

BY-LAWS OF THE KOOTENAI/SHOSHONE COUNTY 4-H LEADER'S ASSOCIATION

(adopted: February 2, 2006)

ARTICLE I

Name:

The Name of this organization shall be the Kootenai/Shoshone County 4-H Leader's Association.

ARTICLE II

Purpose:

The purpose of the Kootenai/Shoshone County 4-H Leader's Association shall be to promote, support and strengthen the development of the 4-H Program, which will be beneficial to all of 4-H and to make the best better. To accomplish this, the association will:

1. Be advisory to county, district and state 4-H staff by giving extension personnel the benefit of leaders' thinking and experience.
2. Assist with gaining financial support for 4-H leaders and members.
3. Promote and strengthen opportunities for educational and personal growth of volunteers. Promote public relations and the 4-H program to other groups and organizations.
4. Give leaders a channel for offering suggestions. Provide closer association and exchange of ideas to assist Extension personnel in developing county 4-H programs and policies.
5. Undertake projects or activities on a county, state, national and/or international basis.
6. Shall be guided by University of Idaho Extension guidelines and directives such as Idaho 4-H Policies and Procedures (#91605) and Kootenai/Shoshone County 4-H project requirements, as well as district and state leaders association.

ARTICLE III

Membership:

Shall consist of all certified Kootenai/Shoshone 4-H volunteer leaders.

ARTICLE IV

Officers:

The officers of this association shall consist of a president, vice-president, secretary and treasurer (the Executive Board shall consist of these 4 officers and the immediate past president). Their terms shall be from October 1 through September 30, and duties shall be as follows:

President: Shall 1) Be the chief officer of the Leader's Association, 2) Preside at meetings and perform all duties incidental to the office of President, 3) Develop an agenda for the Association in consultation with the county Extension personnel, 4) Oversee development of the annual budget, and 5) Vote to break ties.

Vice-President: Shall 1) Become familiar with the duties of the President and shall be ready to act at any time in the absence of the President, 2) Be the 4-H representative to the fair board, and 3) Attend the fair board meeting and report the needs and requests.

Secretary: Shall 1) Take minutes of each general and Executive Board meeting in a bound record to be maintained at the Extension Office, 2) Be responsible for all Association correspondence, 3) Send out special meeting notices, 4) Retain copies of the Treasurer's reports, Association policies, committee reports, and other appropriate records including attendance log.

Treasurer: Shall 1) Be responsible for all financial records of the association and the proper disbursement of funds, 2) Provide a treasurer report at each Association meeting and a financial report when requested by the Executive Board, 3) Shall submit all records to the Executive Board and present them at the Finance/Budget committee meeting, 4) Provide a reconciled accounting of all income and expenses by September 30th for the annual audit.

ARTICLE V

Election of Officers:

1. Nominations shall be accepted from the floor at the September meeting, the night of the elections. No member shall be nominated to office unless present or with prior written consent.
2. Should an officer resign before new elections are held, the Executive Board shall appoint a member in good standing to temporarily assume the office until the next regular meeting when nominations and elections will be held to fill the vacancy.
3. Any elected officer may be considered resigned from office after missing 3 consecutive business meetings, which include general and Executive meetings, unless excused by the President. The Executive Board will be the body to grant excused absences for the President's position.
4. Only two leaders from any given club can hold an elected office at the same time.

ARTICLE VI

Committees:

Association members are encouraged to volunteer to serve on committees, with the President appointing a balanced representation to each committee. Other committees may be appointed as needed by the President. The President is an ex-officio member (without vote) of all committees. All proposals and recommendations generated by committees must be reviewed and voted on at a Leader's Association meeting before being forwarded to the Extension Office.

A bound record listing attendance and minutes of all committee meetings shall be maintained at the Extension Office.

Standing Committees shall consist of those listed below:

- Awards
- Dog
- Food Booth
- Horse
- Leader Training
- Livestock
- Project Review

Special Committees shall be appointed by the President, who designates their specific duties. These committees shall consist of those listed below:

- By-laws
- Oral Presentation Contest
- Recognition Banquet
- Style Show

ARTICLE VII

Meetings:

The General meetings of the Kootenai/Shoshone County 4-H Leader's Association shall be at 7:00 PM on the third Thursday of January, March, May, September and November. The meeting place shall be designated in the preceding 4-H Newsletter. Executive Board will meet every month except July through October.

1. Special meetings may be called by the president or at the request of the Executive Board.
2. A quorum shall consist of 9 members.
3. For a motion to pass, $\frac{2}{3}$ of the members present must vote, with a simple majority.

ARTICLE VIII

Standing Rules:

1. Each committee shall elect a chairman at *their* first meeting after October 1st.
2. The chairman of a Standing Committee shall not succeed him/herself, unless approved by the membership of that committee.
3. Minutes shall be kept of all General, Executive and Committee meetings and a copy of the minutes shall be submitted to the Extension Office within 10 days of the meeting.
4. Authorized Committee expenditures, and unallocated budget requests, shall be presented to the Treasurer prior to the next General meeting.
5. All bills must be submitted for payment within two months of the date the expenses were incurred.
6. Items owned by the 4-H Leader's Association shall be inventoried and an itemized list kept by the Executive Board.
7. Items borrowed from the 4-H Leader's Association shall be checked out of the Extension Office and returned when due.

ARTICLE IX

Authorization:

The Association is authorized by the Kootenai County Extension Office to use the 4-H name and emblem. By its affiliation with 4-H it is exempt from Federal income tax under section 101(6) of the Internal Revenue Code of 1939, which corresponds to section 501(c) of the 1954 Code. Form 990, the Annual Information Return, will be filed when gross receipts in the tax (calendar) year exceed \$25,000.

ARTICLE X

Dissolution:

Should this organization ever be dissolved, all assets shall be distributed to the following entity in order of preference: Kootenai/Shoshone 4-H Endowment, Idaho 4-H Endowment Fund, National 4-H Council.

ARTICLE XI

Amendments:

Amendments to these by-laws shall be made at any general or special meeting of the Kootenai/Shoshone County 4-H Leader's Association, provided the proposed change is presented at the preceding general meeting, and that all members of the Kootenai/Shoshone County 4-H Leader's Association are given written notice via the 4-H Newsletter at least 10 days in advance of the meeting where changes are to be made, with all amendments being reviewed prior to a vote. Approval shall require an affirmative vote of 2/3 of those members present.

ARTICLE XII

Parliamentary Procedure:

Current Roberts' Rules of Order shall be the parliamentary authority on all matters not covered by the by-laws of this Association.