

CONSTITUTION AND BY LAWS MISSISSIPPI 4-H VOLUNTEER LEADERS' ASSOCIATION

ARTICLE I – NAME

This organization shall be known as The Mississippi 4-H Volunteer Leaders' Association

ARTICLE II – PURPOSE AND OBJECTIVES

Section 1. The primary purpose of the association shall be:

- (a) To promote the 4-H program and encourage community support so that all youth of eligible age, regardless of race, color, religion, national origin, sex, sexual orientation or group affiliation, age, disability, or veteran status, shall have the opportunity to benefit from the 4-H program.
- (b) To help further the mission and objectives of the 4-H program.
- (c) To serve as a supporting body for the State 4-H program.

Section 2. The objectives of this organization shall be:

- (a) To promote and improve the status of its members.
- (b) To encourage educational improvement through all opportunities.
- (c) To provide for exchange of ideas, methods and techniques with other 4-H volunteers and volunteer associations.
- (d) To motivate and increase interest in being a 4-H volunteer.

ARTICLE III – MEMBERSHIP

Section 1. Any adult who is serving in Mississippi as a 4-H volunteer leader and Extension employee regardless of race, color, religion, national origin, sex, sexual orientation or group affiliation, age, disability, or veteran status and who is recognized as such by the Mississippi State University Extension Service is eligible to join the Association. A 4-H volunteer is someone who provides service to 4-H without pay.

Section 2. Adult 4-H volunteer leaders may join the Association by attending and taking an active role in the association meetings and by submitting their dues to the association officer. Extension employees may join the Association by attending and taking an active role in the association meetings and by submitting their dues to the association officer.

Section 3. Membership in the Association may be terminated by written resignation; membership shall be terminated automatically when the member fails to meet the eligibility requirements.

Section 4. The current officers of the Mississippi 4-H Volunteer Leaders'

Association will set membership dues annually.

Section 5. The State will be divided into four (4) Mississippi State University Extension Service districts for purposes of selection of Outstanding Volunteers. Coordinators will be selected from official MSU-ES 4-H Extension Districts. The names of the districts, MVLA areas and the counties included will be known as the following:

**NORTHEAST
EXT. DISTRICT**

Alcorn
Benton
Calhoun
Chickasaw
Choctaw
Clay
Itawamba
Lafayette
Lee
Lowndes
Marshall
Monroe
Noxubee
Oktibbeha
Pontotoc
Prentiss
Tippah
Tishomingo
Union
Webster
Winston

**NORTHWEST
EXT. DISTRICT**

Attala
Bolivar
Carroll
Coahoma
DeSoto
Grenada
Holmes
Humphreys
Issaquena
Leflore
Montgomery
Panola
Quitman
Sharkey
Sunflower
Tallahatchie
Tate
Tunica
Washington
Yalobusha

**SOUTHWEST
EXT. DISTRICT**

Adams
Amite
Claiborne
Copiah
Franklin
Hinds
Jefferson
Lawrence
Leake
Lincoln
Madison
Pike
Rankin
Scott
Simpson
Smith
Walthall
Warren
Wilkinson
Yazoo

**SOUTHEAST
EXT. DISTRICT**

Clarke
Covington
Forrest
George
Greene
Hancock
Harrison
Jackson
Jasper
Jefferson Davis
Jones
Kemper
Lamar
Lauderdale
Marion
MBCI / Neshoba
Newton
Pearl River
Perry
Stone
Wayne

ARTICLE IV – OFFICERS

Section 1. The officers of this Association shall be: President, President-Elect, Vice-President, Parliamentarian, Secretary, Treasurer, Reporter, and Historian and 3 representatives from each of the four districts established by the Mississippi State University Extension Service. These representatives – District Coordinator, District Coordinator-Elect, and Assistant District Coordinator are described as designated in Article IV: Section 2 (Amended 2/04).

Section 2. The Vice-President and Parliamentarian will be elected at the Annual 4-H volunteer Leaders' Conference. The President-Elect and Secretary will be elected on even years and the Treasurer will be elected on odd years at the Annual 4-H Volunteer Leaders' Conference (Amended 2/09).

Four (4) District Coordinators will be elected at their respective District Leader Forums for a three (3) year-term. They will serve their first year as Assistant Coordinator, their second year they will become the Coordinator-Elect, and their third year they will become Coordinator (Amended 2/98).

All officers except president, president-elect, past-president, Secretary, and Treasurer shall serve only one consecutive term in any one office, or until their successors are duly elected and qualified. Any officer appointed or elected to fill an unexpired term will be eligible to be elected to a regular term in that office (Amended 2/09).

President, Past-President, President-Elect, Secretary, and Treasurer shall serve two consecutive years (Amended 2/09).

Section 3. No person shall be elected as a State Officer if he or she is not present at the Annual Business Meeting. In the same respect, no person shall be elected as a District Coordinator if he or she is not present at that respective District Leader Forum (Amended 2/98).

Section 4. Nominations for statewide officers will be made on a prepared application and submitted to the Mississippi 4-H Volunteer Leaders' Association Advisor, President, or District Coordinator as indicated on the nomination forms and submitted by the appropriate date and time as indicated. Nominations must be received for printing of ballots seven (7) working days prior to the Annual Business Meeting (Amended 2/98).

Nominations for District Coordinators will be made on a prepared application and submitted to the appropriate MSU-ES District Program

Director and/or Volunteer Coordinator as indicated on the nomination forms and submitted by the appropriate date and time indicated prior to said District Leader Forum by seven (7) working days (Amended 2/98).

Section 5. The immediate Past-President shall serve as an ex-officio member of the Executive Committee for one year (Amended 6/88).

Section 6. The MSU-ES State 4-H Leader will be requested to name Extension Liaison personnel for the State Volunteer Leaders' Association and for each of the four (4) Extension Districts.

ARTICLE V – MEETINGS

Section 1. This association shall have at least one Annual Business Meeting.

District Leader Forums shall be recognized as Business meeting for that area only. The signing of State Association membership of Adult Volunteer Leaders shall be continued at said District Leaders Forums in order to serve all volunteers.

Section 2. The Officers and District Coordinators shall meet annually or more often in special meetings as called by the President, as an Executive Committee to make plans and recommendation.

Section 3. Officer training sessions will be conducted annually at 4-H Club Congress.

ARTICLE VI – QUORUMS

Section 1. Those members present at any annual or special meeting of the Association shall be considered a quorum.

Section 2. A quorum of the Executive Committee's current officers shall consist of not less than three state officers.

ARTICLE VII – VOTING RIGHTS

Section 1. A member in good standing is one who has met the criteria under membership.

Section 2. Only members in good standing and in attendance shall hold voting rights.

Section 3. Only members in good standing and in attendance at the State Annual Business Meeting shall vote for state officers.

Section 4. Only members in good standing and in attendance at the Leader Forums for his/her designated district shall vote for the District Coordinator.

ARTICLE VIII – COMMITTEES

Section 1. The President, after consulting with other officers, shall appoint committees that are deemed necessary.

Section 2. Only members of the Association are qualified to serve on committees.

Section 3. The President and the Mississippi 4-H Volunteer Leaders' Association Advisor shall be members of all committees.

ARTICLE IX - FISCAL YEAR

The fiscal year of the Association shall be from Annual Business Meeting to Annual Business Meeting.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the association in all cases, which they are applicable and in which they are not inconsistent with the law, or this Constitution and By Laws.

ARTICLE XI – AMENDMENTS

The By Laws may be altered, amended or repealed and new By Laws and Constitution approved in the following manner:

(a) By a vote of two-thirds of the members present at the Annual Business Meeting.

MISSISSIPPI 4-H VOLUNTEER LEADERS' ASSOCIATION BY LAWS DUTIES OF OFFICERS

- The President shall preside at all business meetings of the association and of the executive committee and shall perform other duties customary to the position of president.
- The President-Elect shall serve as ex-officio member of all standing committees and shall perform other duties assigned by the president.
- The Vice-President shall preside at meetings and perform other duties of the president in the absence of the president.
- The Secretary shall keep an accurate record of the business of the Association. This includes keeping accurate minutes of each meeting.
- The Treasurer shall receive, disburse and keep an accurate record of all funds of the Association. Funds may be paid out by the Treasurer upon direction of the Executive Committee of the Association.
- The Parliamentarian shall interpret the Constitution and By Laws and shall advise the organization in matters of parliamentary law.
- The District Coordinators shall preside at all District Leader Meetings and shall perform other duties customary to the position of District Coordinators such as the following:

Appoint a committee to plan and conduct Spring/Fall Leader Forums in their district. The Committee should consist of at least one 4-H agent serving in an advisory role, three (3) Coordinators (Coordinator, Coordinator-Elect, and Assistant Coordinator) and three (3) or more other volunteers (Amended 2/98).

Serve as Chairman of the 4-H District Leader Forum Committee. Lead planning and implementing of the District Spring/Fall 4-H Volunteer Leader Forum.

Preside at the District 4-H Leader Forum and conduct an election at the District 4-H Leader Forum to elect a new assistant coordinator to serve a three (3) year term (Amended 2/98).

All three (3) Coordinators (Coordinator, Coordinator-Elect and Assistant Coordinator) should represent their district in the State 4-H Volunteer Leaders' Association Meeting and other meetings and leader training planned throughout the year (Amended 2/98).

The responsibilities of the Coordinator-Elect and the Assistant Coordinator will be to serve on the Forum Planning Committee. To assist the Coordinator in whatever ways possible, to preside or lead in the absence of the Coordinator, and to learn the duties of the Coordinator so as to ensure an orderly transition of office (Amended 2/98).

- With assistance from the Extension District Liaison the three (3) Coordinators should work together to evaluate the District 4-H Leader Forum. Complete a written report to be presented to the District Program Director and President of the MVLA. This report should state goals of District Leader Forum, improvement and changes to be made to the program for the following year as well as a report on the workshops conducted at the District 4-H Leader Forum.
- Present a copy of the completed report of the District Leader Forum to the secretary of the State 4-H Volunteer Leaders' Association.