

**CONSTITUTION AND BYLAWS
OF THE
ROBESON COUNTY 4-H LEADERS' ASSOCIATION**

CONSTITUTION

ARTICLE I: NAME

Section 1. The name of the association shall be the Robeson County 4-H Leaders' Association.

ARTICLE II: OBJECTIVES

- Section 1.**
- A. To promote, publicize, and broaden the image of 4-H by encouraging, assisting in recruitment, training, and utilization of volunteer 4-H leaders throughout the county.
 - B. To support the 4-H program of North Carolina through ongoing volunteer leadership development.
 - C. To provide a forum for communication and sharing of ideas for 4-H volunteers from all sections of the county.

ARTICLE III: MEMBERSHIP

The membership of the association shall consist of all 4-H volunteer leaders in the county regardless of age, race, color, creed, national origin, religion, sex, or disability. Volunteer 4-H leaders include those persons who are non-salaried and involved in 4-H program development, delivery, or support at the community, county, district, and/or state levels. This involvement may include: programs to 4-H members, services/support of other 4-H volunteers, indirect services, and 4-H program advocacy.

ARTICLE IV: OFFICERS

Section 1. The Executive Committee shall consist of President, President-Elect, Secretary, Treasurer, Reporter, Parliamentarian, and Past President as Advisor.

Section 2. Officers shall be elected each year with the President-Elect moving into the President's position and the President moving into the Past President position.

ARTICLE V: MEETINGS

All officers should attend each meeting held quarterly. Meetings of the officers shall be held quarterly. Time will be allocated at major 4-H functions to address Leaders' Association business when necessary.

ARTICLE VI: QUORUM

A quorum at the business meeting shall be the members present.

ARTICLE VII: RATIFICATION AND AMENDMENTS

- Section 1.** Ratification of this constitution and bylaws may be accomplished by a two-thirds (2/3) affirmative vote of members present and voting during business session of the general membership meeting.
- Section 2.** Bylaws may be adopted which are not in conflict with the constitution.
- Section 3.** The constitution and bylaws may be amended by a two-thirds (2/3) affirmative vote of the members present and voting at the business meeting PROVIDED the proposed change, in writing, is sent to membership at least 30 days prior to the meeting.

BYLAWS

1. **GENERAL:** The rules contained in Robert's Rules of Order, latest edition, shall govern the business meetings of this association.
2. **NOMINATION OF OFFICERS:**
 - A. Nominations of candidates for Robeson County 4-H Volunteer Leaders' Association must be sent in prior to the day of the election. No nominations will be accepted after the election. If there is no prior nomination of a candidate for an office, the office will be reopened at the election. At this time, nominations for the reopened office or offices will be made from the floor and all nominations will be finalized.
 - B. The campaigning will be restricted to oral or mailed written statements. No visual displays will be allowed prior to the election. Presentations of the candidates to all delegates will take place at the meeting concerning the election. Each candidate will be allowed two minutes for speaking time.
 - C. Election of officers will be held at the general membership meeting. Election shall be by simple majority vote of the members present and voting as a club, member at large, school enrichment, special interest, and or episodic group. Installation shall occur after the election at the general membership meeting.
 - D. Term of office shall be one year, with the exception of the President-Elect, who will succeed the President, and the Past President, who will serve as Advisor.
3. **DUTIES OF OFFICERS:**
 - A. **Past President:** The Past President shall serve in an advisory capacity. They will guide and advise the President and President-Elect on their duties and assist as necessary in the leading of meetings and special meetings. Should both the President and President-Elect be unable to complete the term of office, the Past President will step in until the next election.

- B. **President:** The President shall preside at all meetings and uphold the force of proper observance of the constitution, bylaws, rules, regulations, and resolutions; appoint chairmen of committees; and call special meetings when necessary. The President shall vote to break a tie.
 - C. **President-Elect:** The President-Elect shall work closely with the President in order to ensure orientation training for the presidency. The President-Elect shall assist the President in the performance of his/her duties, and in the absence of the President or in the case of his/her inability to preside, he/she shall perform all duties required of the President. In the event of a vacancy of the office of President, he/she shall fulfill the unexpired term of office.
 - D. **Secretary:** The Secretary shall attend all meetings of the Executive Board and membership. He/she shall keep current and precise records of proceedings of all meetings and make copies of minutes for each officer and keep one such copy in a permanent file.
 - E. **Treasurer:** With the assistance of the 4-H agent, the Treasurer shall report an accurate record of all financial details of the association and shall perform such other duties as may properly fall within the scope of the officer.
 - F. **Reporter:** Keep in contact with the County 4-H Staff by providing reports as often as called for by the Extension Center. Provide publicity for special events by contacting newspaper, radio, TV, or Internet resources as needed. The Reporter will also mentor the 4-H County Council Reporter and assist them with setting up scrapbook workshops and ensure that the county scrapbook is completed.
 - G. **Parliamentarian:** The Parliamentarian shall act as a consultant and advise the presiding officer and other officers, committees, and members on the matters of parliamentary procedure. The Parliamentarian shall also mentor the Sergeant-At-Arms on the County Council to aid them with their duties as well.
4. **DUTIES OF THE EXECUTIVE COMMITTEE:** If an officer, with the exception of President, is unable to fulfill his/her responsibility, it shall be the duty of the Executive Committee to appoint a successor to fulfill the unexpired term.
5. **COMMITTEES:** Special or ad hoc committees shall be appointed by the President as needed for specific responsibilities.
6. **ATTENDANCE:** Leaders' Association Officers must attend all planning meetings and quarterly meetings. Officers will receive one excused and one unexcused absence over a 12-month period. Should an officer miss more than two meetings, they will be removed from office and another will be appointed in their place as stated in Bylaw 4.