

By-Laws of Shawano County 4-H Leaders, Inc

Article I - Name and Purpose

Section 1. The name of this corporation shall be the Shawano County 4-H Leaders, Inc.

Section 2. The purpose of this corporation shall be:

- A. To assist the County Extension Office in planning, implementing & evaluating the year's 4-H Youth Development program.
- B. To bring up for discussion problems and ideas of the community 4-H clubs and their leaders.
- C. To arrange for project education and leadership development training.
- D. To further in all ways the 4-H Youth development program in Shawano County.
- E. To accept funds for the advancement of the 4-H youth development program, educational activities and awards.
- F. Shawano County 4-H Leaders Inc. follows Wisconsin 4-H policies, see addendum attached, and the following guidelines:
 1. Leader training Opportunities and Reimbursement
 2. Situations for Executive Board Action
 3. Executive Board Procedure for Handling Grievances
 4. Shawano County 4-H Youth Behavior Guidelines
 5. Evaluation of Trip – Participants and Chaperons
 6. Shawano County 4-H Leaders Inc. Executive Board Job Description
 7. Key Committee Roles and Responsibilities

Article II - Membership

Section 1. The active group shall consist of adult general leaders, assistant general leaders and project and activity adult leaders, and youth leaders.

Section 2. Members shall have all the rights and privileges of the organization.

Section 3. Membership is open to all persons without regard to age, race, creed, color, sex, handicap, sexual orientation, developmental disability, national origin, ancestry, and marital status. This corporation does not operate on a segregated basis.

Article III - Officers

Section 1. The officers shall be adult leaders as follows:

President	Secretary	Eastern Delegate
Vice President	Treasurer	Western Delegate

Section 2. Vice-President is elected annually. The Vice-President shall automatically serve as the President the second year of his/her 2 year term. Secretary and Eastern and Western Delegates shall serve a 2 year term.

Section 3. The treasurer shall be an appointed position with the appointed person able to determine their term length. Treasurer shall be compensated \$2500 per year, to be paid quarterly. Both incoming and outgoing treasurer will be compensated equally during transition period not to exceed 6 months. Length of transition period to be determined by mutual agreement of both incoming and outgoing treasurers.

Section 4. Western Delegate and Eastern Delegate: In determining the location of the delegate, the following borders shall be used: Current State Trunk Highway 22 from the southern border of Shawano County, to the intersection of what is currently Main Street and Green Bay Street in the City of Shawano. From that point northward, State Trunk Highway 47-55 is the border. One delegate shall be elected who resides east of that border, while the other delegate shall reside west of that border.

Section 5. Officers of the corporation shall be elected at the November meeting and take office in January. Position terms are staggered to provide continuity to the Executive Board.

- a) Vice President shall be elected each annual election
- b) Secretary & Eastern Delegate shall be elected to begin their term in January of even-numbered year
- c) Western Delegate shall be elected to begin their term in January of odd-numbered years

Article IV - Committees

Section 1. Executive Board Committee:

The Executive Board shall consist of the officers of the corporation and two elected delegates, and six elected Older Youth Group representatives. The Executive Board shall meet at such times as the president or County Extension 4-H Youth Development Agent shall deem necessary. The Executive Board shall appoint permanent committees, and propose the yearly county 4-H program and the program for the regular meetings of the corporation. The Executive Board will review plans and budget proposals of all Project and activity key committees for consideration and presentation to the Corporation for approval.

Section 2. Standing Committees:

Program Key Committees shall be named by the Executive Board. Adult and youth leaders will be invited to volunteer to serve on committees. A committee chairperson and secretary will be selected from among the members of each committee. Handling of all committee funds and finances will be transacted through the Shawano County 4-H Leaders Inc. financial books and by the Leaders Inc. Treasurer. Committee members will give overall leadership to designated committees. Extension Agents will serve as educational advisors to committees.

A. Project Key Committees:

To assist in planning, conducting and evaluating county educational programs and events as related to specific 4-H project areas such as horse, livestock, arts & crafts, foods, tractor, plant science, photography, etc.

B. Activity Key Committees:

To assist in planning, conducting and evaluating county educational activities, events, and contests such as, demonstration & speaking contest, 4-H camp, achievement program, Youth In Actions, etc.

Section 3. Special committees may be appointed by the president when authorized by the corporation or the Executive Board.

Article V - Meetings

Section 1. The corporation shall hold six regular meetings each year:

January, March, May, July, September, and November. All other meetings shall be designated as special meetings and may be called by the president upon recommendation of the Executive Board or by the Extension 4-H Youth Development Agent as to the time and place of the

meeting.

- A. Special meeting in May to review fair premium list and begin fair preparation.
- B. If a member of the Executive Board and/or Leaders Inc. has a request or concern, that member must contact the President or the Extension 4-H Youth Development Agent to be put on the agenda of the next Executive Board or Leaders Inc. meeting and asked to present his/her request or concern. Questions and/or discussion will occur at the meeting. If needed, the meeting may be closed session. The Executive Board can go into closed session to discuss:
 - Issues related to Youth Protection Program/Policy
 - Disciplinary action related to adult and youth behavior expectation guidelines
 - Issues pending legal action
 - Other sensitive issues where confidentiality is necessary

Section 2. Robert's Rules of Order supplemented by the Wisconsin bulletin, "How to Conduct a Business meeting" shall be considered as satisfactory guidance.

Article VI - Amendments

Section 1. Amendments to the by-laws may be proposed by any member of a business meeting and then discussed at that business meeting.

Section 2. At the next business meeting, proposed changes are discussed once again and then two-thirds of the members present must cast a ballot in favor of the adoption of the amendment.

Article VII - Duties of the Officers

Section 1. President

Shall preside at all meetings of the incorporation. Shall act as chairperson of the Executive Board meetings. President and UW Extension 4-H Youth Development Agent consult and determine resolution to club and/or county problems, which in their judgment would not require an Executive Board meeting.

Section 2. Vice-President

Shall preside in the absence of the president and take care of all the duties of the president during this absence. Serve as chairperson of Expansion, Promotion and Review Committee and serve as liaison for Executive Board on Expansion and Review committee.

Section 3. Secretary

Shall keep minutes of all meetings of the incorporation and Executive Board. Shall work with the Extension Office in getting out correspondence and communications necessary.

Section 4. Treasurer

Shall collect and account for all money of the incorporation. Authorized to pay bills as specified and approved through budget process. Shall pay additional bills as are ordered by the Executive Board. Shall prepare financial statements for Leader's meetings on all transactions handled by the incorporation. Complete and submit required tax forms and/or incorporation reports.

Adopted January 2010:

The Treasurer of Shawano County 4-H Leaders, Inc. is responsible for coming to the UWEX office one day per week (year-round) to pay all outstanding bills and post all financial transactions using the Quicken computer accounting program. The Treasurer will also prepare monthly and annual financial reports for Shawano County 4-H Leaders, Inc. and also for various 4-H Key Committees as needed. The Treasurer will also meet with the Shawano County 4-H Youth Development Agent and 4-H Program Assistant annually to prepare a budget for the Leaders, Inc. Annual salary will be \$2,500 per year beginning January, 2010. The Treasurer is no longer an elected position; instead it is an appointed position.

Upon giving at least two months notice of resignation, the Treasurer must agree to continue his/her duties during a transition period of up to six months to enable the new Treasurer to become adequately trained. During the transition period, both incoming and outgoing Treasurer will be compensated fully for their time.

Section 5. Delegates

Shall represent ideas from leaders within their area to the Executive Board. Serve as yearly auditor of accounts/financial records of incorporation. Serve as liaison for Executive Board on Expansion, Promotion and Review Committee. Serve as Chair of 4-H Experience Committee.

Article VIII - Election of Officers

Section 1. Method of nomination

Officers can be nominated by enrolled 4-H leaders in the county and/or by UW-Extension staff members prior to, and inclusive of, the monthly meeting of the election of officers (usually November) and/or by a nomination committee of at least 2 people appointed by the 4-H Executive Board one monthly meeting prior to the election.

Section 2. One or more nominations may be made from the floor of the meeting when the officers are elected. Therefore, there can be three or more nominations for each office.

Section 3. Vacancies in office shall be filled by one of the elected delegates. Selection to be made by the Executive Board.

Article IX - Capital Structure

Section 1. There shall be no dues.

Section 2. All contributions shall be income to the corporation.

Section 3. All earnings from groups' effort shall be income to the corporation.

Section 4. All funds of the corporation will be used for the purchase of 4-H youth development program pins and awards; 4-H member and leader scholarships to attend county, district, state and national camps, conferences, and educational meetings. Equipment may also be purchased for

the use of local 4-H clubs in the county to provide educational training at the local club meetings.

Section 5. Audit

At the close of each fiscal year, or at such times as the officers of the corporation shall determine, the books and accounts of the corporation shall be carefully examined by the committee consisting of the two delegates, Eastern and Western, of the Executive Board or a qualified auditor who shall make a detailed written report thereon.

Section 6. Fiscal year of the corporation shall end on June 30. Programming year ends December 31.

Section 7. Upon liquidation or dissolution, the liabilities and obligations of the corporation shall be paid, and any remaining assets shall be designated into a foundation grant fund, preferably locally administered, to which the earnings may be applied for to provide or improve youth and/or adult educational programs serving Shawano County residents.

Revised January 2015