

# **Boone County 4-H Leaders' Association Constitution and By-Laws**

## **ARTICLE I – NAME**

The name of this organization shall be the Boone County 4-H Leaders' Association.

## **ARTICLE II – PLACE OF BUSINESS**

The principal place of business of the association shall be the Boone County Cooperative Extension Office.

## **ARTICLE III – PURPOSE**

The purpose of this association shall be to encourage and aid the establishment and growth of 4-H clubs, to foster comradeship among 4-H leaders and cooperate among the different clubs, to cooperate in carrying out the 4-H program of the West Virginia University Extension Service, to conduct camps for 4-H members, and to do whatever is necessary and proper to promote the 4-H program generally in Boone County.

## **ARTICLE IV – MEMBERSHIP**

Membership in this association shall be open to all leaders, co-leaders, and adult advisors of the 4-H clubs **and camps** in Boone County. Privileges, such as voting or holding office, shall be open to those persons who are active leaders, co-leaders, or adult advisors of the 4-H clubs **or camps** of Boone County, and who are listed as such on the club **or camp** records of the county extension workers or on the records of this association.

## **ARTICLE V – OFFICERS**

Section 1—The officers of this association shall be a president, vice president, secretary, **treasurer**, and reporter.

Section 2—All officers shall be adult leaders, co-leaders, or adult advisors.

Section 3—Officers shall be elected **yearly** at the first regular meeting in October, by ballot, conducted in a democratic manner. A simple majority shall be required for election. A nominating committee consisting of three members shall be appointed in September to make nominations for officers for the coming year. An opportunity shall be given at the time of the election for further nominations from the floor. **Newly elected officers will take office on**

**November 1 with a transition period for current and new officers between the first regular meeting in October and October 31.**

Section 4—Voting – Each 4-H club represented by members at the association meeting shall have a maximum of three votes, one leader, one co-leader, and one advisor; or in the absence of the leader, a co-leader and two adult advisors; or in the absence of the leader and co-leader, three adult advisors may vote. **There shall be a maximum of three votes granted to leaders who are members of the Association but are not affiliated with a club.**

Section 5—All officers shall be elected to serve for a period of not more than two consecutive years.

Section 6—The president shall preside at all meetings, appoint committees, and as the chief executive officer, shall direct the activities of this association in such a manner that the afore said purposes of this association shall be successfully carried out. The president shall represent the 4-H Leaders' Association on the Boone County Extension Service Committee.

Section 7—The vice president shall become the presiding officer in the absence of the president, and shall succeed to that office in case of vacancy, and shall perform such other functions as directed.

Section 8—The secretary shall make and keep an accurate and complete written account of all the activities and records of this association. All records shall be kept filed **at the Boone County WVU Extension Office** where they will be available at all times for use by the other officers and members of the association. The secretary shall also keep minutes of the meetings, carry on the association's correspondence, make reports, and perform such other duties as may fall to the office of the secretary.

Section 9—The treasurer shall have charge of all funds of this association, shall keep an accurate and complete record of all income and expenditures, and shall disburse funds only for such purposes and in such a manner as shall have been approved by this association. The treasurer shall give fiscal reports whenever directed to do so. All financial records shall be available for examination by any officer, committee, or member of this association. **All financial business of the Association will be conducted in accordance with WVU Extension's Financial Best Practices for 4-H Clubs and Groups.**

Section 10—The county Extension Agents in Boone County shall be advisors to this association. They shall have the right to attend and take part in all meetings of the association, its officers or committees.

## **ARTICLE VI – MEETINGS**

Section 1—The members of this association shall hold at least one regular meeting each month at a time and place to be set by the association. The order of business for the meetings shall be that which is set forth in the 4-H club record book, unless a different order of business shall be directed by a majority vote of the members in any regular meeting.

Section 2—For any meeting, a quorum with power to transact business shall consist of either one-fourth (1/4) of the recorded members, or of five (5) clubs represented, whichever number is smaller, provided all members have been notified of the correct time and place of meeting. If the absent members have not been notified, then a majority shall be required for a quorum.

**Section 3—All business shall be conducted and resolved in accordance with Parliamentary Procedure as outlined in Robert's Rules of Order.**

## **ARTICLE VII – COMMITTEES**

Regular committees shall exist and function as ordered by the association and appointed by the president. Special committees may be authorized by the association, or created upon the initiative of the president.

The Executive Committee shall consist of the ~~four~~ **five** constitutionally elected member officers. It shall meet and function only when the president declares emergency action necessary which cannot wait for a regular Association meeting.

Emergency action shall be approved by at least three of the officer members of this committee and shall be effective only until at its next meeting, then such action of the Executive Committee shall be of no further effect. The president shall be chairman of this committee.

All other committees shall be appointed by the president unless otherwise ordered by the association.

## **ARTICLE VIII – ADOPTION AND AMENDMENTS**

This constitution shall be adopted and in force when approved by three-fourths of those members present at any regular meeting or when approved by a majority of those present in each of two successive regular meetings. Amendments to this constitution shall be adopted in the same manner, except that all members shall be sent written notice, at least thirty days in advance of the meeting at which any proposed changes in the constitution are to be made.

## **BY-LAWS**

### **ARTICLE I – FLOWERS**

Flowers **or a gift** shall be sent in the event of death of leaders, club members, and **extension office personnel**.

In the event of illness, flowers **or a gift** shall be sent at the discretion of the Association. ~~The cost of these flowers shall not exceed twenty five dollars (\$25.00).~~

Flowers shall be the responsibility of the President of the Association **or the President's designee**.

### **~~ARTICLE II – CAMPERS FROM OTHER COUNTIES~~**

~~Section 1—Campers from other counties shall be accepted upon request from the Extension Office in the said county, providing no camp is being held for that county. This does not include exchange campers.~~

### **~~ARTICLE III – ATTENDANCE AT CAMP~~**

~~Attendance of non-club members at camp shall be discouraged. Special cases shall be presented to the Executive Committee for approval. If approved, that child shall pay the maximum camp fee. Non-members of club age shall not be admitted in any case.~~

### **ARTICLE IV – TRANSPORTATION**

~~Information concerning transportation fees to state camps shall be enclosed with the registration blanks. Club members shall return this fee with the registration blanks.~~

All fees ~~and~~ transportation for club members and adequate chaperons competing in state ~~Public Speaking, Visual Presentation, and Talent contests~~ **competitions and attending state camps** shall be paid by this Association.

### **ARTICLE V – 4-H FOUNDATION**

This Association shall have two representatives on the Boone County 4-H Foundation. They will be elected as by Article V of the Association's Constitution.

### **ARTICLE VI – FUNDS AND BUSINESS**

All funds and business of the organization shall be a matter of accurate record and all accounts shall be subjected to an annual audit.

## **ARTICLE VII – COMMITTEES**

Committees of this organization required by this constitution are as follows: Health, ~~Safety~~, Community Service, ~~Flower~~, ~~Transportation~~, ~~Yearbook~~, **Historical**, and **Fundraising**.

AMENDED OCTOBER 8, 2012

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President

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Vice President

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Secretary

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Treasurer

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Reporter

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