

**Somerset County 4-H Association
BY-LAWS**

**ARTICLE I
Name**

The name of this corporation shall be the "Somerset County 4-H Association", hereafter referred to as the "Association".

**ARTICLE II
Mission**

The Mission of the Somerset County 4-H Association is to support the 4-H Youth Development Program of Somerset County. The Association provides an annual educational Fair to showcase work 4-H members have completed; a building where many 4-H events are conducted; and the volunteer and monetary support to 4-H youth, clubs, programs and events.

**ARTICLE III
Purposes and Functions**

Section I - The purposes of the Association are to:

- a. assist the Rutgers Cooperative Extension 4-H Youth Development Program supplement the formal education of youth in Somerset County, grades K-13;
- b. promote the mission of the 4-H Youth Development Program: "4-H uses a learn by doing approach to enable youth to develop the knowledge, attitudes, and skills they need to become competent, caring, and contributing citizens of the world. This mission is accomplished by using the knowledge and resources of the land grant university system, along with the involvement of caring adults.";
- c. sponsor the annual Somerset County 4-H Fair as an opportunity for 4-H members to be recognized for their accomplishments, showcase exhibits, demonstrations and activities;
- d. act in advisory capacity to the County 4-H Agents and Program Assistants in planning and conducting the county 4-H Program;
- e. operate and maintain a 4-H Center for the education and recreation of the youth of Somerset County on behalf of the entire 4-H Youth Development Program;
- f. promote Rutgers Cooperative Extension programs of state, national, and international importance.

Section 2 -In addition to the functions accorded non-profit charitable corporations by law the Association shall have the ability to:

- a. buy, sell, mortgage and lease real estate, tangible personal property and securities;

- b. receive tax deductible donations and contributions in accordance with the provisions of Sections 501 (c) (3), 170, 2055, 2016 and 2522 of the Internal Revenue Code of 1986 and the various supplements thereto and acts amendatory thereof;
- c. operate and supervise various fund raising related to the educational purposes for which the Association was organized;
- d. appoint, employ, or retain such persons as it deems necessary, including an attorney, auditor, insurance advisor, etc.;
- e. present an annual 4-H Fair provided same remains open to the public, no admission fee is charged, no games of chance, raffles or any "midway" is operated or conducted thereat, all concessions are operated by non-profit organizations, no commercial exhibitor shall be permitted to make over-the counter sales, and the Fair remains an educationally motivated and non-commercial enterprise.

ARTICLE IV Meetings

Section 1 -The Annual Meeting of the Association shall be held at such a place as the Association may select at 7:30 p.m. on the 3rd Wednesday in September of each year. The Association's fiscal year will run January through December; the officers shall serve terms running September through August to coincide with the school year and the 4-H club year.

Section 2 -The Association will meet the 3rd Wednesday of each month (except for June, August, and December) at 7:30 p.m. at the 4-H Center for regular business meetings. Changes in meeting dates, times, and place may be made at any regular or special meeting of the Association.

Section 3 - Special meetings of the Association may be called at any time by the President or upon written request of two members addressed to the President.

- a. Notices of special meetings shall be mailed at least five days before the date set for such special meetings. The purpose of the meeting shall be stated in the notice.
- b. Unless otherwise specified in the notice, every special meeting shall be held at the 4-H Center.

Section 4 - The quorum for the next year shall be determined at the annual meeting (in January) and will be based on the current membership list. A quorum shall be defined as one third of the current membership list. If a quorum is present, all decisions shall be reached by majority vote of the members present, unless otherwise specified herein.

Section 5 - Unless otherwise specified herein, all meetings shall be conducted according to Roberts' Rules of Order.

Section 6 - The order of business at all Association meetings shall be as follows:
1. Call to order

4. Secretary's Report/Minutes
5. Correspondence
6. Treasurer's Report
7. Special Reports
8. Senior Council Report
9. 4-H Agent/Staff Reports
10. Executive Committee Report
11. Standing Committee Reports
12. Special Committee Reports
13. Reports from Advisory Committee Representatives
 - 4-H representative(s) to RCE Advisory Board
 - 4-H representative(s) to State 4-H Association
14. Old Business
15. New Business
16. Announcements
17. Adjournment

ARTICLE V Membership

Section 1 -Membership shall be offered to youth and adults without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.

Section 2 - Each member shall serve for an indefinite term and will annually reconfirm interest in Association membership.

Section 3 - Up to three youth representatives of the Somerset County 4-H program may serve as voting members on the Association. The nomination(s) will be accepted at the May meeting and voted on at the July meeting as to coincide with the 4-H program year.

Section 4 – The names of any prospective members shall be introduced at one meeting and approved by vote at the next regular business meeting.

Section 5 -The Somerset County 4-H Agents and Program Assistants shall be ex-officio non-voting members of the Association.

Section 6 -Members who miss four consecutive meetings may be reviewed by the membership committee to determine if the member will remain on the Association based on their participation in Association activities. If the committee recommends removal, the Association will vote upon the recommendation.

Section 7 -Members of the Association shall serve without remuneration, but may be reimbursed for necessary travel expenses and subsistence when serving the Association upon authority of the membership.

Section 8 - The honor of lifetime membership will be awarded at the annual meeting. This honor exempts recipients from attendance requirements. Recipients will be nominated at the discretion of the membership committee and confirmed by the Association.

ARTICLE VI Officers

Section 1 -The Officers of this Association shall be President, Vice President, Treasurer, Assistant Treasurer, Recording Secretary, and Corresponding Secretary.

Section 2 -The officers shall be elected from the membership of the Association.

Section 3 -Officers shall uphold the principles of the by-laws of the Association as well as the standards, ideals, and policies of the 4-H organization; thereby setting an example for others to do the same.

Section 4 -The President shall:

- a. serve as the official representative of the Association and ex-officio member of all committees;
- b. be responsible for calling executive committee meetings to include all officers, as necessary, in order to keep the officers informed;
- c. preside at all meetings of the Association and adhere to rules of Parliamentary Procedure and the bylaws of the Association.
- d. determine if a quorum is present, as well as the number of votes needed to approve respective motions;
- e. appoint committees and committee chairpersons;
- f. work with County 4-H Agent(s) to insure that the Association maintains all requirements for using the 4-H name and emblem, according to national and state laws and policies governing their use, and as permitted by the state Director of Extension and County 4-H Agent(s).

Section 5 - The Vice President shall:

- a. preside over the Association in absence of the president or, in case of vacancy in the office of the president, in which case he/she shall preside for the remainder of that term;
- b. be an ex-officio member of all committees and insure that committee chairpersons and members fulfill duties and give complete reports of committee discussion issues, recommendations, and actions to the Association;
- c. represent the Association on behalf of the president and perform other duties as the president may direct.

Section 6 - Treasurer and Assistant Treasurer

- a. The two positions are distinct. However, in the event of illness or emergency of the treasurer or assistant treasurer, one position may be covered temporarily by the other individual. Long term replacement of one individual will require specific Association approval.
- b. The Treasurer and Assistant Treasurer will be bonded for the faithful discharge of his/her duties with surety as determined by the Association. The premium on any fidelity bond shall be paid by the Association.
- c. All checks of \$10,000 or more require two authorized signatures (treasurer, assistant treasurer, vice president, president).

Section 7 - The Treasurer shall:

- a. be responsible for proper record keeping of all Association financial transactions;
- b. report to the Association on a monthly basis, summarizing the financial position of the Association and all financial activity;
- c. maintain proper accounting records including a general ledger, detailed ledgers of restricted contributions, fixed assets ledger, and other necessary subsidiary records, on a timely basis;
- d. direct the Assistant Treasurer to assist in various areas of financial matter;
- e. be responsible for payment of all Association bills and deposit of all Association income;
- f. pay all payroll on a timely basis. A detailed payroll journal should be maintained;
- g. maintain proper files related to the financial function of the Association including insurance policies, building mortgage notes, bank correspondences, etc;
- h. reconcile all bank accounts on a monthly basis;
- i. prepare payroll tax returns on a monthly basis;
- j. maintain correspondence with the Association's insurance agency;
- k. file Forms 990 and CO-8, which are tax returns of organizations exempt from income tax;
- l. coordinate and provide necessary information at the year end to the Association's outside accountant for review/audit;
- m. act as a liaison between the treasury function and the finance committee in financial decisions and budget policy;

- n. update bank signature cards when necessary.

Section 8 - The Assistant Treasurer shall:

- a. perform financial duties as requested by the treasurer;
- b. review each month of the Association's detailed general ledger, bank reconciliation, and other matters the Treasurer may request.

Section 9 -The Recording Secretary shall:

- a. keep attendance records and accurate minutes of the meetings of the Association and be responsible for the distribution of these minutes;
- b. perform other related duties as the president may direct;
- c. act as presiding officer when the vice-president and president are absent;
- d. keep a file of Association committee reports, minutes, and copies of the Association by-laws ready for reference;
- e. give a copy of the minutes, treasurer's report, and agenda to the 4-H Office soon after each meeting.

Section 10 -The Corresponding Secretary shall:

- a. be responsible for all Association correspondence;
- b. send announcements and minutes of all meetings to the Association members who desire them;
- c. obtain attendance records from Recording Secretary and notify current members when their membership is in jeopardy (according to Article IV).
- d. work with the Membership Committee to seek new members, send letters of invitation and welcome.
- d. keep updated list of Association membership;
- e. send thank you letters as requested by committees;
- f. distribute any correspondence received to respective officers or committees;
- g. perform other related duties as the president may direct.

Section 11 - Removal of officers

- a. If the Association believes, beyond a reasonable doubt, that an officer has seriously neglected his/her duties or has exhibited behavior not worthy of an officer representing the organization, the Association may vote to remove the officer in question.
- b. To remove an officer, a voting member must bring forth a motion at an Association meeting in the form of "I move that the Association initiates action to remove because _____". The motion must be approved by a majority of the voting members in attendance. The actual vote to remove the officer will take place at the next regular business meeting.
- c. Removal requires a majority of the voting membership with a one-meeting notice of the intent. The officer in question shall be given adequate time to speak in his or her defense before the vote is taken.
- d. If any officer is removed, the president will appoint a replacement to serve until the next officer election or special election can be held. If the president is removed, the vice-president will serve as president, as stated in Article VI, Section 5.

ARTICLE VII Executive Committee

Section 1 -The Executive Committee shall be composed of the officers of the Association. Committee meetings shall include one or both County 4-H Agent(s) or their representative. Any actions resulting from an executive committee meeting shall be reported to the Association at the next regular meeting.

Section 2 -A simple majority (4) of the Executive Committee shall have full power and authority between meetings of the Association, to perform all functions of the Association. The Executive Committee, however, shall have no power to amend the By-laws of the Association and shall have no power to establish or change the policies of the Association.

Section 3 -Unless otherwise empowered by resolution of the Association, a simple majority (4) of the Executive Committee shall have the power to approve the payment of any valid Association bill not exceeding \$10,000 in amount during the interval between Association meetings.

ARTICLE VIII Committees

Section 1 -Each Standing Committee shall be composed of at least three voting members.

Section 2 -The 4-H staff shall be invited to attend all committee meetings as advisors.

Section 3- Committees shall announce intentions for bids in time to insure that bids are received before the next committee meeting.

Section 4 -The President shall appoint chairpersons for the following Standing Committees and any other committees the President shall deem necessary:

1. maintain and improve the 4-H Center;
2. maintain an equitable system for scheduling activities at the 4-H Center;
3. coordinate rentals to outside groups, including setting of rental rates;
4. prepare and submit an annual maintenance/improvement plan and budget request to the Finance Committee for use in developing an annual Association budget;
5. keep "Rules and Regulations Governing the Use of 4-H Facilities" up to date;
6. supervise Evening Superintendent and other 4-H Center employees.

B. The Finance Committee shall:

1. insure that all efforts are in accordance with applicable laws and 4-H policies;
2. prepare the annual budget with the Executive Committee and County 4-H Agent(s);
3. insure that Association accounts are reviewed/audited annually;
4. be comprised of, but not limited to, the executive committee including both treasurers and at least one of the 4-H Agents.

C. The Goals and Objectives Committee shall:

1. identify long and short term goals for the Association and make recommendations as to how they may be achieved;
2. present goals annually in February. The Association votes to affirm the proposed goals in March;
3. meet annually to assess progress on the goals, and to reevaluate the function of the committee;
4. include one of the county 4-H Agents or a staff representative as a non-voting member.

D. The Membership Committee shall:

1. work with the corresponding secretary to seek new Association members;

New members shall be sought from:

- Current 4-H volunteers and members
- Educators
- Members of the business community

- Service clubs
- Other adults interested in promoting the mission of the Association

2. seek recommendations from the County 4-H Agents, and Program Assistants, particularly from the list of 4-H leaders and other adult volunteers. Any member of the Association may make recommendations to this committee throughout the year;
3. work with the County 4-H Staff and committee chairpersons to provide an orientation for new Association members, to present an overview of the philosophy and operation of the Association and the rest of the 4-H Youth Development Program;
4. work with the County 4-H Agent(s) to insure that all applicable 4-H policies are met related to recruitment, screening, and orientation of volunteers;
5. send invitations to prospective Association members;
6. assign existing Association members as mentors to new members, as needed;
7. present potential members to Association in May, the Association votes on these members in July and new members start their terms at the September meeting.

E. The Scholarship Committee shall:

1. promote, administer and assist in the selection of individuals to receive scholarships presented by the Somerset County 4-H Association;
2. review and update the application, oversee the dissemination of the application, interview the candidates, and make recommendations to the Association annually;
3. propose a budget for and coordinate appropriate recognition of the recipients at the May Association meeting as well as posters to be used at the Fair;
4. the scholarship selection committee shall be comprised of members of the Association. The Somerset County 4-H Agents shall have one non-voting member of this committee. Parents of applicants may not be members of this committee.

F. The Outstanding 4-H'er Recognition Committee shall:

1. propose a budget for and coordinate appropriate recognition of the recipients at the July Association meeting and coordinate additional activities as the committee deems appropriate.

G. The Wreath Committee Shall:

1. review and update the wreath sale packet and materials annually;

2. collect all wreath orders and order all supplies needed;
3. set up schedule for wreath pick up, decorating, unloading and dissemination;
4. collect all funds and provide a financial report to the Association.

H. The Yearbook and Catalog committee shall:

1. review and update the Ad sale packet annually;
2. compile all advertisements;
3. collect or produce all written materials to be printed in the Yearbook;
4. work with the publisher to produce the Somerset County 4-H Yearbook and Catalog;
5. provide a financial report to the Association and turn all funds over to the treasurer in a timely fashion.

Section 2 -Special and Ad Hoc committees may be formed as needed.

Section 3 -The Fair Committees shall coordinate and direct the management of the annual 4-H Fair. These committees are run through cooperative leadership of 4-H staff, volunteer Fair managers and committee chairs. The Fair Managers shall:

1. be Association Members in good standing;
2. report monthly to the Association;
3. work with the 4-H Staff to chose additional managers if necessary;
4. be confirmed at the annual meeting.

Section 4 -Duties of Committee Chairpersons

1. Invite all interested Association members (and other volunteers) and County 4-H Agent(s)and staff to participate in committee, through personal or written invitation.
2. See recording secretary for applicable previous committee reports.
3. Encourage participation from and delegate responsibilities among committee members.
4. Invite President, Vice-president, County 4-H Agent(s), and all committee members to each meeting, using reminder cards, electronic communication or phone calls if necessary.
5. Appoint committee or meeting secretary/recorder to take minutes and send meeting announcements.
6. Write Thank you notes from committee or Association (through corresponding secretary) whenever appropriate.
7. Give complete summary of committee discussion issues, recommendations, and actions at meetings of the Association.

8. Submit written reports/minutes of committee business to the recording secretary and 4-H Office within two weeks of each meeting.

9. Prepare and submit an annual committee budget request, if needed, to the Finance Committee for use in developing an annual Association budget by December for the next year.

ARTICLE IX Elections

- Section 1 - A Nominating Committee shall be appointed by the President at the January meeting of the Association. One of the County 4-H Agents shall be invited as a non-voting member of the nominating committee.
- Section 2 - The report of the Nominating Committee shall be made at the regular May meeting. Additional nominations may be made from the floor at the July meeting.
- Section 3 - The President, Vice President, Treasurer, Assistant Treasurer, Recording Secretary, and Corresponding Secretary shall be elected by the Association at the August meeting for a term of one year, to begin at the Annual Meeting in September and to continue until their successors shall be elected and installed.
- Section 4 - In case of the death, resignation, or removal from office of any officer of the Association (except in the case of the president, where the vice-president will succeed, as stated in Article VI, Section 5), a successor shall be chosen by election at any regular or special meeting of the Association provided that notice of such election shall have been given in the notice of meeting.

ARTICLE X Representation on Advisory Committees

- Section 1 - The Association shall be entitled to representatives on the Somerset County Rutgers Cooperative Extension Advisory Board and the State 4-H Association, as well as other similar groups. These representatives shall be responsible to report all relevant information to and from the 4-H Association.
- Section 2 - The president, in consultation with the County 4-H Agent(s), may appoint one Association member to represent the 4-H Association and serve as a liaison between the two groups.

ARTICLE XI Miscellaneous

- Section 1 -The Fiscal year of the Association shall be the calendar year.
- Section 2 -The members of the Association shall not be liable for the debts of the Association.

Section 3 -These By-Laws may be amended at any regular or special meeting of the Association by a two-thirds vote of those voting members present provided notice of the proposed amendment is included in the notice of such a meeting.

Section 4 -All persons interested in the 4-H program may attend any Association meeting.

ARTICLE XI Dissolution

In the event of dissolution of the Association, the assets thereof shall be distributed only to other 4-H organizations, as long as they have tax-exempt status in accordance with the provisions of Section 501 (c) (3) of the Internal Revenue Code of 1986, the amendments thereto and the regulations thereunder. In the case of dissolution of the 4-H program, assets could be distributed to other tax-exempt organizations, in accordance with applicable state and national policies and guidelines of Cooperative Extension Service.

APPENDIX A Legal Background

The Association was incorporated as the Somerset County 4-H Fair Association on May 24, 1948 pursuant to the provisions of Title 15 of the Revised Statutes of the State of New Jersey. The Certificate of Incorporation was filed and recorded on June 11, 1948 in the Office of the Secretary of the State of New Jersey.

By letter dated July 15, 1964, J. P. McDonough, State supervisor, Corporation Tax Bureau, Division of Taxation, State of New Jersey, advised the Association that it was exempt from taxes under J.J.S.A. 54:10A-3(d) with the caveat that if the purposes or activities of the corporation should change, the corporation Tax Bureau should be notified.

On November 5, 1964, the Certificate of Incorporation was amended and the Certificate of Amendment was filed and recorded on the same date with the Acting Secretary of State.

By letter dated November 9, 1964, Frank S. Turbett, Jr., District Director, Internal Revenue Service, advised the Association that it was exempt from Federal Income Tax as an educational organization described in Section 501 (c) (3) of the Internal Revenue Code.

By Exempt Organization Permit No. EO-226-064-597, issued September 20, 1966, the Association was certified to be exempt from all sales and use taxes applicable to purchase of tangible personal property used solely and exclusively by the Association. By Sales Tax Certificate of Authority No. 226-064-597, issued July 1, 1966, the Association was authorized to collect sales taxes pursuant to the New Jersey Sales and Use Tax Act.

On March 22, 1967, the Certificate of Incorporation was again amended so that same would be consistent with these By-laws and, on the same date, the Association's attorney was directed to file the Certificate of Amendment with the Clerk of Somerset County and the Secretary of State. (The Certificate of Amendment was filed and recorded in the Somerset County Clerk's office and in the Office of the Secretary of State on April 3, 1967, and April 18, 1967, respectively.)

APPENDIX B
Organizational Chart
of the Somerset County 4-H Youth Development Program

Attached as a reference is the official organizational chart which shows an overview of responsibilities and the relationships among county 4-H staff, and the 4-H Association, which is an official entity of the Somerset County 4-H Youth Development Program.

Approved March 22, 1967. Revised 5/19/93; Sept 18, 2002, adopted November 2002. Revised 11/25/03, adopted January 2004, Revised 03/17/2006