

**ALASKA 4-H VOLUNTEER LEADERS
ORGANIZATION
BY-LAWS**

Revised April 2003

ARTICLE I – NAME AND PURPOSE

The name of this organization shall be the Alaska 4-H Volunteer Leaders Organization, hereafter referred to as the Organization.

The purpose of this organization shall be to support and enhance the Alaska 4-H program and to involve all districts in decisions and activities taking place at the state level.

ARTICLE II – OBJECTIVES

The objectives of this organization shall be:

- To serve in an advisory capacity to the State 4-H Program Chair and the official spokesperson for the 4-H Volunteer leaders of the state.
- To foster communication among 4-H Volunteer leaders and 4-H personnel around the state.
- To coordinate state 4-H activities and events, including the state leaders' forum, in cooperation with the state 4-H staff.
- To encourage expansion of the 4-H program.
- To assist in providing training for 4-H volunteer leaders.
- To promote a consistently high standard of achievement in 4-H.
- To foster continuity among 4-H projects and uniformity through the state.

ARTICLE III – MEMBERSHIP

Any adult volunteer leader in the state of Alaska is eligible to be a member of the Alaska 4-H Volunteer Leaders Organization, to attend, and participate in membership meetings.

ARTICLE IV - OFFICERS

- A. Membership – The officers of the organization shall consist of the president, vice-president, secretary and treasurer.
- B. Eligibility – All currently registered 4-H volunteer leaders are eligible to be an officer of the organization. Preferably, no district shall have more than one officer serving.

- C. **Terms** – Officers will serve two-year terms, which will begin immediately following the annual membership meeting. An officer may serve two consecutive terms but then must sit out a term before serving that position again.
- D. **Duties** – It shall be the duty of each officer to maintain a permanent record of the office, which shall be turned over to the successor. This record shall include duties, activities for the year and other relevant information.
 - 1. **President** – Shall preside at membership meetings, council and executive committee meetings of the association and upon such other occasions as may be appropriate. The president shall appoint, and be ex-officio member of such standing committees as may be needed for the conduct of business.
 - 2. **Vice-President** – Shall preside in the absence of the president and fulfill any other responsibilities assigned by the president.
 - 3. **Secretary** – Shall keep minutes of all regular and special membership meetings, council and executive committee meetings of the organization. The secretary shall furnish a copy of the minutes to the State 4-H Program chair, each officer, and to each district leaders organization and the district office; shall conduct correspondence as may be necessary; shall be responsible for all notifications to members as required by the council according to the Bylaws. Copies of dated notifications shall be filed with minutes of a meeting.
 - 4. **Treasurer** – Shall receive all monies for the organization and keep an accurate record of such; shall keep records of all fiscal matters of the organization. An internal audit shall be conducted at the end of their term or before leaving office.
- E. **Election** – Officers shall be elected at the annual membership meeting by a majority vote of those members present. A nomination committee consisting of the district representatives shall prepare a slate of officers. Nominations from the floor are also permissible. Person nominated from the floor must either be present or have given written consent to be nominated.
- F. **Vacancies** – In the event an office is vacated, the president shall appoint a member to fill that office, pending approval of the council at its next meeting. If the president’s office is the one vacated, the vice-president shall file the office.

ARTICLE V – EXECUTIVE COMMITTEE

- A. **Membership** – The executive committee shall consist of the officers of the organization.
- B. **Duties** – The executive committee shall meet for planning purposes, and to handle emergencies that might arise between organization and/or council meetings. All actions of the executive committee must be ratified by the council at the next meeting.

ARTICLE VI – COUNCIL

- A. Representatives – The organization’s council shall consist of the officers of the organization and the representatives from each of the 4-H districts.**
- B. Eligibility – The representatives must be currently registered 4-H adult leaders living within the district being represented, and wiling to assume the responsibilities involved as a representatives. At roll call the voting representatives for each district will be identified. Any interested person may attend council meetings and speak through their representative. Representative terms and election processes will be determined by each district.**
- C. Duties – The council shall have the authority over and be responsible for the management of all business and activities of the organization. This shall include coordinating the planning for all organization meeting.**
- D. Ex-Officio Representatives – The state 4-H/Youth Program Chair and a 4-H/Youth agent representative, selected by the agents, will be asked to attend meetings as ex-officio members.**

ARTICLE VII - MEETINGS

A. Types of Meetings

1. Membership Meetings

- a. Annual Membership Meetings – There shall be an annual membership meeting each 4-H year for the election of officers and the conduct of other business of the organization. The agenda, as determined by the council, and the state officers shall be included in the meeting notice and mailed to all participants 30 days prior to the meeting.**
- b. Special Membership Meetings – A special membership meeting may be called by the president or three officers or five representatives. The only business that can be acted on at the special meeting is that which was announced in the call for the meeting. Members shall be notified ten days prior to a special meeting.**

2. Council Meetings

- a. Regular Meetings – The council shall meet regularly to conduct organization business. The agenda, as determined by the executive committee, shall be mailed to all district representatives and district offices, officers, and state program chair’s office ten days prior to the meeting.**
- b. Special Meetings – A special meeting may be called by the president or three officers or five representatives. The only business which can be acted on at the special meeting is that which was announced in the call for the meeting. Council members shall be notified ten days prior to a special meeting.**

- c. **Executive Committee** – The executive committee shall meet as necessary to plan and handle any emergencies.
- B. Quorum**
- 1. **Membership Meetings** – A quorum for all membership meetings consists of those members present, provided at least two of the officers and five council representatives are present.
 - 2. **Council Meetings** – A quorum for all council meetings shall consist of those members present, providing two officers are present.
 - 3. **Executive Committee Meetings** – A quorum for all executive committee meetings shall consist of three or more members.
- C. Voting** – Approval of all organization business shall be a simple majority of all voting members present.
- 1. **Membership Meetings** – All current 4-H leaders are eligible to vote on business at the membership meeting.
 - 2. **Council Meetings** – Each district represented on the council is eligible to cast one vote on business at the council meeting.
 - 3. **Executive Committee Meetings** – All members of the executive committee are eligible to vote on business at the executive committee meetings.
- D. Procedures** – Meetings shall be conducted according to the Robert’s Rules of Order Newly Revised in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE VIII – COMMITTEES

- A. Appointment** – The president shall appoint such standing committees as are necessary to conduct organization business subject to the approval by the council. The president is an ex-officio member of all such committees.
- B. Eligibility** – All organization members are eligible to serve on committees.
- C. Duties** – The committee shall perform those tasks assigned to them by the president and/or the council, and report back to the council upon completion of its assignment.

ARTICLE IX – FINANCES

- A. Fiscal Year** – The fiscal year shall be from October 1 through September 30.
- B. Dues** – There shall be no dues for members of districts.
- C. Expenses** – Normal operating expenses (excluding travel) will be borne by the district extension serve as appropriate. Travel expenses for members attending organization meetings, will be borne by each individual unless otherwise arranged for.

- D. Accounts – The organization may open accounts at an approved bank. Only one signature will be necessary on checks and all officers are authorized to sign check.

ARTICLE X – AMENDMENTS TO THE BYLAWS

- A. Bylaw changes will require a two-thirds majority vote of those voting members present at a membership meeting at which the proposed bylaw change(s) were announced at least 30 days before the meeting. Bylaws may not be changed at a special membership meeting.

ARTICLE XI – CIVIL RIGHTS COMPLIANCE

- A. Membership in the Alaska 4-H Leaders Organization is open to all eligible person without regard to race, color, income level, sex, or national origin.

ARTICLE XII – EFFECTIVE DATE

- A. These bylaws were approved by those 4-H leaders present at the state leaders meeting on the 26 day of April, 2003, and become effective immediately.

Attested: President: _____ /s/ _____ Janice Hanscom

Vice-President: _____ /s/ _____ Billi Perkins

Secretary: _____ /s/ _____ Clarissa Smith

Treasurer: _____ /s/ _____ Patricia deMontform