



# King County 4-H Association

*“SERVING THE VOLUNTEER LEADERS & YOUTH OF KING COUNTY”*

## **BY-LAWS**

### ARTICLE I - Officers

- Section 1: The Association President, Vice-President and Secretary shall be elected prior to or at a designated spring 4-H Association meeting.
- A. Elections shall be by written ballot. If there is only one nominee per position, a written ballot will be waived and election by acclamation shall be allowed.
  - B. The new officers shall begin their terms at the next Association meeting following elections.
  - C. Officers shall be elected for a two year term.
  - D. A maximum of two consecutive terms shall be allowed. Eligibility for an elected position on the Association Board will resume following a two year absence from office.
- Section 2: The Treasurer shall be appointed by the three elected officials and shall remain in office until a new Treasurer is appointed.
- Section 3: District officers shall be elected at a designated fall 4-H Association meeting.

### ARTICLE II – Duties of Officers

The duties of the officers of the King County 4-H Association shall be as follows:

- Section 1. President
- A. Preside at all regular and special meetings of the organization.
  - B. Appoint committees as necessary.
  - C. Perform all other duties incidental to the office.
- Section 2. Vice President
- A. Preside at all meetings in the absence of the president.
  - B. Shall assist the president in any duties as assigned.
  - C. Shall become automatically become President in the event the President is unable to fulfill the duties of the office.
  - D. In the event the Vice-President becomes the president, a new Vice-President will be appointed by the President.
  - E. In the event the Vice-President is unable to fulfill her/his duties, a successor will be appointed by the President.

- Section 3. Secretary
- A. Shall keep an accurate and complete record of the meetings of the organization.
  - B. Handle all correspondence.
  - C. Shall preside at all meetings of the committee in the absence of the President and Vice-President.
  - D. In the event the Secretary is unable to fulfill her/his duties, a successor will be appointed by the President.
  - E. If the Secretary is absent at a meeting, a temporary Secretary shall be appointed by the presiding officer.

- Section 4. Treasurer
- A. Shall keep an accurate account of all monies received and expended in the various funds of the King County 4-H Association.
  - B. Shall render a financial report at each Association meeting.
  - C. Shall render a detailed annual financial report to the Association
  - D. Shall maintain the Association's current address with the State of Washington in order to maintain our 501(c)3 status.

### ARTICLE III – Districts

- Section 1. The King County 4-H Association shall be divided into districts to align with the most current King County Council Districts.
- Section 2. The District Officers and their duties shall be specified in the King County 4-H Association Policies and Procedures.

### ARTICLE VI - Removal from Office for Cause

- Section 1. An elected or appointed county or area officer may be removed from office for cause by two-thirds (2/3) vote of the validly enrolled clubs present at a regular County Association meeting.
- Section 3. Other volunteers may be removed from their position for cause by the County 4-H Extension staff professional. It is appropriate for the Extension staff professional to seek counsel from the Association Board. The final decision must rest with the Extension staff professional.

### ARTICLE VIII - Potential Committees

- Section 1. A. Committees shall be of two (2) types: Standing and Short-Term. Possible standing committees are: Nominating, Finance, Fund Raising, Recognition and Awards, Fair, Public Presentations, Records, Judging, Leader Education and Promotion.
- B. Members of standing committees shall serve one year terms.

Section 2. A. The Nomination Committee shall consist of one (1) person from each District. This person shall be appointed by the District Coordinator at the Spring meeting.

This committee shall prepare a slate of at least two (2) people, if possible, for each office. Each person nominated must agree to accept the position before being placed on the ballot.

B. The Finance Committee shall be the county officers (The Executive Board). This committee shall determine the budget needs and prepare the annual budget to be presented at the Spring meeting. The Finance Committee shall appoint three qualified people to audit the treasurer's books. This must be done annually and the findings reported to the Executive Committee and be made available to the membership.

C. The Fund Raising Committee shall consist of one (1) member from each District appointed by each area coordinator and approved by the Executive Committee. This committee will direct the raising of funds.

D. The Recognition and Awards Committee shall consist of the county vice president, one (1) representative of each District and at least two (2) teen representatives to work with the 4-H Agent on recognition of leaders and members and clubs at the county level. The committee is responsible for organizing the annual leader recognition program

E. The County Fair Committee shall consist of the fair superintendents elected by their project group and/or appointed by the project Extension staff professional.

F. The Public Presentation Committee shall consist of at least one (1) representative from each District appointed by the District Coordinator and approved by the Executive Committee. This committee will be responsible for organizing the county public presentation program.

G. The Records Judging Committee shall consist of at least one (1) representative from each District appointed by the District Coordinator and approved by the Executive Committee. This committee is responsible for evaluation of record books, scholarships and club secretary books.

H. The Leader Education Committee shall consist of at least one (1) representative from each district appointed by the District Coordinator and approved by the Executive committee. The committee is responsible for working with the Extension staff professional in developing and maintaining a leader education program.

I. The Promotion Committee shall consist of one (1) person from each District appointed by the District Coordinator and approved by the Executive committee. Their responsibility shall be to promote 4-H during National 4-H Week and throughout the year.

## ARTICLE IX - Amendments

Section 1. These By-Laws may be amended by a simple majority vote of the validly enrolled clubs present at a meeting called by the Association President provided meeting notice has been given and the proposed changes are read at the previous Association meeting.