

**ADAMS COUNTY 4-H LEADER'S ASSOCIATION, INC.**  
**BYLAWS**

*Leaders Association approved on January 15, 2018*  
*Amendments Approved 03-18-2019*

**ARTICLE I – NAME**

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

**ARTICLE II – PURPOSE**

The purpose of this Association is to supplement and enhance the learning experience 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 volunteers/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 Volunteer in Preparation (VIP). Voting membership is also open to youth enrolled in Youth Leadership project, 6<sup>th</sup> grade and above. The Association agrees that the membership or participation in 4-H will follow the Wisconsin 4-H Youth Development Policies and to be changed when the State amends their guidelines.

*Section 2*

Re-enrolling 4-H Leaders in order to retain voting eligibility must be re-enrolled by November 1<sup>st</sup> each year.

*Section 3*

New 4-H enrollments and any changes to re-enrollments are due on or before April 15<sup>th</sup> to show as a 4-H member to the Adams County Fair & for new 4-H Leaders to obtain voting rights with the Association.

*Section 4*

The Association agrees that the membership or participation in 4-H will follow the Wisconsin 4-H Youth Development Policies and to be changed when the State amends their guidelines.

*Section-5*

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 for the educational value to youth development of the 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, vice-president, secretary, treasurer, three directors 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 on 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 will serve a two-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 & Association and shall keep 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 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 three (3) directors on the Executive Board. The directors shall be elected for 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 and confirmed every year by Association members.

## **ARTICLE V – ELECTION OF OFFICERS**

### *Section 1*

Board members shall be elected by ballot at a Spring Leaders' Association meeting (June) and shall hold their offices until their successors have been elected. Newly elected officers shall assume office as of July 1<sup>st</sup> of the year in which they were elected.

### *Section 2*

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 (1) and odd numbered years (2). 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 month., except December.

### *Section 2*

The President may call special meetings of the Association and/or Executive Board upon giving notice to the organization & resource leaders by email as shown in the membership records of the Association, not less than seven day, 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 By-Laws 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 shall have been given at a previous meeting and the Association membership has been notified by email to the amendments.

## ARTICLE VIII - QUORUM

A quorum for Executive Board meetings shall consist of five (5) members. A quorum for the Leaders' Association is the number of members present at any regular meeting.

## ARTICLE IX - COMMITTEES

### *Section 1*

Each committee is to abide by the Committee Policies adopted by the Leaders' Association with the guidance of the Vice President. The Association shall oversee the following committees:

STANDING COMMITTEES: (Examples included but not limited to)

Educational Programming: Clothing Revue, Foods Revue, County-wide Trip, Cultural Arts Festival, Super Saturday

Awards & Recognition: Awards, Banquet, Ambassadors

Financial Support: Gifts & Endowments, Plat books, Land, Rabies Clinic, Food Stand

Promotion: Recruitment, Ambassadors

### *Section 2*

#### Duties of Standing Committees

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

### *Section 3*

#### 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.

### *Section 4*

The Budget committee shall consist of the entire executive board. The Budget committee shall work with the Treasurers to propose the annual budget for approval at the June 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<sup>st</sup> of each year.

### *Section 5*

