

Constitution of the Monmouth County 4-H Association

ARTICLE I

NAME: The name of this organization shall be the Monmouth County 4-H Association. The Monmouth County 4-H Association is a non-profit organization. Any funds received by this organization carrying out its purposes shall not accrue to the benefit of any individual member.

ARTICLE II

PURPOSES: The purposes of the Association are:

Section 1: To aid all 4-H clubs in supplementing the formal education of the youth of Monmouth County in the arts, humanities and science through the Cooperative Extension Service as established and conducted by the U. S. Department of Agriculture; Rutgers, the State University of New Jersey; and the Board of Chosen Freeholders of Monmouth County.

| Section 2: To help the members of all 4-H clubs of Monmouth County gain knowledge, skills and qualities for a happy experience; as well as, gain satisfaction of accomplishment; value research and learn scientific methods for making decisions and solving problems; learn how scientific agriculture, forestry, animal husbandry and home economics relate to our economy; explore career opportunities and continue needed education; appreciate nature, understand healthful living, purposeful recreation and philosophies; acquire appropriate attitudes and abilities and the understanding needed to work well with others; and develop leadership talents and skills in order to become better citizens.

Section 3: To provide through the medium of the Annual County Fair, an opportunity for the participation of 4-H members in competitive

educational activities and public display of accomplishments in the 4-H program.

Section 4: To provide and maintain appropriate facilities for 4-H programs and activities; and

Section 5: To promote Cooperative Extension Services program for county, state, national and international importance.

ARTICLE III

MEMBERSHIP:

Membership is open to all persons regardless of race, sex, handicap, color or national origin, who are interested in fulfilling the purposes of the Association, and who would be willing to serve on one of the standing committees, as listed in Article V.

Members to include all club leaders; teen representatives; officers and volunteers who have an approved volunteer application on file in the 4-H office (any person interested in being a member that satisfies requirements).

Voting members are required to attend at least four (4) out of the six (6) regular Association Meetings, within the last (12) twelve months or have notified the president or secretary with an excused absence, attendance will be kept by the secretary.

ARTICLE IV

OFFICERS:

Section 1: The officers of this Association shall be: President, Immediate Past President, Internal Vice President, External Vice President, Secretary and Treasurer.

Section 2: The President shall preside at meetings of the Association and perform other duties as the Association may direct from time to time. The President shall appoint special committees during the year when it seems advisable to do so.

- Section 3: The Immediate Past President shall assume the role of advisor and helper to the newly elected President. The Immediate Past President shall serve as a catalyst of continuity and experience with the rank, rights and responsibilities as any duly elected officer.
- Section 4: The Internal Vice President shall be vested with all the powers and shall perform all the duties of the President in his/her absence. The Internal Vice President shall act as an aid and advisor to the Membership, Leaders Recruitment and Training, and the Ways and Means Committees.
- Section 5: The External Vice President shall act as an aid and advisor to the Hospitality, Publicity and Promotions, and the Fair Committees.
- Section 6: The Secretary shall keep records of all the proceedings of the Association, and handle all correspondence in accordance with instructions. The Secretary shall present the minutes of the past meeting and keep attendance.
- Section 7: The Treasurer shall keep full and accurate account of receipts and disbursements and present a financial report at each meeting. The Treasurer shall be permitted to pay any valid Association bill submitted on the appropriate voucher with Executive Committee approval. All Association checks must be signed by both the Treasurer and the Internal Vice President. He/she shall render a statement of account whenever required by the Executive Committee and shall make a complete Year End Statement to be presented at the January meeting. The Treasurer shall be a member of the Ways and Means Committee.
- Section 8: Officers shall be elected to a (1) one year term, at the annual meeting of the Association in November and assume office in January.

For financial purposes, our year will run from January to December. An annual audit will be conducted before the first Association meeting of every year. The audit team will be

appointed by the President to review financial records, and report to the Association at the first meeting. At least one member of the audit team is a non-member of the Association.

ARTICLE V

STANDING COMMITTEES:

Section 1: The President shall appoint chairpersons of the following Standing Committees, after review and consulting with committee members.

- a. 4-H Leaders Recruitment and Training Committee
- b. 4-H Fair Committee
- c. 4-H Association Membership Committee
- d. 4-H Ways and Means Committee
- e. 4-H Hospitality, Publicity and Promotion Committee

Standing Committee Descriptions

Section 1: The 4-H leaders Recruitment and Training Committee shall be responsible for:

1. Recruiting, training and supporting new leaders.
2. Developing, strengthening, coordinating and supporting county 4-H activities and events in both project and recreational area.
3. Assuming leadership in planning programs that will benefit youth and adult leaders to exchange ideas and pool their judgments for the progressive improvement of the 4-H Program and provide support for new recruitment and training.

Section 2: The Fair Committee shall be responsible for:

1. Planning, coordinating, and directing the 4-H section of the Annual County Fair.
2. Improving and evaluating the 4-H section.
3. Coordinating 4-H exhibits and shows
4. Coordinating special 4-H programs and activities
5. Work with staff on 4-H promotion and publicity.

6. They will encourage cooperation with 4-H leaders in 4-H project exhibiting and events.

Section 3: The 4-H Membership Committee shall be responsible for:

1. Keeping the membership list up to date.
2. Contacting members of meetings and special dates.
3. Keeping records on reported absences and review applications for eligible membership.
4. Assist with the nominating process prior to election of officers.
5. Checking verifications of voting privileges.

Section 4: The 4-H Ways and Means Committee shall be responsible for:

1. Organizing and running fund raisers, other than the Fair Food Booth.
2. Assisting in preparation of the budget with the Executive Committee.
3. When appropriate, they will be responsible By-Law review, under the direction of the Executive Committee

Section 5: The 4-H Hospitality, Publicity and Promotion Committee shall be responsible for:

1. Making suggestions to the office staff and assisting them in promotional activities for the entire program.
2. Assisting staff in gathering information for publicity and promotions throughout the year.
3. Planning special social events to encourage membership and morale.
4. Assisting secretary with social correspondence.

NOTE: The Chairman of each committee shall determine the number of meetings that are needed for their committees. They shall notify their members of the dates and times. In the event of conflicts with the External and Internal Vice Presidents' schedules, any officer can attend the standing committee meeting as their representative under Article IV, section 4 or 5.

ARTICLE VI

EXECUTIVE COMMITTEE:

- Section 1: The Executive Committee shall be composed of the officers of the Association. The 4-H Agent or their designee shall be non-voting members of the Executive Committee. The Executive Committee shall look to such advisors for guidance with respect to all matters educational in nature.
- Section 2: The Executive Committee shall have full power and authority to do all acts and perform all functions which the Association might do or perform. The Executive Committee's actions should be formalized at the next Association meeting. The Executive Committee, however, shall have no power to alter or amend the Constitution of the Association.
- Section 3: The Executive Committee shall have the power to approve the payment of any valid Association bill.

Article VII

Meeting:

- Section 1: The 4-H Association shall meet on the fourth (4th) Thursday during January, March, May, July, September and November (annual meeting). The November meeting will be scheduled so as not to conflict with various holiday dates in the month. Other meeting of the Association may be called by the President.
- Section 2: The order of business at all regular meeting of the Association Executive Committee shall be as follow:
Call to order by President
Presentation of minutes of preceding meeting
Communications
Treasurer's report
Reports and communications of 4-H Agents and staff

Reports of Committees
Unfinished business
New Business including election of officers
Adjourn

Section 3: All meeting shall be conducted under standard rules of parliamentary procedure

Section 4: All persons interested in 4-H work may attend any Association meeting.

ARTICLE VIII

QUORUM:

At least four (4) members of the Executive Committee must be present to constitute a quorum of any meeting. Adoption of this constitution shall require a 2/3 majority of the voting members to be present at an Association meeting.

ARTICLE IX

Requests for funding

1. All requests for funding shall be submitted to the executive board at least 14 days prior to an Association meeting, to be added to the agenda. Requests not submitted in time or that must be decided on at other times will be handled by the executive board members.
2. Funding may only be received once for an event per person, extenuating circumstances will be addressed by the executive committee as needed, with the exceptions of Northeast Volunteers and Leaders Forum and New Jersey Leaders training and the like.
3. Funding requests shall not exceed \$500, per person per event, and will be discussed if funding is available.
4. Funding requests shall be considered from members in good standing of the Association as discussed in the previous article or members in good standing of their clubs as confirmed by their club leader.
5. Funding should be requested from the appropriate project advisory first, if applicable, if funding is granted by that advisory the Association may deny additional funding.

6. All persons accepting funding shall be required to give a short presentation at the Association meeting following the event, it is suggested that they also do a presentation at appropriate club or county meetings.
7. Types of requests to be considered include education related to 4-H project, 4-H events and supplies that would be of use to the County 4-H program.
8. All applications shall be completed in full and submitted on time to be accepted.

Article X

REVISIONS AND/OR AMENDMENTS:

This Constitution may be revise or amended by 2/3 (two-thirds) vote of the voting members present of the Association at any regular meeting or special meeting provided there is a quorum present and each member shall have been notified in writing of the proposed changes at least two weeks in advance of the meeting at which said changes will be voted upon.

ARTICLE XI

DISSOLUTION:

In the event of dissolution, the officers of the Monmouth County 4-H Association shall, after paying or making provisions for the payment of all the liabilities of the Association, dispose of the remaining assets of the Association by distributing them to Rutgers, the State University, for use in the 4-H Youth Development Program.

Dissolution may be accomplished by order of the Executive Committee in the following manner: A notice sent two weeks in advance to the Association members specifying the time, place, and reason for meeting. A 2/3 (two-thirds) vote of the voting members present is necessary for dissolution and assignment of assets.

Revised '80; '89

Proposed By-Law changes 10/24/96

| Revised 4/25/97

Revised 5/23/07

| Adopted Jan., 2008

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