

CALIFORNIA 4-H ASSOCIATION BYLAWS

Article I - Officers

Section 1: Responsibilities of Officers.

President - shall have the duties normally associated with the office and shall appoint committees. The president may call a meeting of the Association, with the approval of the Board of Directors, upon giving thirty (30) days' notice to members and specifying the purpose of the meeting. Shall act as the representative of the Association and liaison to the National Association of Extension 4-H Agents. The president shall assure that the Association is represented at all official meetings of other Cooperative Extension professional organizations.

President-Elect - shall be responsible for the professional development program of the Association and chair the Professional Development Committee. Shall act as the Association representative to the Council of Extension Professionals (JCEP). Shall assume the responsibilities of President in his/her absence. The President-Elect shall assume the position of President when the term of office of the President has concluded.

Vice President (VP) for Membership - responsible for membership promotion and recruitment, liaison with the National Association of Extension 4-H Agents membership office, acquaint staff members with the objectives of the organization and extending them an invitation to join.

VP for Recognition – shall be responsible for the recognition program of the Association and ensuring members are aware of recognition opportunities from the National 4-H Association of Extension 4-H Agents. Shall chair the Recognition Committee.

VP for Communication - Shall record minutes of Association and Board of Directors meetings. Shall publish regular communications to Association members, which may include a quarterly newsletter. Serves as Association webmaster.

VP for Finance - Shall keep the financial records of the Association and pay all bills incurred by the Association. Shall have the financial records peer reviewed by an ad hoc committee upon transfer of the office to a new Treasurer.

Immediate Past President - serves as chair of the Nominating Committee and acts as historian.

Section 2: Elections of Officers.

Election of Officers shall take place prior to September 1 annually. A Nominating Committee, chaired by the immediate Past President, shall prepare a slate and present it to the Association membership for elections. Elections may be conducted at a meeting or by electronic ballot.

Section 3: Term of Office.

The President, President-Elect, and VP for Communication shall serve a one (1) year term. The VP for Finance, VP for Membership, and VP for Recognition shall serve a two (2) year term. The VP for Finance and VP for Membership shall serve alternating terms so one experienced officer is on the board when a new officer rotates in. All terms begin September 1 of the year elected. The President-Elect shall serve one (1) term and shall assume the office of the President for one (1) term.

Section 4: Vacancies.

In the event a Presidential vacancy occurs, the President-Elect shall fill the unexpired term of the president in addition to the Presidential term for which he/she was elected. In the case of a vacancy of any other board member, the position may be filled by appointment of the President, with the approval of the Board of Directors.

Article II – Voting Privileges

Regular and Life Members hold voting privileges. Honorary members do not hold voting privileges. Voting may be conducted electronically.

Article III – Membership Dues

The annual membership dues of the Association shall be determined by the Board of Directors governed by the following:

- a. Membership shall be renewed annually on a calendar year (January – December);
- b. Membership dues shall be collected from November through December 31 for the
- c. following year;
- d. National Association of Extension 4-H Agents (NAE4-HA) dues shall be submitted along with state dues;
- e. New Association members shall be given free membership for the remainder of the calendar year in which they are hired;
- f. Life Members shall pay a one-time fee, the amount of which shall be set the Board of Directors; and
- g. Honorary Members shall not be subject to payment of dues.

Article IV - Committees

The Association shall have two standing committees. The President shall appoint ad hoc committees as needed.

Section 1: Professional Development Committee.

This committee shall be chaired by the President-Elect. This committee's charge is to promote professional development among 4-H youth staff by providing guidelines and curriculum of study, professional improvement workshops, and vehicles for communication. This committee should be aware of the numerous opportunities which are available to enhance the professionalism of the membership, plan professional improvement events, and conduct other activities to benefit the membership. Make Association members aware of opportunities to join, participate in, or attend conferences and meetings of other appropriate organizations.

Section 2: Recognition Committee.

This committee shall be chaired by the Vice President for Recognition. This committee's charge is to develop a system to recognize Association members for achievement, innovation, and service. Determine appropriate candidates for recognition in both state and national service award programs.

Section 3: Committee Membership.

Each committee chair shall appoint members of the committee with approval by the Board. Each committee shall consist of a minimum of three (3) members.

Article V - Amendments

The Bylaws of the Association may be made, altered, or amended by a majority of the Board of Directors or a majority of the Association membership.

Amended March 1994, February 1997, May 1998, November 2000, April 2013, August 2016, November 2018.