

# CONSTITUTION & BY-LAWS of the MIAMI-DADE COUNTY 4-H COUNCIL

## PREAMBLE

We, the 4-H County Council delegates of Miami-Dade County, in order to provide additional opportunities for leadership, citizenship, and personal development and to function as a tool of the 4-H Club program, do hereby establish this Constitution and By-Laws for the Miami-Dade County Council.

## Article I Symbols

Section 1 Name and Scope. The name of this organization shall be the Miami-Dade County 4-H Council, an assembly of elected representatives who meet, discuss, plan, and help expedite the 4-H Club program in the interest of the 4-H'ers of Miami-Dade County

Section 2 Emblem. The four-leaf clover, with the letter "H" in each leaflet representing the equal training of the Head, Heart, Hands, and Health and signifying "four-square education" and "Achievement," shall be the official emblem of the Miami-Dade County Council.

Section 3 Colors. The 4-H Club colors are green and white. The green represents nature's common color and is emblematic of youth, life, and growth. The white background symbolizes purity and high ideals.

Section 4 – Motto and Pledge: Pledge-"I Pledge my **Head** to clearer thinking,  
my **Heart** to greater loyalty,  
my **Hands** to larger service,  
and my **Health** to better living,  
for my club, my community, my country, and my world."

Motto-"To make the best better."

## Article II Objectives

In order to provide additional opportunities for personal development and to promote the 4-H Club program throughout Miami-Dade County, the objectives of this Council shall be to:

Section 1 Serve as a means of expression through responsible representation for County Members.

Section 2 Provide effective means of communication within all phases of the County 4-H program.

Section 3 Serve as a means for improving and projecting a positive image of 4-H Club work.

Section 4 Motivate members to develop skills in communications and getting along with others.

Section 5 Serve as an example of member involvement in planning and carrying out programs.

Section 6 Fulfill an advisory role in the planning of Miami-Dade County events and activities and to aid in the implementation of such programs, where applicable.

### Article III **MEMBERSHIP AND CREDENTIALS**

#### Section 1 Membership

a. Any 4-H member who is 11 years of age as of September 1<sup>st</sup> is invited to participate in the Miami-Dade County 4-H Council, as an individual Member at Large or a representative from his or her club.

b. Council members shall be determined without regard to race, sex, color, national origin, handicap, or geographical area.

c. Any 4-H participants may attend County Council meetings. They shall be considered council members when they are present at three (3) County Council meetings within the same 4-H calendar year, two (2) of which must be consecutive. If the two (2) consecutive meetings fall on the last two (2) meetings of the 4-H calendar year, then the third meeting shall be considered the first or second meeting of the following 4-H calendar year.

### Article IV **MEETINGS, QUORUM, AND SUFFRAGE**

Section 1 The County Council shall meet every month or whenever deemed necessary by the members, County Agent, or the County Council Advisor(s).

Section 2 Only members of the Council that are present at the meetings, or attending the entire meeting by means of electronic communication, may vote on proceedings. Each delegate has one vote on each proceeding.

Section 3 The quorum for the meetings shall be five. Amongst those five must be the President, the Vice-president, or the Secretary.

Section 4 If the President is absent during a meeting, the Vice-President will take over and shall run the meeting. In the situation of the President and Vice-President being absent, the Secretary shall run the meeting. In the event of the President, Vice-President, and Secretary being absent, the meeting shall be rescheduled.

Section 5 Order of Business: Call to order, leadership or team building activity, pledges, roll call, thought of the day, special guest (optional), reading and approval of minutes of last meeting, correspondence, treasurer report, committee reports, unfinished business, new business, Agent report, announcements, and adjournment.

## Article V

### **OFFICERS: PROCEDURE OF SELECTION AND DUTIES**

Section 1 Miami-Dade County 4-H Council shall elect a President, Vice-President, Secretary, Treasurer, Reporter, Sergeant-at-Arms, Historian, Parliamentarian, and Chaplain.

Section 2 Elected Officers.

- a. Nominees to fill the Council Offices shall be required to meet the following minimum requirements:
  1. In order to hold the office of President, Vice-President, or Secretary, a 4-H member must:
    - a. Be fourteen (14) years of age as of September 1st.
    - b. Have been a 4-H member for at least 2 years, including the current year.
    - c. Have been a voting delegate of the council for one (1) year.
    - d. Have participated in at least three (3) of the following: County Share-the-Fun; County Talks or Demonstrations; Miami-Dade County Fair with exhibits, talks, talent, or modeling; Homestead Rodeo Parade; Howdy Days; 4-H Day Parade; volunteered at county sponsored 4-H activities; attended camp; participated in the marine ecology competition or other county competitions and trainings.
  2. All other offices may be held by members eleven (11) years of age and up.
  3. Any members wishing to run for office must submit an application, approved by the County Agent, the month prior to elections. Additionally, members wishing to run for office need the written consent of their parent or guardian.
- b. The President, Vice-President, and Secretary, and other officers in succession shall serve as District Representatives as called for by the District XIII Constitution.

- c. The election of officers shall be by secret ballot at the last Council meeting of the 4-H year. Those elected shall assume their offices at the beginning of the next 4-H year (September 1).
- d. Candidates may be elected for only one position, unless there are not enough qualified individuals to fill all of the positions.
- e. To be elected, a candidate must receive an absolute majority of the votes cast. One office shall be voted for at a time, so that if a candidate is not elected for a particular office, they may run for a subsequent office.
- f. If no candidate receives a majority of votes cast, there shall be a runoff between the two (2) candidates who received the most votes.
- g. If no candidate receives a majority of votes after two (2) runoffs, a committee composed of the newly elected officers will convene to interview the officer candidates who have not received a majority of votes. This committee will make the final decision on who will hold the offices in question.
- h. If no candidate for the office of president receives a majority of votes after 2 run offs, the vice president elect shall preside over the committee to decide who will become president.
- i. The elected officers shall continue to fulfill those duties as directed under this constitution, for one year or until such time as their successors are designated. A 4-H Council Officer cannot succeed him or herself in the same office; however, the individual will be eligible for the same office after one year has elapsed.
- j. If the office of President is permanently vacated, the Vice-President shall become President.
- k. Any county office other than President, upon being vacated, shall be filled by a voting member of the County Council as determined by a vote of the Council.
- l. Unexcused absences at 2 consecutive meetings shall constitute dismissal from office. An unexcused absence is one where the officer does not notify the county president and an agent about his/her absence prior to the meeting and has a reasonable excuse as determined by the council.
- m. In May of each year, two (2) members shall be selected to represent Miami-Dade County as voting delegates at State Congress. If any members are running for state office, these members shall be the voting delegates. If more than two (2) members wish to run for State office, selection of the two (2) voting delegates shall be by secret ballot and the two (2) candidates with the most votes shall be the voting delegates. If one or no members are running for state office, then the President, Vice-President and others officers in succession would be the voting delegates if they are attending

Congress. If no officers are attending Congress, then two (2) voting delegates shall be selected by the Council from those attending. One alternate shall also be selected from among those who will be attending State Congress.

Section 3 Duties:

a. The President shall:

- Prepare the meeting agenda in conjunction with the County agent
- Lead the council meetings.
- Appoint chairpersons and members of committees.
- Make his/her absence known to all other officers and Agent/Advisor.
- Ensure that a monthly Council report is submitted to the Clover Times Newsletter by the Reporter.
- Represent the County at District Meetings.
- Preside over county events.

b. The Vice-President shall:

- Lead the meeting in the President's absence.
- Become President if the current presidency is vacated.
- Make his/her absence known to other officers.
- Assist the President in county events.
- Represent the County at District Meetings.

c. The Secretary shall:

- Lead meetings in the absence of President and Vice-President.
- Take minutes, type minutes, and distribute minutes to the Agent and County Council within one (1) week of meeting.
- Conduct all correspondence.
- Must turn in completed secretary's book at the end of the year.
- Keep a copy of the Council Constitution.
- Represent the County at District Meetings.

d. The Treasurer shall:

- Handle all money in a responsible way, make bank deposits, keep treasury book current, and give a monthly money report to the county council and the agent.

e. The Reporter shall:

- Compile a report of county council activities for The Clover Times newsletter and file same on a monthly basis.

- f. The Sergeant-at-Arms shall:
- Be expected to come early to set up the room and to organize clean up after meetings.
  - Be responsible for bringing a leadership or team building activity at Council meetings.
  - Arrange for refreshments at meetings.
- g. The Historian shall:
- Keep a photo-based record of all Miami-Dade County 4-H events and of all Miami-Dade County Council meetings and activities.
  - Be responsible for creating a county scrapbook page and updating and maintaining a County scrapbook.
- h. The Parliamentarian shall:
- Shall be familiar with the County constitution.
  - Be knowledgeable about parliamentary procedure and its application in a meeting.
  - Carry Robert's Rules of Order to meetings for reference purposes.
  - Make final decisions on any discrepancy in the parliamentary procedure of the club.
- i. The Chaplain shall:
- Bring a poem, story, saying, quote, etc. at each meeting that inspires and challenges the membership to display great character.
- j. District Delegates shall:
- Attend district meetings and represent Miami-Dade County's interests at the District level.
  - Compile and submit county council reports for district council meetings.
  - Report back to the County Council on district business.
- k. All Officers shall:
- Work well with others.
  - Make great effort to attend all Miami-Dade County Council meetings, and planned functions.
  - Demonstrate qualities of leadership and organization.

## Article VI COMMITTEES

Section 1 The President shall form committees as needed. These drafted committee ideas shall then be present to the members of the County Council and voted on. The committees shall be created upon a favorable majority vote.

Article VII  
**PARLIAMENTARY PROCEDURE**

Section 1 The most recent edition of Robert's Rules of Order shall be the authority on all points of parliamentary procedure not otherwise specified in this constitution or in standing rules of the Council.

Article VIII  
**JUDICIAL PROCEDURES**

Section 1. Disciplinary actions shall be taken against any individual not adhering to the established regulations, or exhibiting undesirable behavior while functioning as a representative of the County Council.

Section 2. Any County 4-H Council Officer, whose behavior requires discipline, while functioning as a County Council Representative, shall be brought before the review board. The decision of what the punishment is will be left to the review board. A Council officer being brought before the Review Board may be removed from office at the decision of the Board.

Section 3. The Review Board shall consist of three (3) County Council members, with at least (1) being a County Council officer, one (1) Adult Representative and the County Council Advisor(s). The three council members to serve on the review board shall be elected by vote of the council, but may not be related to the person against whom the disciplinary action is being brought.

Section 4. Any decision made by the Review Board may be appealed to the County Council within thirty (30) days of notification of the Board's decisions.

Article IX  
**AMENDMENTS**

Section 1 Before action can be taken on a proposed amendment to the Constitution and By-Laws, the proposed amendment must have been read at a previous session of the council.

Section 2 A proposed amendment becomes constitutional upon vote of two-thirds (2/3) majority of the officially seated delegates present.

Section 3 Any of the constitutional rules may be amended or overridden until the end of the meeting by a two-thirds (2/3) vote of the County Council and an approval of the County Council advisor.

Revised: September 16, 2010