

## **Federation of Taylor County 4-H By-Laws**

### **Article I. Name and Purpose**

*Section 1.* The name of this organization shall be "The Federation of Taylor County 4-H."

*Section 2.* The purpose of this association shall be:

- a) To promote positive youth development through the promotion of the Taylor County 4-H program. Rev. 2/95.
- b) The planning, conducting and evaluating of the county 4-H program through the use of an elected Board of Directors, and departmental committees, with the assistance of the county extension office and other outside resources.
- c) To review ideas, plans and suggestions brought up by county committees, local clubs and leaders.
- d) To fairly select members for county and district project achievement, and trip awards. Rev. 2/95.
- e) To assist in the promotion and operation of the Taylor County Fair through representation on the Fair Board.

### **Article II. Office and Records**

*Section 1.* The office of the Federation shall be in the county extension office.

*Section 2.* All permanent books, records and property of the Federation, shall be kept in the Federation office, with the exclusion of current records which shall be kept by the Secretary and Treasurer. Books and records may be examined by appointment by members of the Federation. Rev. 2/95.

### **Article III. Membership**

*Section 1.* There shall be two classes, namely: Active and Ex-Officio. Rev. 11/13.

*Section 2.* The Active group shall consist of parents, adult leaders and youth leaders.

*Section 3.* The Ex-Officio group shall consist of county extension agents.

*Section 4.* Members shall have all the rights and privileges. Rev. 11/13.

*Section 5.* Youth members and youth leaders must attend three full club meetings per year or their club requirement if it is more than three meetings. Adopted 11/13.

*Section 6.* All clubs are required to send at least one leader to the annual leader training to retain the club charter. Adopted 11/13.

*Section 7.* Youth leaders shall have all powers and privileges, including nominating, voting and running for office in their Federation of Taylor County 4-H and the Executive Board of Directors. Rev. 2/95.

*Section 8.* Members and leaders may belong to only one 4-H club at a time. Adopted 2/95.

### **Article IV. Board of Directors - Composition**

*Section 1.* The Executive Board of Directors shall consist of one adult leader per chartered club. The Youth Leaders may be from any two (2) clubs, and will be elected at the annual meeting for one year terms. The Youth Leadership Organization (YLO) will hold an additional unrestricted youth seat on the board and will provide a representative at each meeting. Rev. 11/16.

- a) When Executive Board membership is a shared or co-member position, only one of the co-members may officially participate at an Executive Board meeting. Adopted 2/95.

*Section 2.* The Board of Directors shall be elected by the active members present at the annual meeting, using a secret ballot method of voting. Rev. 2/95.

*Section 3.* Each year up to two youth leaders and three adult leaders shall be elected to fill expiring terms. Rev. 2/95. If any director is unable to complete their term, the Board of Directors shall appoint a director from that club to complete the unexpired term. If any director fails to attend three consecutive board meetings without reason, the Board of Directors shall have the privilege to appoint a director from that club to complete the unexpired term. In event that the club involved does not supply a replacement, the Board of Directors will appoint a director from another eligible club.

*Section 4.* The Board of Directors shall meet within 15 days of the annual federation meeting, for the purpose of electing from their numbers a President Elect, Secretary and Treasurer. President Elect shall be elected from the group of Board

members entering their second year of office. The President Elect from the previous year will automatically become President. The Board of Directors shall also elect from their numbers three directors to serve as a Fair Committee. The Chairman of the Fair Committee will serve on the County Fair Board as a representative of our county 4-H program. Rev. 11/16. The office of Treasurer shall be bonded and paid for by the Federation. Rev. 2/82.

*Section 5.* The Past President will serve as a non-voting Ex-Officio director to help advise and council the Board. The Past President will be eligible for compensation as stated in Article VI for regular board members. *Adopted 2/82.* If the Past President is elected as a board member the year following his or her term, he or she will serve as a regular voting board member. *Adopted 12/91.*

*Section 6.* The Board of Directors will establish a Disciplinary Committee structure using the guidelines established in Sec. C, number 2 of the Taylor County 4-H Disciplinary Policy. A disciplinary committee shall not include of a club leader or parent of the member subject to the hearing. *Revised 11/13.*

*Section 7.* The Board of Director shall serve a Maximum of three terms lifetime. *Adopted 11/10.*

#### **Article V. Meetings**

*Section 1.* The Board of Directors shall meet a minimum of five times each year.

*Section 2.* The number of regular Federation meetings will be set annually by the Board of Directors at their annual calendar planning meeting. Rev. 11/80.

*Section 3.* Leaders banquet and achievement night shall be determined by the Board of Directors.

*Section 4.* Special meetings may be called by the President, the Board of Directors, by petition of 10 members, or 4-H agent.

*Section 5.* "Roberts Rules of Order" shall govern all meetings.

#### **Article VI. Compensation - Meetings and Workshops**

*Section 1.* Board of Directors shall be reimbursed for mileage at the current county rate for all authorized Board meetings.

*Section 2.* Active members attending educational workshops, trips and meetings may qualify for reimbursement if expenses are submitted according to policy, using approved 4-H reimbursement vouchers. Rev. 2/95.

#### **Article VII. Purpose and Responsibilities of Board of Directors**

*Section 1.* The purpose of the Board of Directors shall be to manage the business and affairs of the Federation between regular Federation meetings, when necessary.

*Section 2.* To review and authorize all major expenditures and obligations of the Federation.

*Section 3.* The Board of Directors shall report, in full, on its activities at each regular Federation meeting and shall be guided by policies and recommendations adopted at these meetings.

*Section 4.* The Board of Directors will review plans and suggestions submitted by all departmental committees and subcommittees for consideration and presentation to the Federation for approval. Other special committees may be appointed by the Board of Directors as they deem necessary.

#### **Article VIII. Annual Election**

*Section 1.* Methods of nomination: Nominations for the Board of Directors shall be submitted by eligible 4-H clubs in writing prior to the annual meeting or from the floor.

*Section 2.* A majority of votes cast shall be required for election. Rev. 2/95.

#### **Article IX. Quorum**

*Section 1.* A quorum shall consist of members present. Rev. 11/80.

#### **Article X. Amendments**

*Section 1.* The constitution and by-laws may only be amended at the Annual Federation meeting and only by two-thirds majority of the members present. Rev. 11/99.

*Section 2.* Notice must be given at a previous meeting and through notification to all member households regarding the change in constitution being considered. The notice must be sent at least one (1) month before the Annual Meeting and no more than two (2) months before the Annual Meeting. *Rev. 10/16.*

**Article XI. Non-Discrimination Clause - Rev. 2/95**

*Section 1.* The 4-H program is open to all interested youth, regardless of race, color, income, creed, national origin, gender, place of residence or handicap. In Taylor County, youth in Kindergarten through the next year following high school graduation, may participate in the appropriate programs. At that time, they may begin participation as an adult volunteer. *Rev. 9/98.*

**Article XII. Dissolution Clause - Rev. 5/98**

*Section 1.* Upon dissolution of the Taylor County Federation of 4-H, any assets must be turned over to a 4-H Youth Development Program or a 4-H Foundation, as selected by a majority vote of the Executive Board.

*Adopted 9/28/78*