

BY LAWS OF LAKE COUNTY 4-H JUNIOR LEADER ORGANIZATION

Article I – Name

Sec. 1 – The name of this organization shall be the Lake County 4-H Junior Leader Organization.

Article II – Objective

Sec. 1 – To provide an opportunity for the personal development of leadership ability of the members.

Sec. 2 – To train Junior Leaders to assist the adult leaders in the supervision and direction of 4-H club and county work.

Sec. 3 – To develop a county wide 4-H club program through fellowship and acquaintanceship among Junior Leaders.

Article III – Membership

Sec. 1 – Any youth in Lake County who is in the 7th – 12th grade during the current school year.

Sec. 2 – Enrollment must be properly signed and be submitted to the County Extension Office.

Sec. 3 – In order to complete the Junior Leader project, attend the Junior Leader completion trip, or attend the Recognition Banquet, you must complete the following requirements:

- 1. Complete and turn in Record Sheet by September Meeting with the correct number of points.**
- 2. Complete a 2hr shift at the Ice Cream Stand during Fair.**
- 3. Serve actively on one committee in County Junior Leaders.**

Article IV – Officers

Sec. 1 – The officers of the organization shall be President, Vice President, Secretary, Treasurer, Recreation Leader(s), and County Committee Representative.

Sec. 2 – President, Vice President, Secretary, & Treasurer must have completed at least two years of Junior Leaders before being elected.

Sec. 3 – Recreation Leaders & County Committee Representative must have completed at least one year of Junior Leaders before being elected.

Sec. 4 – Juniors Leaders may only hold the same office once.

Sec. 5 – Standing committees will be Finance/ Audit, Service Learning, Program Planning, Trips, and Public Relations. Other committees will be created as needed.

Sec. 6 – All officers will be elected by a majority vote of the members who have completed one year of Junior Leaders and is enrolling the present year at the September meeting. All candidates must give an oral presentation at the September meeting regarding the office being sought. If unable to attend the September meeting, you must notify the Extension Educator in writing, the office being sought and your qualifications.

Sec. 7 – The duties of the President are:

- 1. To call the meetings to order.**
- 2. To maintain order.**
- 3. To explain and decide all questions of order.**
- 4. To announce all business, making clear to members the questions at issue.**
- 5. To state all motions or resolution when moved and seconded or to have the Secretary read them before inviting discussion.**
- 6. To put questions to vote by calling for both affirmative and negative vote and to declare the result of the vote.**
- 7. To appoint special committees when necessary.**
- 8. To serve as Co-Chairperson of the Trips Committee.**

Sec. 8 – The duties of the Vice President are:

- 1. To take charge of the meeting when the President is absent.**
- 2. To serve as Co-Chairperson of the Program Planning Committee.**

Sec. 9 – The duties of the Secretary are:

- 1. To keep a record of proceedings and submit a written report to the 4-H office.**
- 2. To call the roll and register the votes when so ordered.**
- 3. To read the minutes of the previous meetings.**
- 4. To have charge of all documents belonging to the club.**
- 5. To handle correspondence for the club.**
- 6. To serve as Co-Chairperson of the Public Relations Committee.**

Sec. 10 – The duties of the Treasurer are:

- 1. To reconcile bank statements every month.**
- 2. To write all checks and deposit all money. Never give a signed, blank check to anyone.**
- 3. To obtain a receipt for all expenses turned in by anyone. Have them mark what each item is and sign receipt when turned over to Treasurer. Enter on receipt; date, date paid, and check number.**
- 4. All entries should list what each cost represents, who received the money and balance after entry is made.**

5. All checks should be listed in numerical order.
6. All bills should go through the Treasurer who will in turn present them to an advisor for review before payment is made.
7. Treasurer should provide with materials necessary to properly file and keep all financial transactions.
8. The Treasurer's book will be audited by a committee of old treasurer, new treasurer, and adult advisor.
9. To serve as Co-Chairperson of the Finance/ Audit Committee.

Sec. 11 – The duties of the Recreation Leaders:

1. To provide recreational activities at the Junior Leader meetings and other Junior Leader activities.
2. To serve as Co-Chairperson of Service Learning Committee.

Sec. 12 – The duties of the County Committee Representative:

1. To attend County Committee Meetings.
2. To vote as representative of Junior Leaders at County Committee Meetings.
3. To communicate information to County Committee and Junior Leaders concerning the programs and functions of 4-H.

Article V – Meetings

Sec. 1 – The regular meetings will be held on the third Tuesday of each month unless otherwise stated.

Sec. 2 – There shall be no Junior Leader meetings during the month of August.

Sec. 3 – The Junior Leaders' year will run from October 1 thru September 30.

Article VI – Guidance

Sec. 1 – The organization shall be under the guidance of the Lake County 4-H Club Committee, Inc.

Sec. 2 – This organization shall be under the direction of a Lake County Extension Educator – 4-H Youth Development and Adult 4-H Volunteer Advisor(s).

Article VII – By Laws

The By Laws may be amended or revised by a 2/3 vote of the members present, provided notice of the amendment shall have been given at a previous meeting.

Article VIII – Parliamentary Procedures

Sec. 1 - Robert's Rule of Order shall govern the proceedings of each business meeting of the organization.

Sec. 2 – A Parliamentarian may be elected or appointed.

Article IX – Acceptance

These By Laws effective as of April, 2003

Revised 2008

Revised March 27, 2009

Revised July, 2009

Revised 2011