

**BYLAWS  
OF THE  
PRINCE WILLIAM COUNTY 4-H ASSOCIATION**

(Serving as Fiscal Agent)

**Statement of Authority**

The **PRINCE WILLIAM COUNTY 4-H ASSOCIATION (PWC 4-H Assoc.)** is associated with the Virginia Polytechnic Institute and Virginia State University, Cooperative Extension, 4-H Youth Development (Virginia 4-H) in accordance with the State Association's Articles of Incorporation and Bylaws.

The PWC 4-H Assoc. is to be operated primarily for advisory and charitable purposes in support of the Virginia 4-H, as set forth in the PWC 4-H Association's Articles of Incorporation and Bylaws.

The PWC 4-H Assoc. is operated in accordance with Virginia 4-H's policies for Cooperative Extension Advisory Committees, and shall remain under the control and supervision of the Virginia 4-H program's faculty and staff.

The PWC 4-H Assoc.'s use of the 4-H Name and Emblem is authorized by Virginia 4-H via a memorandum of understanding between the PWC 4-H Assoc. and Virginia 4-H .

The PWC 4-H Assoc. will apply for tax exempt status under the 501c(3).

The PWC 4-H Assoc. shall comply with all applicable federal, state, and local laws, and conform to all policies and best practices of Virginia 4-H. The PWC 4-H Assoc. shall perform its functions in a manner consistent with Civil Rights Laws.

**Article I - Mission and Purpose**

**Section 1, THE MISSION.** The Mission of the Prince William County 4-H Association is to:

- a. Provide time, talent, and other resources to promote 4-H programs, procedures, and opportunities to citizens, organizations and governing bodies of PWC.
- b. Advise PWC 4-H Extension Staff on matters of program policy and assist in their implementation;

- c. Support the county 4-H youth development program by encouraging volunteer participation, seeking resources, and other activities to advance the educational mission of the 4-H program; and
- d. Oversee the financial resources of all PWC 4-H Clubs and Affiliate Groups in accordance with Virginia 4-H.

**Section 2, GOALS.** The Goals of the PWC 4-H Assoc. are to:

- a. Preserve the PWC 4-H Assoc. mission;
- b. Develop ideas for the expansion, improvement and promotion of 4-H youth and leader educational programs throughout PWC by maintaining visibility at PWC events, offering scholarships, maintaining responsible and viable finances, and recognizing the contributions and advances in all areas of 4-H membership participation;
- c. Build relationships by promoting a spirit of friendship and cooperation among PWC 4-H members, leaders, parents, volunteers, and Extension Staff, and the PWC community as whole;
- d. Serve as the eyes, ears and voice of the PWC 4-H community in identifying needs;
- e. Enhance the financial base of the PWC 4-H program through fundraisers; and
- f. Advocate for the 4-H Youth Development Program.

**Section 3, TASKS.** The PWC 4-H Assoc. may be called upon to perform a variety of tasks including, but not limited to, the following:

- a. Assist in securing resources for the PWC 4-H program to include monetary, land, volunteers, and new members for the council;
- b. Serve as organizational chairs for county, district, and state 4-H activities;
- c. Plan and conduct fundraisers;
- d. Secure meeting facilities, assist with 4-H educational activities and awards, oversee promotions in store windows for 4-H exhibits, and provide transportation for 4-H

participants to and from activities outside the county, as needed;

- e. Arrange for special features in newspapers and radio/television programs during National 4-H Week, and assist the 4-H agent(s) in developing a good relationship with all mass media representatives;
- f. Attend State run 4-H activities to remain informed on current trends, changes, and achievements in 4-H state and nationwide;
- g. Act as a liaison between the 4-H agent(s) and the general public relative to the 4-H program's appropriateness and accountability and communicate with 4-H funding sources (state legislators, boards of supervisors, and private contributors);
- h. Participate in recognition programs for youth and volunteers; and
- i. Provide speakers on topics of interest for club and other 4-H activities.

#### **Article II - Membership and Appointment**

**Section 1, GENERAL.** Members of the PWC 4-H Assoc. shall be comprised of 10 or more business and professional people, educators, volunteers, parents, 4-H teen club members, representatives of civic organizations, and other segments of the population which has varied experience with youth. Members shall be selected from diverse backgrounds, occupations and geographic locations within Prince William County. The Association shall be open to all persons regardless of race, creed, color, religion, national origin, gender, disability, or sexual orientation in accordance with current non-discrimination policies of the Virginia Cooperative Extension Service.

**Section 2, ANNUAL MEMBERSHIP.** Members agree to the Bylaws and agree to attend two thirds of the PWC 4-H Assoc.'s by-monthly meetings for the fiscal PWC 4-H Assoc. year. All members serve at the pleasure of the PWC 4-H Assoc. Members may be invited or excused annually, or from time to time, at the discretion of the PWC 4-H Assoc.

**Section 3, REMUNERATION.** No member of the PWC 4-H Assoc. shall receive remuneration for his or her service, but may be reimbursed

for necessary travel expenses and subsistence when serving the Association upon authorization of the membership.

**Section 4, EX OFFICIO.** The County 4-H Extension Agent(s) shall be an ex officio member of the PWC 4-H Assoc.

### **Article III - Officers**

**Section 1, OFFICERS.** The officers of the PWC 4-H Assoc. shall be a President, Vice-President, Secretary, Treasurer, and when needed, an Assistant Treasurer and other officers such as the PWC 4-H Assoc. deems necessary or beneficial. The officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the PWC 4-H Assoc. The officers shall be elected from the membership of the PWC 4-H Assoc.

**Section 2, ELECTIONS.** The officers shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. In the event of the death, resignation, or removal of an officer other than the President, a successor shall be elected at any regular or special meeting, due notice of such election having been given. (Provisions for the President's replacement are stated in Article III, Section 4.)

**Section 3, LIMITATIONS.** No member shall hold more than one office at a time.

**Section 4, REMOVAL OF OFFICERS.** An officer may be removed for cause, including, but not limited to, negligence of duty or conduct unbecoming an officer. Removal requires a three-fourths majority vote at any regular or special meeting, due notice of intent having been given one meeting prior. The officer in question shall be allowed adequate time to speak on his or her behalf before the vote. The President shall appoint a successor to serve the remainder of the term of the vacated office. If the President is deposed, the Vice-President shall serve the remainder of the term.

### **Article IV - Duties of Officers**

**Section 1, PRESIDENT.** The President shall preside over meetings of the PWC 4-H Assoc., ensuring that all business is conducted fairly and in the best interest of the PWC 4-H program, in accordance with Virginia 4-H policies. The President shall be responsible for:

- a. Serving as representative of the PWC 4-H Assoc.

- b. Appointing committees and committee chairs, and such other duties applicable to the office as prescribed by the parliamentary authority adopted and noted in Article VIII of the Bylaws by the PWC 4-H Assoc.
- c. The President will have signatory power on PWC 4-H Assoc. accounts in the chance that the Treasurer is unable to perform this duty. If the President is related in any way to the Treasurer, then the signatory power during the President's term will be given to the Vice-President.

**Section 2, VICE-PRESIDENT.** In the absence of the President, the Vice-President shall serve in his or her stead for the PWC 4-H Assoc.; a vacancy of the President's position shall be filled by the Vice-President for the remainder of his or her term. The Vice-President shall be responsible for:

- a. Acting as the Coordinator for Educational Programs and serve as the chair person for the membership/volunteer/alumni committee.
- b. The Vice-President may serve on all committees, ensuring that committee chairpersons and members fulfill their duties, and, from time to time, presenting committee reports, recommendations, and actions to the PWC 4-H Assoc. membership.
- c. The Vice-President shall have signatory power on PWC 4-H Assoc. accounts in the event that the President is in any way related to the Treasurer and is unable to fulfill this role.

**Section 3, SECRETARY.** The secretary is the recording officer for the PWC 4-H Assoc., and is responsible for recording the proceedings of the PWC 4-H Assoc. meetings in the minutes, and all clerical duties not expressly designated to another officer or committee chair. The secretary shall be responsible for:

- a. Keeping on file all minutes, committee reports, membership rolls, and copies of these Bylaws; and shall make these documents available upon request.
- b. Notifying officers and members of meeting dates;
- c. Generating and distributing all PWC 4-H Assoc. correspondence, including distribution of received correspondence to appropriate officers and committee chairpersons;

- d. Distribute copies of the minutes to all council members in advance of each ensuing meeting and provide extra copies of the minutes at the meetings; and
- e. In the absence of the President and Vice- President, the Secretary shall call the meeting to order and preside until the immediate election of a chairperson pro tem.

**Section 4, TREASURER.** The Treasurer of the PWC 4-H Assoc. is entrusted with custody of its funds and will have signatory power on the PWC 4-H Assoc. account. The Treasurer shall be responsible for:

- a. Proper record keeping of all financial transactions, including a yearly budget;
- b. Oversee accounting for the funds of all 4-H Clubs and other 4-H entities;
- c. Reporting to the PWC 4-H Assoc. a summary of its financial status and activity on a monthly basis, or from time to time as directed by the County 4-H Agent(s);
- d. Reconciling all bank accounts on a monthly basis, maintain proper accounting records in accordance with Virginia 4-H policy;
- e. Providing a Treasurer's report at bi-monthly PWC 4-H Assoc. meetings.
- f. Payment of all bills in a timely manner, and deposit all income in a timely manner, and
- g. Ensure that an IRS FORM 990 series tax return is filed and any other requested documents, on behalf of the PWC 4-H Assoc.

**Section 5, ASSISTANT TREASURER.** The PWC 4-H Assoc. may deem it necessary and beneficial to appoint, annually or from time to time, an Assistant Treasurer to provide assistance to the Treasurer and will be granted signatory power on PWC 4-H Assoc. accounts if deemed necessary. The Assistant Treasurer shall not be related to, in any way, the Treasurer.

#### **Article V - Meetings**

There shall be three classes of meetings of the PWC 4-H Assoc., to wit:

**Section 1, REGULAR MEETINGS.** Regular meetings shall be held at least five times a year. Meetings will be held on the second Tuesday of the month, unless otherwise ordered by the PWC 4-H Assoc. Notification of the meeting time and location shall be included in the call to meeting.

**Section 2, ANNUAL MEETINGS.** The regular meeting in May shall be known as the Annual Meeting and shall be for the purpose of electing officers, and appointing committee chairs.

**Section 3, SPECIAL MEETINGS.** Special meetings may be called by the President, or may be called by written request of a majority of the members of the PWC 4-H Assoc. The purpose of the meeting shall be stated in the call, and no business shall be conducted except that which is in the call. At least three (3) days' notice shall be given except in cases of emergency, which shall be determined by the President.

**Section 4, QUORUM.** A quorum at any regular or special meeting of the PWC 4-H Assoc. shall be by a simple majority of voting members of the Association.

**Section 5, ATTENDANCE.** Any persons interested in the 4-H program may attend meetings of the PWC 4-H Assoc.

**Section 6, ORDER OF BUSINESS.** The order of business for all regular meetings shall be:

- Call to Order
- Pledges
- Minutes/Secretary's Report • Correspondence
- Treasurer's Report
- Special Reports and Presentations • 4-H Agent/Staff Reports
- Executive Committee Reports • Standing Committee Reports
  - Special Committee Reports
- Old Business
- New Business
- Announcements
- Adjournment

#### **Article VI - Committees**

**Section 1, Executive Committee.** An Executive Committee, comprised of the officers of the PWC 4-H Assoc., may be formed for the purpose of conducting the necessary and proper business of the PWC 4-H Assoc. during the interval between meetings. The President shall have the

power to call a meeting. (The Executive Committee shall have the power to approve payment of any valid Association expense not exceeding \$1,000, unless specifically empowered by a resolution of the membership). The Executive Committee shall have no power to amend these Bylaws, or to establish or change policies of the PWC 4-H Assoc. without at least two-thirds majority vote of the membership.

**Section 2, COMMITTEES.** The PWC 4-H Assoc. may form any standing or special committees deemed necessary or beneficial to carry out the work of the PWC 4-H Assoc. With the exception of the Nominating Committee, all other committees shall be established and appointed by the Chairperson. The Chairperson shall be an ex-officio member of all committees except the Nominating Committee.

**Section 3, STANDING COMMITTEES.** The following standing committees may be established to carry out the work of the PWC 4-H Assoc.:

- a. **Advisory Committee:** An Advisory Committee may be established for the purposes of providing advice and counsel related to the priorities and operation of the county 4-H program, as well as assisting in the establishment of long-range goals. Members shall include: community leaders, business leaders, experts, current 4-H youth and adults, and school system representatives. The committee shall be diverse in regard to: age, race and ethnicity, gender, community, and affiliation.
- b. **Expansion & Review Committee:** An Expansion & Review Committee may be established for the purposes of ensuring 4-H programs practice non-discrimination and equal opportunity policies and promote 4-H involvement to all potential audiences including underserved and under representative populations. The committee shall be comprised of two thirds adults and one third youth, and be representative of the county with regard to age, race and ethnicity, and gender.
- c. **Program Support Committee:** A Program Support committee may be established for the purposes of assisting the 4-H Agent(s) in securing financial and other resources, encouraging volunteer participation, and other activities to advance the educational mission of the 4-H program. The committee shall be comprised of adults and youth with appropriate skills, abilities, and interests.
- d. **Finance Committee:** The Finance Committee shall follow Virginia Cooperative Extension and Virginia 4-H fiscal policies as well as state and federal regulations. This committee shall deal with all money issues and take an active



role in all fundraisers. The committee shall produce a yearly budget and provide budget updates to the council. The committee shall provide expertise and help in securing grants for 4-H programs and assist clubs in writing grant applications. The committee shall be responsible for the annual audit of the Treasurer's records in July.

- e. **Publicity Committee:** This committee shall be responsible for the development of a marketing plan to enhance 4-H awareness within the county and shall assist in arranging for media coverage of special 4-H programs and activities. It shall provide each club with media contact information and act as a resource to train club reporters/historians in the performance of their duties. The committee shall be responsible for the development of an archival system for 4-H news items, pictures and other historical items of interest to the 4-H community.
- f. **Recognition and Awards Committee:** The purpose of this committee is to assist in identifying and presenting appropriate recognition and awards to members and leaders. This committee will be responsible for the annual review of portfolios.
- g. **Membership/Volunteer/Alumni Committee:** This committee shall receive recommendations for membership from the PWC 4-H Assoc., 4-H staff and PWC 4-H leaders as well as actively recruit members. All recommendations for membership shall be submitted to the council for approval. The committee shall be responsible for the collection of alumni survey data, All Star data and volunteer data and assist the council in efforts to maintain a continuing relationship with the PWC 4-H community.
- h. **Bookkeeping Committee:** A Bookkeeping Committee may be established for the purposes of providing financial management services for the county 4-H Program. The committee shall be comprised of adults with appropriate skills, abilities and interests.
- i. **Nominating Committee:** A Nominating Committee may be established in accordance with the parliamentary authority, as noted in Article VIII of the Bylaws of the PWC 4-H Assoc.

**Section 4, COMMITTEE MEMBERSHIP.** Individuals who are not members of the PWC 4-H Assoc. shall be permitted to serve on any standing or

special committees formed, at the discretion of the PWC 4-H Assoc. President.

**Article VII - Fiscal Year**

The fiscal year of the PWC 4-H Assoc. shall be July 1 to June 30 of each year, commencing October 1, 2012.

**Article VIII - Finances**

**Section 1, GENERAL.** The PWC 4-H Assoc. will serve as the fiscal agent for the PWC 4-H Program under the direction of the PWC 4-H Extension Agent(s) and in accordance with Virginia 4-H policies for financial and resource management.

**Section 2, CLUB & AFFILIATE GROUP FUNDS.** The PWC 4-H Assoc. will oversee any separate funds the PWC 4-H Clubs and Affiliate Groups may have with a treasury in excess of \$100 in addition to its own: monies held in said funds shall not be commingled. The PWC 4-H Assoc. shall not deny requests for use of Club or Affiliate Group funds. The PWC 4-H Assoc. Treasurer will maintain copies of the bank statements of said separate funds/accounts. PWC 4-H Club and Affiliate Groups will provide financial reports upon request from the PWC 4-H Assoc. Treasurer. The PWC 4-H Assoc. shall notify the PWC 4-H Extension Agent(s) of any suspected improper use of funds.

**Section 3, AGENT APPROVAL.** The PWC 4-H Extension Agent(s) shall approve or deny requests to conduct fundraising efforts, and shall reserve the right to approve or deny use of Club, Affiliate Group, or PWC 4-H Assoc. funds.

**Section 4, TAX-EXEMPTION.** Upon approval by the IRS of the 50c1c(3) status, The PWC 4-H Assoc. may receive tax-deductible contributions in accordance with appropriate sections of the current IRS tax code and various supplements thereto and acts amendatory thereof.

**Article VIII - Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order*, newly revised, shall govern the meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the PWC 4-H Assoc. may duly adopt.

**Article IX - Amendment of Bylaws**

These Bylaws may be amended at any regular meeting of the PWC 4-H Assoc. by a two-thirds majority vote, provided that the proposed amendment is submitted in writing with the call to the meeting. Any amendments to these Bylaws must be in accordance with Virginia 4-H policies and must be approved by the County 4-H Extension Agent(s). The provisions of the Bylaws of the PWC 4-H Assoc. shall not be in conflict with Bylaws and Articles of Incorporation of Virginia 4-H. The Secretary shall submit a copy of revised Bylaws to Virginia 4-H. within 30 days of their adoption.

#### **Article X - DISSOLUTION**

In the event of the termination of applicable Memoranda of Understanding, or the dissolution of the current PWC 4-H Assoc., the assets of the current PWC 4-H Assoc. will be transferred to Virginia 4-H within 30 days of the termination or when the PWC 4-H Assoc. is dissolved, where it will be housed and identified in an account designated for PWC 4-H to be expended to benefit Virginia 4-H in PWC 4-H. Whereupon a new PWC 4-H Assoc. is formed, is in good standing with the Virginia 4-H, and signs a satisfactory memorandum of understanding, then the funds from the above account will be transferred back to the newly formed PWC 4-H Assoc.