

Williamson County 4-H Adult Leaders Association
BYLAWS

Updated and Approved May 4, 2021

ARTICLE I. NAME AND OBJECTIVES

Section 1.

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

Section 2.

This shall be a nonprofit organization exclusively for the purpose of promoting 4-H Club work.

Section 3.

The objectives of this organization shall be:

- i. To provide learning situations for the development of leadership, responsibility, and effective citizenship
- ii. To provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas
- iii. To provide information and training in other 4-H activities as members' interests dictate.
- iv. To help each member experiences personal growth and achievement, as well as be of service to others

ARTICLE II. 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 adult volunteers are encouraged to attend the ALA meetings. The ALA will meet every other month (September, November, January, March, and May) or at the request of the County 4-H Agent. The meeting date, time, and place will be agreed upon with the County 4-H Extension Agent and communicated at least 14 days in advance. The President or County 4-H Agent 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 other 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 III. LEADERS AND DUTIES

The ALA officers are elected at the annual May meeting and will serve for two years beginning September 1 the year elected. 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. Officer nominees must be approved adult leaders in 4-H Connect. 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
- Responsible for signing and submitting the annual 4-H Club/Group Charter Agreement for the Adult Leader Association by the annual deadline
- 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, if they are the second signature on the bank account
- Ensures the accuracy of the Williamson County cash records by receiving monthly bank statement and reconciling account, if they are the second signature on the bank account
- Certifies the Treasurers report to its correctness, Vice Chair of the Williamson County Finance Committee
- Serves on the executive committee
- Assists with annual club manager training

Treasurer

- Attends board meetings
- Disburses all money for Williamson County 4-H based on the approved budget
- Deposits money into the bank approved by the board
- Puts the question to the board on the adoption and approval of the annual budget
- 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 of the Williamson County Finance Committee
- Assumes the responsibilities of the President and Vice President in their absence
- Serves on the executive committee
- Responsible for updating the financial management guidelines as required
- Prepares and submits the annual Texas 4-H Club/Group Financial Review by the annual deadline
- Responsible for completing the ALA IRS Form 990-N by the annual deadline
- 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
- Responsible for updating the bylaws as required
- Responsible for uploading all required Texas 4-H Club/Group Charter documentation for the ALA in 4-H Connect by the annual deadline
- Aids in creation of county wide publicity
- Assists with annual club manager training

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 IV. COMMITTEES AND DUTIES

Executive Committee

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

The President will act as the 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.

Finance Committee

The ALA will follow the approved Financial Management Guidelines put in place by the Finance Committee. The Finance Committee will be comprised of the ALA Treasurer, the ALA President, the County 4-H Agent, and two ALA members who are not members of the Executive Committee. The two ALA members will serve on the Finance Committee for the same term as the ALA Treasurer.

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 one 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 the 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 V. 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 in depth report(s) 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.

Quorum

The presence in person or by proxy of at least one representative from two thirds of the chartered 4-H Clubs in Williamson County, shall constitute a quorum at all Adult Leaders Association meetings.

ARTICLE VI. PROCEDURES

Section 1. Robert's Rules of Order, revised shall be the accepted authority in all matters pertaining to parliamentary procedures that are not specifically covered in the ALA's bylaws.

Section 2. 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 VII. FISCAL ACCOUNTABILITY

The 4-H club/group shall adhere to all guidelines related to financial accountability as outlined in the Texas 4-H Youth Development 4-H Club Financial Management Rules.

ARTICLE VIII: CLUB DISBANDMENT

Upon the disbandment of the club, all real property, including money, equipment and land shall become the property of the County 4-H Program for care and disposition and authorizes the Texas A&M Agrilife Extension Service and county extension agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owed by this organization. The last official duty of the club's manager shall be to affect the transfer of club property and to turn over club records to the county Extension Agent or other extension designees.

ARTICLE IX: AMENDMENTS

These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed by the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy or the Texas 4-H Club/Group Charter Agreement. These amendments are effective upon the affirmative vote of the members present.