

BY LAWS OF THE HAWAII 4-H ALUMNI ASSOCIATION

revised 11/1/2021

Article I: NAME

This Association shall be known as the "Hawaii 4-H Alumni Association", an organization that is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal (or the corresponding provision of any future United States Internal Revenue law) or (2) by an organization contribution which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).

Article II: PURPOSE

The purpose of the Association shall be:

- (1) To support the national vision and mission objectives of the Hawaii 4-H Youth program of the University of Hawaii, Cooperative Extension Service and to assist in the attainment of its goals as set forth by the 4-H State Leader;
- (2) To support 4-H youth participation at state, regional and national events;
- (3) To serve as resource persons for volunteer leaders and clubs;
- (4) To promote 4-H to former 4-Hers, the general public and build its image in the community; and
- (5) To encourage membership in the Association, of persons interested in 4-H.

Article III: MEMBERSHIP

Section 1. Eligibility For Membership.

Membership in the Association shall be open to all persons who are 4-Hers, Cooperative Extension Service staff, parents, volunteer leaders and other individuals interested in promoting 4-H activities in Hawaii.

Section 2. Categories of Membership.

The categories of membership in the Association shall be (1) Lifetime; (2) Annual; and (3) Student.

Section 3. Benefits of Membership.

All members are entitled to vote, hold office and receive a subscription to the alumni newsletter. The members will receive additional information regarding statewide activities and meetings.

Section 4. Transferability.

Membership in the Association is non-transferable.

Article IV: DUES AND FISCAL YEAR

Section 1. Dues.

Each Association member shall pay dues as determined by the Executive Board to the Association annually, except for Lifetime members.

Section 2. Fiscal Year

The fiscal year shall be October 1st to September 30th.

Article V: OFFICERS AND THEIR ELECTION

Section 1. Officers.

a. The officers of this Association shall be:

1. President,
2. President-Elect,
3. Secretary, and
4. Treasurer

b. Officers shall be elected by the Executive Board.

c. Officers shall assume their official duties on October 1st following election. The officers shall serve a term of one year or until a successor is elected.

Section 2. Vacancy.

A vacancy occurring in an elective office shall be filled for the unexpired term by appointment and election by the majority of the Executive Board.

Article VI: DUTIES OF OFFICERS

Section 1. President.

The President shall preside at all meetings of the Association and of the Executive Board, and shall perform such other duties as assigned by the Association's Executive Board, allowing this officer to coordinate the work of the Executive Board and Committees of the Association in promoting the purposes of the Hawaii 4-H Alumni Association.

Section 2. President-Elect.

The President-Elect shall serve as aide to the President and shall perform the duties of the President in his absence or inability to act. The President-Elect shall serve as Chairperson of the Program and Activities Committee and shall perform such other duties as assigned by the Executive Board.

Section 3. Secretary.

The Secretary shall record the minutes of all meetings of the Association and of the

Executive Board and shall perform such other duties as may be delegated by these bodies.

Section 4. Treasurer.

The Treasurer shall have custody of all funds of the Association; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the Executive Board.

The Treasurer shall present a report at every meeting of the Executive Board and at such other times as requested by the Executive Board, and shall make a full report at the Annual Business Meeting. The Treasurer shall maintain any and all accounts for the funds of the Association.

Section 5. Other Duties. Any board member may:

- a. Perform the duties prescribed in the Parliamentary Authority named, in addition to those outlined in the By-Laws and those assigned by the Association and Executive Board.
- b. Deliver to their successors all official material not later than October 15th.

Article VII: EXECUTIVE BOARD

Section 1. Nominating Committee.

- a. The President shall appoint a Nominating Committee composed of the President Elect as the Chairperson of the committee and at least two members 30 days prior to the presentation of the slate.
- b. The Nominating Committee shall nominate at least eleven (11) eligible persons to be elected to the Executive Board and report its slate to the membership at least 30 days prior to the election, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated. However this does not preclude a write-in election.

Section 2. Composition of Executive Board. The Executive Board of 11 persons shall be composed of:

- a. The Officers;
- b. Appointed Chairpersons of Standing Committees;
- c. Other elected Board Members
- d. In addition, a Cooperative Extension Agent; and
- e. The State 4-H Leader shall serve as ex-officio, non-voting member of the Executive Board. In the absence of the State 4-H Leader, a Cooperative Extension Staff

member will be appointed by the Associate Director of the Hawaii Cooperative Extension Service.

Section 3. Duties of the Executive Board. The duties of the Executive Board shall be:

- a. To Elect the officers;
- b. To Transact necessary business in the intervals between the Association's meetings and such other business as may be referred to it by the Association;
Duties of the Executive Board, continued
- c. To Create Standing and Special Committees;
- d. To Approve the plans of work of such committees;
- e. To Present a report at the regular meetings of the Association;
- f. To have an audit of the Treasurer's accounts annually within 60 days from the end of the fiscal year.
- g. To Prepare and submit to the Executive Board for approval, a budget for the fiscal year by the first Executive Board meeting; and
- h. To Approve routine bills within the limits of the budget.

Section 4. Regular and Special Executive Board Meetings

- a. Regular meetings of the Executive Board shall be called by the President on even months of the year (February, April, June, August, October and December).
- b. A majority of the Executive Board Members shall constitute a quorum. Special meetings of the Executive Board shall be called by the president or by a majority of the members of the Executive Board.

Section 5. Quorum/Proxy

- a. A majority of the Executive Board members shall constitute a quorum. b.

Voting by proxy is allowable in writing only, if received before the vote is taken.

Section 6. Selection of Executive Board Members.

- a. The Executive Board will be elected by the general membership at the annual meeting of the association.
- b. The Nominating Committee will provide a list of nominees to the Executive Board following the guidelines stated in Article IX, Section 1, paragraph g. (Nominating) below.

Article VIII: COMMUNICATIONS

Section 1. Approved methods of communications.

Approved methods of communications, unless a specific means is specified, shall include, but not limited to:

- a. Traditional methods such as written notices, publications in newsletters, minutes of meetings; and
- b. Electronic methods such as telephone, emails, posting on Websites, video conferencing and faxes.

Section 2. Written Notices.

When a written notice is specified, acceptable methods include all of the above except telephone messages.

Article IX: ASSOCIATION MEETINGS

Section 1. Annual Meeting.

Annual meeting of the Association shall be held once per year provided 30 days notice is given to the membership in writing.

Section 2. Special Meetings

Special meetings of the Association may be called by the Executive Board provided 30 days notice is given to the membership in writing.

Section 3. Quorum/Proxy

The number in attendance of paid membership shall constitute a quorum for the transaction of business in any meeting of the Hawaii 4-H Alumni Association. Voting by proxy is allowable in writing, or email if received before the vote is taken.

Article X: STANDING AND SPECIAL COMMITTEES

Section 1. Standing Committees.

The Association's President shall appoint Chairpersons to the standing committees listed below, except as noted, for a one-year term beginning October 1. The Association's President –Elect shall chair the Program and Activities Committee.

- a. Newsletter/Public Relations
- b. Membership
- c. Program and Activities (The Association's President-Elect shall chair the Program and Activities Committees)
- d. Scholarship and Awards

e. Nominating

Section 2. Special Committees.

The President may establish special committees needed to implement the work of the Association. Such committees will be automatically discharged with presentation of the final report.

Section 3. Plan of Action.

The Chairperson on each Standing Committee shall present a Plan of Action for approval by the Executive Board. No committee work shall be undertaken without the consent of the Executive Board.

Section 4. President as Ex-officio Member

Standing and Special Committees, continued

The President shall be an ex-officio member of all committees except the Nominating Committee.

Article XI: Relationship With The State And County 4-H Offices

Section 1. Conflicts with State and County 4-H Events.

All activities shall support and enhance the purposes as Stated in Article II. At no time should any activity be in conflict with state or county 4-H events.

Section 2. By Laws Subject to the Approval of State 4-H Leader

The By-Laws of the Association are subject to the approval of the State 4-H Leader. Any provision(s) in the By-Laws that conflicts, where applicable, with the interests or intent of the University of Hawaii Cooperative Extension Service 4-H program are automatically null and void.

Section 3. Permanent Accounts and Records.

The Association shall keep such permanent accounts and records as well as establish the items of gross income, receipts and disbursements of the Association, the number of members and the dues collected.

Article XII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern the association in all cases to which they are applicable.

Article XIII: AMENDMENTS

These By-Laws may be amended at any regular meeting of the association by a two thirds majority vote of the members present and voting, providing that notice of the proposed amendment shall have been submitted in writing to the membership at least 30 days in advance.

Article XIV: DISSOLUTION

On the dissolution of the Association, the Executive Board, after paying or making provisions for the payment of all liabilities of the Association, shall dispose of all its assets exclusively to the Hawaii 4-H Foundation. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization of organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

These By-Laws were adopted by a two-thirds majority vote on July 29, 1984; revised January 15, 1988; amended September 26, 1994; revised September 19, 2009; revised September 20, 2014; and November 1, 2021.