

CLARK COUNTY 4-H LEADERS' ASSOCIATION CONSTITUTION
As Amended October 20, 2015

ARTICLE I

Name

The name of this association shall be the Clark County 4-H Leaders' Association.

Purpose

- a. The object of this Association is to increase the educational and social advantages of all 4-H club members through home projects, exhibits, demonstration work, judging practice, recreation, fairs, camp and other activities.
- b. To support leader training and well planned club meetings.
- c. To develop ideas for expanding 4-H club work in the county.
- d. To sponsor, in advisory capacity, any county 4-H organization and its program.
- e. To encourage participation of any youth or leader regardless of creed, national origin, or socio-economic circumstances.

ARTICLE II

Membership

- a. Every 4-H leader and teen leader enrolled in Clark County is a member.
- b. The WSU Extension representative shall be non-voting member.
- c. Sponsors, parents, 4-H members, and other interested persons are welcome and encouraged to attend Association meetings, but have no voting rights.

Meetings

- a. The Leaders' Association shall meet once each quarter except when otherwise noted by the president to accomplish the purpose of the Association. Special meetings may be called as necessary.
- b. Robert's rules of orders, revised, shall govern the actions of this Association.
- c. Any member who does not approve of the decisions made by the Association may appeal to the executive committee. Such an appeal will be in writing and will be presented to the president, who will call a meeting of the committee to act on the issue.

Voting

- a. All members have a right to vote on any motion at a regular Association meeting.

Quorum

- a. A quorum shall consist of at least twelve members.
- b. If a quorum is not present for the issue, the executive committee can act upon it.

ARTICLE III

Officers

- a. The officers of this organization are president, vice president, secretary and treasurer.
- b. The officers shall be elected at the first meeting of the Association of each current year. (After October 1 of each year.)
- c. Regular election must be held with a quorum of members present, providing notice is given at previous meeting
- d. Any leader in the county is eligible for office.

Election of Officers

- a. Election shall be by ballot.
- b. Nominations for office shall be made by the nominating committee, which will be appointed by the president and consist of three members. The nominating committee shall report at the July meeting the name of at least one candidate for each office to be filled. Additional nominations may be made from the floor, provided that nominees are present or have given their consent. Voting need not be limited to nominees.
- c. A vacancy occurring in an office may be filled by vote for the members at its regular meeting for the unexpired term. Nominations shall be made from the floor and election by ballot.
- d. Any officer who shall be absent more than three consecutive meetings, without approval of the executive committee, shall forfeit office.

Duties of the Officers

- a. The President shall preside at all meetings of the Association, and shall be an ex-officio member of all committees.
- b. The vice-president shall perform the duties of the president in the absence of the president and shall assist the president when called upon.
 1. Review the County Leaders' Association Constitution and present any recommendations to the Leaders' Executive Board and then to the Leaders' Association.
 2. Plan and coordinate the educational portion of the leaders' Association meetings.
 3. Evaluate the Leaders' Banquet and the Leaders' Association meetings.
 4. Coordinate reports from leaders who attend state meetings.
- c. The secretary shall keep the minutes of each meeting; handle all correspondence; and act as chairperson if both the president and vice-president are absent.
- d. The duties of the treasurer shall be to keep an accurate financial record for the Association, and be official custodian of the funds of the Association.

- e. The officers shall assume office the first meeting after installation.
- f. All retiring officers should instruct their successors prior to their installation in October.

ARTICLE IV

Youth Representatives

Up to four teen members will be selected by the Executive Committee to be Youth Representatives of the Leaders' Association. The Youth Representatives will share two voting rights on the Executive Committee.

ARTICLE V

Executive Committee

The executive committee shall consist of the elected officers of the Leaders' Association, the immediate past president, , and the Youth Representatives.

Meetings

Executive Committee meetings shall be called by the president.

Duties of the Executive Committee

The executive committee shall act for the Association in cases of emergency or where it would be impractical to call a special session of the Association. The executive committee shall also meet at the President's discretion for discussion and planning for the welfare of the 4-H program. The executive committee has no authority to change the Constitution of the Association. Minutes of the executive committee meeting must be kept and available to the membership.

ARTICLE VI

Project Area Leadership Positions

- a. The position of Key Leader and Superintendent will be elected at the first meeting of the project area each year. At least a two week written meeting notice must be given to each leader enrolled in the project area and the 4-H Leaders' Executive Board. Only clubs that had members exhibiting in the project at the last county fair may vote for the Superintendent position. All clubs may vote on the Key Leader position. Each club will have one vote cast by the General Club Leader or their representative. In case of a tie, the representative of the 4-H Leaders' Executive Board will cast the deciding vote. The 4-H Leaders' Executive Board will appoint, in consultation with 4-H Faculty, the Superintendents and Key Leaders for project areas that have limited enrollment, and combine project areas when necessary. Elected project officers are subject to the approval of the 4-H Leaders' Executive Board. Responsibilities will take effect following approval and the one year term will run from October to October. Position roles are defined in the 4-H Leader Responsibilities. Each project area will have only one Key Leader and one Superintendent. In case a vacancy occurs in either position, the 4-H Leaders' Executive Board will consult with the project leaders and appoint a replacement for the position to fill the term. Larger project areas may also elect a Secretary and Treasurer following the same procedures. An assistant Superintendent(s) can be appointed by the Superintendent when necessary.
- b. The project area's Key Leader or Treasurer, if one is elected, shall be responsible for maintaining separate financial records for all transactions conducted on behalf of the project area as an entity. The directions for obtaining accounts, handling money and/or donations and the reporting requirements are outlined in the Leader's Guide to the Treasurer's Book (C1059). Project areas are expected to keep clear records and receipts of money, equipment and gifts and document any conditions for which items may be donated. The Treasurer's Guide also covers what should occur if a project area disbands.
- c. The Key Leader shall provide a written agenda identifying action items for all project area leaders at least two weeks prior to a project meeting. However, items of new business requiring an immediate decision may be voted upon at any meeting. Meetings should follow Robert's Rules of Order. Each club shall have one vote cast by their General Club Leader or their representative and a simple majority of those eligible to vote at a meeting shall constitute a quorum.
- d. The Key Leader or Secretary, if one is elected, is responsible for taking minutes of all project area meetings and submitting them for approval by their area leaders. Corrections to previous meeting minutes should be included in the current meeting minutes. A copy of the minutes should be sent to the 4-H office to be forwarded to the appropriate Executive Board Liaison.
- e. Project areas should make every effort to assist youth wishing to attend events such as State Fair. Any member attending an event without their parent or guardian must be chaperoned by a 4-H leader over 21 or an approved WSU volunteer that has completed the (training and) background check. Chaperones and drivers must have the required event permission slip and medical release forms for youth in their care.
- f. The Key Leader shall appoint a project area grievance committee to address issues that may arise during the 4-H year and follow the Clark Count 4-H Grievance Policy procedures.

ARTICLE VII

Amendments

These bylaws may be amended by two-thirds vote of the members present at any regular meeting of the Association, provided notice of the proposed amendment was given at the previous regular meeting and published via the 4-H Leaders listserve.