing to voting delegates at least two weeks prior to the next county council meeting.

Section 3. All amendments to the constitution shall be agreed upon by the Council President and the County Council Advisor before being presented to the Council.

ARTICLE VIII

SPECIAL APPOINTMENT

Section 1. The Council Advisor shall appoint two military delegates to serve on the county council.

Section 2. The Council Advisor shall appoint two EFNEP delegates to serve on the county council.

ARTICLE IX

COUNTY COUNCIL ADVISOR

Section 1. The Council Advisor shall be the Escambia County 4-H Agent. The Council Advisor may appoint co-advisors as necessary.

ARTICLE X

PARLIAMENTARY PROCEDURE

The most recent edition of Robert's Rules of Order shall be the authority on all points of Parliamentary Procedure not otherwise specified in the Constitution or in standing rules of the Council.