



# WAUSHARA COUNTY 4-H LEADERS ASSOCIATION, INC. BY-LAWS

## ARTICLE I - NAME AND PURPOSE

### Section A - Name

The name of this body shall be the Waushara County 4-H Leaders Association, Incorporated.

### Section B - Purpose

The purpose of this association shall be:

1. To assist in planning the year's 4-H program, including needs for any countywide project meetings; leader trainings; and/or events or activities.
2. To provide a forum for the exchange of ideas and problems solving discussion relating to 4-H programs, leadership and membership.
3. To promote better understanding of the 4-H program with every 4-H unit in Waushara County.
4. To encourage family involvement in 4-H programs.
5. To promote 4-H membership and youth leadership development.
6. To assist and encourage development of new units and support local 4-H units.
7. To offer recommendations on financial and policy concerns to the Waushara County 4-H.
8. To strive for good public relations, mutual improvement and general welfare of the community.
9. To accept funds for use in accomplishing these purposes.

### Section C - Membership

1. The Waushara County 4-H Leaders Association, Inc. shall consist of all registered 4-H leaders, and enrolled 4-H youth leaders of Waushara County twelve years and older. This includes all organizational, project and activity leaders.
2. No person shall on the grounds of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, marital or parental status, pregnancy, veteran's status, non-job related conviction record or qualified disability be denied the benefits of, or be subjected to discrimination under any aspect of the Waushara County 4-H Leaders Association, Inc., including, but not limited to, all programs and activities.
3. Membership maybe terminated for cause.
4. Adult leaders shall complete the Volunteer Orientation program within their first year of leadership.

### Section D - Officers, Appointees, and Representatives

1. The Waushara County 4-H Leaders Association, Inc. shall elect the following officers at a meeting designated by the Executive Board: vice-president, secretary and ten directors. The secretary shall be elected for a period of two (2) years. The treasurer shall be appointed for a period of one (1) year. The vice-president shall be elected to serve as vice-president, president and past-president over three (3) consecutive years. The directors shall be elected for a period of two years with five being elected each year; two (2) adults and one (1) youth from one district and one (1) adult and one (1) youth from the other. This election pattern would rotate between districts every other year. Districts will be East and West with the boundary line running between the townships of Springwater and Rose on the north to Marion and Dakota on the south. Boundaries may be reviewed annually by the executive board.
2. A nominating committee, appointed by the Waushara County 4-H Executive Board, consisting of three (3), persons, preferably representing various geographic areas of the county, shall prepare a slate of candidates for each office and representative position. The nominating committee will contact all candidates for each office and consent to have their names placed on the printed ballot. Additional nominations may be made from the floor.
3. The Executive Board shall appoint the treasurer at the May meeting. The appointment becomes effective July 1 of the current calendar year.

4. Officers will assume the responsibility for their position at the first meeting of the association following their election and installation.
5. If an elected officer or the appointed treasurer cannot serve the full term or complete their duties in at a satisfactory level, the president is to request the Executive Board appoint a person to replace that officer until the time of the next election.
6. Any director or officer, with the exception of the individual fulfilling the treasurer position cannot serve more than two (2) consecutive full terms on the board in any elected position.

#### **Section E - Meetings**

1. There shall be at least three scheduled business meetings a year of the Waushara County 4-H Leaders Association, Inc.
2. At the June meeting of the Association, the annual budget shall be presented for consideration.
3. At the November meeting of the Association, the annual calendar shall be presented for consideration.
4. Special meetings of the Association may be called by the President.
5. Members will be notified of meetings not less than seven (7) nor more than sixty (60) days prior to the meeting date. Publication in the Waushara County "Clover Clipper" shall constitute written notice.
6. Each member is entitled to one vote on each question. Voting by proxy is not allowed.
7. **Robert's Rules of Order** shall govern all meetings of the Waushara County 4-H Leaders Association, Inc.
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#### **Section F - Finances**

1. **The fiscal year for the Leaders Association shall July 1 to June 30.**
2. A budget will be presented by the Executive Board at the June meeting. Final budget approval shall be made by the Association.
3. Expenditures for unbudgeted expenses shall have prior approval by the Waushara County Executive Committee or the Executive Board. The treasurer shall be empowered to issue checks for expenses specified in the budget.
4. The 4-H Executive Board shall appoint two people or a qualified auditor to examine and review the books, records, and year end report of the treasurer of the Waushara County 4-H Leaders Association, Inc. An audit report, with findings and recommendations, shall be presented at the July Executive Board meeting.
5. All disbursements shall be made by check following the presentation of the itemized statement to the treasurer.
6. All services performed by the members of the Waushara County 4-H Leaders Association, Inc. are voluntary. Reimbursement for expenses incurred to receive training outside the county (registration, mileage, etc) can be submitted to the Executive Board for consideration for reimbursement.
7. Upon the dissolution of the corporation, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or organization under section 501(c)(3) or the Internal Revenue Code of 1954 (or the corresponding provision of any future Internal Revenue Law), as the Executive Board shall determine.

#### **Section G - Quorum**

1. Those present and authorized to do the business of the Waushara County 4-H Leaders Association, Inc. shall constitute a quorum, provided that a majority of the Waushara County 4-H Executive Board is present.

### **ARTICLE II - WAUSHARA COUNTY 4-H EXECUTIVE BOARD AND EXECUTIVE COMMITTEE**

#### **Section A - Definition**

1. The Waushara County 4-H Board of Directors Executive Board shall consist of:

- a. The Executive Committee of the 4-H Leaders Association, Inc., including past president, president, vice-president, and secretary.
- b. Ten (10) directors elected by the Association, three (3) adult leaders and two (2) youth leaders from each county 4-H district.

### **Section B - Purpose**

The purpose of the Waushara County **4-H Executive Board** shall be:

1. To consider recommendations of the Waushara County 4-H Leaders Association, Inc.
2. To maintain direct communication with the members of the Waushara County 4-H Leaders Association, Inc.
3. To administer funds of the Association in support of Waushara County 4-H programs.
4. To provide publicity, public relations and promotion.
5. To encourage cooperation with other organizations.
6. To terminate participation of officers, board members.
7. To propose a yearly calendar for the county 4-H program and the educational programs of the Association.
8. To propose a yearly budget.
9. To annually appoint a treasurer.
10. To serve on the Expansion and Review Committee with representatives from minority communities and youth to annually evaluate and make recommendations on policies, procedures and programs to insure compliance with affirmative action laws.

The purpose of the Waushara County **4-H Executive Committee** shall be:

1. To transact urgent business between meetings of the Waushara County 4-H Leaders Association, Inc. and Executive Board.
2. To act in emergencies.
3. To make recommendations on difficult issues of concern to the Waushara County 4-H Leaders Association, Inc. they are unable to be resolved by the Executive Board.

### **Section C - Duties of Executive Board Members**

1. Attend all Executive Board and Leaders Association Meetings
2. Disseminate information discussed at meetings to clubs.
3. Seek input and advice from clubs about issues discussed by the Leaders Association.
4. Participate on county committees.

### **Section D - Officers**

1. The officers elected by the Waushara County 4-H Leaders Association, Inc. shall preside at all meetings of the Waushara County 4-H Executive Board and the Executive Committee.

### **Section E - Duties of the Officers**

1. Past President: shall serve as consultant to the President.
2. President: shall preside at all meetings of the Waushara County 4-H Leaders Association, Inc., Executive Board, and Executive Committee and shall perform the usual duties of a presiding officer; shall serve as an ex-officio member of each committee; shall call special meetings of the Association or Board for due cause; shall act as parliamentarian, unless he or she designates otherwise.
3. Vice-President: shall act in the capacity of president in the absence of the latter or when called to the chair by the president; shall serve as chair of the nominating committee.
4. Secretary: shall keep the minutes of all meetings of the Waushara County 4-H Leaders Association, Inc., Executive Board, and Executive Committee; shall send a copy of the minutes to the Waushara County UW-Extension Office within a week following each meeting.

### **Section F - Duties of the Appointed Treasurer**

1. The treasurer shall keep an account of all receipts and disbursements of the Waushara County 4-H Leaders

Association, Inc., submit a financial report at each meeting of the Board; submit an annual report to the Association; and submit the books for the audit within 30 days of the end of the fiscal year.

2. A detailed definition of qualifications, duties and responsibilities are included in the Waushara County 4-H Leaders Association appointed Treasurer's job description.
3. The Leaders Association reserves the right to remove the treasurer for just cause. This may include but not be limited to inappropriate use of funds, inaccurate reports and/or not fulfilling any of the duties identified in the treasurer's job description.

#### **Section G - Meetings**

1. Members of the Waushara County 4-H Executive Board are expected to attend the meetings of the Waushara County 4-H Leaders Association, Inc., Executive Board and Executive Committee.
2. A minimum of five business meetings of the Waushara County 4-H Executive Board shall be scheduled each year.
3. Special meetings may be called if deemed necessary on the order of the president or the Executive Committee upon giving written notice to the board members not less than seven (7) days prior to the meeting.
4. Absence from two consecutive meetings of the Waushara County 4-H Executive Board may result, at the discretion of the Waushara County 4-H Leaders Association, Inc., in a replacement appointment.
5. Meetings of the Waushara County 4-H Executive Committee may be held at the call of the president; at the request of two Executive Committee Members or a UW-Extension 4-H Youth Development Agent; or by the written request five (5) members of the Waushara County 4-H Executive Board.

#### **Section H - Quorum**

1. The Waushara County 4-H Executive Board may not transact business without at least a majority of members present.
2. Three (3) current officers in attendance at an Executive Committee meeting in order for the committee to transact business.