

Kewaunee County 4-H Poultry Project Bylaws

Constitution

Article 1—Name

The name of this committee shall be the Kewaunee County 4-H Poultry Project.

Article 11—Purpose

The Kewaunee County 4-H Poultry Project shall:

- Provide youth with educational learning opportunities about all types of poultry, for the purpose of show and meat production, including commercial poultry.
- Provide youth with the opportunity to gain life skills that can be applied throughout their life and in the community through the poultry project with the help of 4-H leaders (that have gone through leader orientation).
- Provide youth leadership opportunities by working with fellow poultry project members and youth leaders.
- To promote and develop interest in the poultry project.
- Assist in activities that the membership deems worthwhile.

Article III – Membership

Section 1. A full project member must be in at least third grade and may continue in the Poultry Project through the next 4-H year following their graduation from high school. 4-H members in Kindergarten (5 year old), 1st and 2nd grade are enrolled as Cloverbuds and are not eligible to show live animals in 4-H or in the Kewaunee County Fair Junior show. However, educational (non-animal) opportunities may be made available for Cloverbuds.

Section 2. Open to any youth within grade parameter, 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 project committee in Kewaunee County, Wisconsin.

- Project name
- Five or more youth from at least three families
- Adult leadership that has been approved through the Youth Protection Program
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have a written operating guidelines, bylaws or constitution approved by members to govern the club
- 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 designated date.

Article IV—Adult Leaders/ Youth Officers

There shall be no less than 2 adult 4-H leaders (that have gone through leader orientation) serving as adult co-chairs and five youth members serving as youth officers. These offices are president, vice-president, secretary, and treasurer. These officers must be sixth grade or older, with the exception of the treasurer who must be 7th grade or higher. In addition, the treasurer must have the permission of a parent. The historian may be 3rd grade or up. All youth officers must meet qualifications as presented in Article 1, Section 5 of the By-Laws.

Article V—Amendments

The constitution may be amended by a simple majority vote of the total membership at any regular meeting.

Article VI—Project Leadership

The club shall be under the direction and guidance of local 4-H Poultry Project leaders (that have gone through leader orientation). 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. The number of project leaders and youth leaders may vary as needed to properly advise and assist in carrying on the various activities and in conducting the project program.

Article VII—Dissolution Clause

Upon dissolution of the 4-H Project, any assets must be turned over to a recognized 4-H club/ project/ group, with the approval of the Kewaunee 4-H Adult Leaders Association and the county 4-H Youth Development staff. In the event that no club/project is designated to receive the funds, assets will be turned over to the Kewaunee County 4-H Adult Leaders Association.

By-Laws

Article 1- Election of Youth Officers

- Section 1. Nominations will be accepted from the floor during the election portion of the meeting. A majority of members present shall elect each officer. No person shall be elected or appointed to hold a position during the meeting unless they accept the nomination in writing or phone prior to or during the meeting.
- Section 2. The election of officers shall be held annually at the autumn (fall) Poultry Project meeting.
- Section 3. All members are eligible to vote.
- Section 4. All terms are for one year, but the individual may be re-elected to serve another term.
- Section 5. Qualifications: In order to serve as a youth chair, members must be in sixth grade or above and must have been a poultry project member for at least one year. Adult chairs need to be approved through the Youth Protection Program and enrolled as a poultry project leader.

Article II—Duties of Officers

Section 1. President

- Preside over the meeting with the assistance of the adult co-chairs.
- Create the agenda with the help of the adult chairs and the vice-president.
- Attend steering meetings.

Vice-President

- Preside over meetings in the absence of the president.
- Keep record of attendance.
- Work with the president and adult leaders in setting the agenda.
- Attend steering meetings.

Secretary:

- Record the proceedings of each meeting accurately.
- Maintain these records in an organized manner.
- Compile the minutes within a week of any meeting and send a copy to the adult co-chair.

Treasurer

- Record all financial transactions of the project.
- Help adult leaders in management of fundraisers.
- Verify that all bills are paid in a timely manner.
- Work with the adult co-chairs in preparing the annual financial audit and charter renewal.
- Upon request, analyze records, along with the leaders, to help develop a budget.
- Prepare financial report for each meeting,

Historian

- Act as archivist for the project.
- Take photos and submit to the Extension office and our Facebook account manager.
- Work with adult leaders and secretary to handle correspondence.
- Do community outreach by submitting articles to the Foghorn and local media.

Section 2. Adult Co-chairs

- Provide guidance to youth officers and project members.
- Assist with management of the meetings.
- Pay all approved bills.

Section 3. Both Youth Officers and Adult Co-chairs

- Plan and coordinate educational opportunities and activities
- Prepare and send out the newsletter
- Designate an adult leader to attend Auction Committee meetings.
- Complete the annual charter renewal forms
- Develop a budget
- Keep an accurate record of bills and expenses.
- Have all records audited on an annual basis.
- Maintain a record of points earned by members.
- Attend all meetings or advise adult leaders as to your absence.

Article III—Regular Meetings

The 4-H year runs from October 1st to September 30th.

Article IV—Quorum

A majority of the members of the project present at any given meeting (no less than ten members) will constitute a quorum.

Article V—The Project Year

The 4-H year runs from October 1st to September 30th.

Article VI--Rules of Order

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

Article VII—Club 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 designated date.

Article VIII—Additional Project Policies

Section 1. Project requirements: fulfillment of this requirement will be defined by the Poultry Project adult and youth elected officers. These requirements are laid out for you in the document Kewaunee County Poultry Project Showing and Auctions Qualifications.

Any requests for exceptions to meeting the poultry project requirements must be done before June 1st of the current year to the adult and youth officers of the Kewaunee County Poultry Project.

To be a member in good standing and show a poultry entry at the Kewaunee County Fair, members must meet the following qualifications:

All Members

- Be a member in good standing with your club, including attending at least four club meetings.
- Poultry project meetings are not considered club meetings.
- Meet the requirements to show as laid out by the Poultry Project committee.

Grades 3 - 12:

- Attend at least one Poultry Project meeting during the 4-H year.
- Participate in at least two hours of work service with the Poultry Project.
- Participate in one fundraiser for the Poultry Project in the 4-H calendar year.

Grade 13

- The meeting requirement waived.
- Grade 13 should participate in at least two hours of community or work service with the Poultry Project.
- Participate in one fundraiser for the Poultry Project in the 4-H calendar year

Section 2. Auction Requirements

Special note: In addition to the project requirements, members wishing to sell animals in the auction will need to meet the requirements of the Auction Committee to be eligible to sell in the auction.

Date Adopted:	<u>October 2014, Amended October 2017</u>
Adult Co-Chair	<u>Debra Ahrens</u>
Adult Co-Chair	<u>Shelly Trembl</u>
Youth President	<u>Daria Ahrens</u>
Youth Vice President	<u>Adilynn Schroeder</u>