

Tanana District 4-H Leaders Council Constitution and By-Laws

ARTICLE I

Section 1. The name of the organization shall be Tanana District 4-H Leaders Council (TD4-HLC).

Section 2. The mailing address for the council shall be PO Box 758155, Fairbanks, Alaska 99775-8155.

ARTICLE II

The purpose of the council is:

- To promote, develop and strengthen Cooperative Extension Service's youth development and adult volunteer training in the Tanana District.
- To coordinate Tanana District 4-H events and activities.
- To establish, promote, and improve lines of communication among or between leaders, members, agents and program assistants in the Tanana District youth program.
- To plan and determine policies for 4-H club work within the Tanana District with the Extension Youth Agent acting as an advisor.
- To assist in the planning of leadership programs.
- To encourage a uniform, high standard of achievement within the 4-H program.
- To elect two adult member representatives, one Primary and one Elect to the Alaska 4-H Volunteer Leaders Organization hereafter referred to as Representatives to State.
- To develop an annual budget that provides guidelines for generating and dissipating funds.

ARTICLE III

Section 1. Membership

- A. Membership shall include all enrolled Tanana District active adult leaders.
- B. An adult leader is any community, district, assistant, main, resource or project leader.
- C. No person shall be excluded from membership because of race, creed, sex, color, national origin or disability.

Section 2. Meetings

- A. The Tanana District 4-H Leaders Council will hold not less than 6 regular meetings a year, times to be announced.
- B. Business may be transacted at official monthly meetings or officially called special meetings.
- C. Special meetings of the Tanana District 4-H leaders Council or Executive Committee may be called by the president, extension agent, or a committee of three or more members.
- D. A quorum shall consist of three (3) officers plus any active leaders present.
- E. Any active leader attending the meetings is entitled to vote.
- F. The Alaska Cooperative Extension 4-H agent or their designee shall act as advisors to the Tanana District 4-H Leaders Council ex-officio, without a vote.
- G. Meetings shall be conducted according to the latest "Roberts Rules of Order" when they are not in conflict with these (by-laws).

- H. All committee meetings will be open to all leaders and youth members and other interested adults.

Section 3. Committees

- A. Committees shall be appointed by the President, with the approval of the council; and their duties/responsibilities shall be defined by the President with the approval of the council except for the standing committees already covered by Standard Operating Procedures as outlined in this document.
- B. The Executive committee shall consist of the President, Vice-President, Secretary, Treasurer and Representative to State. If the Representative to the State is not available then the Representative Elect will fill in.
- C. Each year, June through September, a nominating committee will canvas the adult membership to select candidates for that year's election of officers and state representative. The committee will report on candidates at the September district leaders' council meeting in preparation for elections at the district achievement night.
- D. Annual reviews will be done of the treasury records for the year ending in September in October of each year. Also a review committee will be convened during the month of January or February every odd year when there is a new treasurer to review the treasury records to insure that payments are being done correctly and there are no discrepancies. Reviews will be performed by committee appointed by the president and will consist of at least two leaders. Whenever possible past treasurers will be on the review committee.
- E. The Scholarship committee (a standing committee) will review the applications for leader, youth and Higher Education Scholarships and make recommendations to the Council for amounts to be awarded and to which applicants. The scholarship committee will operate under the Standard Operating Procedures as outlined in this document.
- F. All committee meetings shall be open to all 4-H adult leaders and youth members and other interested adults.

ARTICLE IV

Section 1. Officers and Representatives to the State

- A. Officers shall be President, Vice-President, Secretary, Treasurer, Representative to the State and Representative-elect to the State.
- B. Officers shall be elected from a list of candidates selected by a nominating committee.
- C. One half of the officers will be elected annually during the district's Achievement Night.
 - a. The President, the Representative-elect to the State and the Treasurer will be elected during even years.
 - b. The Vice-President and Secretary will be elected during odd years.

- D. Candidates need to have at least a two-vote margin to be elected. A run-off election of candidates under the two-vote margin will occur immediately after the counting of ballots and prior to the end of district achievement night.
- E. The term of office of President, Vice-President, Secretary and Treasurer shall be two (2) years. An officer or state representative may not serve more than two (2) consecutive terms, except the treasurer which may serve four (4) terms if necessary due to lack of candidates.
- G. The Representative to the State serves a two-year term. Coinciding with the elections, the primary position is assumed by the Representative-elect. So an individual will serve their two year term for the first year as Representative-Elect then the second year as the Representative to the State. The purpose of two active representatives is to maintain continuity of communication between the district and state.
- H. Elected officers shall assume office October first of each year upon completion of the election and shall serve until successors are duly elected as prescribed in Article IV, Section 1.

Section 2. Duties of the Officers

A. President

The President will:

- a. conduct regular meetings of the Tanana District Leaders Council.
- b. send out the announcement for the upcoming meeting, the agenda, treasurer report, and secretary minutes at least one week prior to the regularly scheduled meeting for leaders to review and become prepared for the upcoming meeting.
- c. make appointments to executive council with the approval of the Council when officer positions are vacated prior to the terms ending for the remaining balance of the term.
- d. make appointments to both standing and special committees with approval of the Council.
- e. apply for State of Alaska Pick, Click, Give Program if budgeted for the year. This is to be done in cooperation with the Treasurer.
- f. in cooperation with the Treasurer and other 4-H Leaders as deemed necessary work up a yearly budget for the council and submit the budget at the October meeting to the council for approval.

B. Vice-President

The Vice-President will:

- a. fulfill all duties of the President in the absence of the President.
- b. serve on the Scholarship Committee.
- c. ensure the meetings are conducted per Roberts Rules of Order.

C. Secretary

The secretary will:

- a. take roll call at each meeting.
- b. will take notes at the regular and special meetings and write minutes which will be maintained for future reference. Minutes will be provided to the President within 2 weeks of the meeting for distribution.
- c. write any thank you notes needed on behalf of the council.
- d. write any correspondence for the council as requested by the President or Council.

D. Treasurer

The treasurer will:

- a. Maintain the Tanana District 4-H Leaders' Council checking and savings accounts.
- b. Write checks for expenses as needed. Make deposits as needed.
- c. Provide monthly treasurer reports to the leaders' council.
- d. Provide Quarterly Income/Expense statements which reflect the activity for each quarter on how it relates to the Council's budget.
- e. Provide information needed to the Primary Member of the Gaming Permit in order for the Primary Member to be able to submit The Yearly Financial Report to Gaming Board.
- f. Write letters to scholarship recipients outlining the expectations of the scholarships.
- g. In cooperation with the President the Treasurer will apply for State of Alaska Pick, Click, Give Program if budgeted for the year.
- h. In cooperation with the President and other 4-H Leaders as deemed necessary work up a yearly budget for the council and submit it to the council for approval at the October meeting.
- i. Update signatures on accounts as needed to reflect changes in officers.
- j. Outgoing Treasurer works with incoming treasurer for smooth transition of records. This includes completing the Annual Financial Report prior to turning over the records to the new treasurer.
- k. Yearly submit records for leaders' council review.

E. Representatives to the State

The Representative to the State will:

- a. attend meetings of the Alaska 4-H Volunteer Leaders Organization via audio-conference and the annual meeting in person. Representatives to the State provide Tanana District input and cast the districts one vote as required.
- b. when present, will cast the districts vote with the Representative-elect voting when the Representative to the state is absent. While it should be understood that factors of time, distance and expense may impact 100% participation by both representatives they should always strive to achieve the greatest level of co-participation possible.
- c. Provide reports at regular Leader Council meetings.

ARTICLE V

Amendments

These by-laws can be amended at any regular or special meeting of the Tanana District 4-H Leaders Council by a two-thirds majority vote. Any proposed amendments or changes in by-laws shall be sent by email to all active leaders at least fifteen (15) days prior to voting action by the council.

Standing committees can change their standard operating procedures as outlined under Article VI, Standing Committees Standard Operating Procedures without going through the procedures as outlined in the above paragraph.

ARTICLE VI

Standing Committee's Standard Operating Procedures

Attachments are included for those Sections where written guidelines/Standard Operating Procedures are available. These guidelines are approved separately from the Constitution and By-Laws.

Section 1. Scholarship Committee

Section 2. Fundraising Committee

Section 3. Nominating Committee

Section 4. Investment Oversight Committee

ARTICLE VII

Use of Gaming Permit and other Property Owned by TD4-HLC

Attachments are included for those Sections where written guidelines are available. These guidelines are approved separately from the Constitution and By-Laws.

Section 1. Tanana District 4-H Leaders Council Gaming Permit (Raffle), #1992

Section 2. Canoes and Life Vests

Section 3. Cotton Candy Machine and other small equipment

Section 4. Sewing and Quilting Machines

ARTICLE VIII

Dissolution of the Tanana District 4-H Leaders Council

If and only if the Tanana District 4-H Leaders Council is dissolved, disbanded, or becomes inactive for not less than one year; all funds, assets, and properties shall be donated to either the Alaska 4-H Foundation or to the Alaska 4-H Volunteer Leaders Organization. Donated assets should be used to further Alaska 4-H, fund 4-H scholarships or other needs.

Funds, assets and properties acquired in the name of the Tanana District 4-H Leaders Council cannot be shared or disbursed to any members.

Disbursement of funds, assets, or properties shall be decided by a two-thirds vote of the Council unless the Council and the executive committee have become inactive. If inactive, the Alaska Cooperative Extension Agent, in consultation with Alaska Cooperative Extension administration, shall decide disbursement of funds, assets, and properties to the above designated entities.

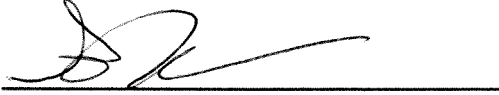
The foregoing By-laws were adopted as the By-laws of this organization by the TD4-H Leaders Council and the officers on,

Date: October 9, 2018

Attest:



Tessa Miller, President



Andrea Johnson, Vice-President



Karla Secor, Secretary



Patsy Perkins, Treasurer