

**BYLAWS  
OF THE WAUKESHA COUNTY  
4-H LEADERS' ASSOCIATION, INC.**

**ARTICLE 1  
Articles of Incorporation**

The provisions of the Articles of Incorporation of the Association are hereby made a part of these By-Laws

**ARTICLE II  
Membership**

**Section 1**

Memberships all consist of adults volunteering in leadership roles and working with 4-H youth in the Waukesha County 4-H program and Waukesha County 4-H Youth Development Educator.

**Section 2**

The Waukesha County 4-H Leaders' Association, Inc. provides affirmative action and equal opportunity in education and programming for all qualified persons regardless of race, color, gender/ sex, sexual orientation, creed, national origin, age, disability, pregnancy, marital or parental status, conviction record, or veteran status.

**Section 3**

An adult volunteer must be 18 years of age or older. No individual may serve as a 4-H club member and adult volunteer simultaneously.

**Section 4**

A 4-H adult volunteer must be registered with the University of Wisconsin Extension Waukesha County 4-H Program and have successfully completed Volunteer Orientation Leadership Training approved by the 4-H Youth Development Educator before working with the youth in a volunteer role.

**ARTICLE III  
Board of Directors**

**Section 1- Board Members**

The Board of Directors shall consist of a minimum of five and a maximum of nine active association members elected by the association and preferably one 4-H senior youth member as a representative from each district in which 4-H is done in Waukesha County. District boundaries are set by the University Extension County 4-H Youth Development Educator. County 4-H Youth Development Educators are ex-officio members of the board.

**Section 2 - Director Term and Election**

Adult member of the Board of directors shall be elected by the whole association at its annual meeting for a three year term. Directors will be elected in staggered rotation with three positions open for election or reelection each year. If an existing director declines to complete his/her elected term, a replacement should be elected to complete that term at the next annual meeting. A director may be elected for two consecutive terms followed by a required one year break. Each district should provide one senior youth member for one year term.

**Section 3 – Officers**

The Board of Directors shall elect, by a majority vote, the following officers from among the adult directors: President, Vice-President, Secretary, and Treasurer. For the office of President, the director must have served on the board for at least one year.

Section 4 - Board Meetings

The Board of Directors shall meet every month preferably one or more members of the County Extension Staff and at such other times as the President and 4-H Youth Development Educator shall deem necessary.

Section 5 - Board Committees

The Board of Directors may appoint committees and approve the County 4-H programs upon advice of the 4-H Youth Development Educator.

Section 6

The Board of Directors shall serve as whole Association on matters of business between Association meetings.

ARTICLE IV  
Meetings

Section 1

The Association shall hold one annual meeting each year at such time as designated by the Board of Directors.

Section 2

Roberts Rules of Order supplemented by the Wisconsin Bulletin, "How to Conduct a Business Meeting" shall be considered as satisfactory guidance.

ARTICLE V  
Quorum

Section 1

A quorum of the Association shall consist of 50 members.  
A majority of the Board of Directors shall constitute a quorum at Board Meeting.

ARTICLE VI  
Bonding and Audit

Section 1

The Association shall furnish and pay for bond in such amount as the Association or Board of Directors may determine for the Treasurer and for any other person designated by the Association to whom funds of the corporation are entrusted.

Section 2

The Board of directors shall arrange for an audit of all accounts prior to the regular annual meeting of the Corporation.

ARTICLE VII  
Amendments

These By-Laws may be amended by a vote of a majority of the membership present at any regular or special meeting of the Association. Proposed amendments must previously be approved by the Board of Directors.

(First Organized in 1935: Incorporated in 1954) Last Amended: 11/11/2012

**BY-LAWS  
WAUKESHA COUNTY 4-H LEADERS' ASSOCIATION, INC  
"FUND FOR 4-H EDUCATION"**

**ARTICLE I  
Name**

The name for this fund shall be the "Fund for 4-H Education".

**ARTICLE II  
Purpose**

The purpose of this fund of the Waukesha County 4-H Leaders' Association, Inc. shall be to further the needs, develop the activities and augment and advance the educational programs of the 4-H program, and the needs, activities, programs and interests similar thereto throughout the County of Waukesha, to receive by bequest, devise, gift or otherwise, property and funds for such purposes, and to receive, administer and expend any specific funds for various purposes as agreed upon by the corporation and the agency making such funds available, and generally to exercise all powers provided for corporations under Section 181.04 of the Wisconsin Statute provided, however, that no part of the property or net earnings of the corporation through this fund shall inure to the benefit of any member or individual, and no part of the activities of the corporation funds thus collected shall be the carrying on of propaganda or otherwise attempting to influence legislation.

**ARTICLE III  
Management**

The Treasurer of the Waukesha County 4-H Leaders' Association and a designated officer approved by the board should both sign checks to be drawn on this fund. Uses of this fund must have approval of the Association Board of Directors.

**ARTICLE IV  
Activities of Fund**

Activities of the Fund may include, but not limited to the following:

- Grants of money for the conduct of 4-H functions and activities. Awards and recognition for worthy 4-H members.
- Awards and recognition for voluntary adult 4-H leaders
- Grants of money for administrative costs necessary for effective operation.
- College scholarships to worthy present and past 4-H members.
- Provide awards and scholarships to enable worthy members and leaders to attend 4-H trips, activities, and workshops.
- Support of Waukesha County Fair, Waukesha County 4-H Camps, Upham Woods Camp, and Wisconsin 4-H Foundation.
- Provide for other activities to promote and develop the 4-H program.
- Accept contributions for ear-marked purposes with the approval of the Association Board of Directors.

## ARTICLE V Fund Limits

All funds received, held, and dispersed by the Association must meet the IRS requirements for a nonprofit corporation. Funds need to be raised to support short term or annual projects and activities. Total combined funds held in all accounts should not exceed two times the rolling five year average of the Association's annual projected expenses. Funds for specific long term projects (one to five years), following the current approval process, may be accumulated in a restricted account for that purpose. Large financial gifts that would exceed these limits should be directed to a foundation or other endowment fund specifying the earnings be transferred to this fund.

## ARTICLE VI Fund Restrictions

All types of funds used must meet the policies set forth by the Wisconsin 4-H Youth Development Program requirements and have safety and security of the funds a top priority. All actions must ensure that the use of the funds meet the mission and objectives of the Waukesha County 4-H Program.

Most funds received are deposited into the general fund. Some funds received or earned may have restricted use as requested by the donor or source. Restrictions need to be in writing and acceptance of the funds acknowledges acceptance of the restriction. If a restriction cannot be met, the funds cannot be accepted. Accounting of restricted funds must be kept separate from the general fund. Earnings received from a foundation or other endowed source must have any designated or restricted conditions identified in writing at the time of receipt otherwise the funds will be deposited into the general fund.

## ARTICLE VII Fund Investments

Most funds received are deposited and dispersed through a bank checking account. Funds that may not be needed in the short term may be placed into an interest bearing account i.e. savings, CDs, etc. All fund accounts must be FDIC, NCUA, or equivalent accounts. No funds can be invested into any type of account that would risk the principle of the fund i.e. stocks, mutual fund, etc.

## ARTICLE VIII Association Dissolution

Upon dissolution of this Association, any remaining assets shall be conveyed to first to last, (1) a replacement Waukesha County 4-H Youth Development Committee or Group approved by the Association Board and Waukesha County 4-H Youth Development Educator, (2) the Waukesha County 4-H Youth Development Program, or (3) the Wisconsin 4-H Youth Development Foundation.

(Organized May, 1958) Last Revised 11/11/12

## **Duties and Roles of Waukesha County 4-H Leaders' Association Board of Directors Members**

All adult volunteers need to be enrolled and trained volunteers of the Waukesha County 4-H Leaders' Association. Membership in the Leaders' Association is automatic upon meeting enrollment requirements. *"Adults work with youth."*

### **President - Must have completed one year of term on the Board of Directors**

- Preside over all the meetings of the Board of Directors, Annual Meeting and other meetings of the Board
- Prepare agendas for all meetings with consultation from the 4-H Youth Development Educator.
- Collaborate and partner with the UWEX 4-H Youth Development Educator in educational programming for the County 4-H Program.
- Recruit, appoint, or assure that the Waukesha County 4-H program is represented at Region or State 4-H meetings, workshops, or other functions.
- Monitor efforts of the 4-H Strategic Plan and make sure that necessary follow-up happens.
- Serve as ex-officio member of all Waukesha County 4-H Leaders' Association Standing Committees. Develop communication relationship with committee chairs.
- Serve as one of the checks co-signers of the Waukesha County 4-H Leaders' Association.
- Sign member recognition certificates.
- Attend and participate in Member and Volunteer Leader Recognition events.
- Email the Board meeting agenda at least 24 hours prior to the next Board meeting to all Board members, Youth Educator, Recorder, and CC: the 4-H Program Secretary.
- Email notification of future board meeting dates, times and locations to the 4-H Program Secretary for publication in the *Clover Flyer*, as room reservations are confirmed.
- Other duties as assigned or needed.

### **Vice President**

- Preside over the meetings if the President cannot or if President resigns.
- Monitor outcomes of the Standing Committees in the County 4-H Program.
- Represent the Waukesha County 4-H Leaders' Association and County 4-H Program as upon request.
- Organize and co-host the December meeting of the Board of Directors. This includes outgoing and incoming Board members with spouses and guests.
- Make sure that a quorum (one more than half of current membership) of Board members is present for the Board of Directors meetings.
- Contracts - signs and maintains copies of all contracts of the Leaders' Association r Lists and VIP verification documentation for Standing Committees
  - request from the chairperson of every committee/group a list of all members.
  - (If list is by email retain signature of chairperson and date of email.)send the lists to the county 4-H office for verification of VIP status of all committee/group members
  - keep on file the lists as well as provide a copy of the lists to the Board President and Board Secretary.
  - as new members are added to a committee, verify VIP status and update records

**Treasurer:**

- Serve as the principle financial officer of the Waukesha County 4-H Leaders' Association, which includes maintenance of checking, savings accounts, and investments.
- Prepares and presents a monthly financial statement/report for the Board of Directors monthly meetings.
- Co-sign the checks of the Leaders' Association and ensures payments are done in a timely manner.
- Is a member of the Finance Committee, and if possible, attends Finance C committee meetings. Partners with the Finance Committee in budget preparation, auditing of books and with the fundraising group.
- After the December Board meeting, needs to prepare/gather the following documentation for change of signers on signature cards for financial institutions:
  - Minutes stating the new officers (get minutes from Secretary)
  - A letter on official letterhead stating which officers (names and titles) will be added to the signature cards as well as which names are to be removed as signers.
- Accompany new officers/signers on visit to financial institutions for change of signers
- Maintains and monitors the list of Leaders' Association credit card holders. Is the person on record with the credit card company.

**Secretary:**

- Take and maintain the official record of the proceedings of all meetings of the of Directors and at the Annual meeting.
- Email the previous meeting's minutes at least 24 hours prior to the next Board meeting to all Board members, Youth Educator, and Recorder.
- Email the *corrected and approved* minutes within three days following the Board meeting to all Board members, Youth Educator, Recorder, and CC: the 4-H Program Secretary
- Write correspondence on behalf of the Board of Directors and for the Waukesha 4-H Leaders' Association.
- If there is no Recorder, then the Board Secretary will carry out the following responsibilities of the Recorder.

**Recorder** - *this position exists outside the Board of Directors as an assist to the Board.*

*This position has no voting rights or speaking authority. As the position is not a member of the Board of Directors, it will have no term limits.*

- Update the Leaders' Association Board Member Handbook and CD as needed.
- Update the Board of Directors member list
- Serve as an historical resource
- Make room reservations for future board meetings based on dates provided by the Boar President; notify Board President as to room confirmations.

**Directors-** *All directors represent the entire volunteer association membership as well as county 4-H program families.*

- Attend the monthly Board of Directors meetings and the Annual Leaders' Association meeting, or arrange for a substitute to attend.
- Build relationships and communicate with 4-H association members/leaders by
  - keeping association members/leaders informed, and
  - soliciting ideas, feedback, and information as needed in order to make decisions on the Board of Directors
- Serve on a Standing Committee of the Leaders' Association
- Serve as a liaison for at least one Standing Committee of the Waukesha County 4-H Leader's Association
- Actively recruit new volunteers for Standing Committee membership
- If elected to an officer position on the Board, serve to the best of your abilities.

### **Youth Representatives**

- Serve on the Board of Directors as a youth representing your county geographical district or the County 4-H Program at large.
- Be willing to serve.
- Attend the monthly Board meetings and share your youth perspective in the decision making process
- Share back at your club or at the district level what is happening at the Board of Directors meetings. Solicit opinions and comments from other youth and share their comments at the meetings.
- Has voting rights on the Board of Directors. If more than one youth per district, in a closed vote or pre-determined vote, only one youth should cast the vote.

*Duties and Roles of Waukesha County 4-H Leaders' Association Board of Directors Members last updated September 2012*

### **Policy for Board of Directors of the Waukesha County 4-H Leaders' Association Regarding Terms of Office, Nomination, and Election of Directors**

*All directors are to further the purpose of the Waukesha County 4-H Leaders' Association and to represent the entire volunteer association membership.*

### **Leaders' Association Annual Meeting:**

The annual meeting is usually held in conjunction with the Volunteer Leader Recognition event, which is normally held in November. If there is no Volunteer Leader Recognition event, then an annual meeting must be called for and held. Notification by the Leaders' Association Board President, to all members of the Leaders' Association, of the annual meeting and request for nominations for director positions shall be made four weeks prior to the annual meeting.

**Terms of Office:**

- Directors are elected by the association at its annual meeting.
- Directors are elected for a three-year term to the Leaders' Association Board of Directors. s may succeed themselves for a second term for a maximum of six years.
- A one year break after a second term is required before a person may be re-elected to the Board of Directors.
- Each year, the Directors will affirm their term prior to the Leaders' Association's annual meeting. an existing Director decides not to complete his/her term, he/she may resign and a replacement will be elected at the annual meeting to serve out the remainder of the term.
- Terms will be in a staggered rotation so that three Director positions will be open each year. This provides a one-third turnover of the Board.

**Nomination of Individuals for the position of Director:**

- Each year names of individuals will be submitted to the Board of Directors for nomination.
- A person may nominate him/herself or another member of the Leaders' Association.
- The nomination form must be filled out and signed by the person nominating him/herself or by both the person nominating and the person being nominated.
- The form must be received in the 4-H office by the due date determined by the Leaders' Association Board of Directors prior to the annual meeting date.
- Any person being nominated for the position of Director must be an active member of the Leaders' Association in good standing. The nominee must be VIP trained and currently registered as of two days prior to the Leaders' Association annual meeting.

**Election Process:**

- All name for nomination, which have been received in the 4-H office by the due date, will be verified fi r both VIP training and registration.
- All eligible names entered for nomination will be listed on a ballot. There will be no nominations from the floor at the annual Leaders' Association meeting.
- A *list* of all eligible nominees will be emailed to all Leaders' Association members in the week prior to t e annual meeting.
- At the annual Leaders' Association meeting, members present will vote for candidates that they believe a e fully qualified to serve on the Board of Directors. Each member may vote for any number f candidates up to the number of open Director positions.
- The candidates with the highest vote totals will be assigned to fill the open Director positions.
- If any ballot has more votes cast than there are open positions, the ballot will be discarded.

*Policy for Board of Directors of the Waukesha County 4-H Leaders' Association  
Regarding Terms of Office, Nomination, and Election of Directors Last updated  
September 2013*