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.

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. Along with these duties the Vice-President serves as a liaison for the Operation: Military Kids Program.

3. The Secretary shall keep a record and make proceedings of the Executive Committee and of the Missouri State 4-H Council and make a report of the latter at the proceeding 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.

4. The Treasurer shall receive and deposit in a checking account all money paid to the Missouri State 4-H Council. He/she shall disburse such funds on the order of the President with approval of the Executive Committee. An alternative check signer must include an adult advisor to the State Council and any executive committee member appointed by the State Council and cleared by the bank.

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. The Executive Committee cannot be reelected to the Missouri State 4-H Council. A person can serve more than one year as a Regional Representative, when abiding by the proper election process.

7. **Election of Regional Representatives:** Candidates for Regional Representative must be between the ages of 14 and 17 on January 1 of election year. They must be currently enrolled in the 4-H program, in good standing in their local 4-H club, 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 the State 4-H Office by the announced due date. All applicants must attend an interview session, conducted by a designated interview team. Interview teams will select a maximum of nine candidates per region. (Effective 01/01/90.)

   A) The candidate that received the most votes without being elected is appointed as the regions alternate representative. Alternate Representatives must follow the same qualifications as the regional representatives as stated above; as well as attending at least one year of State 4-H Congress. If there are no other candidates to fill the Alternate Representative position, it is up to the designated region to appoint their region’s Alternate Representative.

   B) Unless an Alternate Representative has attended one of the first three meetings, he/she shall not be allowed to attend the following council meetings.
8. **Nomination and Election of Officers**: The Missouri State 4-H Council shall nominate two candidates, 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 January 1 of the election year.

A) 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 County Youth Liaison Coordinator. The State Representative who ran for Secretary is assigned the position of Extension Council Liaison and Council Historian. 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. All state representative duties can be interchanged at their discretion on or before the last day of Congress, and as long as all positions are filled.

9. State 4-H Council members are allowed to miss one meeting, which does not include mandatory events such as Teen Conference and Congress. In the case that a Council member has an additional unexcused absence or misses Teen Conference or Congress, the Alternate Representative will take their position. If a council member knows in advance that he or she will be missing a meeting, the council member will need to write a letter or an email that is not sent via any social media outlet, including but not limited to Facebook, explaining the reason behind the absence. This will be sent to all advisors of the council for approval and if it will be excused or unexcused.

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**: The Missouri State 4-H Council shall select the State Representative who originally campaigned for the office to assume the duties of the vacated office with the majority approval of the executive committee.

   **Regional Representatives**: The alternate representative should assume the duties of the vacated position with the majority approval of the executive committee.

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

   **Males**: Green blazer jacket, black slacks, white button-up collared shirt, black socks, black shoes, and gold tie.
   **Females**: Green blazer jacket, black knee length skirt, white button-up collared shirt, nude pantyhose, black closed toed shoes, and gold tie.

   Changes to the official uniform of the Missouri State 4-H Council shall be at the discretion of the adult advisory team.

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Revised 2/24/99: 3/12/11: 7/21/12