

Waushara County 4-H Rabbit Association By-Laws

Article 1: Name and purpose

1. Name. The name of this organization shall be the Waushara County 4-H Rabbit Association
2. Purpose. The Waushara County 4-H Rabbit Association (WCRA) shall:
 - a. Provide educational and pertinent learning experiences for youth using the rabbit as a tool
 - b. Provide youth opportunities for life-skill and animal husbandry skill development through the experiences and guidance of registered volunteer 4-H leaders
 - c. Provide opportunities for youth to interact with professionals in the rabbit industry
 - d. Assist in whatever worthwhile projects its membership deems necessary.
 - e. Work with other organizations for the betterment of the community
3. Membership.
 - a. The WCRA is open to all 4-H members.
 - b. 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 WCRA, including, but not limited to, all programs and activities. Membership may be terminated for cause.
 - c. You must sign up to become a member of the association by the designated deadline.
 - d. Registered 4-H leaders may be appointed Mentors by the executive board and are non-voting.
 - e. Adults/Parents are welcome and encouraged to participate in meetings and activities, but are non-voting.
 - f. Upon dissolution of this Association, any assets remaining shall be conveyed to the Waushara County 4-H Leaders Association, Inc.

Article II: Structure

1. Meetings.
 - a. Date. The Association shall meet on a designated date. Members will be notified of date changes.
 - b. Procedure. Robert's Rules of Order will be used to guide the meeting procedures.
 - c. Meetings may be called outside regular membership meetings to address special issues
 - d. Bylaws. These Bylaws may be reviewed as needed and if necessary the executive board may be appointed to study proposed changes. Changes may be amended only upon a majority vote of those members present at the meeting.
2. Officers and Mentors.
 - a. Youth Officers. The following offices shall be filled by youth members: President, Vice President, Secretary, Treasurer, Reporter
 - b. Adult Mentors: A minimum of three (3) adults shall be appointed by the executive board to serve as mentors. One mentor shall serve as the advisor to the treasurer and have their name placed on the bank account signature card in addition to the youth treasurer.
 - c. Term. All officers and mentors shall hold office for a period of 1 year and may be re-elected or re-appointed.
3. Elections. Elections of officers and mentor appointments shall be held annually at the regular October meeting of the Association.
 - a. Procedure. Nominations will be accepted from the floor during the elections meeting. A majority of members present shall elect each officer. No person shall be elected to an office or appointed mentor if not present during the meeting unless they accept the nomination in writing or by phone prior to or during the meeting.
 - b. Qualifications. To be eligible to be nominated to be a youth officer, the youth must have been a member of 4-H for 1 year. Nominees must be in 6th grade or above for the offices of president, treasurer. Nominees for secretary and vice president may be in 5th grade or above. Nominees for reporter may be of any age.
4. Executive Board
 - a. Definition. The WCRA Executive board shall consist of the elected youth officers and appointed adult mentors.

- b. Meetings of the Executive board may be held quarterly or at the request of two board members and or the 4-H Youth Development Agent.
- 5. Duties of Officers and Mentors
 - a. The President shall:
 - 1. develop an agenda with the adult mentors for each meeting
 - 2. Conduct each monthly meeting
 - 3. appoint committees necessary for the administration of the Association's business
 - b. The Vice President shall:
 - 1. perform the duties of the president, secretary or treasurer in his/her absence
 - c. The Secretary shall:
 - 1. keep an attendance record and accurate minutes of all meetings
 - 2. send a copy of the minutes to the President and UW Extension office after each monthly meeting
 - 3. prepare a newsletter or news articles for the Clover Clipper as needed
 - d. The Treasurer shall:
 - 1. provide leadership for developing a budget
 - 2. keep an accurate record of all receipts and expenses
 - 3. pay all bills approved by the association/board
 - 4. have the records audited on an annual basis
 - 5. maintain a membership data base
 - e. Reporter shall:
 - 1. write a report of all clinics, social events or meetings after they occur and send it to the local newspapers as soon as possible
 - f. The Adult Mentors shall:
 - 1. regularly attend board and association meetings
 - 2. assist with the management of the meetings
 - 3. provide guidance to officers as needed
 - 4. ensure all records are completed
 - 5. serve as an advisor to committees established (role shared by the mentors with a minimum of one being on each committee formed)