

ARTICLES OF ASSOCIATION OF THE

PINELLAS COUNTY 4-H ASSOCIATION.

(A Subordinate of the Florida 4-H Association, Inc.)

ARTICLE I - NAME

The name of the organization is the PINELLAS COUNTY 4-H ASSOCIATION, herein after referred to as the "Association." This Association is an affiliate of the Florida 4-H Association, Inc. (State Association) and is to be operated exclusively for educational and charitable purposes.

ARTICLE II – PRINCIPAL OFFICE

The initial street address of the principal office of this Association is 12520 Ulmerton Rd Largo, FL 33774. The Association Membership may from time to time move the principal office to any other address in Florida.

ARTICLE III - DURATION

The duration of the Association is perpetual.

ARTICLE IV - PURPOSE

The specific purposes for which this Association is organized is as follows:

Section 1. The primary purpose for which this Association is formed is to promote the educational objectives of the Florida 4-H Youth Development Program, under direction of the Florida Cooperative Extension Service, University of Florida; to foster mental, physical, social, and all other aspects of youth development; to support Extension programs in the interest of youth as the Association Membership of the Association may deem appropriate, to do any and all things necessary and proper for the accomplishment of the objectives enumerated in its Articles of Association, or necessary or incidental to benefit and protection of the Association.

Section 2. Other purposes for which this Association is formed are: to do all the acts and things, and business in any manner connected with the objects or purposes or powers of the Association or calculated directly or indirectly to promote the interests, objectives, and ideals of the organization, and in addition, to have and exercise all rights, powers and privileges now or hereafter belonging to or conferred upon non-profit organizations existing under the laws of the State of Florida. None of the property or the income from the Association shall inure to the benefit of any officer, director or member of the Association.

Section 3. The foregoing statement of purpose or purposes shall be construed as a statement of both purpose and powers and the purposes and powers in each clause shall, except were otherwise expressed, be in no ways limited or restricted by reference to or inference from the terms of provisions of any other clause, but shall be regarded as independent purposes and powers.

ARTICLE V - MEMBERSHIP

Section 1, GENERAL. Membership in the Association shall be open to all persons regardless of race, creed, color, religion, national origin, gender, disability or sexual orientation. The Association shall adopt the current University of Florida Equal Opportunity statement.

Section 2, NUMBER. There shall be at least five (5) members of the Association A maximum number of members may be determined from time to time by the Association Membership, as set forth in the Bylaws of said Association.

Section 3, APPOINTMENT. All members serve at the pleasure of the County 4-H Extension Agent(s). Members may be appointed or excused annually, or from time to time, at the discretion of the County 4H Extension Agent.

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

ARTICLE VI - OFFICERS

Section 1, GENERAL. The Bylaws of said Association shall define the duties of the Officers of the Association; and that the manner of election and term of office the Officers of the Association shall be as set forth in the Bylaws of the Association.

Section 2. ELECTIONS. The Association Membership, their nominations, election or appointment, installation of election or appointment, power and authority shall be in accordance with the provisions of the Bylaws of this Association.

Section 3. OFFICERS. The Association shall have the following officers: Chairperson, Vice-Chairperson, Treasurer, and Secretary.

Section 4, Qualifications. The Chairperson, Vice-Chairperson, Treasurer, and Secretary must be members of the Association. The qualifications, manner and time of selection, duties, and responsibilities of said officers shall be published in the Bylaws. The Association may elect other officers as deemed necessary and beneficial.

ARTICLE VII - MEETINGS

The Association shall meet at least four times annually. The annual meeting of the Association shall be held as may be provided in the Bylaws. The Association may provide in its Bylaws for the holding of additional regular and special meetings and the appropriate notice for such meetings.

ARTICLE VIII – FISCAL YEAR AND FINANCES

Section 1, FISCAL YEAR. The Bylaws of said Association shall define the fiscal year.

Section 2, SUBORDINATE STATUS. The Association shall be considered a Subordinate Organization of the State Association, and will be required to file appropriate IRS tax return on its own behalf; The Association shall comply with other reporting requirements as determined from time to time by the State Association and the Florida 4-H Youth Development Program.

ARTICLE IX – BYLAWS

The Association is granted authority by the State Associations to make a Code of Bylaws for its government, and to amend the same from time to time as provided in said Bylaws. The provisions of the Bylaws of the Association shall not be in conflict with Bylaws and Articles of Incorporation of the State Association.

ARTICLE X – AMENDMENT OF ARTICLES OF ASSOCIATION

The Articles of Association may be amended by a two-thirds majority vote of the Association Membership at any regular meeting or at any meeting called for that purpose. Before such amendment made at any regular or special meeting can be submitted to Florida 4-H Association, Inc. for filing, the Associate Dean for 4-H Youth Development must review and approve such amendments.

ARTICLE XI - DISSOLUTION

In the event of dissolution of the Association, all of its assets remaining after payment of all costs and expenses of such dissolution shall be conveyed to the Florida 4-H Club Foundation, Inc., a Florida not-for-profit corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Service Code, or its successors, for distribution to the Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. None of the assets will be distributed to any member, officer, or trustee of this Association.

ARTICLE XII – SUPERVISION AND CONTROL

Section 1, UNIVERSITY CONTROL. This Association is organized with the permission of Florida Cooperative Extension Service, University of Florida, and the business of the Association and all its acts, decisions and other actions of its Officers and members in carrying out its purpose and powers shall at all times conform with the provisions of the Florida 4-H Youth Development Program enacted pursuant thereto as well as the provisions of State law. Any person employed by the Association shall not be considered to be an employee of the University Of Florida Board Of Trustees or of the State of Florida solely by virtue of their employment.

Section 2, COUNTY SUPERVISION. The County Extension 4-H Agent(s) shall monitor and control the use of the University of Florida resources used by the Association, the name of the University or any of its units, as well as use of the 4-H Name and Emblem.



County 4-H Association Chairperson



Date



County 4-H Association Vice Chairperson



Date



County 4-H Association Secretary



Date

County 4-H Association Treasurer

Date

**BYLAWS
OF THE**

PINELLAS

COUNTY 4-H ASSOCIATION

(Serving as Fiscal Agent)

Statement of Authority

The **PINELLAS COUNTY 4-H ASSOCIATION** (Association) is associated with the Florida 4-H Association, Inc. (State Association) in accordance with the State Association's Articles of Incorporation and Bylaws.

The Association is an affiliate of the State Association and is to be operated primarily for advisory and charitable purposes in support of the Florida 4-H Youth Development Program, as set forth in the Association's Articles of Association.

The Association is operated in accordance with the State University System's policies for Extension Advisory Committees, and shall remain under the control and supervision of the County Extension program's faculty and staff.

The Association's use of the 4-H Name and Emblem is authorized by the Florida Cooperative Extension Service via a memorandum of agreement between the Association and County Extension program.

The tax-exempt status of the Association is derived from the State Association by means of its inclusion in the Internal Revenue Service (IRS) Group Exemption Number (GEN) assigned to the State Association.

The Association shall comply with all applicable federal, state, and local laws, and conform to all policies and best practices of the Florida Cooperative Extension Service and its 4-H Youth Development Program. The Association shall perform its functions in a manner consistent with Civil Rights laws.

Article I – Membership and Appointment

Section 1, GENERAL. Members of the Association shall be persons of paramount interest in, and be dedicated to, the educational objectives of the *Pinellas County 4-H program*. Members shall be selected from diverse backgrounds, occupations and geographic locations within Pinellas County. The Association shall be open to all persons regardless of race, creed, color, religion, national origin, gender, disability, or sexual orientation; or in accordance with current non-discrimination policies of the Florida Cooperative Extension Service.

Section 2, NUMBER. The Association shall have at least five (5) members, *but not more than* 15.

Section 3, APPOINTMENT. Members are appointed by the County 4-H Extension Agent(s) for renewable one-year terms. All members serve at the pleasure of the 4-H Extension Agent(s). Members may be appointed or excused annually, or from time to time, at the discretion of the County 4-H Extension Agent(s).

Section 4, REMUNERATION. No member of the Association 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 5, EX OFFICIO. The County 4-H Extension Agent(s) shall be an ex officio member of the Association.

Article II – Officers

Section 1, OFFICERS. The officers of the Association shall be a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Assistant Treasurer [*and other officers such as the County Association deems necessary or beneficial.*]. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association. The officers shall be elected from the membership of the Association.

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 Chairperson, a successor shall be elected at any regular or special meeting, due notice of such election having been given. (Provisions for the Chairperson's replacement are in Article III, Section 2.)

Section 3, LIMITATIONS. No member shall hold more than one office at a time, and shall be eligible to serve until their successor is elected.

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 Chairperson shall appoint a successor to serve the remainder of the term of the vacated office. If the Chairperson is deposed, the Vice-Chairperson shall serve the remainder of the term.

Article III – Duties of Officers

Section 1, CHAIRPERSON. The chairperson shall preside over meetings of the Association, ensuring that all business is conducted fairly and in the best interest of the county 4-H program, in accordance with 4-H and Extension policies. The chairperson shall serve as representative of the Association. The chairperson shall appoint committees and committee chairs, and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 2, VICE-CHAIRPERSON. In the absence of the Chairperson, the Vice-Chairperson shall serve in his or her stead; a vacancy of the Chairperson's position shall be filled by the Vice-Chairperson for the remainder of his or her term. The Vice-Chairperson 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 Association membership.

Section 3, SECRETARY. The secretary is the recording officer for the Association, and is responsible for recording the proceedings of the Association meetings in the minutes, and all clerical duties not expressly designated to another officer or committee chair. The secretary shall keep on file all minutes, committee reports, membership rolls, and copies of these bylaws; and shall make these documents available upon request. The secretary shall be responsible for: notifying officers and members of meeting dates; all Association correspondence, including distribution of received correspondence to appropriate officers and committee chairpersons; performing other duties as directed by the chairperson. In the absence of the Chairperson and Vice-Chairperson, 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 Association is entrusted with custody of its funds. He or she may be required to be bonded, at the discretion of the County Extension Director, for a sum sufficient to protect the Association from loss. The premium on any bond required shall be paid from Association funds. The Treasurer shall be responsible for: proper record keeping of all financial transactions; accounting for the funds of all 4-H Clubs and other 4-H entities; reporting to the Association 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); reconcile all bank accounts on a monthly basis, maintain proper accounting records in accordance with 4-H policy; provide all 4-H Clubs and affiliate groups with a monthly statement of financial activity; payment of all bills in a timely manner; deposit all income in a timely manner and maintain a detailed cash receipts register. The Treasurer shall be responsible for filling an IRS FORM 990 series tax return, and any other requested documents, on behalf of the Association and providing a copy to the State Association within 30 days of filing with the IRS.

Section 5, ASSISTANT TREASURER. *The Association may deem it necessary and beneficial to appoint, annually or from time to time, an Assistant Treasurer to provide assistance to the Treasurer.*

Article IV – Executive Committee

An Executive Committee, comprised of the officers of the Association, may be formed for the purpose of conducting the necessary and proper business of the County Association during the interval between meetings. The Chairperson 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 Association.

Article V – Meetings

There shall be three classes of meetings of the County Association, to wit:

Section 1, REGULAR MEETINGS. Regular meetings shall be held at least four times a year . Meetings will be held on the third Thursday of the month, unless otherwise ordered by the County Association. Notification of the meeting time and location shall be included in the call to meeting.

Section 2, ANNUAL MEETINGS. The regular meeting in October 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 Chairperson, or may be called by written request of a majority of the members of the County Association. 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 Chairperson.

Section 4, QUORUM. A quorum at any regular or special meeting of the Association shall be 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 County Association.

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
- Education Presentation

- Announcements
- Adjournment

Article VI – Functions and Committees

Section 1, GENERAL. The Association shall have three (3) basic functions in its service to the Pinellas County 4-H program:

- A. Advise the County 4-H Agent(s) on the direction and priorities of the county 4-H program in accordance with policies for Florida Cooperative Extension Service advisory committees;
- B. 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
- C. Manage the financial resources of all 4-H Clubs and Affiliate Groups in accordance with Florida 4-H Youth Development Program policies if no other tax-exempt 4-H organization exists to serve as fiscal agent.

Section 2, COMMITTEES. The Association may form any standing or special committees deemed necessary or beneficial to carry out the work of the Association. 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 shall be established to carry out the work of the Association:

- A. *Advisory Committee: An Advisory Committee shall 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 shall 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 underrepresented 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 shall 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. *Bookkeeping Committee: A Bookkeeping Committee shall 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.*
- E. *Nominating Committee: A Nominating Committee shall be established in accordance with the parliamentary authority of the Association.*

Section 4, COMMITTEE MEMBERSHIP. Individuals who are not members of the Association shall be permitted to serve on any standing or special committees formed, at the discretion of the Association Chairperson.

Article VII – Fiscal Year

The fiscal year of the Pinellas County 4-H Association shall be September 1 to August 31 of each year.

Article VIII – Finances

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

Section 2, CLUB & AFFILIATE GROUP FUNDS. The Association will maintain separate funds for each 4-H Club and Affiliate Group with a treasury in excess of \$100 in addition to its own; monies held in said funds shall be recorded separately. The Association shall not deny requests for use of Club or Affiliate Group funds. The Association shall notify the County 4-H Extension Agent(s) of any suspected improper use of funds.

Section 3, FEES. *The Association shall charge 0 percent [but not more than 3 percent] of each Club or Affiliate Group's income for the purpose of providing for expenses associated with managing the account.*

Section 4, AGENT APPROVAL. The County 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 Association funds.

Section 5, TAX-EXEMPTION. The Association may receive tax-deductible contributions in accordance with appropriate sections of the current IRS tax code and various supplements thereto and acts amendatory thereof.

Section 6, SIGNATURES. Checks written in the amount of \$500 or more shall require two signatures. Signatories shall be from different families.

Article IX – 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 County 4-H Association may duly adopt.

Article X – Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the County Association 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 the Florida 4-H Youth Development Program’s policies and must be approved by the County 4-H Extension Agent(s). The provisions of the Bylaws of the Association shall not be in conflict with Bylaws and Articles of Incorporation of the State Association. The Secretary shall submit a copy of revised Bylaws to the State 4-H Association, Inc. within 30 days of their adoption.

Article XI – DISSOLUTION

In the event of the termination of applicable Memoranda of Agreement, or the dissolution of the Association, the assets of the Association will be transferred to the Florida 4-H Club Foundation, Inc. within 30 days of the termination or when the Association is dissolved, where it will be housed and identified in an account designated for Pinellas County to be expended to benefit the 4-H youth development program in Pinellas County. Whereupon a new Pinellas County 4-H Association is formed, is in good standing with the State 4-H Youth Development Program, and signs a satisfactory memorandum of agreement, then the funds from the above account will be transferred back to the newly formed Association.



County 4-H Association Chairperson

10/20/2016

Date



County 4-H Association Vice Chairperson

11/17/16

Date



County 4-H Association Secretary

17 November 2016

Date

County 4-H Association Treasurer

Date

