

Waukesha County 4-H Leaders' Association

GENERAL POLICIES

Scope

- Policy is for setting the rules for decisions regarding ongoing actions of the Association. One time or temporary decisions of the Board do not constitute policy. Policy must be enacted as stated below. 01/01/2014
- These policies pertain only to this Chartered Association and exclude all other Waukesha County 4-H chartered entities. 01/01/2014
- These policies are the official policies approved by the Association Board as of January 1, 2014. For convenience only, policies are separated into Financial Policies (Section 8) and General Policies (Section 9) and combined are the sum total policies of the Association. 01/01/2014
- Policies established prior to January 1, 2014 may exist; however, they are unapproved policy and, if still relevant, may be submitted for policy as stated below. 01/01/2014
- To become an official approved policy, the exact wording of the proposed policy must be submitted to the Board (by the Board or any other Association member) for review and approval at which time the policy will become part of these approved policies with the effective date attached. 01/01/2014
- An approved policy may be revised or deleted by the Board or by a submitted request to the Board. If revised, the existing policy shall be replaced by the revised policy with the revised date attached to the end of the policy. If deleted it shall be removed from these policies. 01/01/2014
- The Board may make a temporary exception to policy for a specific purpose or situation without changing the policy. 01/01/2014

General

- All policies are governed and subject to the Association Articles of Incorporation, Bylaws, and Charter. 01/01/2014
- If any conflict between a policy and the Articles of Incorporation, Bylaws, and Charter should exist, the Articles of Incorporation, Bylaws, and Charter take precedent. 01/01/2014

- If one or more policies are in conflict, the Board must resolve the conflict as soon as reasonable. 01/01/2014
- All Association policies are approved, managed, and the responsibility of the Board. 01/01/2014
- The latest dated approval of a policy succeeds all policies of the subject matter. Each individual approved policy must have an approval date at the end of the policy as "mm/dd/T". An additional revision date will be added as necessary. 01/01/2014

Definitions

- Activity is an event with youth involved in specific, focused, and active participation. 01/01/2014
- Account: A line item of the Fund for purposes of allocating and managing a portion of funds to a specific activity, Event, or Project. 01/01/2014
- Association: Waukesha County 4-H Leaders' Association Incorporated. 01/01/2014
- Board: Duly elected board members of the Association including its officers. 01/01/2014
- Budget: The sum collection of Accounts and their associated dollar amounts planned for their respective annual income and Expenditures. 01/01/2014
- Chartered Entity: An organized association, group, club, or other entity that has an active and approve charter with the Waukesha/Wisconsin 4-H program. 01/01/2014
- Event: A County-wide happening, with a specific purpose, date(s), time(s), and location(s), involving youth, leader(s), and maybe the public. 01/01/2014
- Fund: Monies held in the "Fund for 4-H Education" as described in the Bylaws, 01/01/2014
- Expenditure The act of spending Fund monies for a justified expense. 01/01/2014
- Justified: A justified expenditure is a proper and reasonable expenditure for materials, supplies, and fees needed to support the effective functioning of the County 4-H Youth program. 01/01/2014
- Project: An area of interest which an individual youth member (self-led) or an organized group of youth members and leader(s), with a purpose of focusing on the area of interest while acquiring knowledge and skills, work toward the goal of entering their project item(s) at the Waukesha County Fair to demonstrate what they have learned. They may be organized on a Club or County level. 01/01/2014

Board of Directors

- See "Section 5 -Articles of Inc. by-Laws & Board" for duties, roles, nomination, election, and terms of Board members. 01/01/2014

Standing Committees

- See "Section 11 G - Standing Committees" for the current approved standing committees. Also included are brief summaries, purpose, function, responsibility, and subcommittees. 01/01/2014.

Activities/Events Standing Committee

- The Association will not support, financially or otherwise, any county activity or event that encompasses any form of pointing of any type of firearm including air guns, laser guns, or paintball guns, at any person or humanoid. 01/01/2014

Awards/Acknowledgment Standing Committee

- Awards Grievance Review-The Association will have in place a review process to address award grievances. The method is an escalating process as follows:
 - o Request is submitted by member with a goal to resolve the issue with the leader and Awards Committee.
 - o If a resolution cannot be reached, an ad-hoc Award Grievance Review Committee of three neutral Association members will be appointed. The ad-hoc committee will investigate and review the grievance and reach a resolution.
 - o The Board will review the Award Grievance Review Committee's resolution and make a final decision.
 - o See "Section 10- Miscellaneous" for grievance process and form. 09/25/2014

Fundraising Standing Committee

- All planned fundraising Events must be submitted to the Board for review and approval prior to implementation. 01/01/2014

Other

- Contracts
 - o All contracts, that involve the obligation or spending of Association Funds, or exposes the Association to liability, must be in writing.
 - o The only designated signers of Association contracts are the Association officers (President, Vice-President, Secretary, and Treasurer.
 - o The Association Vice-President shall keep a copy of all active contracts. 01/01/2014