

# Oklahoma 4-H Volunteer Board Constitution

## **Article I**

The name of this organization shall be The Oklahoma 4-H Volunteer Board.

## **Article II**

### **The objective of the board shall be:**

To aid and support the Oklahoma 4-H program by encouraging and assisting the 4-H members of the state, the state and district 4-H officers and the state 4-H staff of the Oklahoma Cooperative Extension Service. Assist the state 4-H program in recruiting, training and utilization of adult volunteers. To promote, publicize and endeavor to broaden the image of 4-H work to all residents of the state of Oklahoma and surrounding areas.

## **Article III**

### **Membership**

1. Board Membership shall be open to any certified 4-H volunteer interested in the 4-H program in Oklahoma regardless of race, color, national origin, religion, gender, age or disability.
2. Membership will be limited to those volunteers registered with the state office as certified 4-H volunteer and limited to three district directors per district. One member of the state 4-H officers, one member of the state ambassadors, one member of the state 4-H Foundation, an Oklahoma Home and Community Education representative and the president-elect of OAE4-HA will be extended ex-officio board membership.

## **Article IV**

### **Officers**

From the District Directors a President, Vice-President, Secretary, and Treasurer shall be elected and recognized as the executive body.

## **Article IV**

### **Meetings**

Meetings of the Oklahoma 4-H Volunteer Board will be held quarterly or as called by the president. One board meeting shall be held annually during the Leadership Development Conference.

# **Oklahoma 4-H Volunteer Board By-Laws**

## **Article I**

### **Order of Business**

The order of business shall be as follows: Call to order, roll call, reading and approval of minutes, report of officers and standing committees, report of special committees, unfinished business, new business, announcements and adjournments.

## **Article II**

### **District Directors and Officer Responsibilities**

1. Three directors are to be elected by 4-H volunteers from each district.
  - (a) Nominations for District Directors will be taken through an application process. The application and letter of reference are due at the specified time to the District Program Specialist.
  - (b) If a board member becomes employed by the Cooperative Extension Service, as a paraprofessional, the director may complete his/her term of office on the board. Board members hired as full time OCES professionals will resign their position on the Volunteer Board.
  - (c) A director's office may be declared vacant by a majority of the directors attending a regular meeting, providing a letter of resignation is submitted by the director vacating the office. Missing two

- consecutive unexcused meetings will be grounds for declaring the director position vacant.
- (d) Unexpired director vacancies will be filled by district membership elections at the annual meeting. Vacancies may be temporarily filled by appointment, approved by a majority of the directors attending a regular meeting.
- (e) No more than one director shall serve from a given county at the same time, unless there are no other nominations from the district.
- (f) A director's cannot be re-elected to succeed them self.
2. When a director's term expires, new directors are to elected to a three-year term.
- (a) A rotation shall be in effect. Each district elects one director each year.
- (b) An exception shall be made to the three year term if a director serves in the office of vice-president in his/her third year in office, he/she may serve a fourth year if elected to the office of president for the following year. This exception shall in no way affect the normal election and rotation of directors. If the president is a fourth year director, his/her district will still elect a new director for a three-year term.
3. Officers' duties shall be according to Robert's Rules of Order. The Officers of the state organization are to be elected by and from the district directors at the annual membership meeting. They will assume their duties following the conference.
4. Vice-President duties shall be to chair (plan and conduct) the Leadership Development Conference.
5. With the exception of Treasurer, Officers cannot hold the same office more the two years in succession.

### **Article III**

#### **Amending the Constitution and By-Laws**

An amendment to the constitution or By-Laws shall require notification of 4-H Volunteer Board thirty (30) day prior to the meeting and shall require a two-thirds (2/3) majority vote of those in attendance.

### **Article IV**

The rules contained in **Robert's Rules of Order** shall govern the Society in all cases in which they are applicable and in which they are not inconsistent with the By-Laws or the special rules of this organization.

### **Article V**

#### **Handling Finances of Volunteer Board**

Funds of the board will be deposited and expended in compliance with customary uniform accounting practices.

Funds collected for conference registration fees shall be handled through the State 4-H Office conference account which will be subject to university audit.

Funds collected through development activities grants or related events shall be deposited in an insured financial institution or in an account established in the University system. This account shall be audited by a committee established by the board who will be charged with reviewing the income and expense statement of the board on an annual basis.

The treasurer of the board, in cooperation with the board advisor, shall provide a regular accounting of the board's assets to the board.