

BYLAWS OF THE MISSOURI STATE 4-H COUNCIL

1. The President shall preside at meetings of the Missouri State 4-H Council and at part of the assemblies during State 4-H Congress. He/she shall likewise serve as chairperson of the Executive Committee. Organize and communicate to the professional development networking events. President shall keep a transparent line of communication with Council members, executive committee, and adult advisors.
2. The Vice-President shall serve as Parliamentarian. In the absence of the President, he/she shall preside at meetings and designate another person to be parliamentarian. He/she shall oversee all standing committees. Vice President helps with professional development networking.
3. The Secretary shall keep a record and make proceedings of the Executive Committee and of the Missouri State 4-H Council. The secretary shall make a report of the latter available for electronic distribution within two weeks of the conclusion of each Missouri State 4-H Council meeting, and hardcopies available at the next Missouri State 4-H Council meeting. A copy of all Missouri State 4-H Council actions or records shall be made and placed in the State 4-H Office files. The secretary shall maintain an accurate attendance record for each Council meeting and event and shall be posted electronically.
4. The Treasurer shall receive all money paid to the Missouri State 4-H Council and directs its deposit into the appropriate Missouri 4-H Council account (Kids Helping Kids, 4-H'ers Helping 4-H'ers, and State 4-H Council funds). He/she shall maintain a record of Missouri State 4-H Council assets and expenditures, makes purchases with the appropriate university purchasing card, and disburse Missouri State 4-H Council funds on the order of the President with approval of the Executive Committee. The treasurer needs to present a written report to be filed with the minutes at each meeting. The Treasurer will present a written budget to the Council at the January meeting.
5. A 4-H member must be a delegate to State 4-H Congress in its entirety in order to run for any position on the Missouri State 4-H Council, unless pre-approved by Missouri State 4-H Council Advisors.
6. Members of the Executive Committee cannot be reelected to the Missouri State 4-H Council. Regional Representatives can be re-elected when adhering to the election process.
7. **Election of Regional Representatives:** Candidates for Regional Representative must be between the ages of 14 and 17 on December 31 of the program year. They must be currently enrolled in the 4-H program, in good standing in their local 4-H club, in the region in which they are representing at the time of election, and have completed the last year of 4-H work. Any 4-Her who meets these criteria may apply to be a candidate by submitting required application materials to his/her Regional Specialist by the date announced by each region. All applicants must attend an interview session, conducted by a designated interview team. Interview teams will select up to nine candidates per region

A) The candidate that is the first runner-up to the four elected Regional Representatives shall serve as the alternative representative to the State 4-H

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Council. If there are no other candidates to fill the Alternate Representative position, the region may appoint an individual to serve as alternate.

8. **Nomination and Election of Officers:** The Missouri State 4-H Council shall nominate two candidates for election at State Congress, who are currently Regional Representatives, to run for each of the following offices: President, Vice-President, Secretary, and Treasurer. Campaigning for these offices may begin when State 4-H Congress begins; therefore, no material shall be distributed until then. Campaigning shall be conducted in an ethical and proper manner. Candidates for State Office must be no older than 18, as of December 31 of the program year. All Executive candidates must be present at the meeting where the nominations will be made unless absence is preapproved by the State 4-H Council advisors.
 - A) The application for Executive Committee shall consist of a resume, letter of interest, and a letter of recommendation from their 4-H Youth Specialist and due to the Council Coordinator postmarked prior to or emailed by January 1. Current Council members will review documents submitted by candidates.
 - B) The four State Representatives have the option of accepting the role designated to their position first. The State Representative who ran for President is assigned the position of the Missouri State 4-H Foundation Trustee. The State Representative who ran for Vice-President is assigned the position of Extension Council Liaison. The State Representative who ran for Secretary is assigned the position of Outreach Coordinator. In the case of an absence of the Extension Council Liaison an Alternate will be selected from the remaining executive members. The State Representative who ran for Treasurer is assigned the position of Kids Helping Kids Coordinator and 4Hers Helping 4Hers. All state representative duties can be interchanged among State Representatives at their discretion on or before the last day of Congress, and as long as all positions are filled.
 - C) In the event that there are remaining open positions after the January 1 deadline, interested Council members will be given until the Wednesday before next meeting of the Council to submit required documents to the State 4-H Council Coordinator. They will fill positions that are not already filled by members who met the January 1 deadline.
9. **State 4-H Council Absences:** Teen Conference and State Congress are required events for State 4-H Council. Members are allowed to miss one meeting. If they miss a second meeting without a valid excuse, they will transition to the Alternate Representative position. Exceptions include:
 - Family emergency
 - Medical emergency
 - 4-H business
 - Grade dependent school requirement upon receipt of a letter from the educator to State 4-H Council Coordinator verifying absence. In the case that a Council

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member may have an additional absence or misses Teen Conference or Congress, Council members must notify the State 4-H Council Coordinator in writing two weeks prior to the meeting/event from which they will be absent. The State 4-H Council Coordinator will be in charge of notifying the Alternate Representative to assess their availability for the next meeting. Late arrivals or early departures must be cleared with State Council Adult advisors.

10. Members of the Missouri State 4-H Council who terminate 4-H membership, find themselves unable to carry out the obligations of their office, or are otherwise removed from their position, shall be replaced as soon as possible in the following manner:

Officers: In the instance that the president should have to step down or lose their position, the vice president shall assume the role of president. For all other offices, the State Representative who ran for that office will assume the vacated position.

Regional Representatives: The alternate representative should assume the duties of the vacated position.

11. The official uniform options of the Missouri State 4-H Council shall consist of the following:

- A) Green blazer jacket, black slacks, white button-down collared shirt, black crew length socks, black closed toed shoes, and gold tie.
- B) Green blazer jacket, business professional, black knee length skirt, white button-down collared shirt, skin colored pantyhose, black closed toed shoes, and gold tie.

Official dress must be worn in its entirety. Changes to the official uniform of the Missouri State 4-H Council shall be at the discretion of the adult advisory team and the Executive Committee.