

Oklahoma 4-H Volunteer Board Constitution & Bylaws

Article I

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

Article II

The objective of the board shall be:

- Assist the Oklahoma 4-H program in educating and effectively using adult volunteers at the local, county, district and state levels.
- To encourage the growth of 4-H project knowledge and the application of project development of the parents of 4-H members and 4-H volunteers.
- To aid and support Oklahoma 4-H Youth Development efforts by supporting district and state leadership teams, as well as county, district and state staff.

Article III

Membership

1. Board Membership shall be open to any certified 4-H volunteer interested in the 4-H program in Oklahoma and as such will adhere to “*Oklahoma State University’s, compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes, but is not limited to admissions, employment, financial aid, and educational services. (2015)*”
2. Membership will be limited to those volunteers registered with the county office as certified 4-H volunteer in good standing and limited to four district Representatives per district.

Article IV

Officers

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

Article V

Meetings

Meetings of the Oklahoma 4-H Volunteer Board will be held quarterly or as called by the president.

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.

Quorum - In order for any “official” business requiring a vote to take place, seven of the twelve board members must be in attendance (face-to-face, conference call, other electronic media forms) or participating in the electronic poll.

Article II

Election of Representatives and Officers

1. Four Representatives are to be elected by certified 4-H volunteers from each district.

- a. Board Representatives shall be elected from within the district from which they reside.

West District: Of the four Representatives, two will represent the northern counties (*Cimarron, Texas, Beaver, Harper, Woods, Alfalfa, Grant, Garfield, Major, Woodward, Ellis, Dewey, Blaine, Kingfisher*) and two will represent the southern counties (*Roger Mills, Custer, Canadian, Beckham,*

Washita, Caddo, Grady, Greer, Kiowa, Comanche, Stephens, Harmon, Jackson, Tillman, Cotton, Jefferson). Election of Representatives will be back to back (example – two southern reps back to back, following two years two northern reps back to back).

- b. Nominations for District Representatives will be taken through an application process. The application and letter of reference are due at a specified time to the District 4-H Program Specialist.
 - c. Elections will be held at a Districts Volunteer Conference. If a district does not hold an annual conference/business meeting where an election can take place, board members will be selected by the State Volunteer Board from application received by a specified date within the district.
 - d. Unexpired Representative vacancies will be filled by district elections at the district conference. Vacancies may be temporarily filled by an appointment, approved by a majority of the Representatives attending a regular meeting.

In the event a vacancy needs to be filled between regularly scheduled meetings the Executive Board may call a meeting of the members or choose to conduct the election using an electronic poll. A quorum must be met to conduct the business.
 - e. If a board member becomes employed by the Cooperative Extension Service, as a paraprofessional/support staff, the Representative 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.

If a board member becomes employed by the Cooperative Extension Service, in any capacity they will resign their position on the Volunteer Board.
 - f. A Representative's office may be declared vacant by a majority of the Representatives attending a regular meeting, providing a letter of resignation is submitted by the Representative vacating the office. Missing two consecutive unexcused meetings will be grounds for declaring the Representative position vacant.
 - g. No more than one Representative shall serve from a given county at the same time, unless there are no other nominations from the district.
 - h. A Representative cannot be re-elected to succeed them self.
2. When a Representative's term expires, new Representatives are to be elected to a four-year term.

- a. A rotation shall be in effect. Each district elects one Representative each year.
 - b. An exception shall be made to the four-year term if a Representative serves in the office of President-Elect in his/her fourth year in office, he/she may serve a fifth 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 Representatives. If the president is a fifth-year Representative, his/her district will still elect a new Representative for a four-year term.
3. The Officers of the state organization are to be elected by and from the district Representatives at a board business meeting prior to the state conference. Officers will be installed at the state meeting and assume duties immediately following the conference.

Article III

District Representatives and Officer Responsibilities

1. District Representative Responsibilities
 - a. To annually plan and conduct the State Parent-Volunteer Conference.
 - Requires attendance at four or more meetings each year.
 - Attendance at the State Parent-Volunteer Conference.
 - b. Assist with planning, conducting and attending District Volunteer Conference(s).
 - c. Assist District 4-H Program Specialists as requested.
 - d. Serve as an advisory group and development team in the growth of educational tools and materials supporting volunteer continuing education.
 - e. Elect and/or serve as officer of Volunteer Board. Officers will be responsible for duties as stated in the board by-laws.
 - f. Performing other duties as identified by the board.
2. Officer Responsibilities
 - a. Officers' duties shall be according to Robert's Rules of Order.
 - b. President/President-elect serves as an ex-officio member of the State 4-H Foundation.

- c. President-Elect duties shall be to coordinate Salute to Excellence recognition program (Volunteer of the Year and Life-time Volunteer) at the state Parent-Volunteer Conference.
- d. Secretary – Keep records of all executive board and business meetings. Make minutes available to board members within 2 weeks of the meeting. Prepare and send any necessary correspondence of the Volunteer Board.
- e. Treasurer – Work closely with the State 4-H Foundation Bookkeeper in regard to deposits, withdrawals, bill payment and/or reimbursements for the State Volunteer Board account maintained by the Foundation. Make regular reports on board managed accounts.

Article IV

Amending the Constitution and By-Laws

An amendment to the constitution or By-Laws shall require notification of the 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 V

The rules contained in **Robert's Rules of Order** shall govern the Board 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 VI

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 the State 4-H Foundation. The board will maintain responsibility for all deposits and the approval of all expenditures from the Board account. The Board will ask for a fall and spring audit/print out of all transactions in each account. Once the audit is approved at a Board meeting, the Treasurer will provide the Foundation with a copy of the minutes.

The treasurer of the board, in cooperation with the board advisor, shall provide a regular accounting of the board's assets to the board. As of April 2016 the following accounts are maintained by the State 4-H Foundation.

F56 - 4-H Volunteer Development (Monsanto & AFR Funds)

J08 - 4-H Volunteer Development Endowed Scholarship

H-44 - State Volunteer Board Account

Revisions Approved 11/07/2020