

Benewah County 4-H Leader's Association

(Adopted – May 12, 2008)

ARTICLE I

Name:

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

ARTICLE II

Purpose:

The purpose of the Benewah County 4-H Leader's Association shall be to:

1. Facilitate open communication between leaders, members and Extension Office personnel using the proper chain of command.
2. Be advisory to county, district and state 4-H staff by giving extension personnel the benefit of leaders' thinking and experience.
3. Organize and promote a viable 4-H Youth program and activities for youth.
4. Assist with gaining financial support for approved programs that support 4-H leaders and members.
5. Shall be guided by University of Idaho Extension guidelines and directives such as Idaho 4-H Policies and Procedures (#91605) and Benewah County 4-H project requirements, as well as district and state leaders association.

ARTICLE III

Membership:

The following are membership requirements for the Benewah County 4-H Leader's Association:

1. Any enrolled Benewah County 4-H leader that is certified for the current year, or leader from the previous year currently working on recertification, shall have voting privileges and may serve as an officer.
2. Voting privileges are granted with one vote certification, extension pe be to:

The following outlines each officer's duties:

Chair: The chair shall 1) preside at all meetings of the Benewah County 4-H Leader's Association. Robert's Rules of Order shall be used as a standard procedure for conduct of all meetings, 2) perform all duties incidental to the office, including development of specific agendas for all regular and special meetings, in communication with appropriate County Extension personnel, 3) not be permitted to vote, except to break ties, and 4) be responsible for appointing committees as needed, and chairs for said committees.

Vice-Chair: In absence of the Chair, the Vice-Chair shall perform the duties of the Chair. The Vice-Chair is a voting position, unless he/she is acting as the Chair.

Secretary: The Secretary shall 1) be responsible for taking minutes of all Association meetings, 2) keep current copies of Idaho 4-H Policies and Procedures, Benewah County 4-H policies and other records as appropriate, 3) be responsible for sending out notice of meeting dates and times, along with minutes taken of all Association meetings as soon as possible, in cooperation with Benewah County Extension personnel.

Treasurer: Shall 1) record receipts and disbursements from the Benewah County 4-H Leader's Association fund and the 4-H Educational fund, 2) submit a full treasurer's report in writing to the Association at all meetings and at special request of the Chair, 3) insure that all disbursements and withdrawals from Association and Scholarship funds shall have two signatures (signatures cannot be from the same immediate family), and 4) submit all records to an audit committee prior to the annual election meeting

Any elected officer may be considered resigned from office after missing 3 consecutive business

ARTICLE VI

Committees:

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

Standing Committees shall consist of those listed below:

- Horse
- Livestock

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

- Audit
- By-laws

ARTICLE VII

Authorization:

The Association is authorized by the Benewah C

ARTICLE X

Amendments:

Amendments to these by-laws shall be made at any general or special meeting of the Benewah County 4-H Leader's Association, provided the proposed change is presented at the preceding general meeting, and that all members of the Benewah County 4-H Leader's Association are given written notice 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.