

\*\* A copy of these by-laws can be downloaded at <https://4h.okstate.edu/educators/club-management/>.

Oklahoma Cooperative Extension Service  
4-H Youth Development Program

\_\_\_\_\_ COUNTY

## **4-H PARENT – VOLUNTEER ASSOCIATION BY-LAWS**

### **Article I                      Name**

This organization shall be known as the \_\_\_\_\_ County 4-H Parent – Volunteer Association.

### **Article II                      Objectives**

In cooperation with the County Extension staff, the objectives of this organization shall be to:

- Support the mission and objectives of the 4-H Youth Development effort.
- Supplement and enhance efforts of the Oklahoma Cooperative Extension Service.
- Aid in the physical, mental and the social development 4-H members through clubs, programming, activities and events.
- Encourage and support Youth-Adult Partnerships in planning, conducting and evaluation of county activities and events with general guidance from the Extension Office.
- Encourage a cooperative spirit among 4-H clubs and members.
- Encourage representation and participation of all clubs in the business and committee work of the PVA.
- Promote OCES 4-H Youth Development programs through marketing and visibility efforts at the local and county level.
- Encourage and support the certification and continuing education of 4-H adult and teen volunteers.
- Recruit, train, and retain volunteers for local and county volunteer responsibilities.

### **Article III                      Membership**

The membership of this organization shall include all 4-H parents and adult volunteers in \_\_\_\_\_ County, irrespective of race, color, national origin, gender identity/expression, religion, ethnicity, age or disability.

### **Article IV - Meetings**

#### **Section 1. Meeting**

- A. The \_\_\_\_\_ PVA will meet Quarterly (February, May, August, and November) on the fourth Thursday at 7 pm for a business meeting.
- Or The \_\_\_\_\_ PVA will meet the fourth Thursday of each month for a business meeting and an educational program.
- B. In the event a meeting is changed or cancelled the membership will be notified one week in advance, unless it is an emergency or due to weather conditions. In which cases all due effort will be made to contact members by phone or other designated means.

## Section 2. Quorum

*Choose an option which best serves your county and makes sure that clubs are represented and making decisions best for the total program. The following are possible alternatives.*

- Ten (10) members present shall constitute a quorum. Or
- 2/3rds of the clubs in the county are represented.

## Article IV Officers

### Section 1. Elected Officers

The elected officers of this organization are President, Vice-president, Secretary, Treasurer and Liaison to the \_\_\_\_\_ County 4-H Foundation. Officers will be referred to as the PVA Executive Committee.

### Section 2. Duties of Elected Officers

- A. The President shall: 1) Preside at all meetings of the \_\_\_\_\_ County Parent-Volunteer Association; 2) Appoint committees; 3) Serve as an ex-officio member of all committees except the nominating committee; 4) Consult with County Extension Educators and Executive Committee in the preparation of an Agenda for Business meetings and 5) Perform the usual duties of the presiding officer.
- B. The Vice-president shall: 1) Coordinate all PVA committees, 2) Act in the capacity of President in the absence of that person, 3) Work closely with the extension educators to fill county 4-H activities and events chair and chair-elect positions, and 4) Perform all duties delegated by the president.
- C. The Secretary shall: 1) Record the minutes and actions of all meetings of the organization and submit to the Extension Office and Executive Committee ten (10) days following the meeting, 2) Maintain a copy of all PVA committee reports, and 3) Handle correspondence as needed.

*(Counties who have an established 4-H Foundation may have no need for a Treasurer and may choose to have a position titled Foundation Liaison.)*

- D. The Treasurer shall: 1) Keep all financial records in accordance with OCES guidelines and procedures, 2) Submit a Quarterly itemized statement of income and expenditures for approval at business meetings, 3) Chair PVA Budget Committee in establishing the organization's annual balanced budget, 4) Submit receipts for payment/pay bills in a timely manner, 5) Serve as a member of the Fund Raising Committee and work closely with all county fund raising activities, 6) Maintain a record of the PVA Internal Revenue Employer Identification Number (EIN), 7) Have books audit at the end of term in office. 8) Request a copy of the clubs account activity quarterly from the organization managing the account. At least once a year the club/executive body shall submit a copy of the minutes to the extension office where the group approves/reconciles with the accounting bodies report.
- D. The Foundation Liaison shall: 1) Be a member of the \_\_\_\_\_ County Foundation Board 2) Represent the mutual interests of both organizations and 3) Provide communications between the two organizations.

### **Section 3. Tenure**

All elected officers shall serve a (2) two-year term or until succeeded, without privilege of succession to the same office. A term of office will begin at the conclusion of the meeting at which an individual is elected. The President and Treasurer and/or Foundation Liaison shall be elected in odd numbered years. Secretary, Vice President shall be elected in even number years. The only exception shall be those individuals appointed or elected for incomplete terms. Such persons shall have privilege of succession for a full two (2) year term.

### **Section 4. Qualifications**

- A. The nominees for president, vice-president and treasurer shall have been a 4-H Parent – Volunteer Association Member for a minimum of one (1) year.
- B. Any individual qualified for membership in the organization is eligible to serve as an elected officer or appointed position, except for the president, vice – president and treasurer.
- C. An individual who has previously served as an elected officer may again be elected to serve, provided at least on (1) year has lapsed since the last term of service.

## **Article V Election of Officers**

### **Section 1. Nominations**

- A. A nominating committee, with a minimum of three (3) members from three (3) separate communities, shall be appointed by the chairperson, at the quarterly meeting prior to the election.
- B. The Nominating Committee shall recommend two nominees for each elective office to be filled in that year.
- C. The Nominating Committee shall make the nominees known to members at large at least thirty (30) days prior to election.
- D. Nominations may be made from the floor, at the meeting at which elections are held if the individual meets the qualifications.
- E. All nominees shall have consented to serve if elected.

### **Section 2. Elections**

- A. Elections shall be held during the second quarter of the year.
- B. Elections may be by ballot, show of hands, standing count or acclamation.
- C. A majority of those votes cast shall be required for election to office.

## **Article VI Executive Committee**

### **Section 1. Membership**

- A. The executive Committee shall consist of the officers and the Extension 4-H Youth Development Educator(s).
- B. Committee Chairs may be asked to attend Executive Committee meetings.

## **Section 2. Duties**

The Executive Committee shall be responsible for the functions of the organization between quarterly meetings. A complete record of all its proceedings shall be kept. A report of the executive committee shall be made at the quarterly meetings of the organization.

## **Section 3. Meetings**

The president, in consultation with the Extension 4-H Youth Development Educator(s), shall call meetings of the Executive Committee as needed.

## **Section 4. Powers**

The Executive Committee shall have the authority to make appointments as needed.

A Parliamentarian may be appointed and shall serve at the discretion of the Executive Committee.

## **Section 5. Vacancies**

In the event an officer resigns, becomes disqualified, or fails to perform the duties of the office to which elected or appointed, the Executive Committee shall declare the office vacant, and name a successor to complete the un-expired term. The exception shall be a vacancy in the office of president to which the vice-president shall succeed.

## **Article VII P.V.A. Order of Business**

### **Section 1. Business**

The order of business shall be as follows: call to order; attendance, reading and approval of minutes, treasurer's report, a report of the executive committee, standing committees, special committees, unfinished business, new business, and announcements.

The agenda will be available 1 week prior to the PVA business meeting. Elected Officers are to conduct the business meetings. County Extension Educators are to function only as an advisor to the PVA.

## **Article VIII PVA Committees**

### **Section 1. Standing Committees**

Standing Committees shall consist of Budget, Fund Raising, Awards and Recognition, Achievement Banquet, Design and Construction, Camp, Share the Fun, Communications Event, County Fair, Horticulture Show, and Healthy Living Fair.

### **Section 2. Executive Committees**

Executive committees shall consist of Nominating, By-Laws and any other deemed necessary by the President or Executive Committee.

### **Section 2. Membership**

Committees will be composed of adult volunteers and teen leaders who will share equally in the decision making and responsibilities. Each committee will have a chair and chair-elect. The chair-elect will be in training for assuming the chair position the following year.

### **Section 3. Duties**

- A. Committees are appointed with the responsibility to plan and carryout an activity/event or to research alternatives for recommending action to the PVA.
- B. Committee work shall be done outside the Quarterly Business meeting.
- C. Keep records of all committee work, correspondence, agendas and minutes, evaluations, etc. for future committees.
- D. The committee chair shall file a written report of all meetings with the PVA Secretary, Vice President and the County Extension Educator.
- E. The committee will keep the executive committee informed and report to the PVA.

## **Article IX            PVA Funds**

### **Section 1. Purpose**

All PVA funds are for the purpose of providing educational opportunities for volunteers and youth.

### **Section 2. Account**

*Accounting policies change regularly. Be sure to keep club by-laws amended to reflect the most current Extension and/or government regulations.*

- A. Keep a set of records which can be compared to agency records/ledger.
- B. Request a copy of the ledger account prior to each meeting and report transactions to the body.

### **Section 3. Budget** (*This responsibility might fall to a 4-H Foundation in counties where a foundation is established.*)

A formal budget will be presented to and voted upon each year by the Association. The Budget Committee will be responsible for developing a proposed balanced budget based on the account balance and needs of the 4-H program.

### **Section 4. Fund Raising** (*This responsibility will fall to a 4-H Foundation in counties where a foundation is established.*)

A Fund-Raising committee will be responsible for reviewing the needs of the 4-H program and developing opportunities and programs which will generate the revenue necessary to meet the needs of the \_\_\_\_\_ County 4-H program. The recommendation of the committee must be presented to and voted upon by the PVA.

### **Section 5. Dissolution of the Organization**

In the event the Parent-Volunteer Association dissolves all funds held in its name will be merged into the county 4-H program managed by the Oklahoma Cooperative Extension Service.

## **Article X                  Parliamentary Authority**

### **Section 1. Procedures**

- A. All meetings of the Parent–Volunteer Association and its Executive Committee shall be governed by these bylaws, and parliamentary rules and usage contained in the current edition of ROBERT’S RULES OF ORDER NEWLY REVISED. Any member appointed as parliamentarian to advise the president shall not be disenfranchised by denial of the right to speak to and vote on issues before the organizations.
- B. These Bylaws shall have precedence over ROBERTS RULES OF ORDER NEWLY REVISED.

## **Article XI                  Amendments**

**Section 1.** These By-laws may be amended or revised at any regular meeting of the organization by a two-thirds (2/3) vote of those members present, provided that said amendments shall have been presented in writing to the membership at least fifteen (15) days prior to its presentation for adoption.

Adopted \_\_\_\_\_

Revised \_\_\_\_\_