

BY-LAWS
VAN BUREN COUNTY 4-H LEADERS ASSOCIATION

ARTICLE I: Name

This organization shall be known as the Van Buren County 4-H Leaders' Association.

ARTICLE II: Purpose

The purpose of this organization shall be:

1. To plan, help, advise, and promote the 4-H Youth Program in Van Buren County, Michigan.
2. The Association, working with 4-H staff, secures financial support used to provide scholarships to registered members and volunteers to participate in various 4-H events and 4-H training workshops.
3. To promote 4-H to all as an open program without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.

ARTICLE III: Membership

1. Membership in this organization shall consist of all 4-H Leaders and 4-H Teen Leaders aged 13 and above who are properly registered with the Van Buren County Michigan State Extension Office.)
2. The Van Buren County Michigan State Extension staff member(s) in charge of the 4-H program shall be an ex officio member(s) of the Leaders' Association and of all committees of the Association. No staff member shall hold an elected office or be an elected member to the executive board.
3. The Leaders' Association may, from time to time, wish to invite a "Friend of 4-H" (e.g. County Commissioners representative, business representative, State Programming Committee representative or honorary alumnus) to serve on Association in an ex-officio status for goodwill and education feedback.
4. To be eligible to vote a member must attend three meetings during the past twelve months.

ARTICLE IV: Executive Board

Section 1: Officers

- A. The officers of this Association shall be: President, Vice-President, Secretary and Treasurer.

Section 2: Terms and Duties

- A. No member shall be elected to office unless s/he has attained at least 18 years of age.

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- B. President: elected for a three-year term, with the first election being held in November 1995. The duties of the president shall be to preside at all meetings, and in general carry out the usual duties of the president.
- C. Vice-President: elected for a three-year term, with the first election being held in November 1996. The duties of the vice-president shall be to preside in the absence of the president and as the president shall direct. Vice-president shall preside over all standing committees.
- D. Secretary: elected for a three-year term, with the first election being held in November 1995. The duties of the secretary shall be to keep the minutes of all meetings, return them to the Extension Office for distribution, and record all correspondence which the officers or the Association shall authorize.
- E. Treasurer: elected for a three-year term, with the first election being held in November 1996. The treasurer shall:
 - 1. Keep records of income and disbursements.
 - 2. Make deposits and have check-writing authorization, checks must have a total of 2 officer signatures.
 - 3. Distribute a monthly financial report at Association meetings.
 - 4. Prepare and distribute an annual financial report.
 - 5. An audit shall be conducted on odd numbered years.
- F. Teen shadow officer positions may be available annually to shadow appointed officers.

Section 3: Election Process

- A. The president shall appoint a nominating committee composed of not less than three (3) members. The committee shall survey the membership of the Association to determine eligible adults for the open position. At least one (1) member's name shall be submitted for each vacancy on the Executive Board, but two (2) candidates for each position is preferred.
- B. The report of the nominating committee shall be made at the October meeting of the Association.
- C. Elections will be held at the annual November Leaders' Association meeting.
- D. Prior to the election, the president must call for any further nominations from the floor three times before the nominations are closed.

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- E. Voting shall be by secret ballot, write in spaces will be included on the ballot.
- F. Members of the nominating committee shall select three random members of the Leaders' Association to help the committee count the ballots.

Section 4: Attendance

After three unexcused absences per elected year from a regular scheduled meeting an officer shall be dismissed. The Board will determine unexcused absences.

Section 5: Vacancies

Vacancies of an officer will be filled by the Association to fill vacancy for the duration of the term.

ARTICLE V: Meetings

- 1. Association shall hold an annual meeting in November.
- 2. Association shall hold monthly meetings except for July and December.
- 3. Minutes, agendas will be published at least one week prior to meetings, sent to key leaders and placed on the 4-H website.

ARTICLE VI: Quorum

A quorum shall consist of a minimum of three eligible voting members with two officers present, with one officer being President or Vice-President.

ARTICLE VII: Committees

Section 1: Standing Committees

Standing committees are nominating, fundraising, and Auction committees can be appointed by the President with the authorization of the Association for a limited time.

- A. Nominating Committee
The President appoints three members each from a different 4-H community clubs. The duty of the nominating committee is to secure a ballot of candidates for the offices to be filled at the annual election. At least two candidates for each position are preferred.
- B. Fundraising Committee
Composed of two or more persons whose responsibilities are to coordinate all fundraising activities and assist in writing grants.
- C. Auction Committee
Preferred to be composed of at least one adult from each 4-H club in the county. To help plan and carry out the yearly Van Buren County 4-H Leaders' Association fundraiser auction.

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Section 2: Other Committees and Task Groups

Other committee and task groups may be formed to accomplish particular events.

Section 3: Committee Requiring Funds

Any committee that requires funds for expenditures must submit a request, along with a proposed budget, to the 4-H Leaders' Association prior to approval. At the completion of the project, a report is to be submitted with receipts.

ARTICLE VII: Amendments

This constitution may be amended by a two-thirds vote the annual meeting of the Van Buren County 4-H Leaders' Association, provided members of the Association are properly notified of such meeting, that a copy of the proposed amendment is included with said notice, and there is a regular meeting of the Association between the notice date and the meeting of the amendment adoption.

ARTICLE VIII: Civil Rights

4-H is for everyone regardless of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.

ARTICLE IX: Restrictions

1. In the event of the dissolution of the Van Buren County 4-H Leaders' Association, all monies and assets will revert to the Van Buren County Michigan State University Extension for support of the 4-H youth programs and 4-H activities in Van Buren County.
2. Any decision passed by the Van Buren County 4-H Leaders' Association that is in conflict with the policies or practices of the Michigan State University Extension may be vetoed by MSU Extension Staff person overseeing the 4-H program.
3. Any decision passed by any 4-H related committee or association that is in conflict with the policies or practices of either the Michigan State University Extension and/or the Van Buren County 4-H Leaders' Association may be vetoed at the next regular meeting of the Van Buren County 4-H Leaders' Association.

Revised: November 15, 2021