

BYLAWS

Article I - Provisions of the Bylaws

The provisions of these Bylaws are hereby made a part of the Constitution of the Clark County 4-H Leaders Federation.

Article II - Meetings

Section 1 - The election of adult and youth representatives for the Clark County 4-H Leaders Federation Executive Committee will take place at the annual 4-H Awards Banquet (usually held during October or November.)

Section II - Notice of the Annual meeting will appear in the 4-H newsletter.

Section III - During the year, at least one annual meeting shall be held at the time and place designated by the Executive Committee and as many special meetings as necessary to carry out the work of the Federation.

Section IV - The President may call special meetings upon giving notice to members in the same manner as herein prescribed for the regular annual meeting, except the notice shall specify the purpose of the special meeting.

Section V - Upon written demand by at least 20% of the total Federation members, the President shall call a special meeting for the purpose to which the demand relates, in the manner herein prescribed for such a call.

Section VI - The county shall be divided into three districts (North, Central, South) with an attempt to have approximately the same number of 4-H clubs in each district.

Section VII - The Leaders Federation Executive Committee has the right to set dates and conduct Executive Committee meetings as needed.

Article III - Quorum

At least four adult members of the Leaders Federation Executive Committee must be present to conduct business. Each member of the Executive Committee (adult and youth) shall be allowed one vote.

Article IV - Proxy Voting

Voting by proxy shall not be allowed.

Article V - Elections

Section 1

The Clark County 4-H Leaders Federation Board shall consist of 6 adult and 6 youth members representing the three districts. Each district will be represented by two adults and two youth. One adult and one youth shall be elected each year from their representative districts. The adult board members shall be elected for no more than two (2) two-year terms and the youth members shall be elected for not more than one (1) two-year term. In order to serve on the board, a youth must be 14 years of age as of January 1 of the 4-H year. Should a member have three (3) consecutive absences without proper notification, or is absent from six (6) consecutive meetings with proper notification, that member may be considered unable to fulfill the remainder of their term at the discretion of the Clark County 4-H Leaders Federation Executive Board committee. The executive committee then has the right to appoint another individual from that representative district to fulfill that term.

Section 2

Voting shall be by ballot at the 4-H Awards Banquet. Adults will vote for adults in their representative district and youth will vote for youth in their representative district.

Article VI (a) - Committees

Section I - The Executive Board shall be empowered to appoint any and all committees needed in the furtherance of 4-H efforts in Clark County.

Section II - Any committee vacancies may be filled by appointments made by the Executive Committee.

Section III - Committees shall meet on the call of their respective chairperson.

Article VI (b) – Standing Committees

Section 1 - Finance Committee

- a. To review the fiscal responsibilities of the organization and make recommendations to the Clark County 4-H Leaders Federation Executive Board.
- b. Assemble committee budget requests and other financial requests and develop a draft annual budget for Clark County 4-H Leaders Federation.
- c. Submit the annual budget to the Clark County 4-H Leaders Federation Board for review and approval.
- d. Receives copies of the quarterly treasurer's report.
- e. If requested by the Board, will review any bills or requests for money and make a recommendation back to the Board for action.
- f. Insures the annual audit is completed.
- g. Develops and reviews annually money handling procedures for Clark County 4-H Leaders Federation and makes recommendations to the Executive Board.
- h. To work with fundraising committees as they set their annual goals.
- i. Provide leadership for long-range fiscal security for Clark County 4-H Leaders Federation.
- j. Will consist of 7 members that are appointed by the Clark County 4-H Leaders Federation Executive Board. Membership includes: Treasurer, President or Vice President, and 5 association members at large. 4-H youth members are welcome to be members and should contact the President or Treasurer if interested. Members will serve a 2-year term. Terms are rotating. After serving 1 term, a person must wait 1 year before returning to this committee. The exception to this is the Treasurer.

Article VII - Fiscal Year

The fiscal year of the Clark County 4-H Leaders Federation shall end December 31st.

Article VIII - Amendments to Bylaws

Section I - The board may amend the bylaws by a majority vote. All bylaw changes will be presented to the Federation Annual meeting for ratification.

Section II - Proposals for amendments to bylaws must be presented in writing and placed on the agenda prior to the board meeting.

Article IX - Endowment

1. The Fund's purpose shall be to receive gifts and bequests and to use them to support the 4-H scholarship program and/or promote the 4-H program in Clark County.
2. Earnings from gifts and bequests to the Fund may be used for projects or programs recommended by the Endowment/Scholarship Committee, and then by approval of the Executive Board of the Clark County 4-H Leaders Association.
3. No earnings from the Fund shall be withdrawn or disbursed until the assets of the Fund have reached at least \$25,000.00.
4. The earnings of the Fund are not to be used for current operating expenses of the 4-H Leaders Association.
5. An Endowment Committee shall be appointed by the Leaders Association Executive Board, consisting of two (2) members of the Executive Board, these being the president and the treasurer, Clark County 4-H Agent, Clark County resident representing a financial institution, youth representative and 4-H adult I leader. Financial institution representative term is 3 years, youth and adult representative term is one year. Single year terms not to exceed two consecutive terms.
6. Role of the Endowment/Scholarship Committee:
 - a. The fiscal year of this fund shall be the same as the 4-H Leaders Federation, January 1 - December 31.
 - b. The Endowment Committee will recommend to the Leaders Association Executive Board, for approval, a fund manager, or professional counselor, investment goals as it deems to be in the best interest of the fund.
 - c. The Committee will assist the Leaders Association in creating an awareness of the Endowment Fund and the benefits it offers to the Clark County 4-H program. In addition, the Committee will direct the solicitation of funds through donations of cash or property from various sources including bequests and memorials.
 - d. The Committee will set up scholarship/grant guidelines and recommend for approval to the Executive Board the level of funding for scholarship/grants. They will also serve as the committee for the selection of scholarship and grant recipients.

Revised and Adopted October 18, 1998
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