

SOUTHERN DISTRICT III 4-H LEADERS' ASSOCIATION
ARTICLES OF ASSOCIATION & BY-LAWS
(Revised and Approved October 2012)

State 4-H Leaders' Association Articles of Association and By-laws superseded Southern District III 4-H Leaders' Association By-laws in all matters.

ARTICLE I – NAME

The name of the organization shall be Southern District III 4-H Leaders' Association.

ARTICLE II – PURPOSE

The purpose of the Southern District III 4-H Leaders' Association, hereinafter called the Association, shall be to promote, support and strengthen the development of the 4-H program in Idaho. To accomplish this, the Association will:

- Facilitate communication of 4-H programs and policies among volunteer's sub-district wide.
- To make recommendations, serve in an advisory capacity, and keep their counties informed of sub-district and state 4-H actions and opportunities.
- Promote and strengthen opportunities for educational and personal growth of volunteers.
- Assist with gaining financial support for the 4-H program at the sub-district level.
- Provide a public relation function for the 4-H program.
- Represent the volunteers and program to other groups and volunteers.
- Manage, assist and evaluate Southern District III 4-H activities.

ARTICLE III – MEETINGS

Section 1. Regular meetings shall be held at a minimum of three (3) times a year. With the time being acceptable to the membership.

- A. Agenda must cover business to be discussed and presented to the membership at least seven (7) days prior to the meeting. Agenda must include time, date and the place of meeting.
- B. Calendar of meetings:
 - a. First meeting of the year: February/Cover sub-district activities and assignments, budget for upcoming year and events, and inventory county representation. Assign dates for sub-district activities and assign chairs.
 - b. Second meeting of the year: May/Confirm activity dates and other pertinent information.
 - c. Third meeting of the year: October/Committee reports for activities. End of year audit and budget report, officer elections for upcoming year and set yearly goals. Officers take positions promptly after this meeting.

Section 2. Special meetings may be called by the President of the Association or requested by one (1) Executive Representative. At least seven (7) day's notice prior to the time of the special meeting shall be given via personal contact, written or by telephone to each county representative and each county extension office included in the membership. The business to be transacted at any special meeting shall be limited to special meeting agenda only.

Section 3. Committee meetings may be called at any time during the year by the Committee Chair. Notification of committee meetings will include all Association Officers and Extension Advisor, as well as, committee members. At least seven (7) day's notice prior to the time of the committee meeting shall be given via personal contact, written or by telephone to each committee member. Agenda will include time, date and place of meeting.

Section 4. Quorum shall consist of those members present with at least four (4) counties represented.

ARTICLE IV – MEMBERSHIP

Association membership will consist of all active adult 4-H leaders and 4-H teen leaders throughout the sub-district. The counties represented for membership in this Association include Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka and Twin Falls.

ARTICLE V – EXECUTIVE COUNCIL

Section 1. Composition

The Executive Council will be the governing body (voting members) of the Association. It will consist of elected officers and county representatives. The county representatives will consist of three (3) adult leaders, three (3) teen leaders and one (1) 4-H Program Assistant/Coordinator from each county. Each county will be responsible for selecting their representatives to the Executive Council. Representatives should be from various program areas if possible. The District III Director will appoint the Extension Advisor.

- A. County 4-H Councils must elect their representatives to immediately participate in any meetings that take place after October 31 of year. Elections at the county level to fill these positions can take place at any time during the year.
- B. The office of President and Past President are positions without vote and neutral positions. A county can elect an alternate to fill the voting position until such time that member can again vote. This will ensure that each county gets full representation.

Section 2. Voting

- A. Members in attendance will do all voting. Absent members can also vote by written proxy. Signed and dated proxy must be turned in to the Secretary prior to the start of the meeting with the name of the person doing the voting for absent member.
- B. The Past President, current President and Extension Representative Advisor will be ex-officio members without vote.
- C. Special voting requirements: In the absence of a meeting, proxy voting by mail can be set into place with the approval of Executive Officers. Voting must be handled by ballot and submitted with signature and date of voting representative. Voted ballots must be then submitted to Association Secretary by designated deadline.

Section 3. Terms

- A. The terms of membership will be three (3) years. If a county representative is unable to fulfill their three (3) year term, counties will select an alternate to fill the term.
- B. Alternates will serve only the term of the position that they are filling. This is a temporary position until county votes to fill a vacant seat with a permanent member.

ARTICLE VI – OFFICERS AND STATE LEADERS ASSOCIATION

Section 1. Officers

The officers of the Association will be Past President, President, President-elect, Secretary and Treasurer.

When members become officers, they still retain all the rights that they had as regular members: the right to make motions, to debate and to vote. However, those serving as President must remain impartial. For this reason, the President will not have these rights, unless a tie vote needs to be broken. In the case of a

tie vote, the President will issue their vote. In the case of another officer filling in for the President during their absence, the above rule applies for that particular meeting.

Section 2.

Duties and Terms

- A. The President's term of office shall be one (1) year. The President's duties include:
- The President shall preside at all meetings of the Association.
 - Keep order by establishing and maintaining order of business.
 - Be familiar with agenda and business at hand.
 - Be fair and impartial.
 - Protect the rights of all members.
 - Appoint committee members as needed.
 - Determine if quorum is present prior to the start of meeting.
 - Become familiar with basic "Roberts Rules of Order."
 - Become familiar with State 4-H Leaders Association By-laws and Southern District III 4-H By-Laws.
 - The President will have a vote in the case of a tie vote.
 - Keep in contact with the Extension Advisor and other Officers.
- B. The President-elect's term of office shall be one (1) year. The President-elect will advance to the office of President the following year. The President-elect's duties include:
- The President-elect shall conduct business as delegated by the President.
 - Will preside at meetings in the absence of the President.
 - Become familiar with the duties of the President.
 - Keep in contact with committee chairpersons and keep the President informed of committee business.
 - Post all contest information to each Extension Office and to media outlets.
 - Become familiar with basic "Roberts Rules of Order."
 - Become familiar with State 4-H Leaders Association By-laws and Southern District II 4-H By-Laws.
 - Keep in contact with the Extension Advisor and other Officers.
- C. The Secretary's term of office shall be two (2) years. The Secretary's duties include:
- Keep records for the Association.
 - Make a report of the minutes of such meetings and distribute to the membership.
 - Handle any necessary correspondence.
 - Prepare and distribute the agenda with the help of the President.
 - Keep a record of committee reports, committee assignments, membership terms, appointments and current By-laws.
 - Furnishing new members with necessary information to become familiar with the Association.
 - Bring all records for the Association to the meetings. Items necessary include: Minutes book, membership list, a list of committees and their membership, the agenda, records, ballots, and any other supplies necessary.
 - Establish at the beginning of meeting who can vote on business and a way of keeping track of those voting.
 - In the absence of the President and the President-elect, the Secretary will preside over the meeting. In this event, see the duties of the President.
 - Become familiar with basic "Roberts Rules of Order."

- Become familiar with State 4-H Leaders Association By-laws and Southern District III 4-H By-Laws.
 - Keep in contact with the Extension Advisor and other Officers.
- D. The Treasurer's term of office shall be two (2) years. The Treasurer's duties include:
- Keep an accounting of all monies of the Association and provide a written report at each meeting.
 - Receiving and depositing dues in a timely manner.
 - Giving members receipts for their dues.
 - Invoice each county for their yearly dues.
 - Pay the bills that the Association has voted to pay.
 - Establish a budget at the beginning of the 4-H year. Form a budget committee with the treasurer serving as the chairperson.
 - Present budget to Southern District III 4-H Leaders Association for approval.
 - Recording which members have paid their dues, when bills are paid and the check number and any other items necessary in order for a committee to audit the books.
 - Ensure that no money is reimbursed or spent without the appropriate forms being filled out and approved by the Association. See Exhibit B.
 - Make sure that books are audited annually in accordance with the District III 4-H Leaders' Association fiscal year.
 - In the absence of the President, President-elect and the Secretary, the Treasurer will preside over the meeting. In this event, see the duties of the President.
 - Become familiar with basic "Roberts Rules of Order."
 - Become familiar with State 4-H Leaders Association By-laws and Southern District III 4-H By-Laws.
 - Keep in contact with the Extension Advisor and other Officers.
- E. The Past President's term of office shall be one (1) year. The Past President's duties include:
- Act as a parliamentary authority. This is done by consulting with Roberts Rules of Order and bylaws when necessary. Ensure the rights of all representation and guests are upheld.
 - This is a non-voting and neutral position.
 - Help President with transition to the office of President.
 - Handle Officer training for incoming Officers.
 - In the absence of the President, President-elect, Treasurer and the Secretary, the Past President will preside over the meeting. In this event, see the duties of the President.
 - Be familiar with bylaws of the State and Southern District III 4-H Association bylaws.

- Section 3. Southern District III 4-H Representatives to the State 4-H Leaders' Association
There will be three (3) adult leaders and two (2) teen leaders to represent Southern District III 4-H Leaders' Association on the Executive Council of the State 4-H Leaders' Association. The Association will elect the following representatives at the first meeting of the 4-H year, being in October.
- A. Three (3) adult representatives will be elected each serving a three (3) year term; at least one representative will be elected annually.
 - B. Two (2) teen representatives will be elected each year to serve a one (1) year term.

Section 4. Election

- A. Elections for officers shall take place at the October meeting with nominations being taken and confirmed prior to this meeting. Officers shall take office immediately following that meeting. A committee, appointed by the President, shall nominate adults from the Southern District III Association membership for these offices. Voting will be in accordance with Article V, Section 2.
- B. Election of adult representatives(s) and the one (1) teen representative to the Executive Council of the State 4-H Leaders' Association shall take place at the first meeting of the 4-H year, in October, as each rotating term expires. See Article VI, Section 3, and A. A committee appointed by the President shall nominate an adult from the Southern District III 4-H Executive Council for this office prior to the October meeting. Voting will be in accordance with Article V, Section 2, so that representatives may attend the Fall State 4-H Leaders' Association Executive Council meeting.

Section 5. Vacancies

- A. In the event of an officer vacancy, the President will fill the position by appointment.
- B. In the event of any vacancies of a Representative to the State 4-H Leaders' Association Executive Council, the Southern District III 4-H Executive Council will select a new representative to complete that term.

ARTICLE VII – COMMITTEES

Section 1. Appointments

Committees and/or committee chair may be appointed as needed by the President. When the President deems necessary, committees and/or the committee chair may be appointed by Association vote. Absolutely no committee will act under the name or function of the Southern District III 4-H title without the appointment as listed above.

Section 2. Structure

Quorum will consist of a 2/3 majority of the committee's members. All committee members are allowed to vote in committee meeting. Committees cannot make their own rules. Committees must report at each meeting of the Southern District III 4-H Leaders Association. Committees make recommendations to the Association and cannot act without the approval of the Association. Committee Chairs must submit a written report of activity/function to the Southern District III 4-H Association within fourteen (14) days of the end of activity/function. See Exhibit A for the required information of that report.

- A. Committee Chairperson's term of office will be one (1) year or less, depending on how long the committee is needed.
 - Responsible for calling together the committee as necessary. See Article III, Section 3 for details.
 - Preside at meeting and conduct business through an agenda.
 - Act as own secretary.
 - Report to the Southern District III 4-H Leaders Association on any and all committee progress and get approval for function time, date and place that the function will take place.
 - Get the necessary budget approval of the Southern District III 4-H Leaders Association for any expenses needed before function takes place. Any expenses incurred over the budget need to meet the approval of the Southern District III 4-H Leaders Association.
 - Submit written report to Association with required information of activity/function.

ARTICLE VII – WAYS AND MEANS

The Association as necessary shall determine dues and/or fundraising activities.

- A. Dues are assessed by the Association at \$1.00 for each 4-H Leader in each Southern District III membership county. See Article IV for county membership. Dues are to be paid to the Association Treasurer no later than June 1 of current year.
- B. Any and all funds accepted and/or solicited for the Association in the manner of fundraising, activities, donations, etc., must be submitted to the Association Treasurer within fourteen (14) days for deposit into the Association account. If expenses are incurred by committee or representative collecting those funds, then reimbursement procedure must be followed to recover expenses. In no instance should anyone, other than Association Treasurer with the support of the Association, deposit, cash or spend those monies.
- C. Follow the policy of the State 4-H Office on handling money.

ARTICLE IX – PARLIAMENTARY AUTHORITY

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

ARTICLE X – AMENDMENT

- A. These Articles of Association and By-laws may be amended by a vote of two-thirds (2/3) majority, after written notice to membership. Voting will be in accordance with Article V, Section 2.

These By-laws are accepted as revised on this 11th day of October, 2012.

Mike Berheim, President Date

Donna R. Gillespie, Extension Representative Date

Witnessed by: Date

Witnessed by: Date