



FOND DU LAC COUNTY 4-H TEEN LEADERS ASSOCIATION

BYLAWS

ARTICLE I – NAME

The name of this organization shall be the Fond du Lac County 4-H Teen Leaders Association. Hereinafter referred to as TLA.

ARTICLE II – PURPOSE

The purpose of TLA is to provide and promote leadership, service, and recreational activities for 4-H teens and to promote 4-H to potential new 4-H members.

ARTICLE III - MEMBERSHIP

- A. Membership in this organization is open to all persons without regard to race, color, ethnic background, disability, sex, sexual orientation, religion, or economic circumstances.
- B. The membership of this organization shall be open to any Fond du Lac County 4-H member who has completed the 6th grade.
- C. To be a member in good standing, members must attend at least 10 activities per program year, whether that activity is a meeting, a leadership role for a TLA event, a community service project, a committee meeting, or being the coordinator for a “fun” (non-business) activity.

ARTICLE IV – OFFICERS

- A. The officers of the Teen Leaders shall be:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Attendance Officer
 - 5. Treasurer
 - 6. Three Representatives to the Fond du Lac County 4-H Adult Leaders Association Executive Board
- B. The officers shall be elected in August by secret ballot by the members in good standing for a one-year term beginning at the close of that business meeting. Except for the representative positions which are a two-year term with one Representative to the Fond du Lac County 4-H Adult Leaders Association Executive Board elected each year so that they are elected in alternating years.

- C. The TLA Executive Board shall consist of the officers of TLA. Hereinafter referred to as the Executive Board.
- D. Nominations will be taken from the floor for election of the Executive Board. Members may notify the President in advance to be nominated if they cannot attend the meeting.
- E. No officer shall be re-elected to the same office for two consecutive terms.
- F. Vacancies
 - 1. Vacancies occurring between regular meetings of TLA shall be filled in the following manner: The office of the President by the Vice-president; the President shall appoint officers to the other vacant positions as necessary. The appointment will be effective until the expiration of the term.
 - 2. If officers are not fulfilling their duties, they may be removed by a majority vote of the Executive Board.
 - 3. The officers must attend at least eight meetings within one year. They must provide a qualified replacement in the event of their absence. Even if a replacement is provided, the absence will still be recorded. If officers do not meet this requirement he or she will be dismissed from the position.
 - 4. An appointed officer may be elected to the same office the following year.

ARTICLE V – DUTIES OF THE OFFICERS

- A. The duties of the President shall be to:
 - 1. Help plan and preside all regular TLA and Executive Board meetings.
 - 2. Write agendas for all regular TLA and Executive Board meetings and distribute the agenda at least one week prior to the meetings except when meetings are scheduled less than one week in advance.
 - 3. Appoint committees.
 - 4. Assume such other duties as are usual for the office of President, or delegate these responsibilities.
- B. The duties of the Vice President shall be to:
 - 1. Preside in the absence of the President.
 - 2. Assume all the duties of the President during his/her absence.
 - 3. Monitor the Plan of Activities throughout the program year to ensure that the Plan of Activities is being followed.
 - 4. Welcome new members.
- C. The duties of the Secretary shall be to:
 - 1. Keep minutes of all monthly meetings, Executive Board meetings, and special meetings.
 - 2. Assume responsibility for all correspondence.
- D. The duties of the Attendance Officer shall be to:
 - 1. Keep an updated list of TLA members, meetings, and activities attended.

- E. The duties of the treasurer shall be to:
 - 1. Keep an account of all money received and paid.
 - 2. Report on all accounts in full at each TLA and Executive Board meeting and at any time upon request of the Executive Board.
 - 3. Present a final fiscal-year report at the August meeting.
 - 4. Take leadership to plan the budget with Executive Board.
 - 5. Work with Agri-Business council to manage funds for the TLA Food Stand at Fond du Lac County Fair.
 - 6. Annually, have the financial records audited.

- F. Authority to manage the financial funds is granted to the newly elected Treasurer and one 4-H TLA adult advisor. Any financial transaction beyond the granted authority must be approved by a majority vote of the members at a club meeting. Authority to manage the financial funds includes:
 - 1. Writing checks for approved reimbursements and payments related to TLA business
 - 2. Depositing funds into the account
 - 3. Transferring funds between TLA accounts including the checking, savings, and money market accounts
 - 4. Accessing account information to perform the treasurer duties as stated in Article V, Section E of the 4-H TLA Bylaws

- G. Adult Leader Representatives shall be to:
 - 1. Serve as representatives on the Adult Leader Board as voting members.
 - 2. Attend Executive Board meetings representing the group at large.

ARTICLE VI – The Executive Board

- A. The duties of the Executive Board shall be:
 - 1. The Executive Board will plan the annual calendar, outline the budget, develop meeting agendas, and bring policy issues to the floor for discussion and voting.
 - 2. Special meetings of the Executive Board will be at an agreeable time, date, and location.

ARTICLE VII – Meetings

- A. The monthly meetings of TLA will be the fourth Monday of each month, except July and December, at 7:30 PM at Rolling Meadows Meeting Room.
- B. The monthly meetings of TLA will be conducted utilizing Robert’s Rules of Order.
- C. Individuals shall abstain from voting where there is a conflict of interest.
- D. Five members in good standing will constitute a quorum. A quorum must be present for business to be legally transacted.

ARTICLE VIII – Club Leadership

- A. The organization shall be under the direction and guidance of county leader(s). Open to all adults regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status. All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program. There shall be such assistant leaders, committee leaders, and youth leaders as are needed to properly advise and assist in performing the various projects and the club program.

ARTICLE IX – Standing Committees

- A. The Food Stand Committee will work in cooperation with the Fond du Lac Agri-Business Council to plan and operate the TLA Food Stand at the Fond du Lac County Fair.

ARTICLE X – Club Year

- A. The fiscal year shall be July 1st through June 30th.
- B. For all other purposes the program year shall be October 1st through September 30th.

ARTICLE XI – Bylaws

- A. These bylaws may be amended at any regular meeting by a 2/3 vote cast by those in attendance, providing notice was given at a previous meeting.

ARTICLE XII – Organization Reporting

- A. Annually, the organization shall complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial, and educational accountability requirements.
- B. This is submitted to the county UW-Extension office by the deadline set by the University of Wisconsin-Extension Office.

ARTICLE XIII – Dissolution

- A. Upon dissolution of the association, any assets remaining shall be transferred to the Fond du Lac County 4-H Adult Leaders Association if one exists. If one does not exist, then any remaining assets shall be transferred to a 4-H Youth Development program or a 4-H Youth Development Foundation as selected by the affirmative vote of the majority of voting members.

Effective December 2011