

POLICIES OF SPOKANE COUNTY
4-H Large Animal Project Committee

ARTICLE I

Name

Section 1. The name of this group shall be the WSU Spokane County 4-H Large Animal Committee

Section 2. The chief place of business of this organization shall be 222 North Havana, Spokane WA 99202.

ARTICLE II

Purpose

Our purpose is to be an inclusive youth-oriented, educationally-based program, striving to create positive experiences for youth in livestock interest through competitive and non-competitive learning, led by well-trained volunteers.

ARTICLE III

Membership

Section 1. The voting membership shall consist of enrolled 4-H Large Animal Project volunteers and youth members. Not exceeding more than two representatives from each club.

Section 2. Spokane County Extension 4-H Youth Development Faculty and 4-H County Staff shall be ex officio. The ex officio members will be advisors without voting privileges.

ARTICLE IV

Meetings

Section 1. The 4-H Large Animal Committee shall meet at least four (4) times a year with one (1) meeting required in November to elect officers.

Section 2. Meetings shall last no more than two (2) hours. With a majority vote by a quorum the duration of a given meeting may be extended.

ARTICLE V

Quorum and Voting

Section 1. A minimum of two (2) elected officers and three (3) members, exclusive of the presiding officer, shall be present to conduct business. One (1) member may a virtual phone/email vote.

Section 2. In the discussion of a specific issue, the presiding officer determines there is insufficient representation; he / she may postpone the decision until the next meeting.

Section 3. Voting at a Committee meeting will be limited to two (2) votes from each club (youth and/or adults). There will be no proxy votes. (As noted in Art. V, Sect 1, one vote may be delivered virtually to make a quorum).

Section 4. Election of officers shall be conducted by secret ballot each November.

ARTICLE VI

Officers

The Officers of the WSU Spokane County 4-H Large Animal Project Committee shall be President, Vice President, Secretary, Treasurer.

Section 1. Duties of Officers

A. President

1. Shall preside at all regular and additional meetings of the organization.
2. Shall prepare agenda, in collaboration with the secretary and 4-H staff, for the regular meeting with input from all officers. A draft agenda shall be sent to the 4-H Office no later than the 3 business days before the committee meeting.

B. Vice President

1. Shall preside at all meetings in the absence of the President
2. Shall assist the President in any duties so assigned and as parliamentarian

3. Shall become the President of the WSU Spokane County 4-H Large Animal Project Committee in the event the president is unable to fulfill the duties of the office.
 4. Shall support and facilitate all sub committees and events. (For example Livestock Super Saturday, Livestock Clinic, fundraisers)
 5. Shall oversee the WA State Fair 4-H Livestock Judging Sign up.
- C. Secretary
1. Shall keep an accurate and complete record of the meetings. A copy of these records shall be turned in to the 4-H Office within 7 days after each meeting, to be reproduced, and made available, upon request.
 2. Shall maintain the current 4-H year's history of meeting minutes, available at each meeting, and turned over to their successor.
 3. Shall handle all correspondence addressed to the WSU 4-H Large Animal Project Committee.
 4. Shall preside at all meetings in the absence of the President and Vice President until the immediate election of a chairman *pro tempore*.
- D. Treasurer
1. Shall keep an accurate account of all monies received and expended in the various funds of the WSU Spokane County 4-H Large Animal Project Committee.
 2. Shall render a financial report at each regular meeting.
 3. Performs a self-audit no later than December 1st of each year. A copy of the audit report shall be presented to the 4-H Faculty. Preform the WSU/4-H Audit Form.
 4. All checks must have 2 signatures on the WSU Spokane County 4-H Large Animal Committee account.

Section 2. Eligibility and Term of Office

- A. Only enrolled 4-H volunteers can be officers.
- B. The Treasurer shall be at least eighteen (18) years old.
- C. No office shall be held by the same person for more than three (3) consecutive years with the exception of the Treasurer.
 1. First year 2018-2019 President shall be a 1-year term. Thereafter, President's term shall be 2 years.
 2. Vice President term shall be two years.
 3. Secretary term shall be one year.
 4. Treasurer term shall be two years and is eligible to serve not more than four (4) consecutive one-year terms.
- D. Officers shall be elected at the November meeting. Nominations may be taken from the floor with the consent of the nominee. If the nominee is not present, the intention to accept nomination shall be in writing.
- F. New officers assume office by December 1.

Section 3. Non-Performance of Duties or Vacancies

- A. Any officer not performing prescribed duties of his/her office for two (2) consecutive meetings may be replaced at the discretion of the presiding officer/4-H staff.
- B. If an office (except that of President) becomes vacant during the 4-H year, the President may appoint someone to that office to complete the current term, providing the appointee follows the outline of responsibilities of the office, as outlined in the bylaws.

- C. If the office of President and Vice President becomes vacant at the same time the remaining executive committee shall appoint officers appropriately.

ARTICLE VII

Executive Committee

The Executive committee of the WSU Spokane County 4-H Large Animal Project Committee shall consist of the President, the Vice-President, the Secretary, the Treasurer, and ex officio members. The ex officio members will be advisors without voting privileges.

Section 1. Duties of the Executive Committee:

In case of emergencies or when a decision needs to be made immediately, the President may call a meeting of all members of the Executive Committee or take a poll of said committee by phone/email, carefully recording all results, to be presented and included in the next meeting minutes. The 4-H staff person responsible for the WSU Large Animal Project for which the decision shall be made shall be included in this emergency process. An "emergency" is declared when a decision has to be made before the next scheduled meeting of the Large Animal Project Committee. The Executive Committee may perform a phone/email poll a simple majority shall be involved in the decision.

ARTICLE VIII

Ad Hoc Committees

Section 1. The President shall designate all Ad Hoc committees as deemed necessary for the proper and efficient functioning of the business of the WSU Spokane County 4-H Large Animal Project Committee. Ad Hoc Committees shall function until their goals have been achieved, preferably within the 4-H year.

ARTICLE IX

Section 1. The rules contained in Roberts Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable.

ARTICLE X

With the approval of the Spokane County 4-H Faculty, this group may be dissolved by two-thirds (2/3) vote of those present and eligible to vote under voter guidelines attending a meeting called specifically for that purpose. There shall be a notice of the dissolution meeting on the 4-H website/email newsletter for two (2) consecutive months prior to the meeting of the proposal to dissolve the group. After all obligations of the WSU Spokane County 4-H Large Animal Project Committee have been paid, the balance of funds on hand, if any, at time of dissolution shall be turned in to the WSU Spokane County 4-H Budget and Fundraiser Committee.