

Minidoka County 4-H Teen Association Bylaws

Revised December 13, 2012

ARTICLE I NAME, MOTTO, COLORS, EMBLEM AND PLEDGE

- Section 1.** Name. The organization shall be known as the Minidoka County 4-H Teen Association.
- Section 2.** Motto. The official motto for the Teen Association shall be the National 4-H motto – “To Make the Best Better.”
- Section 3.** Colors. The official 4-H colors for the Teen Association shall be green and white. The green represents youth, life and growth. The white symbolizes purity.
- Section 4.** Emblem. The official emblem for the Teen Association shall be the National 4-H emblem, the green four-leaf clover bearing a white “H” on each leaf.
- Section 5.** Pledge. The official pledge for the Teen Association shall be the National 4-H Pledge:

“I Pledge:
My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
And my Health to better living
For my Club, my Community, my Country,
And my World.”

ARTICLE II OBJECTIVES

- Section 1.** To further 4-H teen participation in the county, district, state, and national 4-H programs and activities.
- Section 2.** To communicate 4-H ideals and projects to all 4-Her’s, leaders, parents, and community.
- Section 3.** To promote the many opportunities for leadership, citizenship, and personal development available through 4-H programs to the community.
- Section 4.** To convey a positive 4-H image throughout the community.

ARTICLE III MEMBERSHIP

Section 1. The Minidoka County 4-H Teen Association shall be open to all Minidoka County 4-H youth, ages 13 to 19, regardless of economic levels, race, color, religion, gender, national origin, or disability.

Section 2. All eligible youth as stated above shall be enrolled in a Minidoka County 4-H Club taking at least one 4-H project.

ARTICLE IV MEETINGS/ACTIVITIES

Section 1. Each month there shall be a scheduled business meeting and/or activity of the Minidoka County 4-H Teen Association.

Section 2. Meetings and/or activities shall be held at the county Extension Office or at a place set by the Executive Board, advisor, and 4-H Program Coordinator.

Section 3. The Executive Board may call special meetings. At least 48 hours notice prior to the time of the special meeting shall be given (personal contact, written, or by telephone) to each club representative. The business transacted at any special meeting shall be limited to that included in the call.

ARTICLE V OFFICERS & OTHER ELECTED POSITIONS

Section 1. The elected officers of the Association are: President, Vice-President, Secretary, and Treasurer. Other elected positions include the Historian Sergeant at Arms and Teen Representative (one or two people). They shall take office at the third regular Association meeting after the Minidoka County Fair.

Section 2. Term of office for the elected positions shall be for one-year and serve until their successors are designated.

Section 3. No member shall hold more than one elected office at any one time. No officer shall be eligible to serve more than three consecutive terms in the same office.

ARTICLE VI QUALIFICATIONS/PROCEDURES FOR ELECTED POSITIONS

Section 1. Candidates running for an office shall:

- ◆ Be between 13 and 19 years old.
- ◆ Have been enrolled and actively participated in the 4-H program at least 1 year. (President – 2 years)
- ◆ Be currently enrolled as a 4-H member at the time of election.
- ◆ Be willing to attend at least one multi-county, district, or state teen activity during the year they are in office.

ARTICLE VII RESPONSIBILITIES OF ELECTED OFFICES

Section 1. The Elected members shall act in a way reflecting a good example of members and 4-Her's and have:

- ◆ A knowledge of parliamentary procedure.
- ◆ A willingness to attend district and state activities during their term in office.
- ◆ A desire to promote the 4-H program throughout the community.
- ◆ Familiarity with the Bylaws of the Association.
- ◆ Time to attend scheduled meetings and/or activities. A board member who has to miss a scheduled meeting must notify one other board member or the Extension Office. If an executive board member has two unexcused absences for any scheduled meetings during one term of office, the executive board will appoint a successor to complete the remainder of the term of that board member. He/she will remain an eligible member of the teen association.

Section 2. President. The President shall:

- Attend the Plan of Work meeting with officers, other elected positions, and adult advisors to set goals.
- Preside at all meetings of the Association.
- Keep order by establishing and maintaining order of business.
- Be familiar with agenda and business at hand.
- Be fair and impartial.
- Appoint committee members as needed.
- Have a vote in case of a tie vote.

Section 3. Vice-President. The Vice-President shall:

- Attend the Plan of Work meeting with officers, other elected positions, and adult advisors to set goals.
- Preside at meetings in the absence of the President.
- Become familiar with the duties of the President.

- Count floor votes at meetings.

Section 4. Secretary. The Secretary shall:

- Attend the Plan of Work meeting with officers, other elected positions, and adult advisors to set goals.
- Keep accurate attendance at all association and executive meetings.
- Keep minutes of business conducted during club meetings and read minutes from the last meeting for approval and correction (each time the club meets).
- Complete and submit the Secretary's Record Book for display at the Minidoka County Fair.
- Maintain a current copy of the Minidoka County 4-H Teen Association Bylaws.
- Inform members of the date, time and location of the next meeting via text, facebook and/or postcard.

Section 5. Treasurer. The treasurer shall:

- Attend the Plan of Work meeting with officers, other elected positions, and adult advisors to set goals.
- Keep accurate records of money earned and distributed by working with the 4-H Program Coordinator.
- Give a report at each meeting indicating the money received, money paid out, and the current balance.
- Provide records at the end of the 4-H year to an appointed audit committee. Following the audit, submit Financial Summary and Audit Report to the Extension Office by November 1.

Section 6. Historian (one or two people) The Historian shall:

- Attend the Plan of Work meeting with officers, other elected positions, and adult advisors to set goals.
- Take pictures and compile a scrapbook and/or display of the meetings and activities of the Association and submit at the Minidoka County Fair.
- Pass on the scrapbook to successive Historians. The scrapbook belongs to the 4-H Teen Association.

Section 7. Minidoka County 4-H Teen Representative(s). The Teen Representative(s) shall:

- Attend the Plan of Work meeting with officers, other elected positions, and adult advisors to set goals.
- Attend the Minidoka County 4-H Leader's Association meetings the second Monday of each month and serve as one single voting member.
- Attend the Minidoka County 4-H/FFA Livestock Sale Committee meetings and are allowed one vote.
- Attend the Southern District III 4-H Leaders' Association meetings as voting members.

Section 8. Sergeant at Arms The sergeant at arms shall:

- Attend the Plan of Work meeting with officers, other elected positions, and adult advisors to set goals.

- Assist the president in maintaining order during the meeting. He/She has the right to move people to another seat if they have been asked to be quiet at least once before.
- Know correct parliamentary procedure and help enforce it during the meetings. Insure that the meeting room is set up and comfortable (check lights, heat, and ventilation, etc.).
- Direct clean up or room after the meeting.
- Greet guests and new members and see that everyone is comfortable.
- Care for club equipment, distribute and collect materials.
- Assist in refreshments after meeting; optional.

Section 9. County Teen Association Adult Advisor & 4-H Program Coordinator . The Adult shall work in an advisory capacity with the 4-H Program Coordinator. The Advisor and 4-H Program Coordinator will:

- Attend teen meetings and activities.
- Guide teens to set goals and objectives, make plans, and encourage personal development.
- Inform teens of and enforce any 4-H policy requirements.

ARTICLE VIII NOMINATION AND ELECTION PROCEDURES

Section 1. Nominations for offices and other elected positions will take place at the first regular meeting after the Minidoka County Fair. At the second regular meeting following the fair a general election will be held. Additional names may be nominated from the floor and added to the existing slate. President will be elected first followed by the Vice-President and on down the ranking.

Section 2. Installation of elected positions shall take place at the regularly scheduled meeting following the elections.

ARTICLE IX EXECUTIVE BOARD

Section 1. The Executive Board shall consist of President, Vice-President, Treasurer, Secretary, Historian, Sergeant at Arms, Teen Representative(s), Minidoka County 4-H Teen Association Adult Advisor, and the 4-H Program Coordinator. The adults shall serve in a non-voting capacity.

Section 2. The Executive Board shall determine when permanent vacancies occur in elected positions. If the office of the President is permanently vacated, the Vice-President shall become President. If an elected office other than the presidency is permanently vacated, the president, with the approval of the Executive Board, shall appoint a 4-H member to serve for the remainder of the term.

Section 3. The Executive Board shall have general supervision of the affairs of the association between its business meetings, fix the hour and date of meetings, and perform other duties as are specified in these bylaws. The Executive Board shall handle elections.

Section 4. Special meetings may be called by the president and shall be called upon the request of three members of the board. At least 48 hours notice (personal contact, written, or by telephone) shall be given. The business transacted at any special meeting shall be limited to that included in the call.

ARTICLE X PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order shall be the parliamentary authority on all matters not covered by the Articles of Association and Bylaws of this Association.

ARTICLE XI AMENDMENTS OF BYLAWS

Section 1. Proposed amendments to the Bylaws must first be submitted to the Executive Board. Amendments must be approved by a 2/3 vote of the entire Executive Board. If not approved, the amendments go back to the proposers.

Section 2. Bylaw amendments must be approved by a vote of two-thirds (2/3) of the teen association.

DATE ADOPTED _____, 2012

Signature of 4-H Teen Association President

Date _____

Signature of 4-H Teen Association Secretary

Date _____

Signature of Adult 4-H Advisor

Date _____

Signature of Minidoka County 4-H Program Coordinator

Date _____