

# CONSTITUTION OF STATE 4-H LEADERS ASSOCIATION

## NAME

South Dakota 4-H Leaders Association

## ARTICLE I – PURPOSE

- Section 1.** To serve as the official, non-profit organization for the 4-H Leaders of South Dakota.
- Section 2.** To establish and promote a mutually helpful exchange of information on 4-H educational programs among 4-H Leaders.
- Section 3.** To assist in strengthening and expanding 4-H programming for youth and volunteers.
- Section 4.** To cooperate with the SDSU Extension in sponsoring, promoting, and conducting educational programs, events, and projects to meet the needs and interests of youth development in South Dakota.
- Section 5.** Work in cooperation with SDSU Extension personnel to ensure that 4-H events & activities have adequate leadership and support.
- Section 6.** To encourage a uniform high standard of excellence in 4-H educational programs and events.

## ARTICLE II – MEMBERSHIP

- Section 1.** For membership purposes a 4-H Leader is any 4-H leader (club, or county key leader, organizational leader, project leader, activity leader), Extension personnel, parent or volunteer aiding the educational programs of 4-H. Any 4-H leader, without regard to race, gender, religion, national origin, age, disability, or any other legally protected classification, may become a voting member of the Association upon payment of annual dues and a completed SDSU Extension Volunteer Application form.
- Section 2.** Registered volunteers will be required to follow all rules in accordance with the established guidelines of the Youth Protection Standards established by the South Dakota 4-H Youth Development Program.
- Section 3.** Participation in 4-H is a privilege, and participants are expected to show respect and cooperation to other participants. Each member is expected to abide by the same codes and guidelines established under the South Dakota 4-H Members and Volunteer Codes of Conduct. Participants may be removed from 4-H programs or activities for misconduct.

### **ARTICLE III – EXECUTIVE BOARD**

- Section 1.** The State shall be divided into Districts as defined in Addendum 1 (attached hereto and incorporated herein by reference).
- Section 2.** The Executive Board shall be composed of one Representative from each District.
- Section 3.** The immediate Past President shall be an ex-officio member of the Executive Board.
- Section 4.** Officers of this organization shall be composed of the President, Vice President, Secretary, and Treasurer. The position of President shall be a 2-year term elected at the annual spring meeting of the Executive Board. The Representative will continue to serve the full term of President even if his/her respective term as a District Representative would end during his/her period in office, and he/she would continue to be a full member of the Board until his/her term as President would end. The President is not permitted to succeed himself/herself. The Vice President, Secretary and Treasurer are to be elected annually at the annual spring meeting by the board. They may succeed themselves for no more than three (3) years. The President, Vice President, Secretary, Treasurer, and immediate Past President comprise the Executive Committee.
- Section 5.** An Executive Secretary, hired by the Executive Board, shall be a non-voting member of the Executive Board. This person will carry out specific responsibilities as determined by the Board.
- Section 6.** The State 4-H Director (or a designee) shall serve as non-voting Advisor to the Executive Board and the executive committee.
- Section 7.** An Executive Board member may serve for a three-year term with eligibility to serve another three-year term.
- Section 8.** Duties of the Executive Board Officers shall be the usual duties of such officers in other organizations.

### **ARTICLE IV –DISTRICT REPRESENTATIVES**

- Section 1.** Eligibility. Each District will be represented by a board Representative and alternate from their counties. Both the Representative and the alternate are expected to attend the board meetings, with the Representative as the voting member of the board. The alternate may fulfill the Representative's office if the Representative is unable to attend a meeting, function, or cannot complete their term.

**Section 2.** Eligibility to be a Representative. The nominee must meet the criteria outlined in Article II, Section 1, 2 & 3, within the District; and must be a paid member of the State 4-H Leaders Association for the current year. The nominee will assume the responsibility involved as a member of the State Executive Board including attending the necessary Executive Board meetings.

**Section 3.** The District Representative Shall Serve a term of three (3) years and may succeed themselves only once for another three-year term. The term of office begins immediately following the conclusion of the annual spring meeting.

**Section 6.** Terms of Office: The terms of office for the Districts will follow a 3 year rotation according to the following District groups:

Group 1      N1, S1, W1, W4, S4

Group 2      N2, S2, W2, N4

Group 3      N3, S3, W3, S5

The three year rotation schedule is notated in Addendum 1 (attached hereto and incorporated herein by reference).

## **ARTICLE V – MEETINGS**

**Section 1.** Annual Spring Meeting. The State 4-H Leaders Association shall hold an annual in-person spring meeting with the time and date set by the State 4-H Leaders Executive Board. Voting members attending the annual spring meeting will constitute a quorum for transacting business.

**Section 2.** Executive Board Meetings. At least two Executive Board Meetings shall be held during the year. Additional meetings may be called by the President. A majority of the Executive Board in attendance shall constitute a quorum for transacting business at a meeting. The Executive Board may transact the business of the association.

**Section 3.** Meetings by Teleconference. Members may participate in, and take action, via electronic media, teleconference, or similar communications equipment, which allows all persons participating in the meeting to hear and/or see each other at the same time. Participation by members in a teleconference or other media technology constitutes presence in person at a meeting.

**Section 4.** The Association conducts all business based on these adaptations:

1. Motto – The official motto shall be *“To Make The Best Better.”*
2. The Association will use the national club emblem that being the four-leaf clover with an “H” on each leaf.
3. The 4-H Pledge will be recited at meetings.

**Section 5.** Action by Email. The Executive Board may take action by email vote on issues that have previously been discussed at a regular or special meeting, but require additional information before a fully informed decision can be made. Such email actions require a two-thirds (2/3) vote of the Executive Board members.

#### **ARTICLE VI – AMENDMENTS**

**Section 1.** The Constitution may be amended by a two-thirds vote of all members present at the annual spring meeting.

**Section 2.** Proposed amendments to the Constitution must be previewed by the Executive Board prior to the annual spring meeting.

**Section 3.** The by-laws may be amended by a majority vote at the annual spring meeting.

**Section 4.** Proposed amendments to the Constitution must be presented to the Executive Board at least two (2) weeks prior to the annual spring meeting.

#### **ARTICLE VII – FISCAL OPERATIONS**

To be recognized as a 4-H Affiliate in good standing, the affiliate, South Dakota 4-H Leaders Association, will follow the fiscal operations regulations according to the SDSU Extension FUNDS POLICY for 4-H Chartered Clubs and Affiliates in accordance with state and federal regulations (said policy regulations and changes thereto will be provided annually to the South Dakota 4-H Leaders Association).

#### **ARTICLE VIII – DISSOLUTION**

The State 4-H Leaders Association shall be terminated and dissolved by a majority vote of the membership in favor of dissolution and termination of the State 4-H Leaders Association. The Association at that time will determine how to distribute any and/or all of the Association's resources. Upon the dissolution or other termination of the State 4-H Leaders Association, the Executive Board shall, after paying or making provision for the payment of all liabilities of the organization, transfer all the property and assets of the organization to such non-profit organization or non-profit organizations having the primary purpose of promoting, sponsoring and conducting 4-H educational programs and projects and other such 4-H educational programs and activities similar to those of the South Dakota 4-H Leaders Association. No part of the property or assets or any of the proceeds shall be distributed or inure to the benefit of any private individual. Any assets not so disposed of shall be disposed of by the Circuit Court of competent jurisdiction in the State of South Dakota.

Upon dissolution and termination of the State 4-H leaders association for any reason, the officers shall take account of the association's assets and liabilities and shall liquidate the assets and shall apply and distribute the proceeds as follows:

- To the payments of the debts and liabilities of the association.
- To the setting up of any reserves that the officers may deem reasonable for the purpose of paying any unforeseen liabilities or obligations of the association.
- The remaining balance shall be distributed to such non-profit organization or non-profit organizations having the primary purpose of promoting, sponsoring and conducting 4-H educational program and projects and other such public activities similar to those of the South Dakota 4-H Leaders Association for the purpose of program development directly related to the enrichment of the 4-H youth program.

A complete accounting will be provided to the state 4-H office and to the remaining members of the association.

This Constitution of the South Dakota 4-H Leaders Association was approved on \_\_\_\_\_ by the organizing members of the association at a duly called meeting; and has been subsequently amended under the By-Laws and provisions of the Association; all as reflected in the official minutes of the meetings of the Association.

Dated this 27 day of April, 2021.

\_\_\_\_\_  
President, South Dakota 4-H Leaders Association

\_\_\_\_\_  
Vice President, South Dakota 4-H Leaders Association

\_\_\_\_\_  
Secretary, South Dakota 4-H Leaders Association

\_\_\_\_\_  
Executive Secretary, South Dakota 4-H Leaders Association

# **BY-LAWS OF THE STATE 4-H LEADERS ASSOCIATION**

## **ARTICLE I – DUES**

Each member, as defined in Article II of the Constitution of the State 4-H Leaders Association, of this Association shall pay an annual membership fee per designated leader as set by the Association at the annual spring meeting. These dues shall be used for the expenses of the Association in conducting its business. Dues shall be paid to the Executive Secretary of the Association. These dues are payable by January 1 of the current year.

## **ARTICLE II – RESOLUTIONS**

Resolutions must be previewed at a meeting prior to ~~the day before~~ the annual ~~business~~ spring meeting.

## **ARTICLE III – EXPENSES**

**Section 1.** Board Member Expenses Reimbursements:

- Transportation-at current state mileage rate;
- Meals-current state rate;
- Lodging-negotiated by Executive Secretary for best hotel rate with reimbursement at that limit regardless of lodging choice;
- Expenses-a bill must be submitted within 30 days or forfeit the amount.

**Section 2.** The Executive Secretary shall be ~~allowed~~ paid a salary plus expenses as set by the Executive Board. Salary to be determined yearly by the Executive Board at the annual spring meeting.

**Section 3.** The South Dakota 4-H Leaders Association’s purpose to cooperate with SDSU Extension in sponsoring, promoting, and conducting educational programs, events, and projects to meet the needs and interests of youth and adult volunteers in South Dakota shall be accomplished through financial and technical assistance on an annual basis.

## **ARTICLE IV – COMMITTEES**

**Section 1.** Officers. The Executive Committee shall have the responsibility of taking action on items not requiring the attention of the total Board and those items which require immediate decision for expediting Association business.

**Section 2.** Standing Committees. The Executive Board has the right to appoint such committees as necessary to conduct the business of the Association. Members of the committees may be drawn from the membership of the organization at large.

**Section 3.** Audit Committee. An audit committee will coordinate the annual audit review with the respective State 4-H Office in accordance with the regulations set forth through the SDSU Extension Funds Policy Document provided annually to the Association.

**Section 4.** Committees. The President of the State 4-H Leaders Association shall appoint whatever other committees as may be necessary to carry on the activities of the Association.

## **ARTICLE V –ROLES & RESPONSIBILITIES OF THE EXECUTIVE BOARD**

### **Section 1.** Role of the State 4-H Leaders Association President

- Principle executive officer subject to control of Executive Board;
- Preside over all meetings and may sign any instruments which the Executive Board has authorized to be executed;
- Develop a relationship of open communication between and with the board members.
- Develop an insight of positions, the roles and responsibilities for the appointment of committees from the board members.
- Be aware of the needs throughout the state to develop a knowledge of the 4-H Program in the state and the role of the Association in fulfilling those purposes.
- Assist in the location and facilities available for meeting sites.
- With the ~~Advisor~~ Executive Committee, State 4-H Director, and Executive Secretary, plan the agenda for the board meetings.
- Appoint a committee annually to audit or recommend ~~someone~~ a third party to audit the ~~organizations~~ Association's financial transactions.

### **Section 2** Role of the State 4-H Leaders Association Vice-President

- The Vice-President will become familiar with the duties of the ~~presidential~~ President's office and will be ready to serve in that capacity at any time in the absence of the president.
- Strive in every way to aid in upholding the dignity and purposes of the Association.
- Perform such other duties from time to time as directed by the Executive Board.
- The Vice-President may assume the duties of President in the second year of their term.

### **Section 3** Role of the State 4-H Leaders Association Secretary

- The Secretary will take the official minutes of the meetings. The Secretary's books will be passed on to the new Secretary each year. The Association will depend upon the Secretary to have a complete set of meeting records at all times.

Section 4 Role of the State 4-H Leaders Association Treasurer

- Shall keep full and accurate accounts of receipts and disbursements and shall have custody of Association funds.
- Shall render full accountings and financial condition of the Association to the Board at its meetings and upon request at such times as requested.
- Shall, in coordination with the Executive Secretary, manage the receipts and disbursements of the Association.
- Perform such other duties from time to time as directed by the Executive Board.

Section 5 Qualifications, Roles and Responsibilities of the State 4-H Director/Liaison

The State 4-H Director/Liaison:

- Must be an active member of South Dakota State Extension staff.
- Meet with committees as needed and requested.
- Provide avenues to assist in training programs for the Association.
- Provide advice to South Dakota 4-H Leaders Association
- Be an active liaison between state staff and the 4-H Leaders.
- Correspond as necessary to keep Association up-to-date and informed of all aspects of state 4-H programming.
- Forward resolutions passed at by the South Dakota 4-H Leaders Association-~~State~~ at their meetings to State staff and provide feedback to Association board members.

Section 6 Qualifications, Roles and Responsibilities of the Executive Secretary

- The Executive Secretary will have abilities in corresponding, computer, organizing, and accounting.
- Must be available for more than one year, in order to give continuity to the Association, based on favorable evaluation.
- Maintain an accurate record of all financial records and correspondence of the Association.
- Will maintain an accurate list of current members by county.
- Contact donors, groups and/or firms to solicit financial support for all State 4-H Leaders events.
- Be responsible for reservations and registrations at State 4-H Leaders events.
- Write 4-H publicity articles for newspapers, radio, and television.
- Write thank you letters on behalf of the Association.
- Perform other duties as officers and members of Association may direct from time to time.
- Checks will be issued within 2 weeks upon receipt of completed application forms for State 4-H conference, performing arts, and any other scholarship applications completed, and all other checks will be issued within two (2) weeks of State 4-H Leader's Executive Board approval.



- The Board will review job performance annually and discuss re-employment. If re-employment is not offered or a resignation has taken place, all records and other items/property of the Association will be turned over to the current President or the replacement Executive Secretary (if hired) within two weeks of resignation.

**ARTICLE VI – PARLIAMENTARY AUTHORITY**

**Section 1.** Roberts Rules of Order may be the authority in matters not covered by the Constitution and the By-Laws.

**Section 2.** The Executive Board may develop and implement policies as needed for the operation and management of the Association.

**Section 3.** Proposed amendments to the by-laws must be presented & reviewed by the Executive Board prior to any full meeting of the Association. By-Laws may be amended at any full meeting of the Association.

**ARTICLE VII – LIMITATION ON ACTIVITIES**

No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Bylaws, the Association shall not carry on any other activities not permitted to be carried on by (1) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (2) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code and the regulations thereunder as the same now exist or as they may be hereafter amended from time to time.

First Adopted by the South Dakota State 4-H Leaders Association on \_\_\_\_\_ by the organizing members of the association at a duly called meeting; and has been subsequently amended under the By-Laws and provisions of the Association; all as reflected in the official minutes of the meetings of the Association.

Revisions to the By-Laws have been approved:

January 2002 at the annual business meeting of the State 4-H Leader Association.

Revisions approved:

April 2008 at the annual business meeting of the State 4-H Leaders Association.

Revisions approved:

April 2009 at the annual business meeting of the State 4-H Leaders Association.

Revisions approved:

April 2014 at the annual business meeting of the State 4-H Leaders Association.

Revisions approved:

April 2021 at the spring business meeting of the State 4-H Leaders Association.

## ADDENDUM 1

District	Counties	Term Expires
N1	McPherson, Edmunds, Brown, Marshall, Day	Spring 2024
N2	Beadle, Hand Spink	Spring 2022
N3	Roberts, Grant, Hamlin, Codington, Deuel, Clark	Spring 2023
N4	Potter, Faulk, Sully, Hyde, Hughes, Stanley	Spring 2022
S1	Minnehaha, Turner, Lincoln	Spring 2024
S2	Clay, Union, Yankton	Spring 2022
S3	Kingsbury, Brookings, Miner, Lake, Moody, McCook	Spring 2023
S4	Charles Mix, Douglas, Hutchinson, Bon Homme	Spring 2024
S5	Buffalo, Jerauld, Sanborn, Brule, Aurora, Davison, Hanson	Spring 2023
W1	Bennett, Custer, Fall River, Haakon, Jackson Pennington, Shannon	Spring 2024
W2	Butte, Harding, Lawrence, Meade, Perkins	Spring 2022
W3	Jones, Lyman, Mellette, Todd, Tripp, Gregory	Spring 2023
W4	Corson, Campbell, Walworth, Ziebach, Dewey	Spring 2024