

CONSTITUTION OF THE WASHINGTON STATE 4-H ADVISORY BOARD

Article I

Name

The name of this organization shall be the WASHINGTON STATE 4-H ADVISORY BOARD. In the rest of this document Board will be used to refer to this organization.

Article II

Objective and Purposes

Section 1

- A. To develop ideas for expanding, improving and promoting 4-H youth and certified volunteer educational programs throughout Washington.
- B. To advise the State Program Director--4-H Youth Development on matters of program policy and assist in implementation.
- C. To plan and conduct the State 4-H Forum.
- D. To promote a spirit of friendship and cooperation among 4-H members, certified volunteers and Extension staff of the state.
- E. To act in a fiduciary capacity for the State Horse Program
- F. To advocate for the 4-H Program
- G. To have an active voice on the State 4-H Foundation Board.

Article III

Organization, Membership and Dues

Section 1 - Organization

- A. There shall be four districts in the state of Washington. Those four districts with sub-districts are defined in the By-Laws

- B. The Board shall include:
 - 1) Certified Volunteers from each district, preferably representation from each sub-district.
 - 2) Extension staff.
 - 3) 4-H Youth.

Section 2 - Membership and Terms of Office

- A. WSU Extension 4-H Youth Development Program Certified Volunteers
 - 1) Membership on the Board shall consist of three adult 4-H Certified Volunteers from each district, elected for a three year term, on a staggered basis, at the annual meeting of the Washington 4-H Council.
 - 2) Any adult serving as an enrolled 4-H Certified Volunteer nominated and supported by their county leaders council is eligible to be elected to membership on the Board.
 - 3) In the event that a district does not have sufficient nominees at election time to maintain three (3) Board members in that district, the Board president shall appoint a member for the balance of the vacant term.
 - 4) Vacancies in the Board by reason of death, resignation or other causes shall be filled by an appointment from the president of the Board. Term of the appointment will be until the next election.

- B. Extension staff.
 - 1) Membership on the board shall consist of three (3) Extension staff elected/appointed for three (3) year terms by their organization, on a staggered basis. Vacancies shall be appointed by the State Advisory Board President until the re-appointment/election by the individual's organization.

- C. 4-H Youth.
 - 1.) Membership on the board shall consist of two (2) enrolled 4-H youth from their district, elected for a two (2) year term, on a staggered basis, at the annual meeting of the Washington 4-H Council.

- 2) Any enrolled Senior 4-H Youth nominated and supported by their county leaders council is eligible to be elected to membership on the Board.
- 3) In the event that a district does not have sufficient nominees at election time to maintain two (2) Board members in that district, the Board president shall appoint a member for the balance of the vacant term.
- 4) Vacancies in the Board by reason of death, resignation or other causes shall be filled by an appointment from the president of the Board. Term of the appointment will be until the next election.

Section 3 - Length of Tenure

- A. An elected/appointed Board Member shall serve no more than seven (7) consecutive years (one of which may be appointed). After completing the maximum term, they must wait one year before they can serve again.

Section 4 - Ex-officio Membership

- A. The Director of 4-H Youth Development and/or designated Extension 4-H youth representative shall be ex-officio members of the State 4-H Advisory Board.
- B. Ex-officio members are entitled to the privileges of the floor but shall have no vote.

Section 5 - Dues

- A. Each county 4-H leader's council/association shall submit dues to the Board treasurer. This amount shall be established by the board and shall be based on the count member enrollment of the individual county. Dues are payable at the beginning of the 4-H year (October 1).
- B. These funds will be used for Board expenses and/or other official activities of the Executive Board or entire Board.

Article IV

Duties of Members and Officers

Section 1 - Duties of Members

- A. Attend Board meetings and Washington State 4-H Council meetings, shall solicit ideas and recommendations from their respective districts or program areas, present reports of Board actions and recommendations back to county agents and county councils in their respective districts or program areas and conduct other Board business as appropriate.

B. Serve on committees as needed.

- 1) First-year members shall be eligible to serve in any designated capacity except as an officer.
- 2) Other members shall be eligible to serve in other capacities as designated.
- 3) Members must serve at least two years before they can serve as an officer
- 4) Attend at least two scheduled Board meetings per year.
- 5) Non-participating board members shall be relieved of their membership by a 2/3 vote of the members at a duly constituted meeting.

C. Provide orientation for new Board members in conjunction with the designated Extension 4-H youth representative.

Section 2 - Duties of Officers

A. The officers of the Board shall be: President, Vice President, Treasurer and Secretary. The Treasurer and Secretary shall be a ex-officio nonvoting member with voting privileges at Executive Board meetings only. They shall be appointed by the President.

B. Duties of the President:

- 1) Preside at meetings of the Board and upon such other occasions as may be appropriate.
- 2) Appoint such standing and special committees as may be needed for the conduct of business and fill vacancies in offices with the approval of the Board membership. Establish new offices as may be needed to conduct the business of the board.
- 3) Keep county 4-H leader Councils informed of Board business and actions.
- 4) Ensure that board members and officers of the board are fulfilling their responsibilities and duties as outlined in the constitution.

C. Duties of the Vice President:

- 1) Preside in the absence of the president and fulfill any other responsibilities assigned by the president.

D. Duties of the Secretary:

- 1) Keep the minutes of all regular and special meetings.

- 2) Furnish a copy of all minutes to the designated Extension 4-H/Youth representative at Washington State University.
- 3) Prepare other correspondence as may be necessary to conduct the business of the Board.

E. Duties of the Treasurer:

- 1) Receive all dues and monies and disburse monies only as directed by the president and/or by official action of the Board.
- 2) Keep an accurate record of all financial transactions.
- 3) Prepare financial report for annual audit prior to the annual meeting.
- 4) Prepare registration information for State 4-H Forum.

Section 3 - General duties of Officers

- A. It shall be the duty of each officer to maintain a permanent record of the office which shall be turned over to the successor. This record shall include duties, activities for the year and other relevant information.
- B. Executive Board shall consist of officers and the 4-H Program Director. The duties of the Executive Board shall be to conduct emergency business of the Board between regular scheduled meetings.

Section 4 – Duties of Appointed Positions

- A. Appointed positions of the Board shall be: Auditor, State 4-H Foundation Representative, and State Committee Representatives.
- B. Duties of the Auditor
 - 1) Active member of State Advisory Board.
 - 2) Appointed annually by State Advisory Board President.
 - 3) Annually review financial records.
 - 4) Term of position is the duration of the review.
- C. Duties of State 4-H Foundation Board Representative
 - 1) Active member of State Advisory Board.
 - 2) Appointed by State Advisory Board President to represent the interests of this board.
 - 3) Appointment to be reviewed annually by the State Advisory Board.
 - 4) Term does not exceed the individual's current term on the State Advisory Board.
 - 5) Provides an update on the activities of the State 4-H Foundation Board at the State Advisory Board meetings.

- D. Duties of the State 4-H Committee Representatives
- 1) Active member of State Advisory Board.
 - 2) Appointed as needed by State Advisory Board President to represent the interests of this board.
 - 3) Appointment to be reviewed annually by the State Advisory Board.
 - 4) Term does not exceed the individual's current term on the State Advisory Board.
 - 5) Provides an update on the activities of their assigned State 4-H Committee at the State Advisory Board meetings.

Article V

Meetings

Section 1 - Number of Meetings

- A. The Board shall meet at least once annually to accomplish the purposes of the Board and to elect officers. Other meetings may be called as necessary.

Article VI

Nominations, Election, Voting Privileges and Fiscal Year

Section 1 - Assumption of Duties

- A. Persons elected to the Board will assume their duties immediately following the close of State 4-H Forum, after the adjournment of the Advisory Board meeting. They may attend this Board meeting in an advisory capacity but have no vote.
- B. Outgoing Board member's term of office ends at the close of State 4-H Forum, after the adjournment of the Advisory Board meeting.

Section 2 - Elections of Board Officers

- A. Officers of the Board shall be elected by a simple majority at the annual Board meeting and take office at the adjournment of that meeting. Vacancies can be filled at any Board meeting by the same process.

Section 3 - Fiscal Year.

- A. The fiscal year shall be from January 1 to December 31.

Article VII

Quorum

Section 1 - Board Quorum

- A. The business of the Board may be conducted by one-half of the duly elected/appointed membership, provided all representatives have seven (7) days' notice of that meeting.

Article VIII

Disposition of Assets

Section 1 - Procedure

- A. In the event that the Board shall ever be dissolved, all remaining funds of said organization shall be credited to the Washington State 4-H Foundation.

Article IX

Amendment

Section 1 - Procedure

- A. The provisions of this constitution may be amended at any meeting of the Board by a two-thirds vote of those present. Bylaws may be added to this constitution or revised in the same manner. Constitution changes need to be presented to the Board 10 days before the meeting that they are going to be voted on (this can be done electronically). Bylaws may be changed at any meeting
- B. Electronic voting is an acceptable way to conduct any of the Boards business, including Constitution and Bylaw changes.

Article X

Policy on Nondiscrimination

Section 1 - Eligibility for Membership

- A. Membership on the Board is open to all eligible persons without regard to race, color, age, sex, national origin or handicap.

BYLAWS OF THE

WASHINGTON STATE 4-H ADVISORY BOARD

1. All appointments to the State 4-H Advisory Board will be filled first by qualified applicants from the sub-district, then from the district, then from the at-large state pool.
2. There shall be four districts in the state of Washington. Those four districts with sub-districts shall be:
 - Southwest -
 1. Wahkiakum, Cowlitz, Clark, Skamania.
 2. Pacific, Lewis, Thurston.
 3. Mason, Jefferson, Clallam, Grays Harbor.
 - Northwest -
 1. Whatcom, Skagit, San Juan, Island.
 2. King, Snohomish.
 3. Pierce, Kitsap.
 - Northeast -
 1. Okanogan, Chelan, Douglas.
 2. Ferry, Stevens, Pend Oreille.
 3. Lincoln, Adams, Spokane.
 - Southeast -
 1. Grant, Kittitas, Yakima, Klickitat.
 2. Benton, Franklin, Walla Walla.
 3. Columbia, Garfield, Asotin, Whitman.
3. A member who has served on the Board previously may count that time towards the time needed to serve as an officer.

Rev. 3/9/96
Rev. 5/5/01
Rev.5/22/04
Rev. 11/23/04
Rev. 1/25/09
Rev. 4/11/10
Rev. 10/17/10
Rev 01/24/2011
Rev 04/30/2012
Rev 04/06/2014
Rev 10/20/2016
Rev 10/19/2017