

*The Constitution of the
Palm Beach County 4-H Council*

PREAMBLE

We, the 4-H members of Palm Beach County, in order to provide opportunities for personal development, leadership, citizenship, and growth, and to function as a tool of the 4-H program, do hereby establish this Constitution for the Palm Beach County 4-H Council. In this Constitution and all of our activities we do not discriminate on the basis of race, color, sex, handicap, religion, national origin, or economic status.

Article I

Name, Scope, Emblem, and Colors

Section 1. Name and Scope: The name of the organization shall be the Palm Beach County 4-H Council, an assembly of elected representatives who meet, discuss, plan, and help expedite the 4-H program in the interest of membership.

Section 2. Emblem: The four-leaf clover with the letter "H" in each leaflet representing the equal training of Head, Heart, Hands, and Health shall be the official emblem of the Palm Beach County 4-H Council.

Section 3. Colors: The 4-H colors are green and white. Green symbolizes youth, life, and growth. The white background signifies purity.

Article II

Objectives

To provide opportunities for personal development and to promote the 4-H program throughout Palm Beach County, the objectives of this Council shall be to:

Section 1. Serve as a means of expression through responsible representation for Palm Beach County members.

Section 2. Provide understanding and experiences in applying the principles of representative government.

Section 3. Provide effective means of communication within all phases of the Palm Beach County 4-H program.

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

Section 5. Encourage members to develop communication skills and cooperate with others.

Section 6. Provide visible leadership models for 4-H members.

Section 7. Fulfill an advisory role in planning county events and activities and to aid in the execution of such programs, where applicable.

Article III

Membership

Section 1. Each 4-H club in Palm Beach County shall be represented by two voting delegates, one of which is the president of their 4-H club, unless the club president is an officer of the Council. In this case the club's alternate delegate shall take his/her place.

Section 2. All County Council Officers will be given a voting delegate position. His/her voting delegate position from the club level must be turned over to another member of the County Council Officer's club. All County Council Officers' votes should be cast with consideration for all clubs and members-at-large.

Section 3. Each 4-H club shall have one alternate delegate to take the place of an absent voting delegate from their club.

Section 4. Although only the officially seated delegates or alternates in their absence are able to vote, all members are encouraged to attend County Council meetings.

Section 5. All members-at-large are to be considered a single voting unit and will be allowed to submit two (2) voting delegates.

Meeting, Quorum, and Voting

Section 1. There shall be a meeting at least four (4) times per year of the Palm Beach County 4-H Council.

Section 2. Two-thirds (2/3) of the delegates present shall constitute a quorum for the transaction of business at any meeting of the Council.

Section 3. Only officially seated delegates present at meetings of the Council may vote on the proceedings. Alternates may vote only when officially seated and present in the absence of delegates.

Article IV

Officers and Delegates: Procedure of Selection and Duties

Section 1. The elected officers of the Council shall be a President, a Vice President, a Secretary, a Treasurer, and a Chaplain.

Section 2. The appointed officers of the Council shall be a Reporter, Historian, Parliamentarian, and Sergeant at Arms.

Section 3. Two District Council Delegates will be appointed.

Section 4. Nominees to fill the offices of the Council shall be required to meet the following minimum requirements:

- a. Shall have been an active 4-H member for at least two (2) years, including the current 4-H year.
- b. If running for an elected office, he/she shall have been an officially seated voting delegate to the Council for one (1) year.
- c. Unless appointed, officers cannot be nominated for a position in which they served in the previous year.
- d. Individuals nominated for President and Vice President shall be senior 4-H members.
- e. Shall have approval from parents or legal guardian and 4-H club leader.
- f. Shall have an understanding of Robert's Rules of Order.
- g. All officers, appointed or elected, shall be required to attend three-fourths of all 4H County Council Meetings. If an officer cannot attend a particular meeting then he/she must notify the president and/or the county agent. Should a board member fail to meet attendance requirements they will be subject to dismissal from the board.

Section 5. Elected Officers

- a. The election of officers shall be by secret ballot vote of each delegate in the Council assembled.
- b. To be elected to an office, a candidate must receive the majority of the votes.
- c. The County elected officers shall continue to fulfill those duties countywide in nature, as directed under this Constitution, for one year or until such time as their successors are designated
- d. In the event of a tie, the President will cast a secret ballot that will only be considered in that situation.
- e. If the office of President is permanently vacated, the Vice President shall become the President.
- f. If any elected or appointed office other than the President is vacated, the remaining elected and appointed officers shall appoint a Council member to fill that vacated position.

Section 6. Individuals in appointed positions, (Parliamentarian, Sergeant at Arms, two District Council Delegates, Reporter and Historian), will be selected after being interviewed by the President, Vice President, and one of the county 4-H agents.

Section 7. Duties of Officers

- a. The President presides over all meetings of the council, appoints all standing, advisory, and special committee chairpersons and members, along with the Executive Board creates a budget for the County Council, is an ex-officio member of all committees, and makes special appointments as provided by this Constitution. The President shall also be a District Council Delegate. He/she shall perform other duties as provided and required by this Constitution and the Council.
- b. The Vice President shall serve in the absence of the President, and shall perform other duties as provided and required by this Constitution and the Council.
- c. The Secretary shall preserve the minutes of the previous year, keep the minutes of current meetings of the Executive Board and Council and compile them at the end of his or her term, record all activities of the Council, attend to the correspondence of the Council, and perform other duties as provided and required by this Constitution and the Council. The Secretary must turn in the meeting minutes to a 4-H Extension Agent within two (2) weeks following a meeting.
- d. The Treasurer shall be responsible for all money taken in by the Council, keep an accurate record of all money received, its source, and of all money paid out—showing to whom the money was paid and what it was paid for, and give a report of money received, bills paid, and the amount on hand at each Council and Executive Board meeting. The Treasurer shall perform other duties as provided by this Constitution and as provided by the work of the Council.
- e. The Reporter shall be responsible for the publication and distribution of the Council newsletter at least quarterly with information on all Council meetings and activities, and must send a copy to the 4-H office for publication. He/she shall also perform other duties as provided by this Constitution and the Council.
- f. The Historian is responsible for keeping a scrapbook record of all county 4-H events and of all Council meetings and activities, and will submit it to the 4-H office at the end of his/her term. He/she shall also perform other duties as provided by this Constitution and the Council.
- g. The Chaplain shall give an encouraging thought-of-the-day at each meeting of the Council and events of the Council. He/she shall perform other duties as provided and required by this Constitution and the Council.
- h. The Parliamentarian shall have an understanding of Robert's Rules of Order, carry it to Council meetings for reference purposes, and advise the president on any discrepancy in the procedure of Council meetings. He/she must be on the Constitution Revision Committee, if there is one.
- i. The Sergeant at Arms is responsible for the pledges at all meetings and performs other duties as provided and required by this constitution and the Council.

Section 8. Duties of Delegates

- a. The two (2) District Council Delegates shall be responsible for representing and voting on behalf of all Palm Beach County 4-H members at meetings of the Florida 4-H District XIII Council. The District Council Delegates are responsible for communicating events and activities of the District Council to the County Council. The Delegates may hold an office on the Council Executive Board. They shall also perform other duties as provided by this Constitution and the Council.
- b. The two (2) State Council Delegates shall be responsible for representing and voting on behalf of Palm Beach County 4-H at meetings of the Florida 4-H Council, especially those taking place during Congress. The State Council Delegate positions will be available to youth eligible to run for a state office and are interested in securing an office. If no one is eligible or interested then the positions will become the responsibilities of first the outgoing president and then second to the incoming president. If three (3) or more youth are eligible and interested to run for a state council office then the 4-H County Agent will select a three (3) person committee who will interview the three or more youth to make the selection of which two youth will become the State Council Delegates representing Palm Beach County 4-H. They shall also perform other duties as provided by this Constitution and as provided by the work of the Council.

Article V

Judicial Procedure

Section 1. Disciplinary action shall be taken against any individual not adhering to established regulations or exhibiting undesirable behavior while functioning as a representative of the Palm Beach County 4-H Council.

Section 2. Disciplinary problems occurring outside of Palm Beach County will be referred to the disciplinary committee of the county/state in which the problem occurred.

Section 3. The Disciplinary Committee of Palm Beach County shall consist of:

- a. The County Director of Palm Beach County Cooperative Extension Service.
- b. An adult representative of the 4-H Office.
- c. Three (3) Council members with at least one being an officer.

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

Section 5. Any Palm Beach County 4-H Council officer whose behavior while functioning as a County Council representative is such as to cause him/her to be brought before the Disciplinary Committee may be removed from office. This decision is left to the Disciplinary Committee, who shall be required in this case to have four (4) Council members, with at least three (3) being Palm Beach County Council officers.

Article VI

Parliamentary Procedure

Section 1. The most recent edition available 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 VII

Amendments

A proposed amendment becomes Constitutional upon the vote of two-thirds (2/3) majority of the officially seated delegates present. The only exception is if there is a spelling or minor grammatical error. In these cases, the officers can change it during one of their meetings with the vote of two-thirds majority of the officers present. The change must be listed in the secretary's minutes.