

Williamson County
4-H Adult Leaders Association
Bylaws

Article 1. Name

The name of this organization shall be Williamson County 4-H Adult Leaders Association and herein called the “board” or “ALA”.

Article 2. Purpose:

The ALA develops a long term vision for the Williamson County 4-H program, advocates for and interprets the program throughout Williamson County, and helps develop resources for the county program. It is responsible for the broad, overall perspective of county programming. The specific objectives for the ALA are:

- A. Review the county 4-H program’s mission and purpose, program goals, objectives and primary audiences served
- B. Provide educational experiences within the 4-H project areas
- C. Provide information and training for 4-H Leaders and project members
- D. Develop resources to ensure that high quality programs can be implemented
- E. Ensure that accountability, legal and ethical integrity are maintained
- F. Enhance the county 4-H program’s public standing

Article 3 Membership

Membership shall be open to all actively enrolled 4-H Club Managers, Assistant Club Managers, 4-H Adult Leaders, 4-H parents, and those who have a genuine interest in the Williamson County 4-H Program.

All members are encouraged to make the ALA meetings. The ALA will meet five times a year, every other month. (September, November, January, March and May) The standing meeting date is the first Thursday of the month at the CEO. Any changes in meeting dates will be communicated two weeks prior to the meeting date. The President will provide an agenda via email three days prior to the meeting.

Major responsibilities of members:

- A. Keep informed of the ALA mission, services, policies and programs
- B. Serve on subcommittees as needed
- C. Inform others about 4-H

D. Help recruit new members to the ALA

E. Help the board carry out its responsibilities. (develop programming, reviewing financial statements, being advocates for the Williamson County 4-H Program and raising funds for the ALA)

Article 4 Officers

The ALA officers are elected at the annual May meeting and will serve for two years. The President and Treasurer will be elected odd years and the Vice President and Secretary on even years. Nominations will be accepted by any member in good standing of the Williamson County Adult Leaders Association or any other Williamson County 4-H Adult Leader. Nominations will be accepted up to one week before the May meeting. The Secretary will notify all those that are nominated to ascertain that those adults will serve the position if elected. The ALA shall have a President, Vice President, Secretary and Treasurer. The outgoing President may serve as advisor for the next year. Any pertinent information will be handed over within thirty days of taking office.

President-

- oversees all board and executive committee meetings
- acts as a spokesperson for the organization
- works with the county Extension agents to recruit new ALA members
- calls special ALA meetings when needed
- serves as the chair of the executive committee
- creates agenda for the ALA meeting
- assists with annual club manager training

Vice President

- Attends board meetings
- understands and performs the duties of the President when he/she is absent
- If the position of President becomes vacant, the Vice President assumes the position leaving the Executive Committee to appoint a President to serve the remaining term
- Authenticates all expenditures.
- Signs all the checks for the payment of money from the account.
- ensure the accuracy of the Williamson County cash records by receiving monthly bank statement and balancing account

- certifies the Treasurers report to its correctness, puts the question to the board on adoption and approval of the annual budget
- Vice Chair of the Williamson County Finance Committee
- Serves on the executive committee
- Assists with annual club manager training

Treasurer

- attends board meetings
- receive and disburses all money for Williamson County 4-H
- deposits all money into the bank approved by the board
- prepares and presents board with quarterly and annual financial reports to the board
- keeps and preserves all financial records of the Williamson County 4-H program
- authenticates all expenditures by receipt
- chair the Williamson County Finance Committee
- assumes the responsibilities of the President and Vice President in their absence
- serves on the executive committee
- assists with the annual club manager training

Secretary

- attends board meetings
- maintains all board records and assures their accuracy
- prepares board minutes and provides to CEA for permanent record
- notifies members of upcoming meetings
- serves on the executive committee
- assists with annual club manager training
- aid in creation of county wide publicity.

No person shall be elected to the same office for more than one consecutive two year term.

No two officers shall be from the same family

Article 5 ALA Meetings

The Adult Leader Association will meet a minimum of four times a year.

General agenda items for the meetings are listed below:

- Discuss long term county 4-H plans to ensure that the programs are relevant to the county
- review the county 4-H budgets from the previous year and potential spending for the current year - to be approved prior to the start of the new 4-H fiscal year
- plan for the recruitment of new 4-H members
- hear updates on how programs are being implemented
- discuss how to diversify and expand the 4-H program
- hear an in depth report from Extension faculty about the county 4-H programs conducted that program year, including the results of outcome and output programs
- elect and install officers for the coming year in May
- determine strategies for developing resources to support major programming efforts

The President shall designate the place, date, and time of the Adult Leader Association meeting. The County Extension Agent and the Secretary will notify the general membership of each meeting.

Article 6: Quorum

A quorum of the Adult Leaders Association consists of the six members present to include a minimum of one officer with three voting members per 4-H club.

Article 7: Executive Committee

The Executive Committee shall consist of President, Vice President, Treasurer, and Secretary

The President will act as Chairman of the Executive Committee

The Executive Committee will meet in person or via email at least two weeks prior to each ALA meeting to plan the upcoming meeting.

Article 8: Finance Committee

The ALA will follow the Financial Management Policy put in place by the Finance Committee.

Article 9: Task Force and Committees

The ALA shall decide if there is a need for Task Forces or Committees to be formed to address an issue. The ALA may dissolve Task force or Committees as well as create new ones to fulfill the plans and objectives of the ALA.

Task Forces and Committees shall be empowered by the ALA to consider, take action, or investigate matters consistent with the plans and purposes of the ALA.

Task Forces and Committees will have a chair and the person serving as chair will serve in this capacity until the Task Force or Committee has completed its task and is dissolved.

Reports of the Task Forces or Committee activities shall be made to the ALA at its meetings. A committee representative will make the report and submit a copy to the ALA.

Article 10 Amendments

These bylaws may be amended by a two thirds majority vote of members present at a properly called meeting of the ALA. A copy of proposed amendments or changes shall be included with the meeting agenda.

Article 11 Rules of Order

Robert's Rules of Order Newly Revised shall be the authority on all questions of parliamentary law in which they are applicable and consistent with these bylaws.

Article 12

Upon disbandment of the ALA, all real property, including money, equipment, and land shall become the property of Williamson County 4-H Program for care and disposition. The last official duty of the President shall be to affect the transfer of club property and turn over ALA records to the County Extension Agent.