



BY LAWS

New Hampshire 4-H Dog Advisory Committee

I. Name

The name of this organization shall be the NH 4-H Dog Advisory Committee.

II. Purpose

The purpose of the NH 4-H Dog Advisory Committee is to:

1. Promote the 4-H Dog Program in New Hampshire.
2. Develop and support volunteer leaders and members to serve the needs of 4-H Dog Members.
3. Provide opportunities for fellowship and exchange of ideas and experiences among leaders, and promote a feeling of unity and purpose.
4. Plan annual 4-H Dog activities and programs on a statewide basis.
5. Raise and allocate funds to support the NH 4-H Dog Program within the guidelines of the New Hampshire 4-H Foundation.

III. Membership

- Each county shall designate up to two adult representatives and two senior youth 4-H members (12 and up), as voting members of the committee.
- Each 4-H Dog Show Superintendents or a designated representative appointed by the superintendent shall serve as a voting member of the committee and have 1 vote
- It is suggested that terms be at least two years to allow for continuity. County Program Managers shall report names of County Representatives to the state office no later than October 31, to allow for updating of membership roster.
- All members will sign the service agreement for the advisory committee membership.
- Other interested 4-H Dog members, parents, and enrolled 4-H Dog members are welcome to attend and have their suggestion and opinions heard at meetings.
- Should a county delegate be unable to attend, another county representative may attend as a voting delegate in their place. A county may have no more than four

votes.

IV. Advisor

The Extension State 4-H Program Manager will serve as an advisor to the committee. County Extension 4-H Managers also provide guidance and support. Advisors take recommendations of the committee to the state and county 4-H youth development staff for final determination of policy.

V. Officers

The officers of the committee include a Chairperson, Vice Chairperson, and Secretary elected by the members of the advisory committee. Elected officers serve as the executive committee. Officers shall be elected from voting members of the committee.

VI. Officer Duties

1. The Chairperson shall preside over all regular meetings. They will run meetings following Robert's Rules of Order. The Chairperson shall call for the vote and announce the results of the vote. They shall not vote unless to break a tie. The Chairperson shall appoint any committees as deemed necessary and shall be an ex-officio member of said committee.
2. The Vice Chairperson shall assume the duties of the Chairperson in her/his absence until such time as the Chair returns or until a new Chairperson has been elected.
3. The Secretary shall keep all records of the organization, take minutes of all meetings and ensure they are sent to the State 4-H office in a timely fashion. They will work with the state 4-H office for the maintaining of records and distribution of materials. They will handle general correspondence and shall perform other duties that are associated with the office of the secretary.

VII. Term of Office

Officers shall be elected biannually from the membership at the first meeting of the year.

VIII. Meetings

The Committee will hold annual meeting at the beginning of the year. The committee may call special meetings as often as the need arises (is. All About The Dogs Weekend, Annual 4-H Dog Awards Banquet) Standing Committees function between regularly scheduled meetings to carry on the business of the association.

IX. Standing Committees

There are currently no standing committees. Standing committees may be formed when there is an ongoing need for the committee.

X. Special Committees

Special committees shall be appointed as needed to work on projects that can be completed in short periods of time and cannot be done by a standing committee.

XI. Voting Body

The voting body shall consist of members as defined in rule three (III).

XII. Code of Conduct/Conflict of interest.

1. All adult members of this committee must sign the 4-H Volunteer Service Agreement and will follow the principles of that agreement. Youth members will have signed and will follow the principles of the youth Code of Conduct form.
2. No Member of the committee shall attempt to exercise authority individually on behalf of the 4-H Dog Advisory Committee, except as explicitly set forth in these by-laws.
3. Any potential conflict of interest on the part of any Member of the committee shall be disclosed in writing to the Chairperson or Advisors and be made a matter of record in the minutes where the disclosure was presented. They shall abstain from voting on issues that would relate to the identified conflict.

XIII. Amendments

These rules may be amended by a two-thirds (2/3) vote of the attending members at the annual meeting.