

WSU-Extension Spokane County 4-H Budget & Fund Raising Committee By – Laws

Article I

GENERAL

- Section 1: This committee shall be known as the **Spokane County 4-H Budget and Fund Raising (BFR) Committee** (aka the 4-H Members Association).
- Section 2: Meetings will be held at 222 N Havana (the 4-H Extension Office). If a scheduled meeting cannot be held at this location, it will be postponed until the next regular meeting, unless a majority agrees to a special meeting time and date.
- Section 3: Regular business meetings will be held the first Monday of each month except in September.
- Section 4: Special meetings may be called by the committee chairperson or the County 4-H Educator.
- Section 5: Internal (ad hoc and sub-) committee meetings shall be subject to the discretion of those committee members.
- Section 6: A quorum shall be not less than one representative from each 4-H standing committee (see Article III, Section 2 for committees), one at-large representative, and the 4-H educator or his/her designee.

Article II

PURPOSE/MISSION

- Section 1: The BFR will serve as one of the primary fund raising entities within Spokane County 4-H to seek opportunities for and raise additional revenue to support the central mission of the committee described above. It is the obligation of the committee to disperse the funds equitably among the youth and volunteers of the Spokane County 4-H organization, regardless of club or county program affiliation.
- Section 2: The BFR monitors, manages, and distributes existing funds for use by 4-H youth and volunteers of the Spokane County 4-H. The BFR is also responsible for oversight, management, and appropriate distribution of all new funds raised in the name of 4-H by the BFR. Said funds are for use by youth and volunteers for countywide, state, regional, and national/international 4-H events and activities. The BFR has no responsibilities for club level funds, other Spokane County 4-H Project

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Committee funds, or other standing or ad hoc committee funds in the Spokane County 4-H Organization.

Section 3 The BFR will manage funds from unique sources as requested by Spokane County 4-H volunteers/ leaders/funding solicitors for a fee of 5% of the gross (i.e., before any payout are made) amount to be managed.

Section 4 Any proposed changes to the general purpose of the BFR will require a 2/3 majority vote by the BFR and the approval of the WSU-Extension Spokane County Chairperson (Director)

Article III COMMITTEE COMPOSITION/ELECTION/APPOINTMENT

Section 1. The committee will be composed of 16 individuals, including 15 4-H members (i.e., trained 4-H leaders/volunteers/teenaged youth members) and the Spokane County Youth Educator.

Section 2. At least 10 of the members shall be nominated by the entire Spokane County 4-H membership represented through the five standing Project Committees of Horse, Small Animal, Large Animal, General Projects, and Teen Advisory. Specifically, each of the four Project Committees is responsible for the **nomination** of two of the BFR members. Each nominated new/replacement member shall be approved by a majority vote by those members in good standing on the BFR at the time the election is held.

Section 3. Five of the 16 members are elected as “at-large members” and may be nominated to serve on the BFR by any member of the Spokane County 4-H (volunteers, youth, and staff). At-large members shall be approved by a majority vote by those members in good standing on the BFR at the time the election is held..

Section 4. Each member is elected/serves for up to three years

Section 5. Four program representatives and one at-large representative will rotate off the committee each year as possible.

Section 6. Though each member of the committee is appointed for a three year term, should vacancies remain at the beginning of the new 4-H year, a member may be reappointed/re-elected using the standard approval processes described above.

Section 7. New committee members should assume their responsibilities no later than the first Monday of October (the beginning of the new 4-H year). Out of cycle elections, are allowed as necessary should the committee not have a full contingent of members for some reason (resignation, extended illness, etc.).

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Article IV

COMMITTEE DUTIES & RESPONSIBILITIES

The BFR Committee will:

- Section 1. Managing existing funds and any funds still coming in addressed to the “leaders council” or the “members association” and tasks are the responsibility of the BFR (as defined in the minutes of the organizational meeting held in July 2006). Those tasks related to budget oversight and disbursement of Spokane County 4-H Funds managed by the committee for support of youth and volunteers to participate in:
- a. Conferences
 - b. Special events
 - c. Special projects
 - d. Scholarships – maintain a \$5,000 minimum in the scholarship fund. The balance of the fund shall be reviewed at the beginning of the 4-H year (at the regular October meeting). It will be replenished as needed to meet the \$5,000 minimum from general BFR funds/earnings.
- Section 2. Identify strategies in cooperation with the county level 4-H faculty/staff in fund raising events.
- Section 3. Continually explore and support ways and means to raise funds, earn interest in secure accounts, and manage BFR funds.
- Section 4. Continuously seek and promote equal access to funds and opportunities for growth and development for all Spokane County 4-H youth and volunteers, regardless of club or county program affiliations.
- Section 5. Advise county level 4-H faculty/staff on matters related to management of funds and needs related specifically to the BFR mission and task.
- Section 6. Advocate for and promote Spokane County 4-H in the private, business, and not-for-profit sectors of Spokane County and surrounding areas.
- Section 7. Develop an annual program of work & draft budget with a goal of completion by end of the regular November meeting.

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Article V MEMBERS RESIGNATION/DISMISSAL PROCEDURES

Section 1. If a committee member continues to be delinquent, not attending meetings or exhibiting continual dissatisfaction, or cannot for some reason meet their committee obligations and duties actions taken may include:

- Voluntary resignation, or
- discussion with a three-person subcommittee and the County Educator regarding concerns and issues.

Final action if the individual does not choose to resign:

- The committee may choose to seek further resolution of issue(s) and the member continue to serve, or
- recommendation by the subcommittee and approval by a 2/3 majority of the full BFR committee to encourage the individual to resign.

The County Director will be consulted as necessary and may serve as a mediator/binding arbitrator in the event of an impasse. In such an instance, the County Director's decision will be final.

Article VI: OFFICERS & BY-LAWS

Section 1: The length of term for the chairperson and treasurer shall be one year. However, the treasurer—if all members and the standing treasurer agree—may be reappointed without a formal election for a second or even third year. A new chairperson shall be elected each year, but has the option to serve a second term if nominated/elected. The 4-H Educator or his/her representative will serve as the permanent recorder/secretary (unless another BFR member volunteers to serve for an annual term).

Section 2: The By-Laws shall be reviewed annually at the December meeting. They may be changed or amended as needed. The vote for approval or rejection of changes and amendment will occur at the regularly scheduled January meeting by simple majority vote.

Section 3: The By-Laws may be changed--outside of the standard cycle--as needed for the betterment of the committee's work with a 2/3 majority vote and a 30 day posting prior to the final vote for revisions, changes, etc.

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Article VII

DUTIES OF COMMITTEE MEMBERS

- Section 1. The elected officers including a chairperson, recorder (secretary), and treasurer will post all (draft and final) minutes on the web, and will assist the staff in maintaining a web presence related to BFR Committee work, activities, and various forms of support for the youth and adult 4-H members.
- Section 2 The chairperson shall preside at the meetings. In the absence of the elected chair, the group will appoint a temporary facilitator.
- Section 3: The recorder (secretary) will keep an accurate record of the meetings, and a draft of which will be posted on the Spokane County 4-H website as soon as possible.
- Section 4: The treasurer, together with County Youth Educator and the County Chairperson shall be custodians of all committee funds and shall maintain a bank account in the name of the BFR committee. The treasurer shall keep all receipts and expenditures and report these at each meeting of the committee and on the condition of the committee treasury.
- Section 5: Two (2) signatures shall be required on all checks issued on behalf of the committee. Authorized signers shall consist of the treasurer, two members, the County Youth Educator and the County Chairperson. At least one signer shall be a volunteer member on each outgoing check.

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Article VIII

DISSOLUTION

- Section 1 Should the Budget and Fund Raising Committee be dissolved or disbanded, the existing members of the committee may vote to specify the transfer of funds/supplies/materials to another program or programs of the WSU-Extension Spokane County 4-H organization. The final approval for transfer of funds/supplies/materials shall be guided by the *Washington State 4-H Youth Development Policy* (EM0758e) described in the section on "Organization" as specified in the discussion on "Funds."
- Section 2 If for some reason, before dissolution, the existing members of the committee do not vote to transfer the funds/supplies/materials to a specific group or groups of the WSU-Extension Spokane County 4-H organization, then the Spokane County 4-H Educator will be responsible for carrying out the process guided by the *Washington State 4-H Youth Development Policy* (EM0758e) as noted in Article V, Section 1 of these bylaws

BFR: 3-13-12