**ADAMS COUNTY 4-H LEADERS’ ASSOCIATION, INC.**

 **BYLAWS**

Leaders Association Approved on January 18, 2016

**ARTICLE I – NAME**

The name of this organization shall be the **Adams County 4-H Leaders Association, Inc. (1)\***

**ARTICLE II – PURPOSE**

The purpose of this Association is to supplement and enhance the learning experiences provided

to the 4-H members within Adams County and to assist in the coordination of learning experiences and financial support of Adams County 4-H youth members, 4-H volunteer/leaders in County, District, State, Regional, National, and International events.

**ARTICLE III – MEMBERSHIP**

 *Section 1*

Voting membership in this Association shall be open for participation to any adult 4-H leader who is an enrolled leader and has completed the Youth Protection Process. Voting membership is also open to youth enrolled in the Youth Leadership project, 6th grade and above. Membership eligibility is affirmed by October 1st enrollment documentation turned into the Extension Office. The Association agrees that membership or participation in 4-H will follow the Wisconsin 4-H Youth Development Policies (2)\* to be changed when the State amends their guidelines.

 *Section 2*

Ex officio members of the Association shall include members of the University of Wisconsin Extension staff. Ex officio members shall have no voting privileges, but will serve in an advisory capacity for the enhancement of educational youth development programs for the Association.

**ARTICLE IV – EXECUTIVE BOARD**

*Section 1*

The purpose of the Executive Board is to make recommendations on issues for discussion and action by the organizations members. The Executive Board is accountable to the membership of the organization. The responsibilities of the board include: organizational planning, policy making that relates to the 4-H Leaders Association, enforcement of policies and grievance handling related to Association policy, legal responsibilities and financial responsibilities.

*Section 2*

The officers of the Association shall consist of a president and vice-president, secretary, treasurer, past-president, fivedirectors and one or more youth representative(s). These officers are the voting members of the Executive Board.

## Section 3

## The PRESIDENT shall preside at Association meetings. Presidential duties shall include the drafting and carrying out of Executive &Association agendas in a smooth and orderly fashion. The president shall be the principal officer representing the Association in matters concerning Association business. The president shall be elected to a two (2) year term and will continue to serve until a successor is elected.

The VICE-PRESIDENT in the absence of the president shall perform the functions of the president. The vice-president shall be responsible for the staffing of committee assignments and the monitoring of committee business. The vice-president shall be elected to a two (2) year term and will continue to serve until a successor is elected.

The SECRETARY shall keep all minutes of the Leaders Association and Executive Board meetings. The secretary shall provide a copy of the minutes to the President and 4-H Youth Development Educator at the Extension office where they will be kept on file. The secretary shall handle correspondence of the Association as instructed by the presiding officer. The secretary shall be elected to a two (2) year term and will continue until a successor is elected.

The TREASURER shall receive and take care of all monies belonging to the Association and shall pay all bills upon order of the Executive Board & Associationand shall keep an accurate record of all monies received and paid, and give reports of all transactions at all Executive Board & Association meetings. The treasurer shall be elected to a two (2) year term and will continue to serve until a successor is elected.

The Immediate PAST PRESIDENT shall be an active voting member of the Executive Board and serve in an advisory member capacity to the newly elected President. This is not an elected position. The Immediate Past President is a one (1) year term.

The DIRECTORS shall have the responsibility to represent and inform leaders about the program and activities of the Leaders’ Association, solicit and provide input from leaders to the 4-H Executive Board, chair or assist committees, represent the Leaders’ Association in event planning. There shall be 5 directors on the Executive Board. The directors shall be elected to a two (2) year term and will continue to serve until a successor is elected.

The YOUTH DIRECTOR(S) shall have the duty of liaison between the county Leaders’ Association and all other youth leaders in the county 4-H program and shall advise on youth events. These representatives shall be appointed & confirmed every year by Association members.

**ARTICLE V – ELECTION OF OFFICERS**

*Section1*

Board members shall be elected by ballot at a Spring Leaders’ Association meeting (March, April or May) and shall hold their offices until their successors shall have been elected. Newly elected officers shall assume office as of July1st of the year in which they were elected.

*Section2*

The officers shall be elected from the Association membership and must be a member of the Association for a minimum one year. Eligible voting members will elect the officers.

*Section 3*

Starting in 2014, the terms will be staggered as follows: the President and Treasurer will be elected and begin serving in the even-numbered years, Vice-President and Secretary in the odd-numbered years. Directors to be elected and serving on staggered terms even numbered years (2) and odd numbered years (3). All officers serve until their successors are elected.

**ARTICLE VI – MEETINGS**

*Section 1*

The regular meeting of the Association shall be held on the third Monday of every other month (January, March, May, July, September, November). The Executive Board shall meet on the third Monday of the alternate months (February, April, June, August, October, December) Association members are welcome to attend Executive Board meetings.

*Section 2*

The President may call special meetings of the Association upon giving notice to the organization and resource leaders by mail as shown in the membership records of the Association, not less than seven days, nor more than twenty days in advance of such meeting.

*Section 3*

Upon written demand, signed by at least twenty percent of the Leaders’ Association members, the President shall call a special meeting for the purpose to which the demand relates, in the manner herein prescribed, in Section 2.

### ARTICLE VII – AMENDMENTS

The Bylaws may be amended, enacted or repealed by a 2/3 majority vote of the total membership attending that regular meeting, provided notice of such changes have been given at a previous meeting and the Association membership has been notified by mail of the amendments.

**ARTICLE VIII - QUORUM**

A quorum for Executive Board meetings shall consist of five members. A quorum for the Leaders’ Association is the number of members present at any regular meeting.

**ARTICLE IX - COMMITTEES**

Each committee is to abide by the Committee Policies (3)\* adopted by the Leaders’ Association

the guidance of the Vice-President. The Association shall oversee the following Committees:

STANDING COMMITTEES:

 Educational Programming: Clothing Revue, Foods Revue, County-wide Trip,

 Cultural Arts Festival, Super Saturday

 Awards & Recognition: Awards, Awards Banquet, Ambassadors

 Financial Support: Gifts & Endowments, Plat Book, Land,

 Rabies Clinic, Food Stand

 Promotion: Recruitment, Ambassadors

 *Section2*

DUTIES OF STANDING COMMITTEES

**These committees shall have the responsibility of planning and carrying out Association functions as related to their area of responsibility. Includes planning, budget requests, rules and regulations. Committees shall select their own chair person, who will have the responsibility of reporting committee advisory decisions at Association meetings.**

*Section3*

 AD HOC COMMITTEES:

Ad Hoc committees may be appointed by the President as deemed necessary by the Association membership. Presently Leaders’ Association have Budget & Audit Ad Hoc committees.

*Section4*

The Budget committee shall consist of the entire executive board. The Budget committee shall work with the

Treasurer to propose the annual budget for approval at the May Association meeting. The approved budget shall

be published in the Adams County 4-H newsletter. The Treasurer shall have the books closed by July 31 each

year.

*Section5*

The Audit Committee will be appointed by the President and consist of three (3) members. The Audit

Committee shall audit the Treasurer’s books after they are closed by July 31st of each year. Audit Committee

present an audit report at a subsequent Leaders’ Association meeting..

**ARTICLE X - REMOVAL FROM EXECUTIVE BOARD**

Any member of the Executive Board may be removed from the board for just reason by a ballot vote of the majority of the association members present at the meeting**.** A written notice will be provided 30 days prior to the vote. Reasons for removal, but not limited to:

**\***3 unexcused absences from meetings in a row

\*not fulfilling the duties of their position

**ARTICLE XI - FILLING OFFICER VACANCIES**

Vacancies occurring on the Board shall be filled through the following procedure. The nomination committee will invite, by mail and personal phone contact, regarding Association members willingness to fulfill the duties of the vacated office. Their names and the office they are willing to fulfill will then be announced at the next regularly scheduled Association meeting and a vote will be taken for each vacated office. Newly elected officers, filling vacated positions will serve the unexpired term.

**ARTICLE XII- RULES OF ORDER**

Procedure of business shall be governed by Roberts Rules of Order.

**ARTICLE XIII- GENERAL RULES**

Section 1

These Bylaws shall be reviewed biannually by an ad hoc committee. These Bylaws shall be brought up to date as needed by a 2/3 majority at the Leaders’ Association meeting. The Leaders’ Association members must be given at least 30 days notice of impending Bylaw review and amendment action.

Section 2

The Executive Board will complete the 4-H Annual Charter Renewal Packet that includes legal, financial and educational accountability requirements. This is submitted to the county UW-Extension office by October 1 annually.

**ARTICLE XIV– DISSOLUTION CLAUSE**

Upon dissolution of the Adams County 4-H Leaders’ Association, any assets remaining shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by an affirmative vote of the majority of association members present at the meeting entitled to vote.

Signed

(President) (Vice-President)

(Secretary) (Treasurer)

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