

Constitution

Article I - Name

The name of the association shall be the Florida 4-H Volunteers Association.

Article II - Mission

The mission of the Florida 4-H Volunteers Association is to unify volunteers, who are dedicated, about better serving the youth of Florida, by providing opportunities and connections to inform, educate, and support one another.

Article III - Purpose and Goals

1. Be positive role models for youth and adults, and be committed to help them reach their fullest potential.
2. Provide opportunities for volunteers to share ideas, experiences and resources at all organizational levels.
3. Develop networks among volunteers, Extension staff, communities and businesses as resources to support quality 4-H youth and volunteer programs.
4. Promote and assist in volunteer education and training needs at all levels.
5. Provide program and financial support for youth and volunteers.
6. Encourage and include volunteers in expanded participation, leadership roles, and decision making at all levels.
7. Promote volunteers as partners in evaluating 4-H programs at all levels.
8. Promote standardization of 4-H programs across the state.
9. Develop methods for governmental advocacy to promote excellence in 4-H programs and facilities at all levels.
10. Maintain a website for information, contacts, or other purposes that are beneficial to volunteers, in accordance with the mission.

Article IV - Membership

The membership of the Association shall be available to all adult 4-H leaders and adult volunteers in the State of Florida. Volunteer 4-H leaders include those persons who perform in some non-salaried capacity (salaried employees who perform in a non-salaried capacity may be members) and involved in 4-H program development, delivery, or support at the community, county, district, or state level.

This involvement may include: Programs to 4-H members, services/support of other 4-H volunteers, indirect services, 4-H program advocacy, administration, and policy development. Volunteers will be members upon completion of application and payment of dues.

Article V - Officers

Section 1

- The Executive Committee shall be the eight officers: President, President- Elect, Secretary, Treasurer, Reporter, Parliamentarian, the immediate Past-President and Historian.

Section 2

- The Board of Directors shall be composed of the Executive Committee and two representatives, elected annually from each Extension 4-H District.

Section 3

- The Officers and members of the Board of Directors shall be installed at the annual meeting of the Association. Officers shall be rotated among Extension districts where at all possible.

Section 4

- Officers and members of the Board of Directors are to carry out their duties to the best of their ability adhering to the objectives and the mission of the Association. Should an officer or member of the Board of Directors be found working against the objectives and/or mission of the Association or not carrying out their duties, a meeting may be held by the Executive Committee and the State Advisor to determine an appropriate course of action.

Article VI - Meetings

Section 1

- The Association will have one business meeting at the annual State 4-H Volunteer Forum for the purpose of promoting objectives, receiving reports, electing officers, and transacting business.

Section 2

- The Board of Directors will meet at least 4 times per year; one meeting will be during Florida 4-H Congress; one at State 4-H Volunteer Forum; one at Southern Regional Leaders Forum and one additional meeting to be determined by the Board of Directors one year in advance. The president may convene the Board of Directors to transact Association business as necessary.

Section 3

- The Executive Committee is to meet upon the call of the President.

Section 4

- Each county may be represented at these meetings by two ex officio members for the purpose of reporting to local groups.

Article VII - Powers

Section 1

- This Association shall have all the powers usually exercised by volunteer or service organizations; and those powers specifically authorized by the membership.

Section 2

- The Association may affiliate with county, district, state, regional, national, and/or other similar volunteer or service organizations.

Section 3

- To properly and effectively carry out its purposes, this Association may delegate applicable segments of its power to respective committees, as well as to distribute some of its powers to the county, district, state, regional, national, or other similar volunteer or service organizations.

Article VIII - Quorums

Section 1

- Quorum at the business meetings during State 4-H Volunteer Forum shall be the members present, provided verbal or written notice has been communicated to counties and districts, as to the time, place, and date, at least 30 days in advance.

Section 2

- Quorum of the Board of Directors shall consist of the Directors present. The state Secretary shall be responsible for communicating a notice of the President's call for a Directors' meeting.

Section 3

- Quorum of the Executive Committee meetings shall consist of not less than four (4) officers, provided the President has given verbal or written call to all officers.

Article IX - Ratification and Amendments

Section 1

- Ratification of this constitution, bylaws, and amendments may be accomplished by a two-thirds affirmative vote of the members present during a general business session of the business meeting at the State 4-H Volunteers Forum.

Section 2

- Bylaws may be adopted as long as they are not in conflict with the Constitution.

Section 3

- Constitution and bylaws may be amended by a two-thirds vote of the members at the State 4-H Volunteer Forum business meeting provided the proposed change, in writing, is sent to the counties and districts at least 30 days before the State 4-H Volunteer Forum meeting.

Article X - Disposition of Funds

Should the Association be dissolved, remaining funds would be contributed to the Florida 4-H Club Foundation, Inc., specifically designated for volunteer development.

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Bylaws to the Constitution

Bylaw I - Rules of Order

Section 1

- The rules contained in Robert's Rules of Order, latest edition, shall govern the business meetings of the association.

Section 2

- The Parliamentarian of the Association shall rule upon any point of order and shall rule upon any differences of opinion. A decision by Parliamentarian is not debatable - but, such decision may be overturned, through motion duly carried by no less than three-fourths (3/4) vote of members present.

Bylaw II - Order of Business

The order for business meetings for the Florida 4-H Volunteer Association shall be:

1. Call to Order
2. Reading of the Minutes
3. Treasurer's Report
4. Roll Call (optional) (President Elect)
5. Reports: Officers and Committees
6. Announcements
7. Unfinished Business
8. New Business
9. Nomination/Election of Officers
10. Officer Installation
11. Recess/Adjournment

Bylaw III - Dues

The members of the association may, by majority vote, elect to levy membership dues.

- First year membership will be free.
- Annual membership renewal dues shall be \$5.00 for volunteers and \$3.00 for non-voting associate membership.
- Membership will be effective from State Volunteer Forum to State Volunteer Forum.

Bylaw IV - Committees

Section I

- Standing Committees shall be appointed by the President and, whenever possible, be representative of the Extension 4-H Districts. The standing committees are:
 - A. Finance Committee - 3 or more persons (Treasurer, Chair)
 - B. Program Committee - (President-Elect, Chair)
 - C. Publicity Committee -(Reporter, Chair)
 - D. Nominating Committee - (Past President, Chair)
 - E. Membership Committee - (President-Elect, Chair)
 - F. Constitutional Review Committee - (Parliamentarian, Chair)
 - G. Audit Committee - Not to include Treasurer

Bylaw V – Terms of Office, Nominations, Elections

Section 1

- The immediate Past President shall chair the Nominating Committee, which shall consist of one representative from each district as appointed by the President. The President-Elect shall be an ex officio member.

Section 2

- The Nominating Committee shall present the current President-Elect as candidate for President and candidate(s) from respective districts for each of the other offices. The Nominating Committee slate shall be prepared in writing and available to all members 30 days prior to the State 4-H Volunteer Forum. The slate of officers shall be presented by a committee representative at the first business session of the State 4-H Volunteer Forum.

Section 3

- Officers shall represent various Extension districts whenever possible. Officer nominees shall be well qualified and attend designated meetings respective to their responsibilities.

Section 4

- Terms of Office: An officer shall serve for a two year term, beginning in 2005, but no officer may hold the same office for two consecutive terms.

Section 5

- The officers shall be elected by written, secret ballot. A written ballot shall list the offices to be filled.

Section 6

- Election shall be by simple majority vote of regular members present, during the formal business session of the annual meeting.

Section 7

- Officers will be installed at the State 4-H Volunteer Forum. The new officers' terms of office begin following installation.

Section 8

- Members at large are appointed by the Executive Committee for an indefinite term and do not have voting rights.

Bylaw VI - Amendment to Bylaws

Bylaws may be amended at Annual Meetings in accordance with Section 3 of Article IX of the Constitution.

Bylaw VII - Duties of Officers, Board of Directors, and Standing Committees

Section I

- The President shall preside at state meetings of the Association, at Board of Directors meetings, and at meetings of the Executive Committee. The President shall also be responsible for all the administrative functions of the organization during the tenure of office.

Section 2

- The President-Elect shall chair the Program Committee and learn the duties of the President and shall perform the duties of the President in case of absence and shall assume any other duty that may be assigned by the President. The President Elect shall also serve as Chairman of the Membership Committee.

Section 3

- The Secretary shall keep records of the proceedings of all meetings and send copies of the minutes to members of the Board of Directors. The Secretary shall also receive and file communications, shall communicate notice of called meetings, and shall correspond as directed by the President.

Section 4

- The Treasurer shall assume those duties normally associated with the office and specifically shall keep the financial records of the Association and shall be responsible for the collection of any dues and for payment of any bills incurred by the Association and be chairman of the Finance Committee.

Section 5

- The Parliamentarian shall guide the business meeting process of the Association adhering to the constitution, bylaws, rules and regulations, and Robert's Rules of Order. The Parliamentarian will also chair the Constitutional Review.

Section 6

- The Reporter shall prepare newsletters and direct the public relations efforts of the Association. Annual records are to be placed in the historical files of the Association. The Reporter will also chair the Publicity Committee.

Section 7

- Past President shall serve as advisor to the Executive Committee and Board of Directors. The Past President shall chair the Nominating Committee. The Past President shall also observe Association member involvement on 4-H committees and teams at all levels of the 4-H program to encourage ongoing, consistent participation wherever needed.

Section 8

- Historian shall create and maintain a depository of historical files for the Association.

Section 9

- Members of the Board of Directors shall report activities, issues or concerns from his/her district to the Association for consideration. The Board of Directors shall appoint interim officers to fill positions that become vacant before the annual meeting.

Section 10

- To facilitate the business of the Association, the Board of Directors shall have the power to act on all items of business with the exception of those items covered in Article III and VIII of the Constitution. At the discretion of the Board or upon request of the membership, any item of business may be placed on the agenda of the annual or special meeting for action by the entire membership. Within the guidelines of the previous statements, the Board will have the authority to act in behalf of the total membership on all matters of interest to the Association.

Section 11

- Suggestions for the Constitution may be amended by the Board of Directors after suggestions from the floor at annual meeting.

Bylaw VIII – District, Regional, National Meetings

All members are encouraged to attend state, regional, or national meetings for improvement of volunteer leadership skills.

Bylaw IX - Audits and Budget

Section 1

- The Auditing Committee of the Association shall audit/review the financial records of the Treasurer each year.

Section 2

- If a motion is to be brought to the floor that includes expenditures of more than \$50.00, an assessment of the financial impact on the organization must be made by the Board of Directors before expenditures can be made.

Section 3

- Should the Association be dissolved, remaining funds would be contributed to the Florida 4-H Club Foundation, Inc., specifically designated for volunteer development.

Section 4

- All funds will be handled through the Florida 4-H Club Foundation, Inc.

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Officer Job Descriptions

State Advisor

TITLE: State Advisor

GENERAL DESCRIPTION: Provides leadership and guidance for the Florida 4-H Volunteers Association; facilitates program implementation.

SPECIFIC RESPONSIBILITIES:

1. Meets with executive officers to plan yearly calendar.
2. Provides technical assistance for operating committees.
3. Facilitates communications between Association and the Extension system.
4. Advises officers about policies, norms within Extension, communication channels, and opportunities for impacting policy.
5. Assists in identifying and securing monetary support for Association activities.

RESOURCES:

1. State 4-H Leader
2. Florida Officers' Handbook (to be developed)

President

TITLE: President

GENERAL DESCRIPTION: Provides leadership for the association. Presides at all meetings and appoints appropriate committees and chairs.

SPECIFIC DUTIES:

1. Is familiar with the Constitution, Bylaws, and Officer Job Descriptions for the Florida 4-H Volunteers Association.
2. Provides vision and leadership to Association to meet goals through committee work.
3. Communicates with all officers and Advisor prior to formulating meeting agendas.
4. Conducts meetings according to parliamentary procedure.
5. Appoints ad hoc committee chairs and serves as ex-officio member of these committees.
6. Serves as liaison for the Association to the Florida State 4-H Office.

RESOURCES:

1. State Advisor
2. Association Executive Board

President-Elect

TITLE: President-Elect

GENERAL DESCRIPTION: Chairs the Program Committee and provides leadership for planning, implementing, and evaluating the State 4-H Volunteer Forum.

SPECIFIC DUTIES:

1. Is familiar with the Constitution, Bylaws, and Officer Job Descriptions for the Florida 4-H Volunteer Association.
2. Works in partnership with State 4-H Office (Association Advisor) and Florida 4-H Club Foundation, Inc. to plan and implement State Volunteer Forum
3. Recruits a State Volunteer Forum planning committee that represents the diversity of Florida volunteers.
4. Chairs the State Volunteer Forum Planning Committee.
5. Presents a Forum program proposal to Association Executive Board and State 4-H Program Leader, for input.
6. Ensures that the State Volunteer Forum is evaluated and results are summarized for future use.

RESOURCES:

1. Evaluation forms from previous Forum(s)
2. State Advisor
3. Program Committee
4. Board of Directors

Secretary

TITLE: Secretary

GENERAL DESCRIPTION: Records minutes and keeps organized records of Association business.

SPECIFIC DUTIES:

1. Attends meetings, keeps minutes, and distributes copies.
2. Is familiar with the Constitution, Bylaws and Officer Job Descriptions for the Florida 4-H Volunteers Association.
3. Prepares and distributes minutes for each Board of Directors meeting.
4. Keeps Secretary's notebook and files up to date.

RESOURCES:

1. State Advisor
2. President
3. Secretary's Notebook

Treasurer**TITLE:** Treasurer

GENERAL DESCRIPTION: Shall receive and disburse all monies, in cooperation with the Florida 4-H Club Foundation, Inc.; keep a true and accurate record of all financial details, and provide membership with a written Treasurer's Report at each meeting of the Association.

SPECIFIC DUTIES:

1. Secures all financial records from previous treasurer.
2. Is familiar with the Constitution, Bylaws, and Officer Job Descriptions for the Florida 4-H Volunteers Association.
3. Works with Florida 4-H Club Foundation to handle all financial disbursements in a timely fashion.
4. Prepares financial statement for each meeting.
5. Presents a proposed budget drafted by the Treasurer, with the Finance Committee, at the first Board Meeting for adoption in the new year.
6. Prepares financial records for auditing by end of year.
7. Prepares financial summary report for annual Association meeting.

RESOURCES:

1. State Advisor
2. President
3. Former Treasurer and financial records
4. Florida 4-H Club Foundation, Inc.

Reporter**TITLE:** Reporter

GENERAL DESCRIPTION: Provides leadership for website, or newsletter and/or other mass media communications for the Florida 4-H Leaders and Volunteers Association.

SPECIFIC DUTIES:

1. Is familiar with the Constitution, Bylaws and Officer Job Descriptions for the Florida 4-H Volunteers Association.
2. Works with State Advisor to establish calendar of events and deadlines.
3. Collects ideas and articles; and partners with State Advisor to edit and publish communiqués.
4. Keeps media communiqués and organizes files reflective of Association activities, that could be available for display at annual meetings.

RESOURCES:

1. State Advisor
2. State 4-H Program Leader
3. Executive Board
4. Board of Directors
5. Association Membership

Parliamentarian

TITLE: Parliamentarian

GENERAL DESCRIPTION: Guides the business meeting process of the Association, adhering to the Association Constitution, Bylaws, rules and regulations, and Robert's Rules of Order (latest edition).

SPECIFIC DUTIES:

1. Is familiar with the Constitution, Bylaws, and Officer Job Descriptions for the Florida 4-H Volunteers Association.
2. Monitors the business meetings to assure that business is transacted in an orderly manner, according to the Constitution and Robert's Rules of Order.
3. Chairs the Constitutional Review Committee.
4. Maintains current Constitution revisions.

RESOURCES:

1. Robert's Rules of Order (latest edition).
2. State Advisor
3. Constitution Review Committee

Past President

TITLE: Past President

GENERAL DESCRIPTION: Serves as advisor for the Board of Directors; chairs the Nominating Committee; and,

SPECIFIC DESCRIPTION:

1. Serves as an advisor for the Board of Directors.
2. Is familiar with the Constitution, Bylaws and Officer Job Descriptions for the Florida 4-H Volunteers Association.
3. Chairs Nominating Committee.
4. Obtains nomination and short biography of nominees.
5. Prepares and presents slate to membership one month before the annual meeting.
6. Presents slate of officers at the annual meeting.
7. Develops and distributes printed ballot for annual meeting.
8. Facilitates the election process for the conference.

RESOURCES:

1. State Advisor
2. State 4-H Program Leader
3. Other Past Presidents

Historian

TITLE: Historian

GENERAL DESCRIPTION: Serves as advisor and resource for the Board of Directors.

SPECIFIC DESCRIPTION:

1. Attends all meetings of the Association
2. Serves as an advisor for the Board of Directors.
3. Creates and maintains historical files for the Association
4. Has a working knowledge of the Constitution, Bylaws and historical documents developed by the Association in order to perform as major resource individual for the Association.

RESOURCES:

1. State Advisor
2. State 4-H Program Leader
3. Previous Association Officers
4. Association members
5. State 4-H Office

Board of Directors

TITLE: Board of Directors

GENERAL DESCRIPTION: Members of the Board of Directors shall attend meetings and be responsible for presenting and acting on matters referred by the Association for information and action by the members.

SPECIFIC DESCRIPTION:

1. Attends meetings.
2. Is familiar with the Constitution, Bylaws, and Officer Job Descriptions for the Florida 4-H Volunteers Association.
3. Presents and acts on business pertaining to goals of the Association.
4. Reports to members information/actions taken.
5. Appoints interim officers to fill positions that become vacant before annual conference.

RESOURCES:

1. State Advisor
2. Past President
3. State 4-H Program Leader