

**BY-LAWS
LAKE CUMBERLAND 4-H CENTER
CAMP IMPROVEMENT COMMITTEE**

Adopted: January 5, 1990

Revised: October 1995

March 2000

April 2003

December 2004

May 2011

ARTICLE 1 – PURPOSE

The Lake Cumberland Camp Improvement Committee shall operate within the existing structure of the KY 4-H Program. The purpose of the camp improvement committee shall be to serve as an advisory group to the state camping program; to assist and advise the state camping program in identifying needed camp facility improvements and additions; to contribute to the Lake Cumberland Camp strategic planning direction and implementation; at the discretion of the committee, to establish the appropriate account(s) with the Kentucky 4-H Foundation for the holding of funds to assist the camp in improving facilities at the camp sites; and to coordinate all such proposals through the state camping specialist and to organize such work groups as may be found necessary to carry out identified projects.

ARTICLE 2 – MEMBERSHIP

Section 1 – The membership of this organization will be composed of one agent and one delegate, both with voting rights, from each county that camps at Lake Cumberland 4-H Camp. An alternate may be chosen, and attend all meetings, but will have voting rights only with the absence of that county's agent or delegates. Counties may elect to have one non-voting teen representative.

Section 2 – The state 4-H camping specialist and District Directors of all counties represented on the committee shall serve as an advisory group to the committee.

Section 3 – Two county extension agents from each district camping at Lake Cumberland shall be selected by each District Director to serve on the committee in an advisory role. Terms are to be alternated on a 1, 2 and 3 year basis. The Contact Agent for the committee will be the agent in whose area the president resides. All County extension agents are invited to attend committee meetings.

Section 4 – All representatives selected by the counties shall serve a two year term. They may serve three consecutive terms before rotating off for one year. During this rotation time, the delegate may serve as an alternate if appointed by their county.

Section 5 – In the case of loss or removal of a camp committee representative, the respective county shall immediately select an individual to complete the unexpired term.

The alternate representative only becomes eligible for re-election by the respective county if they have filled the unexpired term for a period of one (1) year or less.

Section 6 – The representative shall begin the term at the fall meeting.

ARTICLE III – MEETINGS

Section 1 – A minimum of four meetings (one per quarter) of the Lake Cumberland 4-H Camp Improvement Committee shall be scheduled annually.

Section 2 – Meeting times and location shall be established by a majority of the voting membership at the previous meeting of the committee for all meetings except the spring meeting. The spring annual meeting will be held at the Lake Cumberland 4-H Camp in conjunction with a camp clean-up activity.

Section 3 – Official business of the committee shall take place with a majority vote of all voting members present.

Section 4 – Special meetings may be called at the discretion of the Executive Subcommittee. The purpose of the meetings shall be stated in the call and at least ten (10) days notice shall be given in writing to all members of the committee.

Section 5 – All meetings shall be conducted according to Robert Rules of Order. Each committee member shall be entitled to one (1) vote.

ARTICLE IV – OFFICERS

Section 1 – Officers shall consist of President, President-Elect, Secretary and Treasurer; to be elected at the regular fall meeting of the camp committee. Officers will take office at the spring meeting. All efforts should be made to rotate the office of president between Districts 3 and District 5.

Section 2 – Officers shall serve for a term of one year. Officers may not succeed themselves in the same office. If officer's membership term expires before the end of office tenure, the membership would be extended to the end of the term of office. It would then be possible at times that a county would have an officer plus a county representative. The treasurer shall also serve a one year term and will be a voting member of the committee.

Section 3 – The president shall preside over all meetings of the membership and shall have general supervision over affairs of the committee: shall perform all other duties incident of his office.

Section 4 – When the president is absent or disabled from serving, the president-elect shall perform duties of the office.

Section 5 – The secretary shall keep minutes of all meetings and distribute to the contact agent within three weeks following each meeting. Agent shall be responsible for sending

a reminder two (2) weeks prior to each meeting to each committee member. Agent shall also be responsible for distributing minutes to all committee members and each County Extension Office camping at Lake Cumberland within one (1) month following each meeting.

Section 6 –The Treasurer shall serve as Account Manager for all accounts the committee has held by the Kentucky 4-H Foundation and shall be responsible for all activity and documentation provided by the committee to the Foundation and received from the Foundation. The Treasurer shall receive monthly financial reports from the Foundation and make written reports to the members at each regular meeting and perform all other duties incident of the office. At the discretion of the committee, it may assign a 4-H Agent to serve as Co-Account Manager to the Foundation along with the committee’s Treasurer.

ARTICLE V – SUBCOMMITTEES

Section 1- The following will be standing subcommittees of the Lake Cumberland 4-H Center CIC: Executive, Marketing, Fundraising, Facilities, Programming. All committees are to be chaired by a Lake Cumberland CIC member and co-chaired by an agent who camps at the Lake Cumberland 4-H camp or member of the camp management or maintenance staff. The chair person shall ensure that accurate subcommittee reports are given to the contact agent in a timely manner. Other subcommittee members are not required to be Lake Cumberland CIC members. Primary responsibilities of these subcommittees are as follows:

- a. The Executive Subcommittee shall be composed of all elected officers and the immediate past president. The Lake Cumberland CIC Contact Agent or Agents will serve as an ex-officio member(s). The Executive Subcommittee shall meet prior to regular meetings to formulate the agenda for those meetings, and upon call by the president. A majority of the Executive Subcommittee members must be present to constitute a quorum for transacting business. The functions of the Executive Subcommittee shall be:
 - i. To perform the essential CIC committee activities that must be acted upon between meetings of the membership.
 - ii. To formulate and recommend programs and activities to the members of the CIC committee for their consideration and approval.
 - iii. To identify and help formulate other subcommittees necessary to further the purpose and functions of the CIC committee.
 - iv. To carry on such other business as may be delegated to it by the CIC Committee membership.
- b. The Marketing Subcommittee will work closely with the State Specialist for 4-H camping in advisory role to help implement the strategic camp action plan’s marketing goals.
- c. The Fundraising Subcommittee shall work with the KY 4-H Foundation in an advisory role to help implement the strategic camp action plan’s fundraising goals. This subcommittee will also assist the treasurer with any financial matters of the CIC. The treasurer shall chair this committee and act as a liaison between the committee and the KY 4-H Foundation.
- d. The Facilities Subcommittee shall work closely with the head of maintenance at the Lake Cumberland 4-H Camp to help implement the strategic camp action plan’s facilities goals. This committee will also review funding requests for facilities improvement needs and bring proposed funding before the committee for approval.

- e. The Programming Subcommittee shall work closely with the State Specialist for 4-H camping in advisory role to help implement the strategic camp action plan's programming goals. The Agents who camp at the Lake Cumberland 4-H camp shall serve in an advisory role to this committee.

Section 2 - Additional subcommittees deemed necessary by the Executive Committee shall be appointed by the president. Members of those committees would serve for a time frame determined to meet the specific needs of that committee.

Section 3 - The members of all standing subcommittees shall serve for a period of one year, such period to be concurrent with the program year of the committee. Ad hoc committee members shall serve in accordance with the charge to that committee. Appropriate staff members may be designated to serve as resource person with all subcommittees.

ARTICLE VI – FINANCES

Section 1 – The funds of the committee shall be deposited with and held by the Kentucky 4-H Foundation and shall be withdrawn only by appropriate documentation submitted by the committee's Treasurer or Account Manager(s) to the Foundation and approved by committee action. By placing funds with the Foundation, the committee benefits from an already established 501 (c)(3) organization which is audited and files a Form 990 annually. For this service, the Foundation charges certain fees that are set annually and communicated to the committee's Treasurer or Account Manager(s) before the beginning of each fiscal year on July 1. An MOU is entered into between the Foundation and committee to provide guidance to the relationship and to establish the purpose, criteria and administration of any account(s) and funds held by the Foundation. At the discretion of the committee, it may assign a 4-H Agent to serve as Co-Account Manager to the Foundation along with the committee's Treasurer.

Section 2 – Those counties/zones which use the Lake Cumberland 4-H Camp for residential camps shall contribute a predetermined CIC fee per week per camper to the 4-H Camp Improvement Fund. This amount will be determined by the committee annually before the summer camping season. Those counties/zones which use the Lake Cumberland 4-H Camp for Cooperative Extension programming other than county summer camping, shall contribute a fee determined by the committee per night per camper to the 4-H Camp Improvement Fund. Larger contributions and contributions from Non-extension groups will be accepted. Checks are made payable to the KY 4-H Foundation and earmarked for the Lake Cumberland Camp Improvement Committee. Payment should be sent to the KY 4-H Foundation before October 1 following that camping year, or within 30 days for non-summer camp programming.

Section 3 – Additional activities may be conducted in order to generate needed resources, as deemed appropriate by the committee.

ARTICLE VII – AMENDMENTS

Section 1 – Amendments to these By-laws may be made by a majority vote of the voting members present at a regular or special meeting. Thirty (30) days written notice must be given.

ARTICLE VIII – DISSOLUTION OF THE COMMITTEE

Section 1 – Upon dissolution of the committee, the net assets of the committee after payment of all debts, shall be dispersed by the current executive committee of the Lake Cumberland Camp Improvement Committee. Assets must be used for improvements at the Lake Cumberland 4-H Camp and must be used within one (1) year. Any excess funds will become the property of Kentucky 4-H Foundation specifically earmarked for the use of the Lake Cumberland 4-H Camp.

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