



# **CONSTITUTION AND BYLAWS FOR THE WINNEBAGO COUNTY 4-H LEADERS ASSOCIATION**

Approved May 2016

## **CONSTITUTION**

### **Article I – Name**

The name of this organization shall be the Winnebago County 4-H Leaders Association, Inc.

### **Article II – Purpose**

The purpose of this association shall be:

- a) to assist the County UWEX Office in planning the year's program of 4-H youth work.
- b) to advise the County UWEX Office in carrying out the yearly program.
- c) to evaluate and adopt policy in matters related to 4-H work on a county level.
- d) to further in all ways the program of 4-H youth work in Winnebago County.
- e) to participate in and give input to District and State programs.

### **Article III – Membership**

#### **Section 1**

The membership of this association shall consist of:

- a) 4-H adult affiliated, organizational, project or activity leaders.
- b) county 4-H key leaders.
- c) 4-H youth leaders in a project or activity.
- d) youth enrolled in the Youth Leadership project.

#### **Section 2**

Open to any youth or adult within the above parameters – regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

#### **Section 3**

The following requirements must be met to hold a 4-H charter and be recognized as a 4-H group or committee in Winnebago County, Wisconsin.

- Club name or group name
- Five or more youth from at least three families
- 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 and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by the members to govern the club or group
- 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.

### **Article IV – Board of Directors & Officers**

#### **Section 1**

The Board of Directors shall consist of:

- a) Maximum of 14 members which will include ten adults, two youth and two either adult or youth.
- b) Officers will include President, Vice President, & Secretary
- c) 4-H Youth Development UWEX Personnel acting as Advisor(s).
- d) Treasurer – appointed by the board and is a non-voting member.

- Section 2** All current 4-H adult leaders are eligible for the board and must remain an active 4-H leader throughout their board term.
- Section 3** Method of nomination: Directors shall be nominated by self nomination, or by a member of the Association. A brief resume for each candidate will be prepared and distributed in the newsletter prior to, and/or in the program for the Annual Leaders' Recognition Banquet. Additional nominations may be made from the floor at the Annual Leader's Recognition Banquet.
- Section 4** The adult Board of Directors shall be elected for a three year term. A Director may be elected for up to two full consecutive terms. A former Director may run for election after at least a one year absence from the Board.
- Section 5** Officers of the Board of Directors may repeat their term of office more than one term and may serve no more than two consecutive terms in the same office.
- Section 6** A Board member may be replaced by appointment after being absent from three consecutive Board meetings. The individual who received the next highest votes at the Board election held at the previous Annual Leaders' Recognition Banquet will be asked first to fill the vacant position. If this person is unable, the Board will discuss other possible candidates until an appropriate replacement is found. The Chair of the Ballot Counters will keep the information of number of votes.
- Section 7** The Youth Leader members of the Board of Directors shall be elected for a one year term by the Association at the Annual Leaders' Recognition Banquet, or be appointed by the President of the Board of Directors, with Board approval. Members will begin their term at the conclusion of the Leaders' Recognition Banquet and they must remain an active, enrolled 4-H member.
- Section 8** A Director will be required to contact an adult Board member prior to a Board meeting if he/she is unable to attend.
- Section 9** The election of the members of the Board of Directors shall be held at the Annual Leaders' Recognition Banquet. Members will begin their term at the conclusion of the Leaders' Recognition Banquet.
- Section 10** All members of the Association may vote who are present at the meeting at which the election takes place if they have not voted absentee. If need be, members may vote absentee by requesting a ballot from the UW-Extension office. All absentee ballots must be addressed to the 4-H Ballot Clerk and received at the UW-Extension office or emailed to the UW-Extension office anytime up until 1:00 p.m. on the last business day before the day of the Annual Leaders' Recognition banquet. Each ballot must be submitted by an individual; no joint ballots accepted.
- Section 11** Ties for the election for the 4-H Board of Directors to be broken by a second ballot between those candidates who are tied.

#### **Article V – Amendments**

The constitution may be amended at any meeting of the Association by a two-thirds majority of the members present. Notice must be given at a previous meeting, in the County 4-H Newsletter, or by special correspondence regarding the change of the constitution being considered.

## **Article VI – Association Leadership**

The Association shall be under the direction and guidance of the 4-H Board of Directors. 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, project leaders and youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the Winnebago County 4-H Youth Development program.

## **Article VII – Dissolution Clause**

Upon dissolution of the association, any assets remaining shall be conveyed to a 4-H youth development program or the Wisconsin 4-H Foundation as selected by the affirmative vote of the majority of association members entitled to vote.

## **BY-LAWS**

### **Article I – Election of Officers**

**Section 1** Nominations for each officer position will be taken from the floor or a director may self-nominate him/herself. Officers may serve no more than two consecutive terms in the same office. A Director can run for the Presidency but must serve on the board in the prior year. Vice-President and Secretary can be elected in any year of their terms. Nominations will begin with President.

**Section 2** The officers of the Board of Directors shall be elected annually by the Board at their first meeting after the Annual Leaders' Recognition Banquet. New officers will start their term at the conclusion of that meeting. The meeting will be governed by the outgoing officers.

**Section 3** All members are eligible to vote.

**Section 4** Ties for election of office are to be broken by a second ballot between those candidates that are tied. If the tie still exists, a coin toss will determine the winner.

**Section 5** Vacancies in office may be filled through appointment of Board of Directors. The individual who received the next highest votes at the Board election held at the Annual Leaders' Recognition Banquet will be asked first to fill the vacant position. If this person is unable, the Board will discuss other possible candidates until an appropriate replacement is found. The Chair of the Ballot Counters will keep the information of number of votes.

### **Article II – Duties of Officers**

**Section 1** President: Shall preside at all meetings of the Association, the Board of Directors, and shall act as chair of the Executive Committee. President and County UWEX personnel shall decide organization problems which, in their judgment, would not require a Board of Directors meeting.

**Section 2** Vice President: Shall preside in the absence of the President, taking care of all the duties of the President during absence.

**Section 3** Secretary: Shall keep minutes of all meetings of the Association and of the Board of Directors. Minutes shall be sent to the UW-Extension office and the Board President.

**Section 4** Directors: Shall be members of the Board of Directors, attend meetings and provide support for countywide programs and activities.

**Section 5** Treasurer: Shall be appointed annually by the Board at their first meeting after the fall Annual Leaders' Recognition Banquet. Duties include keeping accurate financial records of the association, report to the board monthly, handle transactions, and complete all required financial documents.

**Article III – Regular Meetings**

The regular meetings of this organization will be determined at the re-organizational meeting which is the meeting held following the annual recognition banquet.

**Section 1** The Board of Directors shall hold at least six regular meetings each year, a quorum (eight Board members) is required to pass motions. Additional meetings may be called by the Executive Committee.

**Section 2** The Association shall hold at least two regular meetings each year in addition to the Annual Leader's Recognition Banquet. A quorum is the membership present.

**Article IV – The Association Year**

The 4-H year is continuous and is defined as October 1 – September 30.

**Article V – The Club Fiscal Year**

The Wisconsin 4-H fiscal year is defined as July 1 – June 30. The 4-H group or committees financial books must be rectified annually by June 30. The Annual Financial Report is included in the 4-H Charter Renewal Packet. IRS 990 filing must be completed by November 15.

**Article VI – Rules of Order**

Robert's Rules of Order shall govern the meetings of the organization.

**Article VII – Group or Committee Reporting**

Annually, complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. This is submitted to the county UW-Extension office by the predetermined deadline (no later than November 1).

**Article VIII – Additional Group or Committee Policies**

Wisconsin 4-H Groups or Committees must follow all [Wisconsin 4-H Policies](http://www.uwex.edu/ces/4h/resources/policies/documents/WI4HYouthDevelPolicies52011.pdf) (<http://www.uwex.edu/ces/4h/resources/policies/documents/WI4HYouthDevelPolicies52011.pdf>); [4-H National Headquarters policies](http://www.national4-hheadquarters.gov/library/4h_polregs.htm), ([http://www.national4-hheadquarters.gov/library/4h\\_polregs.htm](http://www.national4-hheadquarters.gov/library/4h_polregs.htm)); and all federal and state laws.

**Article IX – Committees**

<p>The Leader's Association shall oversee the following committees: <b>Standing Committees</b></p>	<p>Purpose and Responsibilities</p>	<p>Members</p>
<p>Executive Committee Elected at the same meeting as the election of officers.</p>	<p>Shall determine the need for standing and special committees, propose the yearly 4-H programs, and establish programs for meetings of the Association.</p>	<p>Minimum of 5 Board Members to include a minimum of two officers.</p>

Budget & Finance	Shall be responsible for preparing a budget to be submitted to the Board for approval and/or any financial matters which may arise.	* 3 <sup>rd</sup> year Board Member; 2 <sup>nd</sup> year Board Member; 1 <sup>st</sup> year Board Member; treasurer, UWEX personnel  The Board members are elected on an annual basis. The committee member who is serving the third year term of office is automatically chairperson.
Banquet	Plan and implement the Annual Family Banquet.	Between 4-6 4-H Board of Director members who volunteer on an annual basis.
Nominating Committee	Recruit and present a slate of candidates for the 4-H Leaders Association Board of Directors.	All 4-H Board of Directors Members whose terms are expiring.
Fundraising Committees <ul style="list-style-type: none"> <li>• Pizza Sale</li> <li>• Breakfast at the Fair</li> <li>• Basket Raffle</li> <li>• Dipper</li> </ul>	Plan, implement, and evaluate fundraising activities and events for the Winnebago County 4-H Youth Development Program.	Adult volunteer leaders with an interest in the fundraising area.
Project Committees <ul style="list-style-type: none"> <li>• Horse</li> <li>• Dog</li> <li>• Shooting Sports</li> <li>• Dairy</li> <li>• Goats</li> </ul>	Plan, implement, and evaluate educational activities and events for youth members in specific projects	Adult volunteer leaders and youth leaders in the specific project area. The Chairperson and voting members of a county 4-H project committee shall be currently enrolled as a 4-H youth leader and/or adult leader in that project. The 4-H project committee shall be recognized and approved by the 4-H Board of Directors yearly.

Duties of Standing Committees: These committees shall plan and carry out Leader's Organization functions as related to the responsibilities listed above. This shall include plans, budget requests, rules and regulations, time frames, and a final financial report. Committee chairs are indicated by an asterisk (\*) above and are responsible for making sure committee progress and decisions are reported to the Leader's Organization. Project Committee chairs would hold this responsibility.

**Special Committees:**

Special committees may be appointed as deemed necessary by the Leader's Organization membership. This may include all advisory and planning committees for special events (i.e. Fun Day, youth activities, etc.) and shall be governed by the guidelines of the chairperson and voting members being youth leaders and/or adult leaders. Special committees must report progress and decisions to the Leader's Organization.

**Article X – Annual Reading of the Constitution & Bylaws**

The Constitution and Bylaws shall be read at the November 4-H Board of Directors meeting if a quorum is present. If a quorum is not present at the November Board meeting then the Constitution and Bylaws shall be read at the next Board meeting at which a quorum is present.

Signatures:

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Association President

Date: \_\_\_\_\_

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Association Secretary

Date: \_\_\_\_\_

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UW-Extension 4-H Youth Development Staff

Date: \_\_\_\_\_



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