

CONSTITUTION

of the

Cass County 4-H Leaders' Association

Approved February 7, 1971

Revised & Approved November 20, 1991

Revised & Approved November 30, 1992

Revised & Approved November 17, 1997

Revised & Approved November 13, 2000

Revised & Approved November 5, 2001

Revised & Approved November 16, 2006

Revised & Approved January 15, 2009

Revised & Approved November 29, 2012

Article I

Section 1-

The name of this organization shall be the Cass County 4-H Leaders' Association.

Section 2-

The purpose of this association shall be to promote Extension 4-H Youth Development work in Cass County which involves adult and teen volunteer leaders working with 4-H members to help plan and carry out a program of personal growth and development for leaders and members such as, but not limited to, project groups, county wide activities, trips, tours, field days, local club activities and fund raising projects of which the proceeds shall be used to further the 4-H youth program.

Article II

Qualifications for Membership

All adult 4-H leaders, teen leaders, and Extension 4-H Youth Development Staff who serve on the association will abide by and follow Michigan State University Extensions affirmative action/equal opportunity policies.

Section 1-

Adult Leaders- All VSP screened and approved, present 4-H leaders, organizational, project, activity, activity and resource leaders are eligible to be voting members of the association at the annual meeting.

Section 2-

Teen Members- Teen members currently serving on the association have voting privileges in the association and at the Cass County 4-H Leaders' Association annual meeting.

Section 3-

Extension 4-H Youth Staff- All county and area Extension personnel that are involved in the 4-H Youth Development Program are non-voting members of the association.

Article III

Section 1-

Fiscal Year- The fiscal year of the association shall begin January 1st and end December 31st each year.

Section 2-

Annual Meeting- The annual meeting shall be held in the fall of each year where all present, VSP screened and approved 4-H leaders, organizational, project, activity and resource leaders and teen representatives are voting members of the association.

Section 3-

Quorum- Those members present shall constitute a quorum for the annual meeting.

Section 4-

Association Meetings- Meetings of the members of this association may be called by the President or a majority of the 4-H Leaders' Association or Extension 4-H Youth Staff or upon petition of 12 members of said association.

Section 5-

Notice of Meetings- Notice of meetings shall be sent to all adult members and teen representatives the association from the Extension office. Said notice shall state the place, time and purpose of the meeting.

Article IV

4-H Leaders' Association Appointed Representatives

Section 1-

Purpose: The purpose of the 4-H leaders' Association shall be:

- a. Representative: To provide an orderly and efficient manner for representatives to bring together the thoughts and ideas of 4-H members, their parents, and leaders.

- b. Advisory: To consider suggestions from those they represent, as well as those presented by the Extension 4-H Youth Staff, and after consideration, to make recommendations in regard to programs, activities and regulations.
- c. Supportive: To give support to the county, area, and state 4-H youth programs and to help provide physical and financial means for carrying out their programs. They may sponsor fundraising activities such as, but not limited to, barbecues and other meals, car washes, bake sales, and sale of other items.

Section 2-

Proceeds shall be used directed by the 4-H Leaders' Association or educational and award programs connected to 4-H youth programs such as, but not limited to, member and leader awards, educational material and fees to such events as Citizen Washington Focus, educational courses, exchange trips, camps, tours, Exploration Days, and training meetings.

- a. Coordinating: To serve as a coordination group for various project and activity committees and to present a unified, well balanced 4-H youth program and attractive to all segments of youth in Cass County.

Article V

Section 1-

Membership- The 4-H Leaders' Association shall consist of:

- a. One adult 4-H leader representative from each of the registered 4-H clubs in Cass County. Each club must select a representative to serve from January through December each year, needing not be the same representative each month. If the club's representative is unable to attend any Leaders' Association meeting, it is the representative's responsibility to contact another 4-H leader in the club to attend in their absence.
- b. Four (4) 4-H teen members to be appointed by the 4-H Leaders' Association with an attempt made to have equally balance representation of genders. Four teen members will be appointed annually to serve a one year term.

Teen members must be fourteen(14) years old by January 1 in the year in which they serve and must have completed two (2) years of 4-H.

- c. Extension 4-H Youth Staff: The Extension 4-H Program Coordinator or the Youth Educator.

Section 2-

Voting:

- a. Voting members for regular association meetings shall consist of the club representatives and the four (4) teen representatives. The club must have a representative present to cast their votes.
- b. Extension 4-H Youth Staff shall be Ex-official non-voting members.

Section 3-

- a. Adult leader representatives will be appointed by their club.
- b. 4-H Teen Members shall be appointed by the 4-H Leaders' Association by January 1, taking effect during the February meeting. Teen members may be nominated by their 4-H club by November 1.

Article VI

Section 1-

The officers of the 4-H Leaders' Association shall be:

- a. President- shall preside at all the meetings of the association and appoint all committees, in consultation with the Vice-President, necessary for the conduct of the association's business. Shall also preside over the meetings of the Cass County 4-H Leaders' Association.
- b. Vice-President: shall assume the duties of the President in his/her absence and be responsible for the functioning of appointed committees.
- c. Secretary: shall keep a permanent record of the proceedings of the Cass County 4-H Leaders' Association and conduct correspondence concerned with the same. Copies of all meetings are to be provided to, and maintained, at the Extension office.
- d. Treasurer: shall keep a record of all funds received from money-making projects sponsored by the Cass County 4-H Leaders' Association and pay all bills, from said fund as authorized by the 4-H Leaders' Association and present a financial statement at each meeting of the Association and the annual meeting of the Association. The treasurer shall have the books audited at the end of each year by a competent person. Copies of all treasurers' reports are to be provided to, and maintained, at the Extension office.

Section 2-

- a. Officers shall be elected at the January Association meeting by a ballot for a one year term. Officers will be elected from the club representatives. Newly elected officers will take office in February.
- b. Officers shall for the Executive Committee of the 4-H Leaders' Association for the purpose of special committee assignments.
- c. Officers shall serve no more than two (2) consecutive full terms in the same office.
- d. Vacant officer positions and teen leader positions will be filled by a vote of the association members and serve for the duration of the term.
- e. No member shall be elected to office unless they have attained at least 21 years of age, and have been a 4-H leader in Cass County for the last three years.

Article VII

Section 1-

The 4-H Leaders' Association shall meet each month as determined necessary by the President of the 4-H Leaders' Association.

Section 2-

Special meetings may be called as necessary by the President of the 4-H Leaders' Association or the Extension 4-H Youth Staff by written or electronic notice or by telephone.

Section 3-

The meeting dates shall be determined by the 4-H leaders' Association members during the reorganizational meeting in January.

Article VIII

Quorum

Section 1-

Eight (8) voting members shall constitute a quorum at regular Leaders' Association monthly meetings (not including annual meeting).

Article IX

Section 1-

- a. This constitution may be amended by a majority vote of adult 4-H leaders present at a county-wide Leaders' Association meeting.
- b. Any proposed amendments to the constitution shall be made in writing and placed on file at the Michigan State University Extension Office, given to the Association Secretary, and mailed to the Association members thirty (30) days prior to the date where the propose amendments will be voted upon. The proposed amendments shall be mailed with a written or electronic copy of the notice of the date of the meeting.



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