

WASHINGTON STATE 4-H ASSOCIATION

BYLAWS

ARTICLE I. Name

The name of this association shall be "Washington State 4-H Association," hereinafter referred to as the WS4-HA.

ARTICLE II. Purpose and Objectives

Section 1. The primary purpose of the WS4-HA is to promote the Cooperative Extension 4-H Youth Development profession and programs.

Section 2. The objectives are:

- a. To advance the professional status of Extension personnel involved in 4-H Youth Development work.
- b. To encourage professional improvement of all its members.
- c. To increase interest in Extension 4-H Youth Development work as a career.
- d. To provide for the exchange of ideas, methods, and techniques.
- e. To promote cooperation among all Extension workers.
- f. To strengthen communications with Extension administration.
- g. To promote program development directly relating to the enrichment of the quality of life of all youth.

ARTICLE III. Membership and Dues

Section 1. Qualifications

- a. Membership in the WS4-HA is open to all Extension personnel employed and retired interested in promoting and/or working with Extension 4-H Youth Development programs.
- b. Membership in the WS4-HA is a prerequisite for membership in the NAE4-HA.

Section 2. Classification. There shall be three classes of membership:

- a. Active Membership. Any salaried Extension personnel who have met the membership qualifications and paid dues for the current year shall be active members of WS4-HA.
- b. Life Membership. Any persons retired from Cooperative Extension who paid a one-time-only life membership fee (fee double the dollar amount of active, annual WS4-HA membership dues) shall be a member of WS4-HA.
Life members have the same rights and privileges as active members in the WS4-HA.
Communication shall be maintained with life members via e-mail, hardcopy mail or other appropriate means.
- c. Honorary Membership. Any person whose efforts and accomplishments have significantly furthered the objectives of Extension 4-H Youth Development programs and WS4-HA is eligible for an Honorary Membership. An honorary membership can be awarded by a two-thirds vote of the executive board or a two-thirds vote of the membership. Honorary members cannot vote nor be elected officers/representatives of the WS4-HA.

Section 3. Fiscal year. The fiscal year shall be from November 1 through October 31.

Section 4. Dues.

- a. Date established and payable.
 1. Dues shall be due and payable to the WS4-HA Treasurer by November 1 through October 31. Dues will be established at the annual meeting for the next fiscal year.
- b. New members
 1. Dues from a member accepted for the first time between April 1 and October 31 shall apply to the remainder of the current year and the next year's dues.

ARTICLE IV. Officers and Representatives

Section 1. The officers of WS4-HA shall be President, President-Elect, Secretary, Treasurer, and Past-President. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the WS4-HA.

Section 2. Duties of the Officers.

- a. The President shall preside at all meetings of the WS4-HA and of the Executive Board, appoint committees as needed, and serve as the liaison with the NAE4-HA.
- b. The President-Elect shall be responsible for professional development and serve as chair of the Spring meeting. It is recommended that the President-Elect provide a means of communication (state newsletter, 4htalk listserv update, conference call, etc.) with the membership on a periodic basis throughout the year.)
- c. The Secretary shall take minutes of all meetings and send out to the members within 3 weeks. It is recommended that the Secretary send notes from the Executive Board conference calls to the membership within a week.
- d. The Treasurer shall develop the budget, seek approval from the Executive Board and the total membership and pay all bills within the approved budget.
- e. The Past-President shall serve in an advisory role to the Executive Board.

Section 3. Four District Representatives shall be elected, one from each Extension Supervisory District, for two-year terms. Two new Representatives will be elected every year.

- a. There shall be four districts in Washington State:

Northwest: Whatcom, San Juan, Skagit, Island, Snohomish, Kitsap, King, and Pierce.

Southwest: Lewis, Pacific, Wahkiakum, Cowlitz, Clark, Mason, Grays Harbor, Thurston, Skamania, Clallam, and Jefferson.

Northeast: Okanogan, Ferry, Stevens, Pend Oreille, Spokane, Lincoln, Adams, Douglas, and Chelan.

Southeast: Kittitas, Grant, Yakima, Klickitat, Whitman, Benton, Franklin, Walla Walla, Columbia, Garfield, and Asotin.

Section 4. The four District Representatives shall constitute the membership committee. The four District Representatives shall elect their own Membership Chair from the group of four representatives.

- Section 5. a. The four (4) District Representatives shall constitute The Nominating Committee. The District Representatives shall elect their own Chair.
- b. The Nominating Committee shall recruit candidates for each office and submit the slate of officers to the membership electronically or by mail at least three (3) weeks prior to the election.
- c. The election will be held by ballot at the Spring Meeting or by electronic ballot if the Spring Meeting is not held prior to June 30th.
- d. If the election is held at the Spring Meeting, each member shall be entitled to vote in person or by absentee ballot. Absentee ballots can be requested from and returned to the Nominating Committee Chair seven (7) days prior to the meeting. Absentee votes may be cast electronically or by mail. The Nominating Committee Chair will provide a list of those who cast absentee votes and anonymous ballots to the President-elect.
- e. Write-in votes will be accepted electronically or from the floor, with the nominee's consent.
- f. The Nominating Committee will collect all ballots, tally the votes, and announce the results.

Section 6. Elections. The Officers shall be elected by ballot. The President-Elect will be elected annually. The office of Secretary will be elected in even numbered years. The office of Treasurer will be elected in odd numbered years. Officers shall assume their duties November 1st and extend through October 31st.

Section 7. Term of Office. The term of office shall be two years for Secretary and Treasurer. No member shall be eligible to serve more than two consecutive terms in the same office. No member shall hold more than one office at a time. Should an officer resign their position, an election shall be held not more than ninety (90) days from date of resignation to replace said officer. Should that officer hold the office of President, the President-elect shall assume that office and complete the term for the resigned officer as well as be entitled to complete their own successive term. The President-elect then must be replaced by election not more than ninety (90) days from the date of resignation.

Section 8. WS4-HA will have representative(s) on

- a. Washington State 4-H Advisory Board
- b. Washington State 4-H Fair Board
- c. Washington State 4-H Foundation Board.

Section 9. WS4-HA will have a liaison for Life Members.

ARTICLE V. Meetings

Section 1. There will be a WS4-HA annual meeting, electronically or face-to-face. It is recommended that the WS4-HA Annual Meeting be held in the spring. The purpose of the Annual Meeting shall be to elect officers, receive reports of officers and committees, amend bylaws, and conduct other business as needed.

Section 2. The time and place of any special WS4-HA meeting shall be determined by the Executive Board or upon request of fifteen members, with a notice to the active membership of at least three weeks.

Section 3. Quorum. A quorum for the transaction of business at any WS4-HA meeting shall be twelve active members.

ARTICLE VI. Executive Board

Section 1. Composition. The members of the WS4-HA Executive Board shall be the President, President-Elect, Secretary, Treasurer, four District Representatives, and the WS4-HA immediate Past-President.

Section 2. Duties. The Executive Board shall:

- a. Conduct the business of WS4-HA between meetings.
- b. Make recommendations to the active membership of the WS4-HA.
- c. Adopt policy procedures as needed to carry on the business of WS4-HA.
- d. Approve the budget that the Treasurer has developed.
- e. Perform such other duties as are specified in these bylaws.
- f. Executive Board appoints contacts and contact-elects as they align with NAE4-HA committees:

- Policy and Resolutions
- Public Relations and Information
- Diversity
- Programs
- News & Views
- Nomination
- Recognition
- Membership
- Professional Development

Section 3. Meetings. The Executive Board shall periodically meet electronically or face-to-face throughout the year to conduct the business of WS4-HA.

Section 4. Quorum. Five members shall constitute a quorum for the transaction of business at all WS4-HA Executive Board meetings.

ARTICLE VII. Standing Committees

Section. 1. Committees. The standing committees shall be determined by the Executive Board with consideration for the established committees of NAE4-HA.

Established WS4-HA committees are:

1. Awards, Recognition, and Celebration
2. Membership (Four District Representatives)
3. Professional Improvement (includes annual meeting)
4. Audit (As needed or when the Treasurer's change)
5. Nomination (Four District Representatives)
6. Hospitality
7. News & Views

Section 2. The President may appoint other committees, as he/she deems necessary to carry on the work of the WS4-HA.

Section 3. Appointment.

- a. By **January 1** the President shall appoint all standing committees and committee chairs, except for Nominating Committee.
- b. The President shall appoint special committees as needed to perform special tasks. These special committees shall be dissolved when the tasks are completed.
- c. By **January 1** the President-Elect shall appoint Chair-Elects for all standing committees, except for the Nominating Committee. It is assumed the Chair-Elects will become Chair of their respective committee by **November 1** of the year. The President shall be ex-officio member of all committees, except the Nominating Committee.

Section 4. Duties. These standing committees shall perform their duties as prescribed by these bylaws.

ARTICLE VIII. Parliamentary Authority

The rules contained in the current edition of EM4875, *Parliamentary Procedure Made Easier*, shall govern the WS4-HA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules or order the WS4-HA may adopt. Whenever possible group decision-making will be based on *Butler's Model of Consensus*.

ARTICLE IX. Dissolution

Upon dissolution of the WS4-HA, existing funds shall be transferred to the Washington State 4-H Foundation.

ARTICLE X. Amendments

Amendments to the bylaws may be presented at any regular meeting, providing notice of requested amendments are submitted electronically or hardcopy to the membership at least three weeks prior to the designated meeting or vote called for that purpose. A two-thirds vote of the quorum, (eight of twelve people), whether electronically or face-to-face method, will constitute approval. The approved amendment(s) will take place immediately.

WS4-HA BY LAWS revised 10/02