

CONSTITUTION AND BYLAWS
of the
ONEIDA COUNTY 4-H LEADERS ASSOCIATION

ARTICLE I. NAME AND PURPOSE

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

Section 2. The purpose of the Association shall be:

- a. Planning, conducting and evaluating the county 4-H program through the use of an elected Executive Committee, Association members, 4-H youth and parents, with assistance from the county Extension Office and other outside resources; and
- b. To review ideas, plans and suggestions brought up by local clubs and their leaders, independent members, county committees and the 4-H Youth Development Agent; and
- c. To arrange for organizational leadership and project training; and
- d. To evaluate and adopt policy in matters related to 4-H work on the county level; and
- e. To raise funds and manage a budget to support county 4-H youth development work; and
- f. To assist in the leadership and management of the Oneida County Fair through representation on the Fair Board and Junior Fair Committee; and
- g. To further in all ways the program of 4-H Youth Development in Oneida County; and
- h. Insure compliance with USDA, UW-Extension, and Wisconsin 4-H Youth Development program policies and copyrights.

ARTICLE II. MEMBERSHIP

Section 1. 4-H Membership

- a. It is the policy of the Oneida County 4-H Leaders Association that no eligible student, client, or participant shall be denied admission to or participation in any of the benefits, programs or courses offered or sponsored by Oneida County 4-H, nor be denied admission to any facility owned or operated by Oneida County 4-H or any of its divisions or units because of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age (except as detailed in Section 1 Para. b-d), sexual orientation, pregnancy, marital or parental status.
- b. Youth Membership: 4-H is open to all youth in grades kindergarten through 13. Youth may enroll in 4-H through the following options. A community club must have at least five (5) youth members to be considered an active club. Independent members must have one (1) parent/legal guardian or parent-designated adult (such as a grandparent, aunt or uncle) become their certified 4-H leader. Family membership

is open to all grade-eligible siblings in an immediate family, and one (1) parent/legal guardian must become a certified 4-H leader.

Current youth and adult 4-H members who re-enroll after the posted deadline may participate in club/county/state programs without the benefit of Leaders Association and state/county resources. They must pay \$1 insurance per person, \$2 for horse project members and must pay for their project literature. No scholarships/camperships, reimbursement for trips or any other financial support will be given from the Leaders Association. Youth will be ineligible to participate in the Oneida County Fair through 4-H. Participation can be done through the Open Division, unless youth are enrolled in a different youth organization such as Camp Fire, Boy Scouts, Girl Scouts, etc. Youth may enter the Junior Fair Division of the fair through the different organization.

- c. Adult Membership: All 4-H youth development volunteer leaders, ages 18 and over, working with youth are required to complete the Wisconsin 4-H Youth Protection program certification. This includes: a) background check for arrest and conviction records, b) participation in the volunteer orientation program, and c) signing the Volunteer Behavior Expectations form. Returning volunteers who have been absent for one to four years need the background check redone and to resign the volunteer behavior expectations form. Returning volunteers who have been absent for five or more years need to repeat the entire youth protection program.
- d. Participants in single day events/activities, such as Project Discovery Days, animal workshops, project festivals, etc., are not considered enrolled Youth or Adult 4-H Members. These special program participants are ineligible to receive benefits of the Oneida County 4-H Program such as fair eligibility; county, state, national and international trips; scholarships, etc.

Section 2. Association Membership

- a. Membership of the Oneida County 4-H Leaders Association shall consist of currently enrolled and certified adult 4-H leaders; and currently enrolled Youth Leaders in grades 8 through 13.

Section 3. Voting Rights and Privileges

- a. Rights and privileges of voting shall be held by current members of the Leaders Association. The 4-H Youth Development Agent and 4-H Secretary shall serve as ex officio (non-voting) Association members. Motions will pass on majority vote of a quorum. A quorum shall consist of at least two (2) Executive Officers plus-all other Leaders Association members present at a publicly noticed meeting.

Section 4. Removal

- a. Any member, including an officer, may be suspended or removed by the Association membership with just cause, such as violation of the volunteer expectation guidelines, misuse of Association resources, etc. Removal shall be determined by a two-thirds majority vote at a publicly noticed regular or special Association meeting.
- b. All 4-H youth development volunteer leaders are ultimately accountable to UW-Extension for their 4-H related activities. Any member may be suspended or removed by the Oneida County 4-H Agent when safety or child protection is a factor,

upon notification to the State 4-H Office and the Oneida County Leaders Association Executive Committee.

Section 5. Dissolution Clause

- a. Upon dissolution of the Association, any assets remaining shall be conveyed to a 4-H Youth Development program or to the Wisconsin 4-H Foundation as selected by the affirmative vote of the majority of members entitled to vote.
- b. Upon dissolution of individual clubs, any assets remaining shall be conveyed to the Leaders Association Treasurer to be held for (3) three years. If said club does not reorganize within said period the money is retained by the Leaders Association.

Section 6. Financial Records and Audits

- a. The Leaders Association will conduct a yearly audit.
- b. The Oneida County 4-H Leaders Association, County 4-H Committees, and all 4-H Clubs/units are required to submit a financial record and audit report to the County Extension office once each year.

ARTICLE III. OFFICERS

Section 1. Number

- a. The principal Officers of the Association shall be a President, a Vice-President, a Corresponding/Recording Secretary, and a Treasurer.

Section 2. Election

- a. The Officers of the Association are to be elected by the members at the annual meeting as follows: Even year: Vice President and Treasurer, and odd year: President and Secretary. If the election of the Officers is not held at the annual meeting, such elections shall be held as soon thereafter as convenient. Each Officer shall hold office for a two (2) year term or until his/her successor shall have been duly elected. An Officer is not to succeed himself/herself for more than three (3) consecutive terms in the same office. (The Treasurer position may exceed the limited three (3) consecutive terms when approved by the majority of the Association at any regular scheduled meeting.)

Section 3. Nominations

- a. Officers shall be nominated by a Nominating Committee. Additional nominations may also be made from the floor of the Annual meeting at the time of the election.

Section 4. Vacancies

- a. A vacancy in any principal office because of death, resignation, removal, disqualification or otherwise, shall be filled for the unexpired portion of the term by a simple majority vote at a publicly noticed Association meeting.

ARTICLE IV. DUTIES OF THE OFFICERS

Section 1. President

- a. The president shall be the principal executive officer of the Association and shall preside at Leaders Association and Executive Committee meetings.
- b. The president shall serve as an ex officio (non-voting) member of committees.
- c. The president shall be informed regarding parliamentary procedure.
- d. The president shall prepare a meeting agenda in consultation with the County 4-H Youth Development Agent and Executive Committee.
- e. The president shall be responsible to coordinate the Awards and Recognition Committee.

Section 2. Vice-President

- a. The vice-president shall be ready to preside in the absence of the president or when called to chair by the president.
- b. The vice-president shall act as parliamentarian unless he/she calls on someone else.
- c. The vice-president shall act as liaison to committees formed by the Association for the purpose of orientation, determining training and other support needs.
- d. The vice-president shall be responsible to coordinate the Nominating Committee and provide job descriptions for each office to be filled.
- e. The vice-president shall be responsible to coordinate the Association's Leadership Committee.

Section 3. Secretary

- a. The secretary shall record minutes of all meetings of the Oneida County 4-H Leaders Association and Executive Committee. All motions, passed or failed, must be recorded.
- b. The secretary shall handle correspondence for the Executive Committee and Oneida County 4-H Leaders Association.
- c. The secretary shall maintain a record of individual and club attendance at meetings of the Oneida County 4-H Leaders Association.
- d. The secretary shall submit a copy of the minutes to the county Extension office within a week of the meeting.
- e. The secretary shall have the responsibility to maintain the 4-H Scrapbook.
- f. The secretary shall have on hand at meetings a copy of Robert's Rules, the Association's constitution and past minutes.
- g. The secretary shall coordinate the Association's Membership Committee.

Section 4. Treasurer

- a. The treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Association. The treasurer shall receive and give receipts for monies

due and payable to the Association from all sources and deposit all such monies in the name of the Association in such banks, trust companies or other depositories as shall be selected by the Association. If unbudgeted checks have to be written before the next Oneida County 4-H Leaders Association meeting, the treasurer will have to contact at least one other officer for permission for disbursement.

- b. The treasurer shall report expenditures, receipts and bank balances at each Leaders Association meeting or whenever called for by the president. The treasurer shall prepare a written copy to be submitted to the secretary at that time.
- c. The treasurer shall check with the 4-H office monthly for deposits which they may have received and for bills which must be paid.
- d. The treasurer shall balance the books and prepare a financial statement at years end and assist in the preparation for Audit Committee's review.
- e. The treasurer shall be responsible to coordinate the Association's Budget, Ways and Means Committee.

Section 5. Youth Representatives

- a. Current year 4-H Ambassadors will be Youth Representatives to the Executive Committee. The Youth Representatives shall participate in Association and Executive Committee Meetings, and hold all voting rights. Youth Leaders will work with other county Committees as needed and requested.

ARTICLE V. COMMITTEES

Section 1. Executive Committee

- a. The Executive Committee shall consist of the Association Officers and designated Youth Representatives. The 4-H Youth Development Agent and 4-H Secretary shall serve as ex officio (non-voting) members of the Executive Committee. The Executive Committee shall determine which committees are needed throughout the year and suggest their purposes, responsibilities, and membership. The Executive Committee shall appoint liaisons to supporting community groups as appropriate.
- b. The Executive Committee shall be responsible for conducting the general business of the Association, and such other business as may be referred to it by the membership, between regular meetings of the Association. The Executive Committee cannot approve changes to the Constitution and Bylaws, nor remove a member from the Association. No action taken shall conflict with policies approved by the Association membership.
- c. The Executive Committee shall review and authorize payment of budgeted expenditures and unbudgeted expenditures up to \$150. Unbudgeted expenditures exceeding \$200 must be brought before the Association membership for approval.
- d. The Executive Committee shall present a report of operations at regular Association meetings.
- e. A quorum for Executive Committee meetings shall consist of three (3) officers.

Section 2. General Committees shall be:

- a. Awards and Recognition – Deal with trips, camps, record books and forms.
- b. Budget Ways and Means – Deal with budget, fund raising, plat books, etc.
- c. Leadership – Deal with recruiting community members to participate in leadership roles, identifies orientation and training necessary for leaders and work with 4-H agent to achieve sound leadership development throughout the 4-H program. Identify areas of expansion needed.
- d. Membership – Deal with general promotion, community education, ambassador program, National 4-H Week promotion, set enrollment procedures, independent members, etc.

The responsibilities of the General Committees are as follows:

- To assess needs
- To set standards and procedures (with Leaders' input when appropriate)
- To monitor activity and follow through
- To evaluate and make changes
- To report to Leaders Association

Section 3. Project Development Committees

- a. Animal Science – Horse, Dog, Cat, Rabbit, Small Animal, Poultry, Beef, Sheep, Swine, Goat, Dairy, Exotic, Llama, Veterinary Science.
- b. Home & Family – Clothing Revue, Foods Revue, Family Projects, Human Development, Youth Prevention, Demonstration Festival.
- c. Environmental Education – Shooting Sports, Nature Space, Adventure Project, Recycling, Plants and Soil Science, Camp Programs.
- d. Cultural Arts – Crafts, Photography, Drama, Music, Speaking Demonstrations, Art.
- e. Mechanical Science – Aerospace, Automotive, Bicycle, Electricity, Small Engines, Woodworking, Computers.
- f. Plant & Soil Science – Gardening, House Plants, Plant Collections, etc.
- g. Cloverbuds – Variety of projects from other five areas for grades K-2.
- h. Youth Leadership – Ambassadors, Junior Leaders Association, Junior Project Leaders, and others.

The responsibilities of Project Development Committees are as follows:

- Assessing the learning needs of youth and incorporating their needs/voice into activities.
- Developing project leader training recommendations and activities.

- Developing countywide project activities/events and helping with club events as needed.
- Reporting budget needs for countywide activities to Leaders Association.
- Recruiting potential Junior Fair Superintendents.
- Monitoring the educational value of countywide and club activities and reporting on events to the Association and project members/leaders.

ARTICLE VI. MEETINGS

Section 1. Regular Membership Meetings

- a. The regular meetings of the Oneida County 4-H Leaders Association will be held on the third Monday of the following months: September, November, February, April, June, August, starting at 7:00 p.m. with the Executive Committee meeting at 6:30 p.m. All meetings are open to any Oneida County 4-H Leaders, 4-H members and parents, or interested community members.

Section 2. Annual Membership Meeting

- a. The Annual Meeting of the Oneida County 4-H Leaders Association shall be the November meeting for the purpose of electing officers, review of committee reports, adoption of the budget, and scheduling the calendar of events for the coming year.

Section 3. Special Membership Meetings

- a. Special meetings of the members, for any purpose or purposes, may be called by the President or Executive Committee and shall be called by the President at the request of a minimum of eight (8) of the members.

Section 4. Notice of Membership Meetings

- a. The meeting announcement and agenda items will be mailed to Association members each month. Additional items may be added to the agenda at the beginning of the meeting.

Section 5. Order

- a. Robert's Rules of Order, supplemented by the Wisconsin Bulletin "How to Conduct a Business Meeting," shall govern meetings of the Association.

ARTICLE VII. AMENDMENTS

Section 1. Notice

- a. Notice must be provided in writing at a previous regular or special meeting, or through notification by mail of any proposed change to the bylaws being considered.

Section 2. Voting

- a. The Constitution and Bylaws may only be amended by a two-thirds majority vote of the membership present at a publicly noticed regular or special Association meeting, after appropriate notice has occurred.