

AROOSTOOK COUNTY 4-H LEADERS ASSOCIATION CONSTITUTION  
RATIFIED JULY 9, 1992

ARTICLE I  
NAME

Section 1. The name of this organization shall be the Aroostook County 4-H Leaders Association.

ARTICLE II  
OBJECT

Section 1. To foster 4-H in Northern Maine.

ARTICLE III  
AFFILIATION

Section I. This Association shall be affiliated with the University of Maine Cooperative Extension.

ARTICLE IV  
MEMBERSHIP

Section 1. All leaders, club assistants, project leaders, and junior leaders of recognized 4-H clubs, as well as extension advisors, shall automatically be members of the Association.

Section 2. Junior leaders shall be non-voting members of this Association.

ARTICLE V  
AUTHORITY

Section 1. Roberts Rules of Order shall be considered as the final authority on all procedural questions not specifically covered by the Constitution and By-Laws.

ARTICLE VI  
MEETINGS

Section 1. This Association shall hold annual and monthly meetings at such time and place as may be designated by the By-Laws.

ARTICLE VII  
OFFICERS

Section 1. The elective officers shall consist of President, Vice-President, Secretary and Treasurer.

Section 2. The term of office for the President, Vice-President, Secretary and Treasurer shall be two (2) years.

Section 3. An elected Officer shall not hold the same office for more than two (2) consecutive terms.

Section 4. The elected Officers of this Association shall assume their duties at the first meeting following their election.

Section 5. The Executive Board of the Aroostook County 4-H Leaders Association shall consist of the officers, 4-H Extension advisors and Extension Educators.

Section 6. When a vacancy in office occurs from any cause whatsoever, said vacancy shall be filled by appointment by the President and approved by the Executive Board.

ARTICLE VIII  
AMENDMENTS

Section 1. Any proposed alternation of, or amendment to the Constitution must be presented in writing, signed by 25% of the voting members, to the Board no later than three (3) months prior to the annual meeting. This must be mailed to the members sixty (60) days prior to the annual meeting.

Section 2. Passage of any proposed amendments shall be by affirmative two third (2/3) majority of ballots cast, at the annual meeting.

Section 3. Changes shall take effect at the first meeting following the annual meeting.

AROOSTOOK COUNTY 4-H LEADERS ASSOCIATION BY-LAWS  
RATIFIED AUGUST 20, 1992

ARTICLE I  
MEETINGS

Section 1. The Annual Meeting shall be held in August at the time and place to be determined by the membership.

Section 2. Monthly meetings shall be held on the second Thursday of each month except December at a time and place to be determined by the membership.

Section 3. Notification of time and place shall be by mail.

Section 4. At any meeting a quorum shall consist of at least one officer and leaders from three (3) clubs.

ARTICLE II  
DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Association, act as chairman of the Executive Board. Call special meetings of the Association or Board in accordance with the Constitution and By-Laws and perform other duties as usually pertain to his/her office. He/she shall be an ex-officio member of all committees.

Section 2. The duties of the Vice-President shall be the same as the President's in the absence of the President.

Section 3. The duties of the Secretary shall be to take minutes of meetings, maintain minutes, submit one copy to Extension office for mailing prior to next meeting, and all other duties that pertain to the office.

Section 4. The duties of the Treasurer shall be to receive and record all funds both incoming and outgoing. Pay all bills submitted and approved by the Executive Board or appropriate committee. Prepare and present a treasurer's report at each meeting. Prepare annual report for the end of fiscal year.

Section 5. Duties of the Executive Board:

A. Shall have charge of various business transactions and authorize the expenditure for monies by and for the Association.

B. Shall have power to make contracts in name of Association as necessary.

C. Shall arrange to have an audit of the books of the Treasurer at the end of the fiscal year.

ARTICLE III  
COMMITTEES

- Section 1. Standing committees shall be appointed by the President.
- Section 2. Special committees shall be formed as needed for a specific purpose. At the completion of the assignment the special committee shall be discharged.

ARTICLE IV  
VOTING

- Section 1. Election of officers shall be by whatever means is decided at the annual meeting.

ARTICLE V  
FISCAL YEAR

- Section 1. The fiscal year shall be from October 1 to September 30.

ARTICLE VI  
AMENDMENTS

- Section 1. Amendment to By-Laws may be proposed at any meeting and voting will take place at the next schedule meeting.

AROOSTOOK COUNTY 4-H LEADERS ASSOCIATION BY-LAWS  
RATIFIED MARCH 8, 1995

ARTICLE I  
MEETINGS

- Section 1. The Annual Meeting shall be held in August at the time and place to be determined by the membership.
- Section 2. Monthly meetings shall be held during the second week of the month.
- Section 3. Notification of time and place shall be in the newsletter.
- Section 4. At any meeting a quorum shall consist of at least one officer and leaders from three (3) clubs.
- Section 5. In order for a club to maintain its status as a club, a leader must attend at least two (2) Association Meetings per year.

## ARTICLE II DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Association, act as chairman of the Executive Board. Call special meetings of the Association or Board in accordance with the Constitution and By-Laws, and perform other duties as usually pertain to his/her office. He/she shall be an ex-officio member of all committees.

Section 2. The duties of the Vice-President shall be the same as the President's in the absence of the President.

Section 3. The duties of the Secretary shall be to take minutes of meetings, maintain minutes, supply a brief synopsis of minutes for inclusion in the newsletter.

Section 4. The duties of the Treasurer shall be to receive and record all funds both incoming and outgoing. Pay all bills submitted and approved by the Executive Board or appropriate committee. Prepare and present a treasurer's report at each meeting. Prepare annual report for the end of fiscal year.

Section 5. Duties of the Executive Board:

A. Shall have charge of various business transactions and authorize the expenditure for monies by and for the Association.

B. Shall have power to make contracts in name of Association as necessary.

C. Shall arrange to have an audit of the books of the Treasurer at the end of the fiscal year.

## ARTICLE III COMMITTEES

Section 1. Standing committees shall be appointed by the President.

Section 2. Special committees shall be formed as needed for a specific purpose. At the completion of the assignment the special committee shall be discharged.

## ARTICLE IV VOTING

Section 1. Election of officers shall be by whatever means is decided at the annual meeting.

ARTICLE V  
FISCAL YEAR

Section 1. The fiscal year shall be from October 1 to September 30.

ARTICLE VI  
AMENDMENTS

Section 1. Amendment to By-Laws may be proposed at any meeting and voting will take place at the next schedule meeting.