

Benewah County 4-H Leader's Association

(Adopted – *May 12, 2008*)

ARTICLE I

Name:

The Name of this organization shall be the Benewah County 4-H Leader's Association.

ARTICLE II

Purpose:

The purpose of the Benewah County 4-H Leader's Association shall be to:

1. Facilitate open communication between leaders, members and Extension Office personnel using the proper chain of command.
2. Be advisory to county, district and state 4-H staff by giving extension personnel the benefit of leaders' thinking and experience.
3. Organize and promote a viable 4-H Youth program and activities for youth.
4. Assist with gaining financial support for approved programs that support 4-H leaders and members.
5. Shall be guided by University of Idaho Extension guidelines and directives such as Idaho 4-H Policies and Procedures (#91605) and Benewah County 4-H project requirements, as well as district and state leaders association.

ARTICLE III

Membership:

The following are membership requirements for the Benewah County 4-H Leader's Association:

1. Any enrolled Benewah County 4-H leader that is certified for the current year, or leader from the previous year currently working on recertification, shall have voting privileges and may serve as an officer.
2. Voting privileges are granted with one vote per member; no absentee or proxy voting is permitted.

ARTICLE IV

Officers:

The officers of the Benewah County 4-H Leader's Association shall include: Chair, Vice-Chair, Secretary and Treasurer (the Executive Board shall consist of these 4 officers). The officers shall serve one-year terms. Only two leaders from any given club can hold an elected office at the same time.

The officers of the Benewah County 4-H Leader's Association shall be nominated at the September meeting and be elected by secret ballot and take office at the October meeting. No leader shall be nominated to office unless present or with prior written consent. Officers can be re-elected, however, no officers shall serve more than two (2) consecutive terms in the same office. The Association shall abide by the University of Idaho Extension 4-H financial policies and guidelines.

The following outlines each officer's duties:

Chair: The chair shall 1) preside at all meetings of the Benewah County 4-H Leader's Association. Robert's Rules of Order shall be used as a standard procedure for conduct of all meetings, 2) perform all duties incidental to the office, including development of specific agendas for all regular and special meetings, in communication with appropriate County Extension personnel, 3) not be permitted to vote, except to break ties, and 4) be responsible for appointing committees as needed, and chairs for said committees.

Vice-Chair: In absence of the Chair, the Vice-Chair shall perform the duties of the Chair. The Vice-Chair is a voting position, unless he/she is acting as the Chair.

Secretary: The Secretary shall 1) be responsible for taking minutes of all Association meetings, 2) keep current copies of Idaho 4-H Policies and Procedures, Benewah County 4-H policies and other records as appropriate, 3) be responsible for sending out notice of meeting dates and times, along with minutes taken of all Association meetings as soon as possible, in cooperation with Benewah County Extension personnel.

Treasurer: Shall 1) record receipts and disbursements from the Benewah County 4-H Leader's Association fund and the 4-H Educational fund, 2) submit a full treasurer's report in writing to the Association at all meetings and at special request of the Chair, 3) insure that all disbursements and withdrawals from Association and Scholarship funds shall have two signatures (signatures cannot be from the same immediate family), and 4) submit all records to an audit committee prior to the annual election meeting

Any elected officer may be considered resigned from office after missing 3 consecutive business meetings, which include general and executive meetings, unless excused by the Chair. The Executive Board will be the body to grant excused absences for the Chair's position.

Should a vacancy occur, the Executive Board shall appoint a member in good standing to temporarily assume the office until the next regular meeting when nominations and an election will be held to fill the vacancy.

ARTICLE V

Meetings:

The General meetings of the Benewah County 4-H Leader's Association shall be at 6:00 PM on the second Monday of each month (if the second Monday falls on a county holiday, the general meeting will then move to the third Monday at the same time) . The meeting place shall be designated in the preceding 4-H Newsletter.

1. Special meetings may be called by the president or at the request of the Executive Board.
2. A quorum shall consist of 7 members.

ARTICLE VI

Committees:

Association members are encouraged to volunteer to serve on committees, with the Chair appointing a balanced representation to each committee. Other committees may be appointed as needed by the Chair. The Chair is an ex-officio member (without vote) of all committees. All proposals and recommendations generated by committees should be reviewed and voted on at a Leader's Association meeting before that recommendation is forwarded to the Extension Office.

Standing Committees shall consist of those listed below:

- Horse
- Livestock

Special Committees shall be appointed by the Chair, who designates their specific duties. These committees shall consist of those listed below:

- Audit
- By-laws

ARTICLE VII

Authorization:

The Association is authorized by the Benewah County Extension Office to use the 4-H name and emblem. By its' affiliation with 4-H, it is exempt from Federal income tax under section 101(6) of the Internal Revenue Code of 1939, which corresponds to section 501(c) of the 1954 Code. Form 990, the Annual Information Return, will be filed when gross receipts in the tax (calendar) year exceed \$25,000; if gross receipts are less than \$25,000, a Form 990-N must be filed.

ARTICLE VIII

Dissolution:

Should this organization ever be dissolved, all assets shall be distributed to the following entity in order of preference:

1. Held in trust in an account by the bank for a period of two years. If after 2 years there is still no functioning Leader's Association then the funds will go to the line item Teen Account in the Benewah County Extension Agent fund for scholarship opportunities.
2. The Idaho State 4-H Endowment Board where the interest will be designated to Benewah County youth scholarships.
3. The National 4-H Council.

ARTICLE IX

Parliamentary Procedure:

Current Roberts' Rules of Order shall be the parliamentary authority on all matters not covered by the by-laws of this Association.

ARTICLE X

Amendments:

Amendments to these by-laws shall be made at any general or special meeting of the Benewah County 4-H Leader's Association, provided the proposed change is presented at the preceding general meeting, and that all members of the Benewah County 4-H Leader's Association are given written notice at least 10 days in advance of the meeting where changes are to be made, with all amendments being reviewed prior to a vote. Approval shall require an affirmative vote of 2/3 of those members present.