

BYLAWS OF THE

4-H CLUBS AND AFFILIATED 4-H ORGANIZATIONS SPOKANE COUNTY BUDGET AND FUND-RAISING

ARTICLE I: NAME

Section 1: This committee shall be known as 4-H CLUBS AND AFFILIATED 4-H ORGANIZATIONS SPOKANE COUNTY BUDGET AND FUND-RAISING, aka: the Spokane County 4-H Budget and Fund Raising Committee (BFR), (fka: Spokane County 4-H Members Association or Spokane County 4-H Leaders Council).

ARTICLE II: PURPOSE

Section 1: The BFR will serve as one of the primary fund raising entities within the Spokane County 4-H program.

Section 2. The BFR monitors, manages, and distributes existing funds for use by 4-H youth and volunteers of the Spokane County 4-H.

Section 3: Manage funds from unique sources as requested by Spokane County 4-H volunteers/leaders/funding solicitors.

ARTICLE III: COMMITTEE COMPOSITION

Section 1: The committee will be composed of at least 23 individuals

§1.1 At least 15 4-H volunteers and members (i.e., trained 4-H leaders/volunteers & enrolled teenaged youth members) appointed by the various standing committees Large Animal, Small Animal, Equine, General Projects, Shooting Sports, & Teen Advisory.

§1.2 Seven at-large members appointed from the general 4-H population approved by a quorum at a regular or special BFR meeting.

§1.3 *Ex officio* Spokane County Youth Educator

Section 2. Each member is elected/appointed serves for three years with the option to extend per approval by a majority vote by a quorum of BFR members.

Section 3. New committee members shall assume their responsibilities no later than the first Monday of October (the beginning of the new 4-H year).

Section 4: Out of cycle elections, are allowed as necessary should the committee not have a full contingent of members for some reason (resignation, extended illness, etc.).

ARTICLE IV: OFFICERS (new)

Section 1. The Officers will consist of the President, the Vice President, Recorder, and the Treasurer.

Section 2. All interested committee members, who have served on the committee for at least one year, shall inform the entire committee, by email or in person, on or before the regularly scheduled meeting in August of their intention to seek a particular officer position. The nominee for each position shall be decided by a majority vote by the Board.

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- §2.1 In the event of no self-nominations for any or all the officer positions, the committee members shall meet and decide upon a slate of nominees for open officer positions.
- Section 3. The length of term for the chairperson shall be one year, but has the option to for one additional year if nominated/elected.
- Section 4. The length of term for the Vice President shall be two years.
- Section 5. The length of term for the treasurer shall be one year. However, the treasurer—if all members and the standing treasurer agree—may be reappointed without a formal election for one additional year.
- Section 6. If no Recorder is nominated/elected, the ex officio Spokane County Youth Educator or his/her representative will serve as the permanent recorder/secretary.

ARTICLE V: DUTIES OF OFFICERS (new)

- Section 1. The President is responsible for developing the agenda with the ex officio, presiding over the meetings, following the agenda, ensuring that adopted rules of order and civility are followed while discussing the agenda, and running the meetings in a timely manner. The President is the public spokesperson for the committee in all matters.
 - §1.1 The President may extend the length of a meeting with the agreement of a majority of members present.
- Section 2. The Vice President assists the President and presides over the meetings in the President's absence.
- Section 3. The Recorder will keep an accurate record of the meetings, and a draft of which will be posted on the Spokane County 4-H website as soon as possible.
- Section 4. The treasurer, together with County Youth Educator and the County Chairperson shall be custodians of all committee funds and shall maintain a bank account in the name of the BFR committee. The treasurer shall keep all receipts and expenditures and report these at each meeting of the committee and on the condition of the committee treasury
- Section 5. The elected officers will post all (draft and final) minutes on the web, and will assist the staff in maintaining a web presence related to BFR Committee work, activities, and various forms of support for the youth and adult 4-H members.

ARTICLE VI: MEETINGS (new)

- Section 1. Regular business meetings will be held the first Monday of each month except in September.
- Section 2. Meetings will be held at 222 N Havana Spokane WA (the 4-H Extension Office).
 - §2.1 If a scheduled meeting cannot be held at the location identified in VI.2, it will be postponed until the next regular meeting, unless a majority agree to a special meeting time and date.
- Section 3. Special meetings may be called by the committee chair or an *ex officio* County 4-H Educator.
- Section 4. Internal (ad hoc and sub-) committee meetings shall be subject to the discretion of those committee members.

ARTICLE VII: QUORUM AND VOTING

- Section 1. A quorum shall be not less than seven members of the committee including at least three “at large appointees” (see Article III), and *ex officio* Spokane County Youth Educator or his/her designee.
- Section 2. A majority vote is defined as a simple majority of the votes of those present at a meeting.
- Section 3. Each committee member and *ex officio* Spokane County Youth Educator present at a meeting (either in person or through electronic means) has the right to one vote.

ARTICLE VIII: MEMBERS RESIGNATION/DISMISSAL PROCEDURES

- Section 1. If a committee member continues to be delinquent, not attending meetings or exhibiting continual dissatisfaction, or cannot for some reason meet their committee obligations and duties actions taken may include:
- Voluntary resignation, or
 - discussion with a three-person subcommittee and the County Educator regarding concerns and issues.
- Final action if the individual does not choose to resign:
- The committee may choose to seek further resolution of issue(s) and the member continue to serve, or
 - recommendation by the subcommittee and approval by a 2/3 majority of the full BFR committee (quorum of seven or more) to encourage the individual to resign.
- The County Director will be consulted as necessary and may serve as a mediator/binding arbitrator in the event of an impasse. In such an instance, the County Director’s decision will be final.

ARTICLE IX: COMMITTEE DUTIES & RESPONSIBILITIES

- Section 1. Managing existing funds and any funds still coming in addressed to the “Spokane County 4-H leaders’ council” or the “Spokane County 4-H members’ association” and tasks are the responsibility of the BFR (as defined in the minutes of the organizational meeting held in July 2006).
- Section 2. Budget oversight and disbursement of Spokane County 4-H Funds managed by the committee for support of youth and volunteers to participate in:
- a. Conferences
 - b. Special events
 - c. Special projects
 - d. Scholarships
- Section 3. Maintain a \$5,000 minimum in the scholarship fund. The balance of the fund shall be reviewed at the beginning of the 4-H year (at the regular October meeting). It will be replenished as needed to meet the \$5,000 minimum from general BFR funds/earnings.
- Section 4. Develop an annual program of work & draft budget with a goal of completion by end of the regular November meeting.

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Section 5. Advocate for and promote Spokane County 4-H in the private, business, and not-for-profit sectors of Spokane County and surrounding areas.

ARTICLE X: DISSOLUTION

Section 1. Should the Budget and Fund Raising Committee be dissolved or disbanded, the existing members of the committee may vote to specify the transfer of funds/supplies/materials to another program or programs of the WSU-Extension Spokane County 4-H organization. The final approval for transfer of funds/supplies/materials shall be guided by the [Washington State] 4-H Policy and Procedure Handbook (revised edition 10/2016)

Section 2. If for some reason, before dissolution, the existing members of the committee do not vote to transfer the funds/supplies/materials to a specific group or groups of the WSU-Extension Spokane County 4-H organization, then the Spokane County 4-H Educator will be responsible for carrying out the process guided by the [Washington State] 4-H Policy and Procedure Handbook (revised edition 10/2016)

ARTICLE XI: PARLIMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert’s Rules of Order Newly revised, shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the committee may adopt.

ARTICLE XII: AMENDMENT OF BYLAWS

Section 1. The By-Laws shall be reviewed annually at the December meeting. They may be changed or amended as needed. The vote for approval or rejection of changes and amendment will occur at the regularly scheduled January meeting by simple majority vote.

Section 2. Any proposed changes to the general purpose of the BFR will require a 2/3 majority vote by the BFR members present (Quorum of 7 or more) and the approval of the WSU-Extension Spokane County Chairperson (Director)

Section 3. The By-Laws may be changed--outside of the standard cycle--as needed for the betterment of the committee’s work with a 2/3 majority vote of the quorum, and a 30-day posting prior to the final vote for revisions, changes, etc.

BFR: 6-10-18*

Approved 7-25-18

Amended 3-25-2019