

**BYLAWS**  
**Idaho 4-H Volunteer Association**  
**Revised at Annual Meeting 2/27/2019**

**ARTICLE I. NAME**

The name of the organization shall be the Idaho 4-H Volunteer Association (IVA). Referred to hereafter in these bylaws as the Association.

**ARTICLE II. PURPOSE**

The specific object and purposes of this organization shall be as follows:

- a. Education. The Association will strive to provide tools and opportunities to educate and expand the knowledge of 4-H Volunteers.
- b. Recognition. The Association will acknowledge the efforts and contributions of 4-H Volunteers throughout the state.
- c. Advocacy. The Association acts as an advocate for the 4-H program to stakeholders and policy makers on behalf of the Idaho 4-H program.
- d. Advise. The Association serves as a representative of the 4-H Volunteers to advise the University of Idaho Extension 4-H Program.

**ARTICLE III. MEMBERSHIP**

Association membership will consist of all Certified 4-H Volunteers in the State of Idaho.

**ARTICLE IV. DUES AND FISCAL YEAR**

Dues will be determined by the Executive Council. These will be assessed to each county based on the number of Certified adult Volunteers as reported annually to the State 4-H Office and are payable by August 15<sup>th</sup>. Dues collected will be used to:

- a. Support costs associated with the Article II, Purpose of these bylaws.
- b. Provide financial assistance to offset the cost of Volunteers attending State, Regional, or National 4-H events and trainings.
- c. Provide financial support of specific costs associated with State-level 4-H events as approved by the Executive Council.
- d. Support the development and administration of scholarships for 4-H youth.
- e. The fiscal year for the Association will begin March 1st and run for the calendar year.

## **ARTICLE V. EXECUTIVE COUNCIL**

### **Section 1. Composition**

An Executive Council will be the governing body of the Association. The Executive Council shall consist of thirteen total members:

- a. Voting Members 11
  1. Past-President
  2. President
  3. President-elect
  4. Secretary
  5. Treasurer
  6. District Representative from each of the 4 Districts
  7. 2 At-Large Members who must be from different Districts.
  
- b. Non-Voting Members 2
  1. University of Idaho State 4-H Representative
  2. Idaho State Teen Association Officer

### **Section 2. Qualifications**

All representatives on the Executive Council will have the following qualifications:

- a. Must complete all Idaho 4-H Volunteer requirements to be termed “ACTIVE.”
- b. Are to be selected by collaborative efforts between volunteers and faculty/staff.

### **Section 3. Term Limits**

Members of the Executive Council shall serve no more than eight consecutive years and/or no more than eight years total on the Council regardless of positions or offices held.

### **Section 4. Officers**

Officers of the Executive Council will also serve as officers of the Association. Officers shall be President, President-elect, Secretary, and Treasurer.

- a. Election of Officers. The Executive Council shall elect its officers from among its adult volunteer representatives. Election of a member to serve in an officer position vacates that member’s seat as a representative and allows for a new representative be chosen for the area. Elected adults shall receive one vote and will be responsible to inform his/her respective District of Executive Council decisions.

- b. Rotating Positions. When possible, the officer positions will be shared and rotated through the Districts. Officers will be elected and installed at the annual meeting. Officers will begin their term of office on March 1st.
- c. Term of Office. Term of office is two years. The President-elect (the previous President-elect will assume the office of President) will be voted on and the President and President-elect will be installed in even years. The Secretary and Treasurer will be elected and installed in odd years. The Secretary and Treasurer may be elected to no more than two consecutive terms.
- d. Duties. The President presides at all meetings of the Executive Council and appoints committees as needed. The President-elect will preside at meetings in the absence of the President, assist the President as needed. The Secretary keeps records of the meetings and handles all correspondence. The Treasurer accounts for all monies of the organization. The books will be audited annually in accordance with the fiscal year as directed by the University of Idaho Extension 4-H Program.

### **Section 5. Vacancies**

In the event of a Council vacancy, the district represented by the vacancy will appoint the replacement. An officer vacancy will be filled by appointment by the President.

## **ARTICLE VI. MEETINGS**

### **Section 1. Frequency of Meetings.**

The Executive Council shall meet four (4) times a year.

- a. The annual meeting held in February (typically in conjunction with the Know Your Government (KYG) Conference).
- b. The fall meeting will typically be held in November at a location to be determined.
- c. The winter and summer meetings may be conducted via Zoom conference call.

### **Section 2. Additional Meetings.**

Additional meetings may be called by the President or upon request of at least one-third of the Council members. In an emergency, executive decisions may be made by polling Council members by phone or email for their vote. All volunteers and University of Idaho County Extension Offices will be notified of executive decisions.

### **Section 3. Notice.**

Notice of Council meeting dates, time and location and agenda shall be sent one (1) month in advance. Additional agenda items may be submitted by county or district organizations for discussion and actions, (Refer to Robert's Rules of Order.)

### **Section 4. Access to Meetings.**

Executive Council meetings will be open to all members of the Association.

### **Section 5. Voting.**

A quorum of the Executive Council shall consist of no fewer than fifty percent +1 of the Executive Council voting members. Vacancies shall not be considered in establishing a Quorum

## **ARTICLE VII. AUTHORIZATION**

The Association is authorized by the State 4-H Office to use the 4-H name and emblem. By its affiliation with 4-H it is exempt from Federal income tax under section 101(6) of the Internal Revenue Code of 1939, which corresponds to section 501c of the 1954 Code. Form 990I, the Annual Information Return, will be files when gross receipts in the tax (calendar) year exceed \$25,000.

## **ARTICLE VIII. DISSOLUTION**

Should this organization ever be dissolved, assets shall be distributed to the Idaho 4-H Volunteer Endowment Fund.

## **ARTICLE IX. PARLIMENTARY AUTHORITY**

Robert's Rules of Order shall be the parliamentary authority on all matters not covered by the bylaws of this Association.

## **ARTICLE X. AMENDMENTS**

The bylaws shall be amended/revised by a two-thirds majority of the votes received from an electronic ballot using the current Idaho 4-H enrollment system.