

**BYLAWS**  
**OF THE CASSIA COUNTY 4-H VOLUNTEER ASSOCIATION**  
**OF CASSIA COUNTY, IDAHO**

**Article I: Name**

The name of the organization is the Cassia County 4-H Volunteer Association of Cassia County, Idaho (referenced herein as “Association”).

**Article II: Purposes**

*The Association shall promote, support and strengthen positive 4-H program development, encourage education in partnership with caring adults, and strive to empower all youth to reach their full potential in a diverse and ever-changing society.*

*The Association serves in an advisory capacity to local Extension 4-H personnel, under whose supervision the Association cooperatively works to accomplish these goals:*

1. Implement and evaluate relevant 4-H youth education programs, activities and opportunities within Cassia County whereby youth can grow in knowledge and leadership.
2. Provide volunteers a forum to submit ideas regarding program activities, curriculum and priorities for discussion; submit Association recommendations to Extension 4-H personnel.
3. Engage youth in approved experiential, age-appropriate projects enabling them to safely enjoy “learning by doing” while developing physical, social and other subject-matter related life skills.
4. Provide leadership and assistance in conducting Cassia County 4-H activities/events.

*The Association shall fully comply with University of Idaho Extension 4-H Youth Development Policies and Procedures, as now written or hereafter amended.*

**Article III: Membership and Dues**

Section 1: All current adult 4-H Volunteers and teen volunteers, (teens enrolled in leadership projects), in good standing within Cassia County shall be members of this association. Volunteer status is defined by the current University of Idaho 4H Youth Development Policies & Procedures.

Section 2: *The University of Idaho has a policy of nondiscrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, genetic information, or status as any protected veteran or military status.* Those requesting reasonable accommodations need to contact the Cassia County Extension Office, 1459 Overland Avenue, Room #4, Burley, Idaho 83318 or call 208-878-9461.

Section 3: Qualifications: Individuals must be in good standing to vote at Association meetings and/or serve on Association committees. To qualify, members must:

- a. Have all past and current dues paid in full to Cassia County Extension 4-H office
- b. Have no pending violations of University of Idaho 4-H Policies and Procedures (including Code of Conduct)
- c. Have attended all mandated Cassia County Extension 4-H trainings

- d. Be in compliance with respective committee membership and attendance requirements

Section 4: Each Volunteer shall pay annual fees to the Central District 4-H Volunteer Association and the State 4-H Volunteer Association which are paid upon annual enrollment.

### **Article IV: Voting**

Section 1: Each active 4-H Club will have one vote in general association meetings. The club Organizational Volunteer or their appointed representative will cast the vote. 4-H coordinator or assistant must be notified by the Organizational Volunteer of appointment prior to the meeting. This vote must be in person.

Section 2: In **individual** specie meetings, each active club, having active members participating in a specie through the current year's fair, may have one vote pertaining to that specie.

Section 3: In Family and Consumer Science **specific** meetings each active FCS club may have one vote.

Section 4: All voting shall be **done by roll call paper ballot. The votes shall be counted by at least two members of the 4-H Volunteer Council Presidency or the Executive Committee.**

Section 5: Voting when done through virtual meetings shall count as a vote cast in person.

Section 6: If the organization volunteer quorum is not present for a vote, the executive board may exercise the right to vote on agenda items.

### **Article V: Officers and Their Election**

Section 1: The officers of this organization shall be a president, vice-president, secretary and treasurer.

Section 2: Officers shall be elected in the month of October each year. ~~If there is but one nominee for any office, election for that office may be by a show of hands.~~

Section 3: All current, officially certified Cassia County 4-H volunteers are eligible to run for an office provided:

- a. They are in good standing with the Association and Cassia County Extension 4-H program.
- b. They have attended at least ~~fifty percent (50%)~~ **two** of the current year's Association meetings
- c. They are committed to attend Association meetings and be an active participant

Section 4: Officers shall assume their official duties following the close of the October meeting and shall serve for the term of one year or until successors are duly elected. A person who has served in an office for more than half of a full term shall be deemed to have served a full term in such office.

Section 5: A person shall not be eligible to serve more than two consecutive terms in the same office except for the treasurer who may serve three consecutive terms.

Section 6: Nominating:

- a. The Volunteer Council shall nominate ~~from the floor~~ **by written submission** at least one eligible person for each office to be filled, during the regular September meeting.
- b. A call for nominations may be made during the October meeting prior to voting.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office. Those persons must be present during elections in October or have notified the 4-H Program Coordinator prior to the meeting of their consent to serve.

Section 7: A vacancy occurring in any office due to resignation, illness, termination, or other incapacity to comply with assumed duties, except that of president, shall be filled for the remainder of the term by a person elected by a majority vote of the Executive Board during its next regular meeting, notice of such election having been given. If a vacancy occurs in the office of president, the vice-president shall succeed to president according to Article VI, Section 2c.

### ***Article VI: Duties of Officers***

Section 1: The president shall:

- a. Preside at all meetings of the Executive Board and the association;
- b. With the 4-H Program Coordinator, prepare the agenda for meetings;
- c. Sign all documents requiring the president's signature;
- d. Be a member ex-officio of all committees;
- e. Perform such duties as may be prescribed in these bylaws or assigned by the association.
- f. **Will be added to bank signature card for all 4-H volunteer financial accounts.**

Section 2: The vice-president shall:

- a. Act as aide to the president;
- b. Perform the duties of the president in the absence or inability of that officer to serve;
- c. Become president if the office of president is vacated;
- d. Chair the Activities Committee.
- e. **Will be added to bank signature card for all 4-H volunteer financial accounts.**

Section 3: The secretary shall:

- a. Record the minutes of all meetings of the executive board and general assembly;
- ~~b. Keep an accurate record of the activities of the organization and its Executive Board;~~
- ~~c. Be responsible for the correspondence of the association;~~
- b. Prepare and keep a list of all chairmen and members of standing and special committees for the current and two previous years;
- c. Provide the 4-H Program Coordinator with a legible and signed copy of all minutes of the organization within seven days of the meeting.

Section 4: The treasurer shall:

- a. Receive and collect all funds due the association;
- b. Be custodian of all association funds;
- c. Deposit funds in a bank approved by the association;
- d. Present a statement of all accounts at each association meeting in person or in writing;
- e. Disburse funds in accordance with the budget or approval of the association;

- f. Serve as chairman of the Budget Committee.
- g. **Will be added to bank signature card for all 4-H volunteer financial accounts.**

Section 5: All officers shall perform the duties outlined in these bylaws and those assigned by the association from time to time. Upon expiration of the term of office or in case of resignation, each officer shall turn over to the president or his/her successor, without delay, all records and other materials pertaining to the office.

### ***Article VII: Executive Board***

Section 1: The Executive Board shall be composed of seven members: the elected officers; the immediate past president; and two members, (a Family Consumer Science rep, and a Livestock rep), appointed by the elected officers at the beginning of each administration to serve for a term of one year.

Section 2: The duties of the Executive Board shall be:

- a. To perform the essential activities that must be acted upon between meetings of the membership.
- b. To formulate and recommend programs and activities to the members for approval.
- c. To identify and help develop committees necessary to further purposes and functions of the organization.
- d. To carry on such other business as may be delegated.
- e. Current President will be committee board chair.

Section 3: The Executive Board shall meet ~~no less than three times a year at a time mutually agreed upon by its members during January, June, & September~~ **by call of the president**. A majority of at least five of the executive board members shall constitute a quorum. Phone calls, video conference or electronic correspondence can be made if an emergency arises or other conditions that warrant such.

### ***Article VIII: Meetings***

Section 1: The association shall hold a minimum of six general meetings during the year, face to face or virtually. It is required that the 4-H Club Organizational Volunteer or their appointed representative attend at least two meetings. If a club volunteer or their appointee chooses not attend the two meetings they may not be allowed to be a Volunteer the following year.

Section 2: Special meetings of the association may be called by the president, a quorum of the executive board, or at the request of at least five members, seven days' notice having been given.

Section 3: Notice shall be given at each meeting as to the date, time and place of the next meeting.

Section 4: There must be a minimum of ~~12~~ **five** club volunteers, or their appointees present at any regular or specially called association meeting to constitute a quorum.

Section 5: Any recommended policy changes or agenda items need to be into 4-H coordinator one week before the scheduled meeting.

### ***Article IX: Committees***

Section 1: Only members of the association in good standing verified by local 4-H office, shall be eligible to serve in any elected or appointed position.

Section 2: Committees deemed necessary by the Executive Board shall be appointed by the Board.

- a. Members of all standing committees may be appointed annually. ~~Ad-hoc~~ other committees shall be created as needed.

Section 3: Committees organized by other entities outside of the Association may seek Association representation on their committee(s). The Executive Board may approve association representative(s) for these committees. Examples of such committees include the Market Animal Sale Committee and the Cassia County Fair Livestock Committee.

### ***Article X: District Representation***

Section 1: The President and vice-president or their alternates, shall be the representatives at the Central District Volunteer Association meetings. All other association and Teen representatives will be appointed by the Executive board. The board may also vote to assign representation to a certified Cassia County Volunteer.

Section 2: For the Central Idaho 4-H Camp Board, the Executive Board shall select up to 4 Adult voting Board members who may be involved in 4-H or be a community member who is interested in supporting the camp and serving on the Board. The Executive Board may also select 1 4-H Youth voting member. All county directors shall be elected for a two-year term; youth shall be elected annually.

### ***Article XI: Parliamentary Authority***

The rules contained in the current edition of Robert's Rules of Order Newly Revised, may assist this association in all cases where it is applicable and when they are not in conflict with these bylaws.

### ***Article XII: Amendments***

Bylaws may be amended at any regular or special meeting by a ~~two-thirds~~ majority vote of those members present and voting, provided the proposed amendment was submitted in writing to the membership at least thirty days prior to the date of the meeting.

### ***Article XIII: Dissolution***

Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be given to the Cassia County 4-H program to be used only for current 4-H youth and 4-H volunteer scholarships.

Adopted 10/1993

Amended 6/1994

Revised Voted on and passed by leaders' association January 17<sup>th</sup>, 2012

Amended 10/13

Address change 5-15

Amended 2-4-16

Amended/Adopted 6-15-21

Amended 11/08/24 by 4-H Council Presidency

***Standing Committees/Rules  
Of the Cassia County 4-H Volunteer Association***

1. Standing Committees may include but are not limited to:
  - a. Budget
  - b. Awards
  - c. Activities (~~Style Revue~~ Sewing Showcase, 4-H Bowl, ~~Demonstrations~~ Presentations, Achievement Day, etc.)
  - d. Fundraising (Pop Booth, Silent Auction, etc.)
  - e. Publicity
  - f. Expansion and Review
  - g. Volunteer Management
  - h. **By Laws (review at least every three years)**
2. For current ~~Junior~~ Livestock & FCS Rules & Regulations and current University of Idaho 4H Youth Development Policies & Procedures contact the Cassia County Extension Office.

Changes respectfully submitted by Janet Wright 11/11/2024

Changes respectfully submitted by Janet Wright 01/10/2025