

2017-2018 BY-LAWS
ST. CROIX COUNTY 4-H LEADERS ASSOCIATION
(Approved 09-26-17)

ARTICLE I - NAME AND PURPOSE

Section I - The name of this organization shall be the St. Croix County 4-H Leaders Association.

Section II - The purpose of this association shall be:

- a. To assist the UW Extension Office in planning, conducting, and evaluating the yearly 4-H program.
- b. To select council members.
- c. To promote and support the program of 4-H and youth work in St. Croix ~~Co.~~ County
- d. To encourage new ideas and assist in training of local leaders.
- e. To financially support the 4-H program.

ARTICLE II - NON-PROFIT EDUCATION ORGANIZATION

The St. Croix County 4-H Leaders Association is a chartered subsidiary of the National 4-H non-profit educational organization. Any funds received by the organization for carrying out its purposes shall not accrue to the benefit of individual members.

ARTICLE III - DISSOLUTION

Upon dissolution of the St. Croix County 4-H Leaders Association, any assets remaining shall be conveyed to ~~a~~ the Wisconsin 4-H Youth Development Program or 4-H Youth Development Wisconsin 4-H Foundation as selected by the affirmative vote of the majority of association members entitled to vote.

ARTICLE IV - MEMBERSHIP

Section I - Active Membership

- a. All enrolled 4-H Adult Leaders and ~~Ambassadors~~ youth are members of the St. Croix County 4-H Leaders Association.
- b. All adult 4-H Leaders must complete the Wisconsin 4-H Youth Protection Policy to be enrolled. The Policy includes:
 - Enroll through 4-HOnline.com
 - ~~A volunteer application with permission to conduct a background check~~ Complete a national background check through GIS
 - ~~3 Hour Youth Protection Training~~ Complete the Volunteer in Preparation (VIP) Training
 - Sign a volunteer expectation behavior form annually
 - Complete Mandated Reporter Training online
- c. The St. Croix County 4-H Leaders Association provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record or veteran status.

Section II - All members of the association have voting privileges. One vote per club or chartered committee.

ARTICLE V - MEETINGS

Section I - Meetings of the Association shall be held as needed, however, there shall be at least one annual meeting.

Section II - Roberts Rules of Order shall be considered as satisfactory guidance in conducting meetings.

ARTICLE VI – COMMITTEES

Section I – Chartered Project Activity Development Committees are: Ambassadors, Dairy, Dog, Horse, Llama, Livestock, Softball, Shooting Sports, Velocity, and 4-H Food Stand.

- a. Committees will provide an educational program for their project and/or activity area.
- b. Representation on committees consists of adult and junior youth leaders.
- c. All adults serving on committees as an officer must go through the WI Youth Protection Training and become a certified 4-H volunteer.
- d. Notification of all committee meetings including the agenda and minutes shall be emailed to the 4-H Youth Development Agent.
- e. Committees will inform the St. Croix County 4-H Leaders Association of all significant proposed changes in programs, operations, or fundraisers they have planned.
- f. A copy of the current rules and/or regulations for the project must be on file at the UW-Extension Office.
- g. Those committees which have a written set of regulations shall hold at least one meeting a year to review the rules.
- h. An annual committee report of program, activities, assets, and future direction is to be presented at a leaders Association meeting. Annual presentations to be scheduled.
- i. Each committee Treasurer is responsible for submitting a yearly financial statement with charter.
- j. Special or new committees may be appointed by the President of the Association.
- k. All committees are responsible for any financial charges they make.
- l. Upon dissolution, all funds revert to the St. Croix County 4-H Leaders’ Association.
- m. After a committee has been inactive for 12 months or more they will be dissolved.
- n. Project and activity committees who do fundraising activities must have their own bank accounts and be chartered according to the WI 4-H Policies and renewed annually.
- o. Food Stand equipment purchases which exceed \$500 must be approved by the food stand manager and the Leaders’ Association. Equipment purchased will be the property of the 4-H Leaders’ Association.
- p. Clubs and committees which sign up to work a shift by July 1st in the 4-H Food Stand may receive a portion of the food stand profits. Youth must be at least 12 years old to work in the food stand, unless directly supervised by an adult.

Section II – Non-Chartered Project Committees are: Cat, Clothing, Foods and Nutrition, Mini Talent Explosion, Photography, Poultry, Rabbit, ASTEAM Academy, Golf Classic, Clover College, STEM Club and WI Tour.

- a. Committees will provide an educational program for their project and/or activity area.
- b. Representation on committees consists of adult and junior youth leaders.
- c. Notification of all committee meetings including the agenda shall be published in the 4-H Communicator and/or County 4-H website for the purpose of inviting all interested youth members, leaders, and parents.

ARTICLE VII - COUNTY DISTRICT ASSIGNMENTS AND FUNCTIONS AFFILIATED CLUBS

Each club must have one representative present at each council meeting. One club representative and each officer will receive one vote per motion brought to the board. Club representation can be a shared duty. The districts clubs described below shall be used for representation and functions as determined by members of the St. Croix County 4-H Leaders Association. They can be from the club or area:

Section I - St. Croix County 4-H Clubs consist of:

Baldwin Wide Awake	Glen Hills Climbers	North Country
Bellringers	Golden Fireballs	Riverside
Double Good	Harmony Hill	Roberts Ribbon Reapers
Dry Run Go Getters	Lone Pine	Rolling Hills
Forest Timberwolves	Lucky Horseshoes	Rustic Renegades

a.) All new 4-H clubs will receive \$100.00 for startup funds. Funds will be mailed out within 6 months of the club forming.

ARTICLE VIII - OFFICERS OF THE 4-H LEADERS ASSOCIATION

The officers of the Association shall be the President, Vice President, Secretary, Treasurer, Past President of the Leaders Association and Youth Representatives.

ARTICLE IX - LEADERS ASSOCIATION

Section I - Membership and Terms of Office: This council should consist of club representatives and officers. St. Croix County Extension Agents shall serve as ex-officio mentors. A quorum of the council shall be one over half voting membership.

- a. The association members are selected by youth and adult leaders from county 4-H clubs.
- b. ~~The Ambassadors may elect a voting representative for the Leaders Association. The agenda will have a standing item of Ambassadors for Representatives to update and discuss recent and upcoming activities. Youth~~ All 4-H members are encouraged to participate in the Leaders Association meetings and activities.

Section II - Officers of the 4-H Leaders Association and terms of office.

- a. The Officers: Elections for Vice President, Secretary, and Treasurer will be held at the August/ September meeting of the St. Croix County Leaders Association and the induction term of the President, Vice President, Secretary and Treasurer will be held at the St. Croix County Leaders Association Annual Banquet October meeting. ~~Offices shall be held by adults except with the possible exception of the Secretary.~~
- b. Duties of the Officers
 1. President (one-year term) - Plan and preside over all meetings of the Leaders Association. Preside over the Leaders' Banquet. Appoint special committees and call special meetings of the Association as necessary.
 2. Vice President (a 2 3-year term, second year of the term is as President, the third year as the past president) - Assist the President in his/her duties and assume the President's duties when he/she is unable to fulfill them. The Vice President will assume the Presidency the following year. All adult members are eligible for the office of Vice-President. Should a member be elected the second year of their second term, that member will remain on the Leaders Association for an additional year as the Association President. Every other term the Vice President will be an authorized signature on all checking accounts, savings, and Certificates of Deposit for the St. Croix County 4-H Leaders' Association. In the event the Leader's Association Treasurer is unable to fulfill his/her duties, the Vice President would fill the Treasurer's position until a new Treasurer is elected.
 3. Secretary (one-year term, may serve two consecutive terms) - Record minutes of all meetings of the Association and submit them promptly within one week of the prior meeting to the Extension Office. Maintain records of all 4-H Leader Association minutes and correspondence. Submit minutes of previous meeting at all Association meetings. The minutes will be available on the 4-H website.
 4. Treasurer - The position of the Treasurer is a 3-year term. The first year they work with the current treasurer. The last year (3rd) of their term, they will be an advisor and work with the new treasurer. An individual can serve two consecutive terms with a max limit of 6 years. Maintain accurate and up-to-date financial records of the 4-H Leaders' Association. Collect and disperse funds as authorized by the 4-H Leaders Association and requested by the 4-H Youth Development Agent. Give financial report at all 4-H Leaders' Association meetings and upon request. The Treasurer will maintain all county, club and committee financial records at the St. Croix County UW Extension Office. He/she must work with the 4-H Agent to file county, club and committee tax records by the deadline and submit records for an audit.

5. Past/outgoing president will remain active on Leaders Association for one additional year **period** after **the** end of term.

Section III - Functions of the 4-H Leaders' Association

- a. Prepare annual 4-H Leaders' Association budget. **The annual budget will be voted on at the June meeting. The Leaders Association will operate on a Fiscal Calendar of July 1 – June 30.** They have the authorization to receive and disburse funds of the county 4-H Leaders' Association. Conduct an independent audit of the treasurer's books every year.
- b. Serve as a contact person between 4-H clubs and the Association.
 1. Solicit input from 4-H Leaders in their district relative to 4-H program concerns, issues, and problems.
 2. Communicate Council decisions and policies to their represented leaders.
 3. Serve as a liaison for county committees.
- c. Attend and participate in 4-H Leader meetings.
 1. Members shall attend monthly Association meetings (except July and December) on the third Tuesday night of the month or as the President deems necessary. Members shall notify the President or the 4-H Youth Development Agent if unable to attend. Two un-notified absences shall generate a written request from the Council President or 4-H Youth Development Agent to request their presence.
 2. Attend the Annual 4-H Leader Association meeting.
 3. Attend **district, county, state, and regional 4-H leader conference trainings** whenever possible.
 4. Help plan, conduct and attend Annual Leaders Recognition Banquet
- d. Help appoint and work with committees, representing their clubs.
- e. Assist annually to identify needs, establish goals, and develop an action plan for the county 4-H program.
- f. Serve as resource persons for county **and district leader training.**
- g. Adult Leader Association Members and other adult leaders select recipients of 4-H awards and honors. All 4-H Leaders Council members select county sponsored club awards and honors. Extra meetings may be held for this purpose.
- h. Each club is encouraged to have one representative attend monthly Leaders Association meetings, with a **goal requirement** for clubs to attend at least five meetings throughout the 4-H year.

Section IV - Fair Board Representative

- a. One 4-H **adult leader and one 4-H youth leader** shall be selected by the St. Croix County Leaders' Association to serve as a voting member of the St. Croix County Fair, Inc.
- b. Term is for 2 years with reappointment possible after 2 years. At the end of the second term the representative will be re-selected by the St. Croix County 4-H Leaders' Association if position is vacant.
- c. Representative attends meetings of St. Croix County Fair, Inc. to represent the 4-H program needs.
- d. Representative reports at the 4-H Leaders Association Annual Meeting and as needed, may also serve as a member of the St. Croix County 4-H Leaders' Association.

Section V – Youth Representatives

- e. **Two to three 4-H youth leaders shall serve as youth representatives. These are appointed positions and do not need to be voted on.**
- f. **Term is for 1 year with reappointment possible after 1 year.**
- g. **Representative attends meetings of St. Croix County Leaders Association meetings to represent the youth voice for the St. Croix County 4-H Program.**

ARTICLE X - AMENDMENTS TO BY-LAWS

By-Laws may be amended at any St. Croix County 4-H Leaders' Association meeting by a simple majority vote of the members present. Association members must receive written proposed By-Law changes at least one week in advance of a vote to change the By-Laws.

ARTICLE XI - MEMBERSHIP AND PARTICIPATION OF YOUTH IN 4-H CLUBS

Youth in Kindergarten are eligible to enroll in the Wisconsin 4-H Youth Development Program. Youth will continue to be eligible for membership through the next 4-H year following their graduation from high school. The University of Wisconsin Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental, arrest or conviction record or veteran status.

Committee Guidelines:

University of Wisconsin Extension grants a 4-H Charter to a group or committee in order to formally recognize its affiliation with 4-H and give it permission to use the 4-H name and emblem. All groups or committees that handle finances and have a checkbook must be chartered. To be a Chartered 4-H Group or Committee in Wisconsin, the following requirements must be met and maintained:

- Group or committee name
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership, decision making and voting privileges.
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by the members to govern the group or committee
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, and marital or parental status.