

BYLAWS OF THE COLLIER COUNTY 4-H ASSOCIATION

Statement of Authority

The **COLLIER COUNTY 4-H ASSOCIATION** (Association) is associated with the Florida 4-H Association, Inc. (State Association) in accordance with the State Association's Articles of Incorporation and Bylaws.

The Association is an affiliate of the State Association and is to be operated primarily for advisory and charitable purposes in support of the Florida 4-H Youth Development Program, as set forth in the Association's Articles of Association.

The Association is operated in accordance with the State University System's policies for Extension Advisory Committees, and shall remain under the control and supervision of the County Extension program's faculty and staff.

The Association's use of the 4-H Name and Emblem is authorized by the Florida Cooperative Extension Service via a memorandum of agreement between the Association and County Extension program. The tax-exempt status of the Association is derived from the State Association by means of its inclusion in the Internal Revenue Service (IRS) Group Exemption Number (GEN) assigned to the State Association. The Association shall comply with all applicable federal, state, and local laws, and conform to all policies and best practices of the Florida Cooperative Extension Service and its 4-H Youth Development Program. The Association shall perform its functions in a manner consistent with Civil Rights laws.

Article I – Membership and Appointment

Section 1, GENERAL. Members of the Association shall be persons of paramount interest in, and be dedicated to, the educational objectives of the Collier County 4-H program. Members shall be selected from diverse backgrounds, occupations and geographic locations within Collier County. The Association shall be open to all persons regardless of race, creed, color, religion, national origin, gender, disability, or sexual orientation; or in accordance with current non-discrimination policies of the Florida Cooperative Extension Service.

Section 2, NUMBER. The Association shall have at least five (5) members, but not more than ten (10).

Section 3, APPOINTMENT. Members are appointed by the County 4-H Extension Agent(s) for renewable one-year terms. All members serve at the pleasure of the 4-H Extension Agent(s). Members may be appointed or excused annually, or from time to time, at the discretion of the County 4-H Extension Agent(s).

Section 4, REMUNERATION. No member of the Association shall receive remuneration for his or her service, but may be reimbursed for necessary travel expenses and subsistence when serving the Association upon authorization of the membership.

Section 5, EX OFFICIO. The County 4-H Extension Agent(s) shall be an ex officio member of the Association.

Article II – Officers

Section 1, OFFICERS. The officers of the Association shall be a Chair, Vice-Chair, Secretary, Treasurer, and Assistant Treasurer [and other officers such as the County Association deems necessary or beneficial.]. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association. The officers shall be elected from the membership of the Association.

Section 2, ELECTIONS. The officers shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. In the event of the death, resignation, or removal of an officer other than the Chair, a successor shall be elected at any regular or special meeting, due notice of such election having been given. (Provisions for the Chairperson's replacement are in Article III, Section 2.)

Section 3, LIMITATIONS. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 4, REMOVAL OF OFFICERS. An officer may be removed for cause, including, but not limited to, negligence of duty or conduct unbecoming an officer. Removal requires a three-fourths majority vote at any regular or special meeting, due notice of intent having been given one meeting prior. The officer in question shall be allowed adequate time to speak on his or her behalf before the vote. The Chair shall appoint a successor to serve the remainder of the term of the vacated office. If the Chair is deposed, the Vice-Chair shall serve the remainder of the term.

Article III – Duties of Officers

Section 1, CHAIR. The chair shall preside over meetings of the Association, ensuring that all business is conducted fairly and in the best interest of the county 4-H program, in accordance with 4-H and Extension policies. The chair shall serve as representative of the Association. The chair shall appoint committees and committee chairs, and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 2, VICE-CHAIR. In the absence of the Chair, the Vice-Chair shall serve in his or her stead; a vacancy of the Chair's position shall be filled by the Vice-Chair for the remainder of his or her term. The Vice-Chair may serve on all committees, ensuring that committee chairpersons and members fulfill their duties, and, from time to time, presenting committee reports, recommendations, and actions to the Association membership.

Section 3, SECRETARY. The secretary is the recording officer for the Association, and is responsible for recording the proceedings of the Association meetings in the minutes, and all clerical duties not expressly designated to another officer or committee chair. The secretary shall keep on file all minutes, committee reports, membership rolls, and copies of these bylaws; and shall make these documents available upon request. The secretary shall be responsible for: notifying officers and members of meeting dates; all Association correspondence, including distribution of received correspondence to

appropriate officers and committee chairpersons; performing other duties as directed by the chair. In the absence of the Chair and Vice-Chair, the Secretary shall call the meeting to order and preside until the immediate election of a chair pro tem.

Section 4, TREASURER. The Treasurer of the Association is entrusted with custody of its funds. He or she may be required to be bonded, at the discretion of the County Extension Director, for a sum sufficient to protect the Association from loss. The premium on any bond required shall be paid from Association funds. The Treasurer shall be responsible for: proper record keeping of all financial transactions; accounting for the funds of all 4-H Clubs and other 4-H entities; reporting to the Association a summary of its financial status and activity on a monthly basis, or from time to time as directed by the County 4-H Agent(s); reconcile all bank accounts on a monthly basis, maintain proper accounting records in accordance with 4-H policy; provide all 4-H Clubs and affiliate groups with a monthly statement of financial activity; payment of all bills in a timely manner; deposit all income in a timely manner and maintain a detailed cash receipts register. The Treasurer shall be responsible for filling an IRS FORM 990 series tax return, and any other requested documents, on behalf of the Association and providing a copy to the State Association within 30 days of filing with the IRS.

Section 5, ASSISTANT TREASURER. The Association may deem it necessary and beneficial to appoint, annually or from time to time, an Assistant Treasurer to provide assistance to the Treasurer.

Article IV – Executive Committee

An Executive Committee, comprised of the officers of the Association, may be formed for the purpose of conducting the necessary and proper business of the County Association during the interval between meetings. The Chair shall have the power to call a meeting. The Executive Committee shall have the power to approve payment of any valid Association expense not exceeding \$1,000, unless specifically empowered by a resolution of the membership. The Executive Committee shall have no power to amend these bylaws, or to establish or change policies of the Association.

Article V – Meetings

There shall be three classes of meetings of the County Association, to wit:

Section 1, REGULAR MEETINGS. Regular meetings shall be held at least once a month. Meetings will be held on the 2nd Tuesday of the month, unless otherwise ordered by the County Association. Notification of the meeting time and location shall be included in the call to meeting.

Section 2, ANNUAL MEETINGS. The regular meeting in November shall be known as the Annual Meeting and shall be for the purpose of electing officers, and appointing committee chairs.

Section 3, SPECIAL MEETINGS. Special meetings may be called by the Chairperson, or may be called by written request of a majority of the members of the County Association. The purpose of the meeting shall be stated in the call, and no business shall be conducted except that which is in the call. At least three (3) days' notice shall be given except in cases of emergency, which shall be determined by the Chair.

Section 4, QUORUM. A quorum at any regular or special meeting of the Association shall be by a simple majority of voting members of the Association.

Section 5, ATTENDANCE. Any persons interested in the 4-H program may attend meetings of the County Association.

Section 6, ORDER OF BUSINESS. The order of business for all regular meetings shall be:

- Call to Order
- Pledges
- Minutes/Secretary's Report
- Correspondence
- Treasurer's Report
- Special Reports and Presentations
- 4-H Agent/Staff Reports
- Executive Committee Reports
- Standing Committee Reports
- Special Committee Reports
- Old Business
- New Business
- Education Presentation
- Announcements
- Adjournment

Article VI – Functions and Committees

Section 1, GENERAL. The Association shall have three (3) basic functions in its service to the Collier County 4-H program:

- A. Advise the County 4-H Agent(s) on the direction and priorities of the county 4-H program in accordance with policies for Florida Cooperative Extension Service advisory committees;
- B. Support the county 4-H youth development program by encouraging volunteer participation, seeking resources, and other activities to advance the educational mission of the 4-H program; and
- C. Manage the financial resources of all 4-H Clubs and Affiliate Groups in accordance with Florida 4-H Youth Development Program policies if no other tax-exempt 4-H organization exists to serve as fiscal agent.

Section 2, COMMITTEES. The Association may form any standing or special committees deemed necessary or beneficial to carry out the work of the Association. With the exception of the Nominating Committee, all other committees shall be established and appointed by the Board Chair. The Board Chair shall be an ex-officio member of all committees except the Nominating Committee.

Section 3, STANDING COMMITTEES: The following standing committees shall be established to carry out the work of the Association:

A. **Advisory Committee:** An Advisory Committee shall be established for the purposes of providing advice and counsel related to the priorities and operation of the county 4-H program, as well as assisting in the establishment of long-range goals. Members shall include: community leaders, business leaders, experts, current 4-H youth and adults, and school system representatives. The committee shall be diverse in regard to: age, race and ethnicity, gender, community, and affiliation.

B. **Expansion & Review Committee:** An Expansion & Review Committee shall be established for the purposes of ensuring 4-H programs practice non-discrimination and equal opportunity policies and promote 4-H involvement to all potential audiences including underserved and underrepresented populations. The committee shall be comprised of two-thirds adults and one-third youth, and be representative of the county with regard to age, race and ethnicity, and gender.

C. **Program Support Committee:** A Program Support Committee shall be established for the purposes of assisting the 4-H Agent(s) in securing financial and other resources, encouraging volunteer participation, and other activities to advance the educational mission of the 4-H program. The committee shall be comprised of adults and youth with appropriate skills, abilities, and interests.

D. **Bookkeeping Committee:** A Bookkeeping Committee shall be established for the purposes of providing financial management services for the county 4-H program. The committee shall be comprised of adults with appropriate skills, abilities and interests.

E. **Nominating Committee:** A Nominating Committee shall be established in accordance with the parliamentary authority of the Association.

Section 4, COMMITTEE MEMBERSHIP. Individuals who are not members of the Association shall be permitted to serve on any standing or special committees formed, at the discretion of the Association Chair.

Article VII – Fiscal Year

The fiscal year of the Collier County 4-H Association shall be September 1 to August 31 of each year, commencing November 1, 2011.

Article VIII – Finances

Section 1, GENERAL. The Association will serve as the fiscal agent for the Collier County 4-H Program under the direction of the County 4-H Extension Agent(s) and in accordance with Florida 4-H policies for financial and resource management.

Section 2, CLUB & AFFILIATE GROUP FUNDS. The Association will maintain separate funds for each 4-H Club and Affiliate Group with a treasury in excess of \$100 in addition to its own; monies held in said funds shall not be comingled. The Association shall not deny requests for use of Club or Affiliate Group funds. The Association shall notify the County 4-H Extension Agent(s) of any suspected improper use of funds.

Section 3, FEES. The Association shall charge 0 percent [but not more than 3 percent] of each Club or Affiliate Group's income for the purpose of providing for expenses associated with managing the account.

Section 4, AGENT APPROVAL. The County 4-H Extension Agent(s) shall approve or deny requests to conduct fundraising efforts, and shall reserve the right to approve or deny use of Club, Affiliate Group, or Association funds.

Section 5, TAX-EXEMPTION. The Association may receive tax-deductible contributions in accordance with appropriate sections of the current IRS tax code and various supplements thereto and acts amendatory thereof.

Section 6, SIGNATURES. Checks written in the amount of \$500 or more shall require two signatures.
Signatories shall be from different families.

Article IX – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the County 4-H Association may duly adopt.

Article X – Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the County Association by a two-thirds majority vote, provided that the proposed amendment is submitted in writing with the call to the meeting. Any amendments to these Bylaws must be in accordance with the Florida 4-H Youth Development Program's policies and must be approved by the County 4-H Extension Agent(s). The provisions of the Bylaws of the Association shall not be in conflict with Bylaws and Articles of Incorporation of the State Association. The Secretary shall submit a copy of revised Bylaws to the State 4-H Association, Inc. within 30 days of their adoption.

Article XI – DISSOLUTION

In the event of the termination of applicable Memoranda of Agreement, or the dissolution of the Association, the assets of the Association will be transferred to the Florida 4-H Club Foundation, Inc. within 30 days of the termination or when the Association is dissolved, where it will be housed and identified in an account designated for Collier County to be expended to benefit the 4-H youth development program in Collier County. Whereupon a new Collier County 4-H Association is formed, is in good standing with the State 4-H Youth Development Program, and signs a satisfactory memorandum of agreement, then the funds from the above account will be transferred back to the newly formed Association.



County 4-H Association Chair

1-12-12

Date



County 4-H Association Vice Chair

1-12-12

Date

Belynda E Williams

County 4-H Association Secretary

1/12/12

Date

Susan Shueh

County 4-H Association Treasurer

1/12/12

Date