

**CONSTITUTION
FOR
PRICE COUNTY 4-H ADULT LEADERS ASSOCIATION**

ARTICLE I. Name and purpose

- Section 1. The name of this organization shall be the Price County 4-H Adult Leaders Association.
- Section 2. The purpose of this association shall be:
- a. To further in all ways the program of 4-H club work by planning the year's program of 4-H club work in Price County with the assistance of the County Extension Office.
 - b. To bring up for discussion at the monthly meeting, problems and ideas of local clubs and their leaders.
 - c. To arrange for county-wide project meetings and other related meetings.

ARTICLE II. Non-Profit Educational Organization

- Section 1. The Price County 4-H Adult Leaders Association is a non-profit educational organization. Any funds received by the Association for carrying out its purposes shall not accrue to the benefit of individual members.
- Section 2. In the event the Price County 4-H Adult Leaders Association discontinues their work and formally dissolves, their assets will be conveyed to 4-H clubs, local youth programs or the Wisconsin 4-H Foundation as selected by the affirmative vote of the majority entitled to vote.

ARTICLE III. Autonomy

- Section 1. This organization shall see that State of Wisconsin 4-H Policies are carried out with affiliated clubs and members.

ARTICLE IV. Membership

- Section 1. Membership shall consist of adult volunteers who have rendered services to 4-H work and have enrolled as leaders.
- a. All leaders working independently with youth other than their own, chaperoning youth, hosting youth or transporting youth or conducting shooting sports must be youth protection approved.
- Section 2. All clubs presently organized and new clubs are open to all persons without regard to race, color, ethnic background, or economic circumstances, or disability and will have fulfilled the requirements for a 4-H club as outlined by State of Wisconsin 4-H Policies (see State 4-H website at: <http://www.uwex.edu/ces/4h/>).
- a. Each club must have at least one (1) Adult Leader approved through the Youth Protection process.

ARTICLE V. Organizational Structure

Section 1. The organization shall be comprised of the Executive Committee, Executive Board, 4-H clubs and private members.

ARTICLE VI. Officers

Section 1. The officers of the 4-H Adult Leaders Association shall be as follows:

President
Vice-President
Secretary
Treasurer

Section 2. The officers of the association shall be elected by the Association at the annual meeting.

Section 3. The officers shall be elected for a two-year term. The President and Treasurer will be elected on the odd numbered years and the Vice-President and Secretary on even numbered years.

Section 4. Each officer shall take office on November 1, following their election

Section 5. If an officer fails to attend 3 consecutive monthly meetings of the Association, without requesting to be excused, they shall be replaced by action of the Executive Board.

ARTICLE VII. Advisors

Section 1. The Price County 4-H Youth Development Educator will serve as advisor to the Executive Committee and the association. The county 4-H Youth Development Educator will have no voting power.

Section 2. The UW-Extension Family Living, Agricultural and Community Resource Development Educators will serve in an advisory capacity in their fields of study. These positions hold no voting power.

ARTICLE VIII. Committees

Section 1. Executive Committee
The Executive Committee shall consist of the officers of the Association.

Section 2. The Board of Directors shall consist of the general club leader or 1 designated representative from a club group.

Section 3. Special Committees
a. Special committees may be appointed by the President when authorized by the Association.

Section 4. Standing Committees as defined in the 4-H Cloverbud Newsletter.

ARTICLE IX. Amendments

Section 1. The constitution may be amended at any meeting by a quorum of club representatives. Notice must be given at a previous meeting or through notification by mail at least seven (7) days prior to meeting regarding the change in the constitution being considered.

BY-LAWS

ARTICLE 1. Duties of Officers

Section 1. President

- a. Shall preside at all meetings of the Association.
- b. Shall act as chairman of the Executive Committee and the Association.
- c. President and Executive Committee members and the county 4-H/Youth Development Agent shall handle problems which need immediate attention.

Section 2. Vice President

- a. Shall preside in the absence of the President and take care of all the duties of the President during his/her absence.
- b. In charge of working with committees, recruitment, nominations and training.

Section 3. Secretary

- a. Shall keep all minutes of all meetings of the Association.
- b. Shall work with the Extension Office in getting out correspondence and communications as necessary.
- c. Shall complete re-chartering documents.

Section 4. Treasurer

- a. Shall collect and care for all money and dues of the Association.
- b. Shall pay bills as ordered by the Association.
- c. Shall serve on the budget committee preparing a proposed budget for the October Annual Meeting. The budget will be voted on at the Annual Meeting.
- d. Shall prepare a fiscal report including all transactions from July 1 – June 30 to be presented at the Annual Association meeting.
- e. The books and all supporting records shall be turned over to the audit committee in July and an audit is to be completed prior to re-chartering deadline.
- f. File all financial re-chartering documents annually.

ARTICLE II. Election of Officers

Section 1. Officers shall be elected as described in the Constitution Article VI.

Section 2. No officer may be elected to succeed himself.

Section3. Vacancies in office may be filled at a regular meeting of the Association. The President shall fill any vacancy by appointment.

ARTICLE III. Quorums

Section 1. Annual Meeting

- a. A quorum shall consist of a simple majority of representatives from at least 25% of affiliated clubs.

Section 2. Executive Committee

- a. A quorum shall consist of three (3) of the present officers.

Section 3. Monthly Association Meeting

- a. A quorum shall consist of a simple majority of representatives from at least 25% of affiliated clubs.

ARTICLE IV. Directors – Representation and Voting Privileges

Section 1. a. Representation on the board shall consist of the Executive Committee and one designated leader with voting power per club. All leaders and 4-H affiliates are welcome to attend monthly meetings.

- b. At annual meeting, all adult leaders present may vote.

ARTICLE V. Meetings

Section 1. The annual meeting shall be held in October; meeting notice will be given via the 4-H Cloverbud newsletter.

Section 2. The Association shall hold eleven (11) regular meetings each year on the first Monday of the month, unless designated otherwise. The Association does not meet in December.

Section 3. Executive Board Meetings may be called by the president.

Section 4. Decision making by consensus shall be considered as satisfactory guidance for the conducting of all meetings.

ARTICLE VI. Funding Policies

Section 1. The funding policy will be used to document requests for funding and to monitor distribution of the 4-H Adult Leaders Association monies to 4-H youth and volunteers.

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