

Dunn County 4-H Leaders Council

By-Laws

Revised, April 2016
Adopted, May 17, 2016

Article I. Name

*The name of this organization shall be the **Dunn County 4-H Leaders' Council***

Article II. Purpose

Section 2.01 *The Dunn County 4-H Leader's Council will assist in the development and advancement of programs that encourage the positive development of youth in Dunn County*

- a) The Council will strive to improve, foster, promote and develop the educational 4-H program of Dunn County.
- b) The Council will strive to provide an opportunity for the leaders of Dunn County 4-H Clubs to unite their educational activities and programs.
- c) The Council will strive to create youth and adult partnerships that will support the purposes of the Dunn County 4-H program
- d) The Council will support community involvement by youth and adults participating in the Dunn County 4-H program
- e) The Council will set policies, generate and provide financial and other support for 4-H events, activities and educational programs.

Article III. Membership

Section 3.01 *The Leader's Council shall consist of:*

- a) One adult representative per chartered club or program area.
- b) Representatives may only represent one group of program area
- c) One youth representative requested per club or program area. They have no voting rights and are not required, but encouraged.

Section 3.02 *Youth members shall be comprised of enrolled 4-H members in grades 7 and up.*

Section 3.03 *This organization shall not discriminate on the basis of age, race, color, creed or religion, national origin, ancestry, sex, sexual orientation, marital or parental status, pregnancy, veterans' status, arrest or non-program related conviction record, or qualified disability.*

Section 3.04 *The 4-H Youth Development Educator shall serve as an ex-officio council member without voting rights.*

Section 3.05 *Selection to Leader's Council*

- a) Council representatives and alternates shall be determined by their club or program area.
- b) Representatives will be required to serve on a committee as the council liaison.
- c) Adult representatives of the council shall be elected to serve a term of three years. Terms will be staggered to allow for continuity.
- d) Term years will run the duration of the 4-H year, October 1 - September 30.

Section 3.06 Term Limits:

- a) Adult representatives may not serve more than two consecutive terms on the Leader's Council.
- b) Youth representatives may not serve more than three consecutive terms on the Leader's Council. Clubs may seek exceptions as necessary.
- c) Executive Board members may not serve as representatives for clubs or program areas.
- d) No club or program area may hold more than one Executive Board position.

Section 3.07 Clubs will be notified if council representatives do not attend three consecutive Leader's Council meetings. Clubs will fill any vacancies that occur.

Article IV. Executive Committee

Section 4.01 The Dunn County 4-H Leaders' Executive Committee shall consist of:

a) President

- 1) Shall have served as Vice-President/President-Elect the previous year.
- 2) The term of office shall be one year.
- 3) Shall preside at all meetings of the Leader's Council and the Executive Committee.
- 4) Shall act as chairperson of the Executive Committee.
- 5) Shall not be a youth member.
- 6) Shall exercise voting rights in case of a tie.

b) Vice-President/President-Elect

- 1) Shall be elected at the First Leader's Council Meeting of the Calendar Year
- 2) Shall be a council representative in the second year of his/her term.
- 3) The term of office shall be one year.
- 4) Shall not be a youth member.
- 5) Shall assume the duties of the President in his/her absence.
- 6) Shall assume the Presidency at the end of his/her term.

c) Secretary

- 1) Shall be elected at the First Leader's Council Meeting of the Calendar Year
- 2) Shall be a council representative in any year of his/her term.
- 3) The term of office shall be one year.

- 4) May not serve more than two consecutive terms.
- 5) Shall keep minutes of all meetings.
- 6) Shall conduct correspondence as directed by the Leader's Council.
- 7) Shall maintain a file of all correspondence of the Leader's Council.

d) Treasurer

- 1) Shall be an Adult appointed by the Leader's Council at the first meeting of the calendar year.
- 2) The term of office shall be two years.
- 3) May serve an unlimited number of terms.
- 4) Shall not have voting rights.
- 5) Shall receive an honorarium as determined by the Leader's Council.
- 6) Shall receive and disburse funds as directed by the Leader's Council.
- 7) Shall keep all necessary records pertaining to same financial transactions and prepare records for annual audit.

e) Advisors at Large

- 1) Two advisors shall be elected at the First Leader's Council Meeting of the 4-H Year
- 2) The term of office shall be one year.

f) Youth Advisors at Large

- 1) Two youth advisors shall be elected at the First Leader's Council Meeting of the 4-H Year.
- 2) The term shall be one year.

g) The 4-H Youth Development Educator shall serve as an ex-officio member without voting rights.

Article V. Meetings

Section 5.01 Leader's Council

- a) The Leader's Council shall meet at least 6 times per year.
- b) Representatives or their alternate from all clubs or program areas are required to attend each scheduled meeting. Failure to do so will result in a penalty imposed by the council. 1 warning will be given for the 1st offence; subsequent offences will result in a \$50.00 fine for each infraction.
- c) The calendar shall be established at the first meeting of the 4-H year, to occur on the 3rd Monday of October.
- d) The 4 standard meetings of the Leader's Council will be held at the Community Service Building Located In Memmonie.
- e) The Executive Committee may call special meetings. All members of the Leader's Council must be notified in advance.
- f) The agenda shall be set in cooperation with the 4-H Youth Development Agent and the President.

- g) The agenda shall be made available to all 4-H Leader's Council members three days prior to the meeting date.
- h) A quorum shall consist of all those who are present to conduct business.
- i) In the event of cancellation, the meeting will be rescheduled with advance notification.

Section 5.02 Executive Committee

- a) Any member of the Executive Committee may call for a meeting of the committee.
- b) All members of the Executive Committee shall be notified with as much prior notice as possible.
- c) A quorum shall consist of at least three voting members of the Executive Committee.

Article VI. Committees

Section 6.01 All committees have the power to establish rules and guidelines that reduce or eliminate conflicts of interest, enhance educational programs, or further support the purpose of the Dunn County 4-H program, provided those policies do not discriminate on the basis of the virtues outlined in Article III, Section 3.

Section 6.02 A Committee Caucus will be held in conjunction with the Dunn County 4-H Leader's Council Meeting in October. The purpose of the caucus will be to conduct the initial committee meeting of the year and begin the Annual Committee Plan.

Section 6.03 Standing/Organizational Committees

- a) Each committee shall consist of at least 3 individuals. At least 1 committee members shall belong to the Leader's Council and serves as a liaison to the council. Exact membership shall be determined by the size and scope of the committee.
- b) Committees are required to meet 1 time per year, but may meet more times if needed, and are required to report back to the Leader's Council formally one time per year. Funding will not be given without this report.
- c) Standing/Organizational Committees shall submit a Committee Annual Plan and Calendar Form to the Leadership Council Executive Committee by December 1st.

(1) Executive Committee (President, Vice President, Treasure, Secretary, 4-H Agent & 2 Advisors)

- a) Nominations
- b) By-Law and Standing Rule/Policy Review
- c) Calendar -work with project key leaders and ask for input on calendar dates
- d) Address and take action of time sensitive issues

(2) Budgeting, Finance & Audit (2 individuals & treasure)

- a) Set budget for annual 4-H year by evaluating existing funds and trying to disperse them to the broadest membership possible

- b) Proposed Budget will be presented at the annual meeting for approval.
- c) Conduct annual audit of Treasurer's books and present report to the Leader's Council.
- d) Review and submit committee annual financial reports for council approval.

(3) Fundraising (3-5 individuals)

- a) Research and present funding streams for the counties 4-H program
- b) Plat book & Golf Outing

(4) Promotion (3-5 Individuals)

- a. Assist in development and implementation of Dunn County promotional events: Fair Sign & Booth Contest, 4-H Window Display Contest, Discovery Days, & 4-H Week.

(5) Special Event & Activity Committee (1or 2 individuals per subcommittee)

- a) These committees will be short term committees to handle specific events or functions for the county 4-H program.
- b) Examples of these committees are: Softball, Art, Crafts, Photography & Drama Fest, Music & Speaking Fest, Foods Review, Clothing Review, Fair Food Stand etc.

(6) Awards Selection and Recognition Committee: (1individual per subcommittee)

- a) Under the direction of the Executive Committee, and the UW-Extension 4-H Youth Development Educator, to establish policies and procedures for selecting award recipients.
- b) Performs review of record books and/or award applications and selects award recipients for all awards within deadlines.
- c) Interviews will be scheduled at the discretion of the committee or subcommittee.
- d) Subcommittees of Awards Selection and Recognition Committee:
 - I. Record Book and Club Awards:**
 - a. Review current application forms and process.
 - b. Plan and organize the selection process
 - c. Selects recipients & makes awards on behalf of the Council.
 - II. Scholarship, Key, Individual, and Trip (SKIT) Awards:**
 - a. Review current application forms and process.
 - b. Plan and organize the interviews.
 - c. Selects recipients & make awards on behalf of the Council.
 - d. Committee will also assist in identifying and selecting adult leaders to accompany trips.
 - e. Committee will assist in planning hosting of 4-H Exchange trips.
 - III. Recognition**
 - a. Work in coordination with the 4-H Educator to organize Member Recognition Event.

Section 6.04 Activity and Project Committees may be created or disbanded by action of the Leaders Council at any regular meeting. Newly formed committees will have until the next regularly scheduled Leaders Council meeting to complete the committee Annual Plan

and Calendar. Purpose and Descriptions of all committees shall be included in the Dunn County 4-H Leader's Council Standing Rules and Policies.

- a) Membership of Project and Activity Committees shall consist of any member of the Leader's Council (Article 3) who has interest in the project or activity. The size of each committee will be determined by the scope of the activity or project. Parents and Community members may be invited to participate in an advisory capacity (no voting rights).
- b) One member of the Leader's Council (Youth or Adult) will be voluntarily identified as the liaison to the Council.
- c) Minutes, reports, and any other correspondence shall be forwarded to the 4-H Educator and the Committee Liaison on a regular or timely basis.
- d) Each committee shall complete an Annual Plan and Calendar as provided by the 4-H Educator. Only Committees submitting the Annual Plan and Calendar will be recognized by the Leader's Council.
- e) Committees desiring checking accounts must seek initial approval from the 4-H Educator in consultation with the Executive and Finance Committees. Annual requirements for renewal shall include the submission of a Committee Annual Plan and Calendar and Financial Information Sheet. (Provided by 4-H Educator)

Article VII. Fiscal Year

Section 7.01 The fiscal year shall run from July 1 to June 30.

Section 7.02 An annual audit shall be conducted by the Budgeting Finance and Audit Committee at the end of the fiscal year.

Article VIII. Parliamentary Authority

Section 8.01 Robert's Rules of Order shall be considered as satisfactory guidance.

Article IX. Amendments

Section 9.01 These bylaws may be amended at any regular Leader's Council meeting of the Dunn County 4-H Leaders' Council by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular Leader's Council meeting.

Article X. DISSOLUTION

Section 10.01 Upon dissolution of the Council, assets remaining shall be conveyed to a 4-H Youth Development program or 4-H youth Development Foundation selected by an affirmative vote of the majority of Council members present.

Revised-April 2016

Adopted- May 17th 2016